



Huabao International Holdings Limited  
華寶國際控股有限公司

(Incorporated in Bermuda with limited liability)

(於百慕達註冊成立之有限公司)

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

2019



**TABLE OF CONTENT**

內容索引

PAGE  
頁碼

I.	PREAMBLE 前言	2
II.	ABOUT THE REPORT 關於本報告	11
III.	BOARD INCLUSIVENESS 董事會參與	14
IV.	STAKEHOLDER ENGAGEMENT 利益相關者的參與	19
V.	ENVIRONMENTAL SUSTAINABILITY 環境可持續發展	27
VI.	SOCIAL SUSTAINABILITY 社會可持續發展	60
VII.	REPORT DISCLOSURE INDEX 報告披露索引	107



## I. PREAMBLE

### Introduction

Flavours and fragrances are the products with aromatic mixture prepared from a variety of the aroma raw materials, solvents and other auxiliary materials, which are widely used in multiple industries such as food, beverage, fragrances and tobacco sectors. With the rapid development of global economy, accelerating domestic urbanisation in China and speedy rise of consumption levels, people's requirements for high-quality food and commodities are increasingly stricter and the diet structure of consumers has undergone significant changes, which have pushed the unprecedentedly fast growth of the flavours and fragrances industry. Meanwhile, as an increasing number of giant international flavours and fragrances manufacturing enterprises have put more focus on the investment in the Chinese market by building R&D centres and production bases in recent years that causes stiffer competition in the flavours and fragrances industry, how to differentiate from peers through sustainable business strategies with a robust Environmental, Social and Governance ("ESG") management system has been one of the top priority issues in the decision-making process of all companies. As a growing concern in the industry of food additives and flavouring, being sustainable means a lifecycle analysis and management of the products from phases including agricultural practices, manufacturing process, packaging innovation, distribution operations, behavioural change in use and disposal method. Since there remains an impending challenge ahead of all companies to be more genuinely sustainable, it requires the leaders of companies to proactively implement sustainability initiatives not only in their companies, but within its sphere of influence in the value chain as well. Huabao International Holdings Limited (the "Company") has been perfectly been conscious of the enormous benefits and urgency to practice sustainability and incorporate sustainable visions into business strategies, which will help the Company gain greater financial success with lower production costs, reliable product quality, increased market share, excellent environmental performance, solid progress in fulfilling social responsibilities, sound relationships with stakeholders and improved risk management.

## I. 前言

### 行業背景

香精香料是由多種香精原料、溶劑和其他輔助材料製成的具有芳香族混合物的產品，廣泛用於食品、飲料、香精和煙草等多個行業。隨著全球經濟的快速發展、中國國內城市化進程的加快和消費水平的迅速提高，人們對優質食品和商品的要求愈來愈嚴格，消費者的飲食結構亦發生重大變化，推動著香精行業前所未有的快速增長。與此同時，近年來越來越多的國際大型香精香料生產企業對中國市場的投資高度重視，並建立了研發中心和生產基地，導致香精香料行業的競爭日趨激烈，而如何依靠有效的環境、社會和管治（「ESG」）管理系統建立可持續業務發展戰略，與行業競爭者相比保持獨特性是所有公司長期以來決策過程中的重點問題。對於食品添加劑和調味料行業而言，可持續發展意味著從農業實踐、製造過程、創新包裝、分銷營運、使用和處置方式的行為變化等階段對產品進行全生命週期的分析和管治。要真正意義上實現可持續發展，所有企業均面臨著嚴峻的挑戰，而這要求其領導者於公司及其價值鏈的影響範圍內積極實施可持續性計劃。華寶國際控股有限公司（簡稱「本公司」）充分意識到實施可持續發展並將可持續發展願景納入業務戰略的優勢和緊迫性，將有助於本公司以更低的生產成本、可靠的產品質量、高市場份額、出色的環境績效、穩步的社會責任履責、與利益相關者的良好關係和成熟的風險管理去追求更好的財務回報。



## ESG MINDSET 環境、社會及管治思維



As one of the leading enterprises in China’s flavours & fragrances, tobacco raw materials and aroma raw materials and condiment fields, the Company and its subsidiaries (the “Group”) has been taking an integrated management approach in the path towards sustainability, aiming to balance environmental, economic and social considerations in the supply chain under corporate governance system. With tools, policies and metrics being set up for managing and tracking the progress towards its overarching goals, the Group has been stepping up its sustainability efforts, collaborating with its gargantuan list of stakeholders and fine-tuning its business model, thereby producing an array of products with a delicate balance between disparate concerns such as environmental impacts, energy efficiency, climate resilience, customer expectations, sourcing options, product safety and employee empowerment. As an environmentally conscious and socially responsible enterprise, the Group has been working on the establishment of corporate culture that facilitates the organisation to develop pragmatically, innovate with passion and operate with a sustainability focus. With a diversified pattern of business segments and a competitive edge in taste-based fast-moving products industry, the Group is committed to

作為中國的香精、煙用原料、香原料與調味品領域的領先企業之一，本公司及其子公司（簡稱「本集團」）在邁向可持續發展的道路上採取了一體化管理方法。本集團憑藉其公司治理體系，旨在平衡供應鏈中的環境、經濟和社會因素。本集團通過採取措施、建立政策、明確指標管理和跟踪其目標實現進程，同時不斷加大其可持續發展的努力，與其廣泛的利益相關者進行合作，調整其業務模型，將環境影響、能源效率、氣候適應力、客戶期望、採購選擇、產品安全性和員工賦權等不同方面因素納入其一系列的產品研發中並保持平衡。作為一家秉承對環境和社會負責原則的企業，本集團致力於建立一種以促進組織務實發展、開拓創新並以可持續發展為重點的企業文化。憑藉多元化的業務板塊和其在味覺系快速消費品行業的競爭優勢，本集團致力於可持續發展，而這體現在其環保實踐、負責任採購、社會貢獻及為適應瞬息萬變的市場和不可預測的宏觀環境探索解決方案的努力之中。本集團不斷優化其業務營



sustainability as evidenced in its invariably eco-friendly practice, responsible sourcing, social contribution and endeavours to find business solutions to adapt to the ever-changing markets and unpredictable macro-environment. The Group keeps optimising its business operations and benchmarks the ESG practice from its business partners and peers, delivering its ambitious ESG commitments while making strides towards global sustainability targets underpinned by United Nations (the “UN”) Sustainable Development Goals (“SDGs”). Such strong aspirations to be the best enterprise in the industry of taste-based fast-moving consumer goods as well as being the trailblazer driving positive changes and sustainable growth in the industry steer the Group to include a broader set of ESG values into its long-term strategy and capability to innovate and adapt, such as sustainable waste and packaging management, efficient resource consumption, carbon footprint control, livelihood enhancement, protection of occupational health and safety, customer wellbeing, promotion of fairness during work and community investment. It is the quest for excellence and perfection that continues the Group’s mission towards sustainability and constantly bolsters the Group’s confidence to address its environmental and social challenges.

## Corporate profile

The Group, consisting of flavours and fragrances segment, aroma raw materials segment, tobacco raw materials segment and condiments segment, is mainly engaged in the R&D, production, distribution and sales of flavours and fragrances, aroma raw materials, tobacco raw materials, as well as condiments. The Group, as an industrial holdings group based on China’s taste-based consumer goods market, made diversified investments around its core businesses during recent years. In September 2018, the Group successfully acquired 100% interest of Jiahao Foodstuff, which further consolidated its leading role that the Group had long played in establishing an industry chain with full coverage from raw materials, processing, to consumption. Meanwhile, the Phase I Project of Jiangxi Xianghai that was acquired by the Group in 2017 was completed and put into production in 2019, which was believed to play a positive role in the establishment and layout of the Group’s aroma raw materials segment through the production of various types of goods with high standards of craftsmanship, and expected to contribute more revenue and profit to the segment of aroma raw materials.

運，並參照其業務合作夥伴和同行的ESG實踐，履行其ESG承諾。同時，本集團也向聯合國可持續發展目標（「SDGs」）下的全球可持續性目標不斷前進。本集團以成為味覺系快速消費品行業的最佳企業以及推動行業積極變化和可持續增長的開拓者為目標，將更廣泛的ESG價值觀納入其長期戰略、能力創新和適應力建設，如可持續廢棄物和包裝管理、資源消耗、碳足跡管控、生活水平提高、職業健康和 safety 保護、客戶福祉、工作公平和社區投資。對卓越和完美的追求延續了本集團的可持續發展使命，並不斷增強本集團應對環境和社會挑戰的信心。

## 企業簡介

本集團下設香精板塊、香原料板塊、煙用原料板塊及調味品板塊，主要從事香精、香原料、煙用原料和調味品的研發、生產、分銷和銷售。本集團作為一家基於中國味覺系消費品市場的實業控股集團，近年來圍繞核心產業鏈進行多元化投資。二零一八年九月，本集團成功完成收購嘉豪食品的100%股權，進一步鞏固了本集團完成「原料、加工、消費」一體化的全產業鏈覆蓋的領導地位。同時，本集團於2017年收購的江西香海一期工程已完成竣工並於2019年投產，相信可以通過種類眾多及高工藝要求的產品對本集團香原料板塊的建立和佈局起到積極作用，並於未來為香原料板塊貢獻更多的收入及利潤。



### Huabao Flavours & Fragrances Co. Ltd (“Huabao Flavours”) Was Honoured China’s Top 100 Enterprises Award

### 華寶香精股份有限公司（「華寶股份」）榮獲“中國百強企業獎”

On 6 and 7 December 2019, the 19th China Business Top 100 Forum and the Fifth China Top 100 Cities Comprehensive Development Forum were grandly held in Shanghai, a forum that represents an authoritative list for measuring the development and operating results of listed companies. Huabao Flavours was honoured China’s Top 100 Enterprises Award at the Forum.

2019年12月6、7日，「第十九屆中國上市公司百強高峰論壇暨第五屆中國百強城市全面發展論壇」在上海隆重舉行，該論壇是衡量上市公司發展及經營業績的一個權威性榜單。本次高峰論壇上，華寶股份榮獲“中國百強企業獎”。

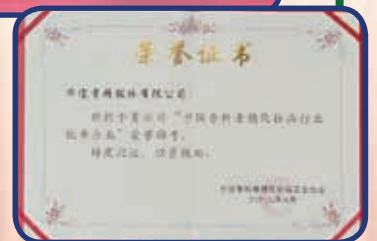


### Huabao Flavours and Shanghai H&K Flavours & Fragrances Co., Ltd. (“H&K Flavour”) Won Several Awards in 2019 by CAFFCI

### 華寶股份、上海華寶孔雀香精有限公司（「華寶孔雀」）榮膺2019中國香化行業多項殊榮

From 26 to 29, September 2019, the ‘Beautiful Aspiration • Cooperative Innovation’ 2019 Annual Conference of China Fragrance Flavour and Cosmetic Industries and International Cosmetics Conference, hosted by China Association of Fragrance Flavour and Cosmetic Industries (CAFFCI), was held in Xiamen, Fujian Province. Huabao Flavours was awarded the ‘Outstanding Enterprise in China Fragrance Flavour and Cosmetic Industries’ and ‘Social Responsibility – Public Welfare Activities of China Fragrance Flavour and Cosmetic Industries’ and ‘Excellent R&D Team in China Fragrance Flavour and Cosmetic Industries’. H&K Flavour, a wholly-owned subsidiary of Huabao Flavours, also won the title of ‘Excellent R&D Team in China Fragrance Flavour and Cosmetic Industries’.

2019年9月26-29日，由中國香料香精化妝品工業協會主辦的「美麗初心·合作創新」2019中國香料香精化妝品行業年會暨國際化妝品大會，在福建省廈門市隆重召開。華寶股份榮獲中國香料香精化妝品協會頒發的「中國香料香精化妝品行業優秀企業」、「中國香料香精化妝品行業社會責任—公益活動」、「中國香料香精化妝品行業優秀研發團隊」稱號。華寶股份下屬全資子公司華寶孔雀同時斬獲「中國香料香精化妝品行業優秀研發團隊」稱號。





By virtue of its position in the industry and scientific research strength, the Group will continue to adhere to its 'concentric diversification' strategy and 'Leader to a better life' vision, and combine its industry expertise and integration capability with the social capital, through the multi-capital platforms, multi-collaboration channels, as well as multi-investment collaboration models, to create more value for the shareholders.

憑藉其在行業中的地位 and 科研實力，本集團將繼續恪守「同心多元化」戰略和「美好生活引領者」的願景，並將其專業知識與社會資本整合能力相結合，通過多向資本平台、多向合作通道和多向投資協作模型為股東創造更多價值。

### **Sustainability: Our Strategy and Vision**

In 2019, the Group maintained steady growth in business while also made some progress towards its goal of being an all-round sustainable enterprise that not only conveyed sustainability concepts to its employees, but also encouraged its employees to assume the responsibility by taking into consideration the interests of our customers, suppliers, community groups, policymakers, environmental advocates and other external stakeholders. We endeavour to integrate the environmental and social impacts of our operations into the way we make important decisions gradually and execute business plans. In 2019, not only did the Group strive for growth and breakthrough through innovations and development, the Group tapped on its experience in sustainable development to develop our purpose in sustainability.

### **可持續發展：我們的戰略和願景**

2019年，本集團保持業務穩定增長，在實現成為一家全面可持續發展企業的目標方面取得了一定進展。本企業不僅向員工傳遞其可持續發展理念，還鼓勵員工在決策過程中，將客戶、供應商、社區團體、政策制定者、環保倡導者和其他外部利益相關者的利益納入考量，履行其企業責任。我們不斷努力，力求將營運活動對環境和社會的影響逐漸融入制定重要決策和執行業務計劃的考量中。2019年，本集團不僅努力通過創新和發展尋求在業務領域實現突破，還參考我們在可持續發展方面累積的經驗提出可持續發展宗旨。



“Being adaptive and proactive to the ever-changing market with the delivery of consistently high-quality products to our clients who are inspired to be more environmentally conscious and socially responsible.”

– Purpose

堅持順應自然的生態文明理念，推動質優價實的商業原則，以顧客為中心的經營觀念，以承擔企業社會責任為主線，主動求變的業務可持續發展戰略。

– 宗旨

#### Environmental adaptability

The Group has focused its efforts on taking steps to build adaptive capacity and drive positive changes to the mitigation of environmental risks. To obtain an in-depth understanding of the path towards being resilient, the Group endeavours to evaluate the material climate-related risks that the business operations of the Group are facing according to the Task Force on Climate-related Financial Disclosure (“TCFD”) recommendations, recognising the importance of the substitution of existing products and services with lower emissions options. As such, the Group has been exploring viable ways to optimise its manufacturing process and operations in the factories, and wishes to set up metrics and build relevant targets in regulating the practice in the supply chain, thereby minimising its environmental pollution, maximising energy use efficiency and enhancing its adaptability to various climate-related risks. The Group will keep formulating and implementing relevant policies gradually in the future, to promote green sourcing, energy-efficient operations, eco-friendly labelling and packaging practices, low-carbon transportation technologies and sound environmental performance of final products.

#### Product responsibility

The Group endeavours to strengthen its grassroots effort to create transformative and high-quality products for its customers. The Group keeps refining its strategy of quality products and implementing effective policies, aiming to build a set of standard management procedures for product quality assurance, which cover monitoring systems, equipment maintenance practice, team building, management policies, etc. Quality is the core of the business of the Group and with the aim to be the world’s leading taste-based consumer product industrial holdings group,

#### 環境適應力

本集團將精力集中於採取具體措施提高適應能力，並積極降低環境風險。為深入了解適應力建設的途徑，本集團參考了氣候相關財務披露小組（「TCFD」）的建議作為評估本集團業務營運所面臨與氣候相關的重大風險。本集團清晰地認識到用低排放產品和服務取代現有產品和服務的重要性，因此不斷探索可行方案來優化其工廠的製造流程和營運，並希望通過建立指標和相關目標以規範供應鏈實踐，從而減少其環境污染，最大限度地提高能源利用效率，並增強其應對各種與氣候相關風險的適應性。本集團將逐漸構建和實施相應政策，以促進綠色採購、高能效營運、環保標籤和包裝、低碳運輸技術以及產品的好環保表現。

#### 產品責任

本集團從基層工作抓起，努力為客戶創造具有創新性的優質產品。本集團不斷完善優質產品戰略，制定有效政策，致力於建立一套標準的產品質量保證管理規程，包括監控系統、設備維護實踐、團隊建設、管理政策等。質量是本集團業務的核心。為成為世界領先的味覺系消費品實業控股集團，本集團將會進一步在整個價值鏈的管理中採用系統化方法。本集團堅持「責任到人」，確保每位員工



the Group will further its adoption of a systematic approach in the management of its full value chain. Following 'everyone has responsibility', each staff has a specific responsibility at different business stages and divisions. Meanwhile, the Group has also strengthened internal training on product responsibility among employees, in which a culture of continuous learning and perfect execution is expected to be built that empowers employees to align their behaviour and individual ambitions with the Group's strategy.

#### Client first

As one of Huabao's core values - 'client first, value creation and shared achievements', making its clients satisfied has long been the target of the Group. The Group insists on factoring the expectations and wellbeing of its clients into the vital measurements of its business development. Through the building and training of professional teams for product quality control, after-sale services, complaint handling, market research, recall management and marketing and advertising affairs, and the systemic analysis and standard information disclosure, the Group commits to creating value for its customers and achieving sustainable consumption.

#### Social commitment

The Group's social commitment encompasses valuing employees and creating shared value for communities. The Group believes that its corporate spirits of 'innovative, pragmatic, loyal and cooperative' are the overarching strategy in employee management to better coordinate efforts and drive sustainability principles throughout the entire organisation. The Group aims to attract, train and retain talented and creative experienced professionals who have the passion to realise dreams together with the Group. The Group will further monitor and manage the indicators such as turnover rate, amount of training hours, corporate activities held over years and average salary. Social wellbeing has been an important topic to the Group and we are committed to going beyond fulfilling our social responsibilities as an enterprise by participating in a compelling range of charitable and public welfare activities that focus on the urgent needs of the communities where we operate and respond to the national call in practising social responsibilities, ending poverty and upholding the 'one belt, one road' strategic thought.

在不同的業務階段和部門均擁有特定的職責。同時，本集團也不斷加強員工在產品責任方面的內部培訓，希望通過培育一種持續學習和有效執行的企業文化，令員工能夠將自己的行為、個人理想與集團的戰略思想相結合。

#### 客戶至上

作為華寶「客戶至上、價值創造、共享共贏」的核心價值觀之一，讓客戶滿意一直是本集團的目標。本集團堅持將客戶的期望和福祉納入其業務發展的重要考量之中。我們通過對負責產品質量管控、售後服務、投訴處理、市場研究、召回管理以及市場營銷和廣告事務的專業團隊的建立和培訓，以及系統的分析 and 標準的信息披露，期望給客戶創造價值，實現可持續消費。

#### 社會承諾

本集團的社會承諾包含對員工的重視和為社區創造共享價值。本集團認為，「創新、務實、忠誠、協作」的企業精神是員工管理的總體戰略，旨在更好地協調工作並在整個組織內推動可持續發展原則。本集團的目標是吸引、培訓和留住有才幹和創意經驗的專業人士，與他們一起實現夢想。本集團在人才管理中將進一步對離職率、培訓時數、歷年公司活動、平均工資等指標進行監控和管理。社會福祉一直是本集團的重要關注點，我們致力於通過一系列的慈善和公益活動履行作為企業所應承擔的社會責任。這些慈善活動專注於我們經營所在社區的迫切需求，並響應國家在踐行社會責任、消除貧困及「一帶一路」戰略思想的號召。



### Governance effectiveness

We commit to sound governance that controls the development directions of the Group and manages various business affairs. The Board of Directors (the “Board”) is responsible for overseeing the ESG affairs of the Group and the implementation of an integrated ‘Top-down’ and ‘Bottom-up’ management approach. This framework is driven through our organisation with smooth communication and appropriate training of the best practices in governance, risk management, business conduct, compliance and ethics. The Board is committed to the orderly sustainable development of the Group.

Our business purpose to environmental and social sustainability has become gradually ingrained in the operation and management of the Group and organically integrated with the Group’s vision, spirits, core values and strategies. By thinking through ESG, the Group will be in constant pursuit of improved performance in all three areas of ‘E’, ‘S’ and ‘G’. The obligation to comply with the environmental laws, regulations and policies has not been seen as the sole objective of the Group. We also put emphasis on our environmental performance, including waste treatment, air pollutants and greenhouse gas (“GHG”) emissions from our manufacturing plants, and are dedicated to upgrading the hardware with effective maintenance in order to meet the sustainability standards while lowering our environmental impacts. In partnership with the local government and organisations, the Group has strengthened its sustainability efforts in social engagement, aiming to promote the prosperity of local communities and furthering its endeavours in creating a close-knit community of shared future in a response to the great dream of China - build a community of shared future for mankind and achieve shared and win-win development. Besides, the Group keeps improving its recruitment process and employee management policies and procedures. Both environmental and social sustainability desperately necessitates the efficient governance structure, under which each division, department and individual can assume their equally paramount responsibilities.

Apparently, the trust and support of our stakeholders, including suppliers, customers, employees, governments and business partners, is indispensable in our business as well as sustainable development performance. We thank you for your continuous encouragement, efforts, contribution and engagement in our path towards building an open, inclusive, resilient, environmentally friendly and socially responsible enterprise and hope that you will garner a better understanding of the progress we are making through this ESG report.

### 有效的管治

我們承諾透過有效的管治體系，把控集團發展方向和管理各種業務。董事會負責對本集團的環境、社會及管治事宜進行監管，並採用「自上而下」和「自下而上」的一體化管理方法。該框架通過對治理、風險管理、商業行為、合規性和道德約束的最佳實踐進行合理培訓和有效溝通而實現。董事會致力於可持續發展的有序開展。

我們對環境和社會可持續發展的業務宗旨已逐漸紮根於本集團的營運和管理中，並與集團的願景、精神、核心價值和戰略自然地融合在一起。通過ESG理念思考問題，本集團將繼續追求在「環境」、「社會」及「管治」三個領域中不斷提高績效。遵守環境相關的法律法規和政策從並不是本集團的唯一目標。我們也重視企業的環境表現，包括生產工廠的廢棄物處理、空氣污染物和溫室氣體（「GHG」）排放，並致力於通過對硬件的有效保養和升級，以滿足可持續發展標準，降低我們對環境的影響。本集團與當地政府和組織合作，加強在社會參與中可持續性方面的努力，旨在促進當地社區的繁榮，並進一步努力建立一個聯繫緊密、共享未來的社區，響應構建人類命運共同體的偉大中國夢。此外，本集團還將不斷完善招聘流程和員工管理相應的政策和程序。

毫無疑問，供應商、客戶、員工、政府與業務合作夥伴等利益相關者的信任和支持對於我們的業務及可持續發展表現是必不可少的。我們十分感謝您在我們努力向開放、包容、高適應力以及對環境和社會負責任的企業過程中的鼓勵、努力、貢獻與參與。我們衷心希望您通過本ESG報告可以更加清晰地了解我們所取得的進展。

# SUSTAINABILITY PERFORMANCE HIGHLIGHTS

## 華寶可持續發展表現摘要

### of Huabao in FY2019

### 二零一九財年

#### BUSINESS 業務

Revenues – RMB 4,241,040,000  
 收入 – 4,241,040,000元人民幣

Operating costs – RMB 1,225,703,000 (Sales and marketing expenses and administrative expenses)  
 營運支出 – 1,225,703,000元人民幣 (銷售及市場推廣開支以及行政費用)

Employee benefit expenses – RMB 604,248,000  
 僱員及福利開支 – 604,248,000元人民幣

#### ENVIRONMENTAL-FOOTPRINT 環境足跡

GHG emissions – 79,254 tonnes CO<sub>2</sub>e  
 溫室氣體排放 – 79,254 噸二氧化碳當量

Electricity consumption – 60,862 MWh  
 電力消耗 – 60,862 千千瓦時

Water intensity – 206.5 m<sup>3</sup>/Million RMB  
 水強度 – 206.5 立方米/百萬人民幣

#### INNOVATION 創新

R&D expense to sales expenses ratio increase – 0.4 percent point  
 投入研發佔銷售收入比增加 – 0.4個百分點

Number of newly applied patents – over 90  
 新申請專利數量超過 90

Awards – 'High and New Technology Enterprise Certificate', 'Kunming Municipal Enterprise Technology Centre' and 'Top 100 Innovative Enterprises'  
 獲獎 – 高新技術企業證書、昆明市企業技術中心、創新型企業 100強

#### PRODUCT RESPONSIBILITY 產品責任

High Customer satisfaction rate for handling complaints  
 高客戶投訴處理滿意度

Compliance with the Advertising Law of the PRC  
 遵守中華人民共和國廣告法

#### EMPLOYMENT 僱傭

Total workforce – 3,544 as at 31 December 2019  
 截止2019年12月31日的僱傭人數 – 3,544

Induction training time more than – 33,000 hours  
 入職培訓時間超過33,000小時

Health and Safety policy – 'Health and Safety Management Regulation of Huabao International Holdings Limited'  
 健康和安全管理政策 – 華寶國際控股安全管理暫行規定

#### SOURCING 採購

Number of suppliers – 652  
 供應商數量 – 652

Supply chain management – 'Green Procurement Policy'  
 供應鏈管理 – 綠色採購政策

#### COMMUNITY 社區

Public Charity Action in 2019 – Huabao Flavours Presence in Jiuquan, Gansu  
 2019慈善公益行——華寶股份走進甘肅酒泉

Huabao Flavours & Fragrances Supports Targeted Poverty Alleviation in Plateau Region  
 精準扶貧送暖雪域高原 華寶股份助力脫貧攻堅

Huabao Flavours & Fragrances Supports Poverty Alleviation of Deji Kangsa Community  
 德吉康薩社區愛心幫扶 華寶股份再次助力脫貧

Enterprise Culture Building Activities of African F&G in 2019  
 非洲F&G公司企業文化建設活動



## II. ABOUT THE REPORT

In compliance with the requirement under Appendix 27 – Environmental, Social and Governance Reporting Guide (“ESG Guide”) of Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (“Stock Exchange”), the Group is pleased to present its fourth Environmental, Social and Governance Report for the year ended 31 December 2019 (“FY2019”), which demonstrates the Group’s approach and performance in terms of ESG management and corporate sustainable development for FY2019. For corporate governance section, please refer to the Group’s 2019 Annual Report.

The information in this ESG Report was gathered through the collection of internal policies of different subsidiaries of the Group, the factual evidence of the implementation of ESG practices in the Group, the feedback from various stakeholder groups via online surveys and data analysis according to the numeric information submitted by different subsidiaries of the Group. The Group referenced the ESG Consultation Conclusions, ESG Disclosure Review, and Global Reporting Initiative Standards (“GRI Standards”), a globally-accepted reporting instrument, in the preparation of the ESG report. A complete content index and a GRI linkage table are available at the end of the ESG report for readers’ convenience to check its integrity. If there is any conflict or inconsistency, the English version shall prevail.

### Boundary Setting

While reviewing the ESG Report, the Board has set a clear reporting boundary before the reporting process, which helps report readers to clarify the reporting scope and compare the effectiveness of the implementation of relevant ESG policies within the company over the years and across the industry. In the meantime, an appropriate reporting boundary allows the Group to lower the risks of inadvertently neglecting the material activities or business operations in which the Group was engaged during the year under review. Given the business nature of the Group, the ESG report covers the performance and management policies of the major operations of the Group that is aligned with the segmentation of businesses of the Group in its 2019 Annual Report under the operational control approach, including the Flavours and Fragrances business, Tobacco Raw Materials business, Aroma Raw Materials business, and Condiments business.

## II. 關於本報告

本集團遵守香港聯合交易所有限公司（「聯交所」）證券上市規則附錄27 –《環境、社會及管治報告指引》（「ESG指引」）的規定，欣然呈報其截至2019年12月31日止年度（「2019財年」）的第四份ESG報告。本報告展示了本集團於2019財年在ESG管理和企業可持續發展方面的方針和表現。有關公司治理部分，請參閱本集團的2019年度報告。

本ESG報告中的信息透過對本集團不同子公司的內部政策、ESG實踐的事實依據、各個利益相關者團體通過在線調查以及根據本集團各子公司提交的量化信息的數據分析收集得到。本集團在ESG報告準備過程中參考了ESG諮詢結論、ESG披露審閱及全球認可的報告工具—全球報告倡議組織標準（「GRI」）。ESG報告末尾提供了一個完整的內容索引和GRI對照表，以方便讀者檢查其完整性。如有任何衝突或不一致之處，以英文本為準。

### 範圍設定

董事會在審閱本ESG報告同時，已在匯報流程開始設立清晰的報告邊界可幫助報告讀者釐清報告範圍，並比較多年來公司內部以及與整個行業相比ESG相關政策實施的有效性。同時，合理的報告範圍幫助本集團降低由於不經意而未對本集團本年度內從事的重大活動或業務營運進行匯報的風險。鑑於集團的業務性質，本ESG報告按照營運控制方法涵蓋了本集團主要業務的表現和管理政策，並與本集團在其2019年度報告中保持一致，包括香精業務、煙用原料業務、香原料業務和調味品業務。



## Materiality 重要性：

As a common strategic business tool for screening the insignificant issues and highlighting the environmental and social impacts, the Group has enforced a materiality assessment and reporting process that took into account the principle of materiality in determining the level of information disclosure. In the ESG report, a broad and inclusive materiality assessment supported by a science-based structured means called 'Analytical Hierarchy Process' was carried out to gather and prioritise the feedback of various stakeholder groups about their concerns and expectations in terms of company's sustainable development. With the outcome of such an evidence-based assessment, the Board was presented with a picture reflecting the material ESG issues which may impact the Group's ability to develop sustainably and made informed decisions. Specifically, topics that were listed as material according to the materiality matrix included 'Product quality assurance and recall percentage' and 'Health and safety relating to products/services'. In the meantime, the Board has fully taken into consideration the climate-related risks according to the TCFD recommendations and ranked the significant risks and their financial implications through an in-depth evaluation, which exemplified how the Group has applied the principle of materiality in its ESG reporting.

作為篩選重大問題並強調環境和社會影響的常用商業戰略工具，本集團實施了重要性評估以及於報告過程中在確定信息披露程度時充分考慮重要性原則。在本ESG報告中，本集團進行了廣泛的重要性評估，並以「層級分析法」作為科學基礎，收集和優先考慮各個利益相關者群體對其在公司可持續發展方面的關注和期望。通過此次合理的評估，董事會了解到可能影響本集團可持續發展的重大ESG問題並做出知情決策。具體而言，根據重要性矩陣的結果而被列為重要的話題包括產品質量保證和召回率以及產品／服務健康和安全性問題。同時，董事會根據TCFD的建議通過深入評估，將與氣候相關的風險及其對財務的影響納入考量範圍，而這也體現出本集團在ESG報告中如何應用重要性原則。

## Quantitative 量化：

The application of the reporting principle of Quantitative was primarily outlined under the sections of Emissions, Use of Resources, Employment, Development and Training, and Community Investment in this ESG report. To ensure that readers are able to benchmark the Group's ESG performance under environmental and social subjects against peers and its previous levels, a performance summary was shown at the beginning of the ESG report and tables highlighting the Group's performance in GHG emissions, data in relation to energy consumption, use of natural resources, number of employees in terms of age, geographic locations and position types, number of suppliers in different regions and the total amount of induction training time was given under environmental and social subjects accordingly in a numeric format. Meanwhile, a Sankey Diagram depicting the patterns of the Group's GHG emissions was displayed with specific amount in different categories as well, in order to provide the audience with a full picture of how the 6.5% decline in the total GHG emissions was achieved by the Group.

量化報告原則的應用主要在本ESG報告的排放物、資源使用、僱傭、發展及培訓和社區投資章節中概述。為確保讀者能夠將本集團在環境和社會主題下的ESG績效與同行及其以前的水平相比並進行衡量，本ESG報告開篇便展示其表現摘要，同時通過表格以數字形式突出展示了本集團在環境和社會範疇下溫室氣體排放方面的表現、與能源使用相關的數據、自然資源的使用、按照年齡、地理位置及職位類型的員工人數、不同地區的供應商數量以及入職培訓時間總數。同時，本集團亦通過桑基圖描述本集團不同類別下的溫室氣體排放，以向讀者提供有關本集團是如何實現溫室氣體總排放量降低6.5%的全面情況。

## Reporting Principles

As the reporting principles underpin the preparation of the ESG Report, the main content of this ESG Report has been determined, organised and presented under the principles of Materiality, Quantitative, Balance and Consistency, which specified therein were utilised as a basis for the preparation of this ESG Report.



## 報告原則

報告原則是編制ESG報告的基礎，因此本ESG報告的主要內容已根據重要性、量化、平衡及一致性的原則確定、組織和呈現，其中所指定的原則被用作編製本ESG報告的基礎。

## Balance 平衡：

An unbiased picture of the Group’s ESG performance is essential to ensuring the accuracy and objectiveness of the information shown to all audiences. Adhering to the principle of Balance, the selective disclosure in the report was utterly based on the reporting principle of Materiality, in which both the excellent performance and rooms for improvement were covered. The Group committed to describing the whole process of how the Group identified both challenges and opportunities and what measures it will take to address the potential risks and grasp the opportunities regardless of whether the progress is positive or negative. The application of the principle of Balance was beneficial to a reasoned assessment of the Group’s stakeholders in evaluating the Group’s genuine sustainable development.

對本集團的ESG表現進行中肯的描述，這對於確保向所有讀者傳達信息的準確性和客觀性至關重要。秉承平衡原則，報告中的選擇性披露完全基於重要性報告原則，其中涵蓋了其出色的業績和需要改進的方面。本集團致力於披露本集團如何識別挑戰與機遇的正面與負面過程，以及將採取何種措施應對潛在風險並把握機遇。平衡原則的應用有利於本集團利益相關者在評估本集團切實可持續發展過程中的合理性。

## Consistency 一致性：

A consistent reporting framework is of paramount importance to report users, including customers, investors and other stakeholders making informed decisions based on the reliable information presented in the report. The data collection system devised and implemented by the Group allowed the reported information to be collected and analysed in a standardised manner that was both aligned with its previous techniques and benchmarked with the international best reporting practice. Each subsidiary and the ESG Work Group were responsible for the accuracy and consistency of the information submitted for evaluation and reporting. The Group used a consistent methodology for the calculation of GHG emissions and collation of other environmental data against well-defined indicators, and provided an adequate descriptive explanation about the significant changes to the reporting scope and techniques. Meanwhile, to ensure that the vast array of ESG-related information can be presented to its readers clearly, the Group adopted a reporting process in line with the order for disclosure in the ESG Guide, which was conducive to the coherence of the entire report preparation process and to presenting a roadmap visualising its growth in sustainability to all.

一致的報告框架對於報告使用者（包括客戶、投資者和其他利益相關者）基於報告中提供的可靠信息做出知情決定十分關鍵。本集團設計並實施的數據收集系統使報告信息能夠以標準化的方式進行收集和分析，既符合其先前報告方法，亦與國際最佳報告慣例保持一致。本集團各個子公司和ESG工作組均須對提交用於評估和報告的信息的準確性和一致性負責。本集團採用了與以往一致的方法計算溫室氣體排放並對照明確的指標整理其他環境數據，對報告範圍和方法的重要改變進行充分的描述性解釋。同時，為確保能夠向讀者清晰地傳遞與ESG有關的海量信息，本集團根據ESG指引中的披露順序規劃報告流程，而這有利於報告準備過程的整體連貫性，並以可視化方式向所有人展示其可持續發展藍圖。



### III. BOARD INCLUSIVENESS

As one of the renowned enterprises in the industry of taste-based fast-moving consumer goods, the Group is aware that shared values are essential to success, thereby unwaveringly continuing to build processes, exploring tools and setting up guidelines to achieve excellence. The Board is in charge of making sure that the Group's business is operated responsibly and ethically that conform to the relevant laws and regulations and the corporate core values as well. The Board is responsible for proposing the short-, medium- and long-term business strategies of the Company, setting targets for the management and overseeing the effectiveness of the implementation of policies. All management teams are directly or indirectly delegated by the Board with the power to supervise the daily business operations. To lower the Group's potential repercussions on the environment and natural resources while enlarging its social impacts, the Group has been conscious of the leadership and accountability of the Board in the implementation of sustainable management approach and practice. As such, effective oversight of the Board and the clear articulation of the value proposition are acknowledged as the prerequisite and an important enabler of the acceleration of corporate sustainable development, without which it seems unlikely that the climate-related risks and opportunities to the Group can be timely and accurately priced. To ensure that the Board has the access to the latest ESG information in the market, can be updated of how relevant ESG policies have been implemented promptly, and assumes the full responsibility for the strategic planning and supervision of the Group's ESG practice, an integrated 'Top-down' and 'Bottom-up' approach has been gradually formed in the Group's sustainability governance, which the Group believes is vital to fostering a corporate culture that allows an expeditious handling of ESG matters and a barrier-free communication between the Board, the management and general employees.

### III. 董事會參與

作為味覺系快速消費品行業的知名企業之一，本集團意識到實現價值共享是成功的關鍵，因而堅定不移地在管理上建立流程、探索工具並制定指南以追求卓越。董事會負責確保本集團的業務有效營運，遵守相關法律法規和企業核心價值觀。董事會負責規劃集團的短期、中期和長期業務戰略，設定管理目標並監督政策實施的有效性。管理團隊由董事會直接或間接授權委任，並有權監督日常業務營運。為降低本集團對環境和自然資源的潛在影響並提高其社會影響，本集團深知董事會在實施可持續管理方法和實踐中的領導力和肩負的責任。因此，本集團認為有效的董事會監督和對價值主張的明確表述是加快企業可持續發展的前提和重要推動力。反之，則不能對與氣候相關的風險和機遇進行及時準確的評估。為確保董事會能夠獲取市場上最新的ESG信息，及時了解到有關ESG政策的實施方式，並對本集團ESG實踐的戰略規劃和監督全面負責，本集團在其可持續發展治理中逐漸形成「自上而下」和「自下而上」的一體化方法，而這對於建立一種具有ESG事宜處理高效性及在董事會、管理層和普通僱員之間實現無障礙溝通的企業文化而言十分重要。



## 董事會 Board



- Oversee the assessment of the Group’s environmental and social impacts;
  - Comprehend the financial implications and related risks of ESG issues on the Group’s operating model that needs to be adjusted continuously to adapt to the ever-changing market and regulatory environment;
  - Understand the sustainability concerns of investors and regulators through market research and internal discussion;
  - Initiate the materiality assessment and ESG reporting process, and approve the outcome of the final delivery;
  - Gradually foster a corporate culture and business purpose from the top-down to ensure that the ESG considerations and sustainability mindsets set from the top are part of the business decision-making process and can cascade through all levels of the organisation.
- 監督對本集團環境和社會影響的評估；
  - 理解ESG問題對本集團營運模式的財務影響和相關風險，不斷調整以適應不斷變化的市場和監管環境；
  - 通過市場研究和內部討論了解投資者和監管機構對可持續性問題的關注；
  - 啟動重要性評估和ESG報告流程，並批准最終調查結果；
  - 逐漸形成由上而下的企業文化和業務目標，以確保領導層確立的ESG考量因素和可持續發展思維理念成為業務決策過程的一部分並於組織內部的各個層次進行有效傳達。

Aiming to create an environment where smooth communication, collective wisdom and strong internal partnership are assured, the Group has followed the recommendations of the ‘Guide for Board and Directors – Leadership Role and Accountability in ESG’ released by the HKEx, bringing together sustainability, operations, finance, compliance, investor relations colleagues to understand and agree on their respective roles, and soliciting the feedback from the management about their practical experience and opinions on the implementation of ESG strategies and effectiveness of risk management.

為營造一個確保順暢溝通、把握集體智慧和建立牢固的內部夥伴關係的環境，本集團遵循了聯交所發布的「董事會和董事指南－在ESG方面的領導力和問責性」的建議，召集可持續性、營運、財務、合規和投資者關係的同事讓其了解並就各自的角色定位達成共識。與此同時，本集團徵求管理層的反饋意見，以了解其在實施ESG戰略和風險管理有效性方面的實踐經驗和建議。

## 管理層 Management



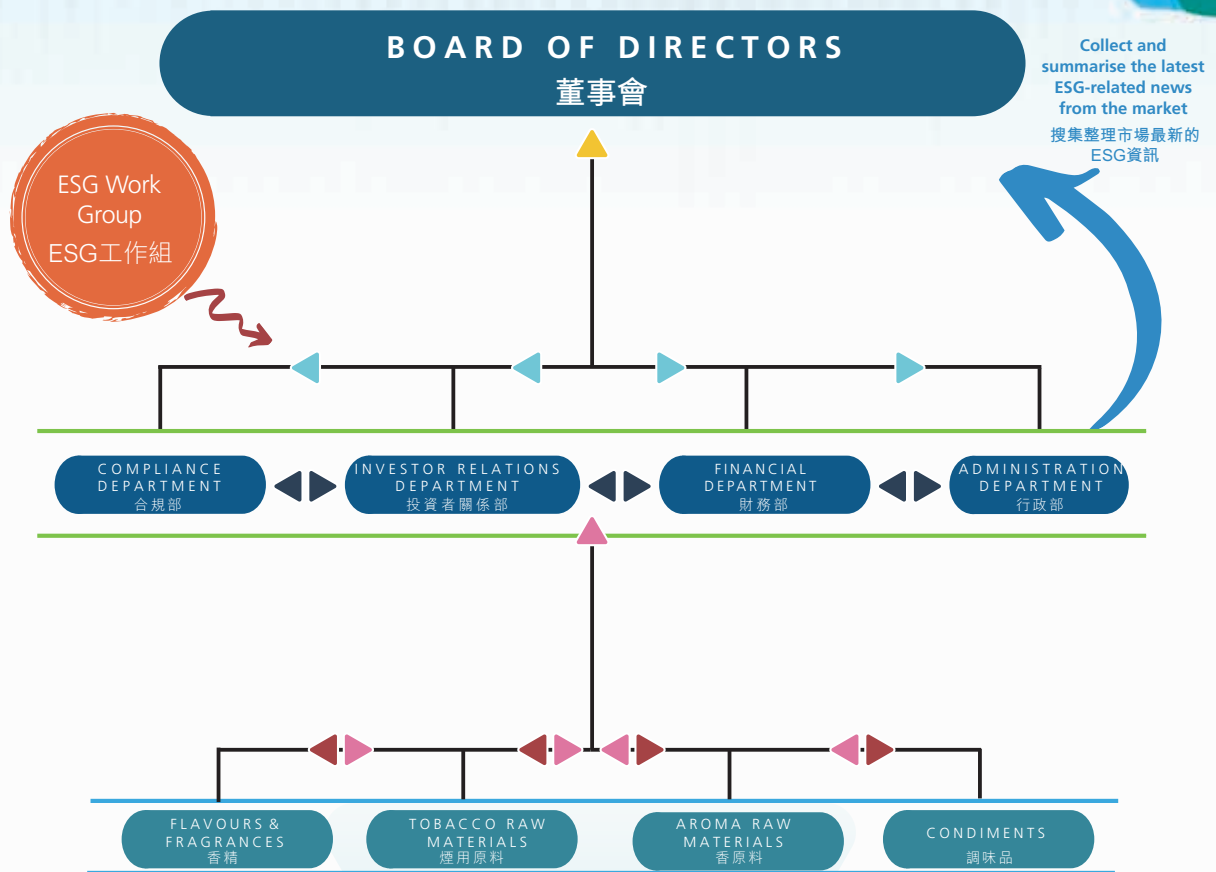
- Advance the Group’s execution in environmental management through an integrated management system;
  - Ensure the effective implementation of corporate policies in sustainability management;
  - Overcome the challenges in addressing environmental and social risks by optimising operational models and process;
  - Facilitate the collaboration of different business divisions and departments in the Group’s sustainability building process.
- 通過綜合管理系統鞏固和提升本集團在環境管理方面的執行力；
  - 確保有效實施公司可持續發展管理政策；
  - 通過優化營運模式和流程來應對環境和社會風險方面的挑戰；
  - 在集團可持續發展過程中協調不同業務部門的工作，幫助其有效合作。





Together with the management in the supervision and coordination of the Group's ESG affairs, the Group has developed a sustainability governance framework defining each department's/team's/individual's responsibility under the oversight of the Board in corporate ESG stewardship. Specifically, an ESG Work Group consisting of a team of professionals specialising in business sustainability and corporate social responsibility ("CSR") is the entity ensuring the effective implementation of the Group's sustainability and ESG management throughout all business segments. The ESG Work Group is comprised of the Investor Relations Department, the Compliance Department, the Administration Department and the Financial Department. The Investor Relations Department is responsible for the coordination of specific ESG matters with different teams, departments and subsidiaries, and the submission of relevant information to the Compliance Department and Financial Department, which are two core functional entities in the ESG Work Group that collaborate with the Investor Relations Department by providing technical support and oversee the management of daily ESG issues of the Group. The Administration Department is responsible for assisting the gathering of the latest ESG news in the market in the future, including the updated policies, academic research and articles, and circulating the material information to the Board for internal training.

本集團管理層在集團的ESG事務中扮演監督和協調的角色，同時本集團制定了可持續性治理框架，定義了在董事會的監督下各個部門／團隊／個人的職責。具體而言，一個由企業可持續發展和企業社會責任（「CSR」）專業團隊組成的ESG工作組負責本集團所有業務部門可持續發展和ESG管理的有效實施。該ESG工作組由投資者關係部、合規部、行政部和財務部組成。投資者關係部負責與不同的團隊、部門和子公司協調具體的ESG事宜，並向合規部門和財務部提交相關信息。合規部門和財務部是ESG工作組的另外兩個核心職能實體。其與投資者關係部門合作過程中提供技術支持並對日常ESG問題的管理進行監督。未來行政部會協助收集市場上最新的ESG新聞，包括時政、學術研究和文章，並將重要信息整理分派給董事會進行內部培訓。



Feedback from the management  
管理層的反饋

Support strategic decision making  
支持戰略決策

Pass vital information  
傳遞重要信息

Task assignment and supervision  
分配任務和監督

Report on difficulties and obstacles in the execution  
匯報執行過程中的困難

All subsidiaries under different business segments have built teams for ESG data collection and internal audit. In particular, the data collection team is mainly responsible for the collection and organisation of relevant ESG information. Meanwhile, the sustainability governance framework is supported by specialist teams in different subsidiaries within the Group, which provide consulting services and support to the management, and ensure the perfect implementation of missions and strategies from the top.

不同業務板塊下的所有子公司都建立了ESG數據收集和內部審計團隊。具體而言，數據收集團隊主要負責收集和整理相關的ESG信息。與此同時，本集團各個子公司的專責團隊為可持續管治框架的有效運行提供諮詢服務和支持，以確保上級下達的指令和戰略思想能夠有效貫徹。



With this multidisciplinary group in charge of the ESG-related issues, the Group aims to make sure that the following principles can be manifested in its sustainability management:

- a. Messages from the Board can effectively be delivered throughout the entire organisation;
- b. Challenges arising from daily operations can be reported rapidly and tackled efficiently;
- c. Duties can be allocated to specific individuals/departments/teams in an organised way;
- d. Material ESG-related proposals, regulations and missions can be organically incorporated into key business strategies in all subsidiaries instead of being viewed as peripheral;
- e. ESG (including climate-related) issues can be integrated into key governance processes and secure more discussions at Board meetings with enhanced board-level oversight;
- f. The voices and concerns of investors and all other material stakeholders about the ESG-related risks and opportunities can be heard by the leaders;
- g. An efficient risk management system can be continuously improved with feasible tools and mechanisms being developed to bridge the gaps between the unpredictable market changes and the resilience of businesses.

負責ESG相關問題的工作組由多學科小組組成，旨在確保在可持續發展管理中體現以下原則：

- a. 董事會的指令可以有效地於整個公司傳達；
- b. 日常營運過程中遇到的困難和挑戰可以迅速報告並有效解決；
- c. 有組織有條理地將責任落實到個人／部門／團隊；
- d. 與ESG相關的重要建議、法規和任務可以真正落實並納入所有子公司的主要業務戰略。
- e. ESG（包括與氣候相關）問題可以整合到關鍵治理流程中，並在董事會會議上獲得更多討論，加強董事會級別的監督；
- f. 領導能夠聽取投資者和所有其他重要利益相關者對與ESG相關風險和機會的看法；
- g. 通過開發可行的工具和機制持續有效改善其風險管理系統，以彌合市場變化的不可預知性與企業適應力之間的差距。





#### IV. STAKEHOLDER ENGAGEMENT

An effective dialogue with both internal and external stakeholders is critical to keeping the Group adaptable to the ever-changing market in its business development and important to transforming the Group’s environmental, social and economic commitments to the long-term value creation. The Group is fully aware that allowing its stakeholders to contribute as experts and having their voices heard is helpful for the Group to make informed decisions on its sustainable development. An ongoing engagement with stakeholders can also help the Group gain a better understanding of topics material and relevant to different groups of stakeholders, thereby further controlling the underlying risks and capturing the potential opportunities.

#### IV. 利益相關者的參與

與內部和外部利益相關者進行有效的對話對於本集團適應業務發展中不斷變化的市場環境以及對環境、社會和經濟的承諾轉變為長期價值創造而言至關重要。本集團充分意識到讓其利益相關者以專家身份貢獻自己的一份力並發表自己的聲音有助於本集團就其可持續發展做出知情決定。與利益相關者的持續溝通和參與亦可幫助本集團更好地理解與不同利益相關者群體相關的實質性話題，從而進一步控制風險並把握潛在機會。



The Group has been committed to optimising its sustainability strategy by engaging with both its internal and external stakeholders, including employees, customers, investors, industry authorities, suppliers, community groups and professional bodies. To ensure that the evolving societal expectations and valuable insights into risks and opportunities can be well leveraged, the Group keeps a sound relationship with its stakeholders and maintains communications with the representatives from different stakeholder groups at varying frequencies via various channels. Over the years, the Group involved its internal and external partners in defining, prioritising, and implementing its sustainability strategies directly and indirectly through the following means, during which the Group carefully listened to and responded to its stakeholders’ concerns.

本集團長期致力於通過與內部和外部利益相關者（包括僱員、客戶、投資者、行業主管部門、供應商、社區團體和專業組織）合作來優化其可持續發展戰略。為確保能夠充分滿足不斷變化的社會期望以及其利益相關者對風險和機遇的寶貴見解可以得到重視和評估，本集團與利益相關者保持著良好的關係，並通過各種渠道與不同利益相關者群體的代表保持溝通。多年來，本集團通過以下方式直接或間接地讓內部和外部合作夥伴參與其可持續發展戰略的製定、重要性排序和執行，並認真聽取利益相關者的關注且對其進行回應。

## Communication with Stakeholders

## 與利益相關者的溝通

Stakeholders 利益相關者	Expectations and Concerns 期望和關切	Communication Channels 溝通渠道
Government and regulatory authorities 政府和監管機構 	<ul style="list-style-type: none"> <li>- Law and regulation compliance 合規性</li> <li>- Anti-corruption policies 反貪污政策</li> <li>- Occupational health and safety 職業健康與安全</li> </ul>	<ul style="list-style-type: none"> <li>- Supervision on compliance with local laws and regulations 監督遵守當地法律法規</li> <li>- Workshops 專題討論會</li> <li>- Routine reports and tax payments 常規報告和納稅</li> </ul>
Shareholders 股東 	<ul style="list-style-type: none"> <li>- Return on investments 投資回報</li> <li>- Corporate governance 公司治理</li> <li>- Law and regulation compliance 守法及合規性</li> </ul>	<ul style="list-style-type: none"> <li>- Regular reports 定期報告</li> <li>- Announcements 公告</li> <li>- Regular general meetings 定期股東大會</li> <li>- Official website 官方網站</li> </ul>
Employees 僱員 	<ul style="list-style-type: none"> <li>- Employees' remuneration and benefits 員工的薪酬和福利</li> <li>- Career development 職業發展</li> <li>- Training opportunities 培訓機會</li> <li>- Health and safety in the workplace 工作場所的健康與安全</li> <li>- Optimise the processing technology to reduce the environmental impacts during manufacturing operations 優化工藝以減少製造過程中對環境的影響</li> <li>- Collaborate with local governments in the upgrade of manufacturing equipment 與地方政府合作，升級製造設備</li> <li>- Analysis of the latest policies in different industries 分析不同行業的最新政策</li> </ul>	<ul style="list-style-type: none"> <li>- Performance appraisal 績效評估</li> <li>- Regular meetings and training courses 定期會議和培訓課程</li> <li>- Written comments via emails, notice boards, telephone calls and team building activities with management 通過電子郵件的書面評論、公告板、電話和與管理團隊合作開展的活動</li> </ul>
Customers 客戶 	<ul style="list-style-type: none"> <li>- Production quality assurance 生產質量保證</li> <li>- Protection of the rights of customers 保護客戶的權利</li> <li>- Customer satisfaction 客戶滿意度</li> <li>- Slow down the speed of the consumption of natural resources 減緩自然資源的消耗速度</li> </ul>	<ul style="list-style-type: none"> <li>- Customer satisfaction surveys 客戶滿意度調查</li> <li>- Face-to-face meetings and on-site visits 面對面的會議和現場調研</li> <li>- Customer service hotline and emails 客戶服務熱線和電子郵件</li> <li>- Public bidding 公開投標</li> </ul>
Suppliers 供應商 	<ul style="list-style-type: none"> <li>- Fair and open procurement 公平公開的採購</li> <li>- Win-win upstream and downstream cooperation 互贏互利的上下游合作</li> <li>- Environmental protection 環境保護</li> <li>- Protection of intellectual property rights 知識產權保護</li> </ul>	<ul style="list-style-type: none"> <li>- Open tenders 公開招標</li> <li>- Suppliers' satisfaction assessments 供應商的滿意度評估</li> <li>- Telephone conferences, face-to-face meetings and on-site visits 電話會議、面對面會議和現場調研</li> <li>- Questionnaires and online engagement 問卷與在線參與</li> <li>- Industry seminars 行業研討會</li> </ul>
General public 公眾 	<ul style="list-style-type: none"> <li>- Involvement in communities 社區參與</li> <li>- Ecological impacts of the Group's operations on indigenous inhabitants 集團業務對當地居民和生態影響</li> <li>- Employment opportunities 就業機會</li> <li>- Conform to business ethics 遵守商業道德</li> <li>- Environmental protection awareness 環保意識</li> </ul>	<ul style="list-style-type: none"> <li>- Responses to enquiries 對詢問的回應</li> <li>- Face-to-face interviews 面對面的訪談</li> </ul>



The SDGs have defined the global sustainable development priorities and aspirations for the year 2030 and seek to mobilise global efforts around a common set of goals. To benchmark the best sustainable practice across the globe and make strides towards the objectives on the global level of sustainable development, the Group has paid attention to its stakeholders’ opinions on the Group’s sustainability stewardship and plans to use the SDGs as an overarching framework to shape, steer, communicate and report its strategies, goals and activities in the path of sustainable development in the long-term.

On the basis of the SDG sub-goals and according to the survey results, the Group further identified Goal 6 (Clean water and sanitation) together with Goal 3 (Good health and well-being) and Goal 4 (Quality education) in FY2019 among all 17 SDGs, with which the Group endeavoured to achieve a particularly high impact in terms of its business activities on the environment and society. In response to the call and concerns from stakeholders, the Group has been laying its emphasis on the management of relevant areas in its business operations and setting out rational targets and metrics in either directional or quantitative ways.

可持續發展目標確定了2030年全球可持續發展的優先事項和目標，並力圖圍繞一系列目標動員全球共同努力。為了對全球最佳可持續實踐進行基準化分析並朝著全球可持續發展水平的目標邁進，本集團關注其利益相關者對本集團可持續發展管理方面的建議，長期而言計劃將可持續發展目標作為總體框架來制定、指導、交流和報告其在可持續發展過程中的戰略定位、目標構建和活動開展。

依照可持續發展目標的子目標並根據調查結果，在所有17個可持續發展目標中，本集團於2019財年進一步確定目標6（清潔飲水和衛生設施）連同目標3（良好健康與福祉）和目標4（優質教育）需要本集團努力在業務活動中對其產生的環境和社會影響加以重視。為響應利益相關者的號召和關注，本集團一直將重點放在業務營運中相關領域的管理上，並以定向或定量方式建立與制定合理的目標和指標。



*Goal 3: Good health and well-being for people – ‘Ensure healthy lives and promote well-being for all at all ages’;*

*Goal 4: Quality education – ‘Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all’;*

*Goal 6: Clean water and sanitation – ‘Ensure availability and sustainable development of water and sanitation for all’.*

Source: <http://www.undp.org/content/undp/en/home/sustainable-development-goals.html>

目標3：良好健康與福祉-「確保健康及促進各年齡層的福祉」；

目標4：優質教育-「確保有教無類，公平以及高品質的教育，以及提倡終身學習」；

目標6：清潔飲水和衛生設施-「確保所有人都能享有水及衛生及其永續管理」。

來源： <http://www.undp.org/content/undp/en/home/sustainable-development-goals.html>



**Goal 3**

In line with the sub-targets under Goal 3, the Group has put great efforts in the occupational health and safety issues during manufacturing operations. In addition to the provision of basic employment injury insurance, annual physical examinations and mental health consulting services to its employees, the Group also built professional EHS (“Environment, Health and Safety”) teams for the supervision of the correct use of PPE (“Personal Protective Equipment”) and safe handling of hazardous materials. The Group regularly conducts onsite audit and reviews the efficiency and security of facilities in the factories and workplace, aiming to limit and eradicate the employees’ exposure to pollutants, harmful substances and other occupational diseases. During FY2019, the Group held a number of meetings, seminars and training programmes discussing the safety accidents due to unprofessional operation or inadvertent error that happened in the past and summing up the experience. Maintaining a high-level performance in preventing the occupational health and safety risks is of high importance to the Group. As such, the Group has brought in draconian measures and policies in an effort to regulate the operations in business operations. The ‘Health and Safety Management Regulation of Huabao International Holdings Limited’, for example, has been formulated in accordance with the Production Safety Law of the People’s Republic of China (中華人民共和國安全生產法), the Law of the People’s Republic of China on Prevention and Control of Occupational Diseases (中華人民共和國職業病防治法) and Regulations on the Reporting, Investigation and Disposition of Work Safety Accidents (生產安全事故報告和調查處理條例), to ensure the health of employees and safety of properties and to promote the sustainable development of the Group. The policy clarifies definitions of relevant terminologies for employees, defines the responsibilities of each functional departments in safety management, sets the overall goals and sub-targets for business segments, regulates the standard procedures for safety protection and monitoring management that need to be taken in operations, introduces the emergency assistance system and details the reward and punishment system.

**Targets: No accidents on any accident level specified in the Regulations on the Reporting, Investigation and Disposition of Work Safety Accidents (生產安全事故報告和調查處理條例) and any scale listed below:**

- Accidents that cause death;
- Accidents that cause property loss of RMB 100,000 or more;
- Accidents that cause serious injuries of 3 people or more;
- Group accident involving 10 or more people with minor injury and severe wound.

**目標3**

根據目標3的子目標，本集團在製造營運過程中為解決職業健康和安全管理問題付出很多努力。除向僱員提供基本的工傷保險、年度體檢和心理諮詢服務外，本集團亦建立了專業的EHS（「環境、健康與安全」）團隊，以監督PPE（「個人防護設備」）的使用和危險材料的安全處理。本集團定期進行現場審核，並審查工廠和工作場所設施的有效性和安全性，以減少和消除員工暴露於污染物、有害物質和其他職業危害的風險。於2019財年，本集團舉行多次會議、研討會及培訓計劃，討論過去因不專業的操作或疏忽而導致安全事故，並總結經驗。在預防職業健康和安全管理方面保持高水準對集團而言很重要。因此，本集團採取嚴格措施和政策，以規範業務營運。例如，「華寶國際控股有限公司健康與安全管理條例」根據《中華人民共和國安全生產法》和《中華人民共和國職業病防治法》和《生產安全事故報告和調查處理條例》，以確保員工健康和財產安全並促進集團的可持續發展。該政策為員工釐清了相關術語，定義了每個職能部門在安全管理中的職責，設定了業務部門的總體目標和子目標，規範了營運中需要採取的安全保護和監管標準程序，介紹了緊急援助體系並詳細說明了獎懲制度。

**目標：不發生《生產安全事故報告和調查處理條例》所規定的任何事故等級的事故，且不發生以下任何規模的事故：**

- 造成人員死亡的事務；
- 造成財產損失（直接損失或折算損失）10百萬及以上的事務；
- 造成3人及以上重傷的事務；
- 造成輕傷，重傷合計10人及以上的群傷事務。





**Goal 4**

In recognition of the principles in Goal 4, the Group has long been committed to ensuring that all its employees have the access to sufficient high-quality training opportunities that both benefit their career development and bring innovative ideas to the Group. Together with face-to-face lectures, the Group has also put its focus on the development of online training courses for its employees, through which employees can enjoy the learning at any time flexibly. Further, the Group provides its employees with non-discriminative and open access to professional training resources and offers the job applicants the internship programmes. The Group values the training of employees as it believes that well-prepared training courses not only help its employees obtain the knowledge for professional development, but enable them to have a better understanding of topics such as circular economy, climate change, eco-friendly waste treatment and other sustainability related areas. The Group is dedicated to transforming the enterprise into an organisation with a motivation for learning, thereby further improving its core competitiveness in the industry.

**Targets: Yearly increment of training hours and more resources and manpower put in the development of new training courses in various formats.**



**目標4**

本集團充分理解目標4的原則，長期致力於確保其所有員工均能獲得充足的高質量培訓資源和機會，而這既有益於其職業發展，亦可為本集團帶來了創新思想。除面對面授課外，本集團還致力於為員工開發在線培訓課程，使員工可隨時隨地享受學習的樂趣。此外，本集團為員工提供非歧視性和開放性的專業培訓資源，並為求職者提供實習計劃。本集團重視對員工的培訓，認為精心準備的培訓課程不僅可以幫助其員工獲得專業發展的知識，亦可使其對諸如循環經濟、氣候變化、環境友好的廢棄物處理與其他可持續性相關的領域的主題有更加深刻的認識。本集團致力於將企業轉變為善於學習的組織，從而進一步提高其在行業中的核心競爭力。

**目標：每年增加培訓時間並將更多資源和人力投入不同形式的培訓課程開發中。**



**Goal 6**

Water, which has been seen as one of the most precious natural resources on the planet, should be treasured and protected by all mankind. The Group has been working hard on the analysis of the impacts of water use in the value chain and particularly paying attention to the water consumption and wastewater treatment during manufacturing processes in the factories. The Group has enforced its policies to monitor the quantity and quality of wastewater discharged from factories as well as the use and management of materials and waste, in order to ensure that the sewage from the Group, especially the manufacturing factories, is not harmful to the environment and human's health. In the meantime, the Group has embedded water recycling into its daily operations and in FY2019, a total of 443,722 m<sup>3</sup> water was recycled and reused by the Group. Following the WASH Pledge and Guiding Principles for Implementation, the sanitation conditions in the factories of the Group are under good maintenance and hygiene training and awareness building among employees have been emphasised by the Group as a fundamental measure to keep the workplace clean and eliminate occupational diseases.

**Target: Increase the water efficiency through the formulation of more stringent policies for recycling wastewater internally.**



**目標6**

水被視為地球上最寶貴的自然資源之一，應被全人類所珍視和保護。本集團長期以來一直努力分析價值鏈中水資源使用所帶來的影響，並特別關注工廠內製造過程中的用水量和廢水處理。本集團已執行其政策以監控工廠排放的廢水量及其質量，以及材料和廢棄物的使用和管理，以確保本集團（尤其是製造工廠）所產生的廢水不會對環境與人類健康產生負面影響。與此同時，本集團已將循環水融合進其日常營運中，於2019財年，本集團合共回收利用443,722立方米的水資源。本集團遵循「WASH承諾與實施指導原則」，努力維持工廠良好的衛生條件並在衛生培訓和員工意識建設中強調良好的衛生條件是保持工作場所清潔和消除職業病危害的基本措施。

**目標：通過制定更加嚴格的內部廢水回收政策來提高用水效率。**







## Materiality Assessment

As ESG risks and opportunities vary among the stakeholders of the Group involving different backgrounds, principal activities and business/operating models, the Group undertook an annual review to identify its stakeholders' main concerns and material interests in relation to the ESG issues of the Group during the year under review. In FY2019, the Group engaged its stakeholders to conduct a materiality assessment survey. Specifically, the Group examined its list of stakeholder groups and identified the ones that have been ascertained to or are likely to be impacted by the Group's business decisions and activities and vice versa in accordance with the principles set out in ISO 26000 (Guidance on Social Responsibility). The Group then invited the representatives of the stakeholder groups to participate in an online survey to voice their concerns on a list of ESG issues of the Group. The online survey contained numerous well-designed questions, which were believed to be material and relevant to the Group's business development and strategies from the stakeholders' standpoint. Such an objective, transparent and decision-useful materiality assessment allowed the Group to prioritise its ESG issues after mapping the results of the survey to a materiality matrix as shown below. The assessment process demonstrated the Group's emphasis on stakeholders' engagement. The results of the survey served as a powerful tool which assisted the Group to develop its action plans for more focused ESG management.

## 重要性分析

由於ESG相關的風險和機會取決於本集團利益相關者的不同背景、主要業務及業務／經營模式，因此本集團進行年度審核，以識別其利益相關者對本集團ESG事宜的主要關注點及重大利益。於2019財年，本集團邀請其利益相關者參與重要性評估調查。具體而言，本集團根據ISO 26000（社會責任指南）中的原則審查了其利益相關者清單，並確定已經或可能會受到本集團業務決策和活動的影響亦或影響本集團業務決策和活動的利益相關者。本集團進而邀請相關利益相關者團體的代表參加在線調查，以表達其對本集團一系列ESG問題的看法。在線調查由眾多精心設計的問題組成，並且從利益相關者的角度而言與本集團的業務發展和戰略密切相關。通過將本次調查結果繪製成如下所示的重要性矩陣，此次客觀、透明且對決策有幫助的重要性評估讓本集團對相關ESG問題予以重視。該評估過程凸顯出本集團對於利益相關者的參與十分重視。其結果也作為一個有力工具，促進本集團不斷實施有針對性的ESG管理行動計劃。

## 重要性評估流程解析 INTERPRETATION OF MATERIALITY ASSESSMENT PROCESS

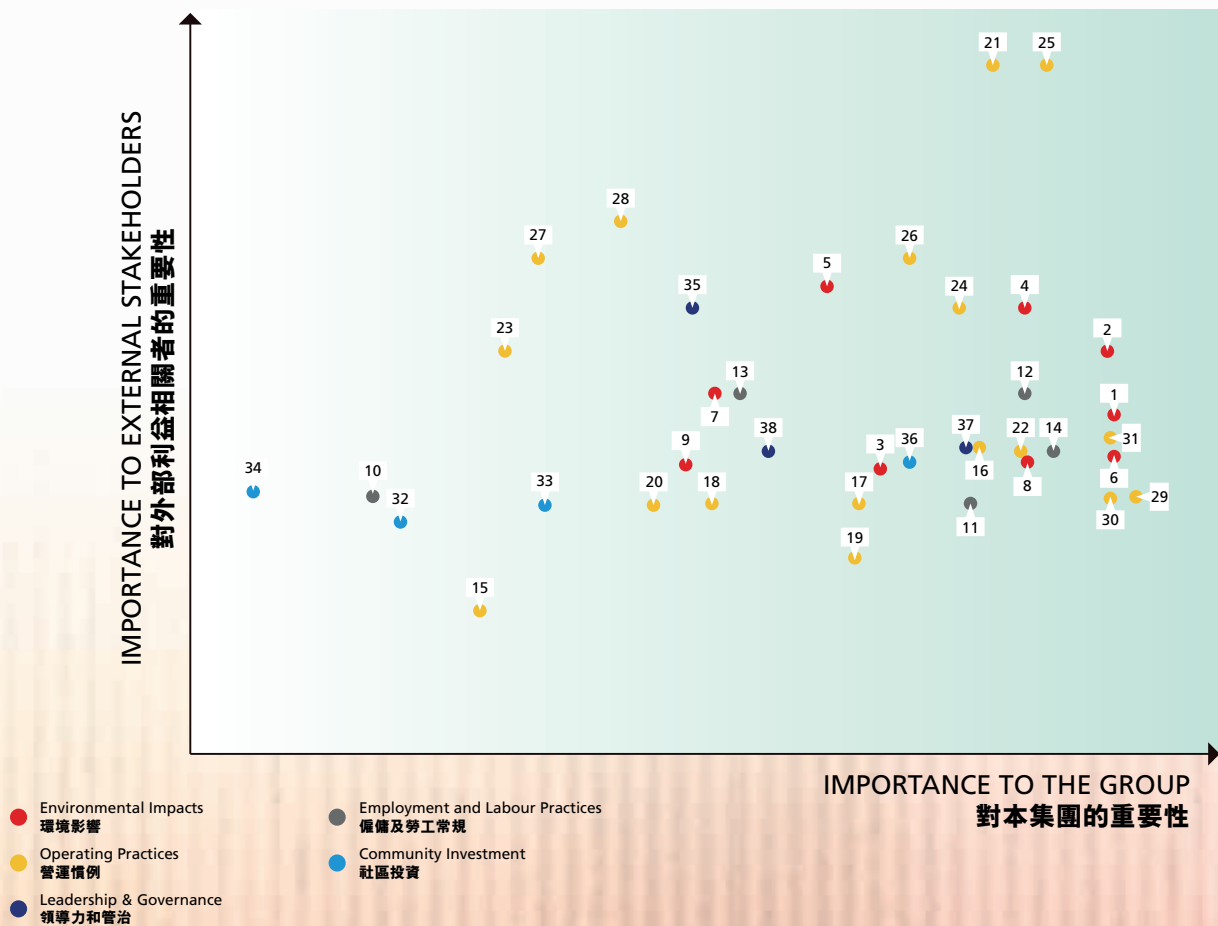




The Group believes that a fair and proper process based on engaging the most relevant and material stakeholders is central to the accuracy of the materiality assessment, thereby ranking the selected stakeholder groups by using the ‘Analytic Hierarchy Process’, a structured technique of assigning weights to different groups using the pairwise comparison. Specifically, six criteria were set in the ‘Analytic Hierarchy Process’ namely Vulnerability, Influence, Legitimacy, Willingness for engagement, Contribution and Necessity of involvement, and the pairwise comparisons among six stakeholder groups including Supplier, Customer, Managerial staff, General employee, Independent Non-executive Directors and Directors excluding Independent Non-executive Directors were conducted under each criterion, respectively. The final outcome was generated with a permissible limit of Consistency Ratio (“CR”) and the weights of each stakeholder group were applied in the survey results of the stakeholder engagement.

本集團認為，對於重要性評估的準確性而言，以最相關和最重要的利益相關者參與為基礎的公平、合理的流程是至關重要的。因此，本集團採用「層級分析法」（一種通過兩兩比對將權重分配給不同組別的方法），對選定的利益相關者群體進行排名。具體而言，在「層級分析法」中設置了六個評選條件，即易受影響性、影響力、合理性、參與意願、貢獻度和包含必要性，以及供應商、顧客、經理、普通僱員、獨立非執行董事和執行董事六個利益相關者群體之間在各個評選條件下的成對比較。最終結果在合理的一致性比率（「CR」）限制範圍內得出且每個利益相關者群體的權重都應用於利益相關者參與的調查結果中。

## Stakeholder Engagement Materiality Matrix 利益相關者的參與重要性分析矩陣





重要性分析表

MATERIALITY ASSESSMENT SHEET

- 23. Marketing and promotion 營銷和推廣
- 27. Labelling relating to products/services 與產品/服務相關的標籤問題
- 28. Product design & Lifecycle management 產品設計創新&產品生命週期管理
- 35. Business model adaptation and resilience to environmental, social, political and economic risks and opportunities 商業模型對環境、社會、政治和經濟風險和機遇的適應性和恢復力

- 21. Health and safety relating to products/services 產品/服務健康和安全
- 25. Product quality assurance and recall percentage 產品質量保證和召回率



- 34. Cultivation of local employment 促進當地就業
- 10. Diversity of employees 員工多元化
- 32. Community engagement 與當地社區的交流和聯繫
- 33. Participation in charitable activities and support public welfare 公益慈善活動的參與
- 15. Selection of local suppliers 選擇當地供應商
- 20. Environmentally preferable products and services 採購產品和服務的環境友好性
- 9. Climate-related risks 氣候變化風險

- 18. Social risks (e.g. monopoly) of the suppliers 供應商的社會風險 (如壟斷)
- 29. Number of legal cases filed against the company about bribery, extortion, fraud and money laundering 公司涉及到有關賄賂、勒索、欺詐和洗黑錢的案件數量
- 17. Environmental risks (e.g. pollution) of the suppliers 供應商的環境風險 (如環境污染)
- 16. Smooth communication and sound relationship with suppliers 與供應商的良好溝通及關係
- 19. Procurement practices 採購措施
- 6. Water use 水資源使用
- 13. Employee development and training 僱員發展及培訓
- 3. Land use, pollution and restoration 土地的使用、污染和恢復
- 1. Air and greenhouse gas emissions 大氣污染物和溫室氣體的排放
- 38. Systemic risk management 系統化風險管理
- 24. Observing and protecting intellectual property rights 遵守和保護知識產權
- 14. Preventing child and forced labour 防止僱傭童工和強制勞工
- 36. Management of the legal & regulatory environment (regulation-compliance management) 法律監管環境變化的應對和管理 (法律合規管理)
- 2. Sewage treatment 污水處理
- 11. Employee remuneration and benefits 僱員薪酬條件和福利政策
- 22. Customers satisfaction (Welfare) 顧客滿意度(福利)
- 26. Protection of consumer information and privacy 顧客信息和私隱保護
- 12. Occupational health and safety 職業健康與安全
- 5. Energy use 能源使用
- 30. Anti-corruption policies and whistleblowing procedure 反貪污政策及舉報流程
- 37. Critical incident risk responsiveness 應急風險應對能力
- 7. Use of other raw/packaging materials 原材料/包裝材料的使用
- 4. Solid waste treatment 固體廢棄物處理
- 8. Mitigation measures to protect environment and natural resources 保護環境和天然資源的措施
- 31. Anti-corruption training provided to directors and staff 領導層和員工的反貪培訓



Through the materiality analysis matrix, the Group identified ‘Product quality assurance and recall percentage’ and ‘Health and safety relating to products/services’ as the ESG issues that were significant to its business operations and strategic development.

### Stakeholders’ Feedback

As the Group strives for excellence, the Group welcomes its stakeholders’ feedback and advice on the improvement of its corporate ESG approach and performance, especially the ESG issues identified as the most important in the materiality assessment of the Group. Readers are also welcomed to share their views on the ESG matters with the Group at ir@huabao.com.hk.

## V. ENVIRONMENTAL SUSTAINABILITY

Adhering to the concept of green development in an all-round way, China has promoted the development of low-carbon industries and taken drastic actions in response to climate change. The Group has been fully aware of its historical mission to contribute to the building of an ecological civilisation that is of fundamental importance for the sustainable development of China. As such, to seek long-term sustainability of the environment and community in which it operates, the Group has made tremendous efforts in controlling its emissions as well as its consumption of resources, and complied with the relevant environmental laws and regulations in Hong Kong and the PRC in its daily operations, including but not limited to the following:

Environmental Protection Law of the People’s Republic of China 中華人民共和國環境保護法	Environmental Impact Assessment Law of the People’s Republic of China 中華人民共和國環境影響評價法	Law of the People’s Republic of China on the Prevention and Control of Atmospheric Pollution 中華人民共和國大氣污染防治法	Law of the People’s Republic of China on the Prevention and Control of Water Pollution 中華人民共和國水污染防治法	Law of the People’s Republic of China on the Prevention and Control of Environmental Pollution by Solid Wastes 中華人民共和國固體廢物污染環境防治法	Law of the People’s Republic of China on the Prevention and Control of Pollution from Environmental Noise 中華人民共和國環境噪聲污染防治法
Law of the People’s Republic of China on Conserving Energy 中華人民共和國節約能源法	Circular Economy Promotion Law of the People’s Republic of China 中華人民共和國循環經濟促進法	Environmental Protection Tax Law of the People’s Republic of China 中華人民共和國環境保護稅法	Regulation on the Implementation of the Environmental Protection Tax Law of the People’s Republic of China 中華人民共和國環境保護稅法實施條例	Regulations of the Management of Economical Use of Urban Water 城市節約用水管理規定	Emission standard for industrial enterprises noise at boundary (GB12348-2008) 工業企業廠界環境噪聲排放標準
Emission standard of air pollutants for boiler (GB 13271-2014) 鍋爐大氣污染物排放標準	Standard for pollution control on hazardous waste storage (GB 18597-2001) 危險廢物儲存污染控制標準	Discharge limits of water pollutants (DB 4426-2001) 水污染物排放限值	Emission standards for odour pollutants (GB14554-93); and 惡臭污染物排放標準	Standards for pollution control on the storage and disposal site for general industrial solid wastes (GB18599-2001). 一般工業固體廢物貯存、處置場污染控制標準	

This section primarily discloses the Group’s policies, practices, and quantitative data on emissions, use of resources, the environment and natural resources in FY2019.

本節主要披露本集團於2019財年有關排放物、資源使用、環境及天然資源的政策、常規及量化數據。

通過重要性分析矩陣，本集團將「產品質量保證和召回率」以及「產品／服務健康和 safety」確定為對其業務營運和戰略發展十分重要的 ESG 議題。

### 利益相關者的反饋

本集團追求卓越，積極歡迎其利益相關者對於提升企業 ESG 方法和表現的反饋與意見，尤其是在本集團重要性評估中列為最重要的 ESG 問題的相關反饋。本集團亦歡迎讀者透過集團郵箱「ir@huabao.com.hk」與本集團分享其有關 ESG 事宜的看法。

## V. 環境可持續發展

為全面落實綠色發展理念，中國大力發展低碳產業，為應對氣候變化採取了大刀闊斧的舉措。生態文明建設對中國可持續發展至關重要，而本集團也充分意識到其為此所肩負的歷史使命。因此，為尋求其經營所在地區環境和社區的長期可持續性，本集團努力控制排放和資源消耗，並於日常營運中遵守香港和中國內地的相關環境法律法規，包括但不限於以下各項：



## A.1. Emissions

In FY2019, the Group has complied with the basic relevant national and local environmental laws in terms of emissions during its daily operations. In particular, the Group was in compliance with the material laws and regulations in relation to air and GHG emissions, discharges into water and land, generation of hazardous and non-hazardous wastes, and noise that have a significant impact on the Group. Sticking to the vision of sustainable development, the Group has implemented various measures to mitigate its impacts on the environment, thereby facilitating the building of ecological civilisation.

Given the nature of the Group's business, air emissions mainly came from the fuel combustion for boilers, machinery, vehicles and other operating processes. In FY2019, the air emissions of sulphur oxides ("SO<sub>x</sub>"), nitrogen oxides ("NO<sub>x</sub>") and particulate matter ("PM") amounted to 12,152.2, 34,528.6 and 5,543.5 kg, respectively. Greenhouse gases ("GHGs") from anthropogenic activities are the most significant driver of the observed climate change since the mid-20th century. Its steadily rising concentration in the atmosphere leads to the increasing global temperature that is closely linked to climate change, which causes shifting weather patterns that threaten food production, raise sea levels and a number of catastrophes. GHG emissions from the Group were primarily due to the combustion of fossil fuels and the purchase and consumption of electricity in the manufacturing operations and transportation. Specifically, the Group's total GHG emissions were 79,254.2 tonnes CO<sub>2</sub>e, with an intensity of 18.69 tonnes CO<sub>2</sub>e/Million RMB. The Group also generated certain amounts of solid wastes and wastewater from its administration offices and factories during the under review. Precisely, a total of 872.2 tonnes of non-hazardous commercial and domestic solid wastes (with an intensity of 0.21 tonnes/Million RMB), 8,598 tonnes of industrial wastes (with an intensity of 2.03 tonnes/Million RMB) and 4.58 tonnes of hazardous solid wastes were generated during the Group's operations in FY2019. In terms of the sewage, a total of 642,545.3 m<sup>3</sup> wastewater including 155,327.4 m<sup>3</sup> of commercial and domestic wastewater and 487,217.9 m<sup>3</sup> of hazardous industrial wastewater were generated during the Group's operations. The Group's total emissions in FY2019 are summarised in Table 1 below, in which the figures in the Year 2018 (from January to December of 2018) are provided for comparison as well. To better illustrate the GHG emissions of the Group in detail, especially from the perspective of geographical locations, business segments, use of resources, and emission scopes, a GHG emissions Sankey diagram is formulated. It visualises the patterns of corporate GHG emissions with the width of the flows representing the magnitudes of the amount of emissions.

## A.1. 排放物

於2019財年，本集團於日常營運中已基本遵守相關的國家及地方環境法律法規，尤其是遵守有關廢氣及溫室氣體排放，向水及土地排污，有害和無害廢棄物的排放以及噪音等。本集團堅持可持續發展理念，並採取各種措施減輕其對環境的影響，促進生態文明建設。

鑒於本集團的業務性質，廢氣排放主要來自鍋爐、機械設備、車輛和其他操作過程的燃料燃燒。於2019財年，硫氧化物（「SO<sub>x</sub>」）、氮氧化物（「NO<sub>x</sub>」）和顆粒物（「PM」）廢氣排放量分別為12,152.2、34,528.6和5,543.5 kg。自20世紀中期以來，人類活動產生的溫室氣體（「GHGs」）是氣候變化的最主要原因。溫室氣體在大氣中的濃度不斷上升，導致了與氣候變化密切相關的全球變暖，造成氣候模式發生變化並帶來許多災難，諸如影響糧食生產、海平面上升等。本集團的溫室氣體排放主要是由於化石燃料的燃燒以及製造和運輸過程中電力的購買和消耗。具體而言，本集團的溫室氣體總排放量為79,254.2噸二氧化碳當量（「CO<sub>2</sub>e」），強度為18.69噸CO<sub>2</sub>e／百萬人民幣。於回顧年度內，本集團亦在其行政辦公室及工廠產生一定量的固體廢棄物及廢水，總共有872.2噸無害商業和生活固體廢棄物（強度為0.21噸／百萬人民幣），8,598噸工業廢棄物（強度為2.03噸／百萬人民幣）和4.58噸有害固體廢棄物。在污水方面，本集團營運期間共產生642,545.3立方米廢水，其中包括155,327.4立方米商業和生活廢水以及487,217.9立方米有害工業廢水。下表1匯總了本集團2019財年的總排放量並提供了2018年度（2018年1月至2018年12月）的數據以供比較。為了更好地展現本集團溫室氣體排放的細節，特別是從地理位置、商業模塊、資源使用和排放範圍等方面，本集團繪製了溫室氣體排放桑基圖。該桑基圖利用流量的寬度代表排放量的大小，將企業溫室氣體排放的現狀更具體化地表現出來。

Table 1 The Group’s Total Emissions by Category in FY2019 and Year 2018<sup>[11]</sup>表一本集團二零一九財年與二零一八年度排放信息總覽<sup>[11]</sup>

Emission category	Key Performance Indicator	Unit	Amount in FY2019 <sup>[1]</sup>	Amount in Year 2018 <sup>[2]</sup>	Intensity <sup>[3]</sup> (Unit per Million RMB) in FY2019	Intensity <sup>[2]</sup> (Unit per Million RMB) in Year 2018
排放物類別	關鍵績效指標	單位	2019財年排放量 <sup>[1]</sup>	2018年度排放量 <sup>[2]</sup>	2019財年強度 (單位/百萬人民幣) <sup>[3]</sup>	2018年度強度 (單位/百萬人民幣) <sup>[2]</sup>
Air emissions <sup>[4]</sup> 廢氣排放 <sup>[4]</sup>	SO <sub>x</sub> 硫氧化物	Kg 千克	12,152.2	25,552.1	2.87	6.42
	NO <sub>x</sub> 氮氧化物	Kg 千克	34,528.6	35,792.0	8.14	8.99
	PM 顆粒物	Kg 千克	5,543.5	1,881.1	1.31	0.47
GHG emissions 溫室氣體排放	Scope 1 (Direct Emissions) <sup>[5]</sup> 範圍一(直接排放) <sup>[5]</sup>	tonnes CO <sub>2</sub> e 噸二氧化碳當量	45,754.1	51,717.8	10.79	12.99
	Scope 2 (Energy Indirect Emissions) <sup>[6]</sup> 範圍二(能源間接排放) <sup>[6]</sup>	tonnes CO <sub>2</sub> e 噸二氧化碳當量	33,219.3	32,818.4	7.83	8.24
	Scope 3 (Other Indirect Emissions) <sup>[7]</sup> 範圍三(其他間接排放) <sup>[7]</sup>	tonnes CO <sub>2</sub> e 噸二氧化碳當量	299.4	273.6	0.07	0.07
	GHG removals from newly planted trees 新種植樹木減除溫室氣體	tonnes CO <sub>2</sub> e 噸二氧化碳當量	18.6	17.6	0.004	0.004
	Total (Scope 1, 2 & 3) 總排放(範圍一、二及三)	tonnes CO <sub>2</sub> e 噸二氧化碳當量	79,254.2	84,792.2	18.69	21.30
Non-hazardous waste 無害廢棄物	Solid Wastes <sup>[8]</sup> 固體廢棄物 <sup>[8]</sup>	tonnes 噸	872.2	958.5	0.21	0.24
	Wastewater <sup>[9]</sup> 廢水 <sup>[9]</sup>	m <sup>3</sup> 立方米	155,327.4	51,813.0	36.63	13.01
Hazardous waste 有害廢棄物	Solid wastes <sup>[10]</sup> 固體廢棄物 <sup>[10]</sup>	tonnes 噸	8,602.6	6,641.6	2.03	1.67
	Wastewater 廢水	m <sup>3</sup> 立方米	487,217.9	430,793.0	114.88	108.20

<sup>[1]</sup> The amount for FY2019 included the data from Jiangxi Xianghai in the Aroma Raw Materials business of the Group that was put into production in 2019;

<sup>[2]</sup> The amount and intensity in Year 2018 were extracted from the data in the ESG Report 2018 of the Group;

<sup>[3]</sup> Intensity for FY2019 was calculated by dividing the amount of air, GHG and other emissions respectively by the Group’s revenue of approximately RMB4,241 million in FY2019;

<sup>[4]</sup> Air emissions in FY2019 included both the air pollutants from industrial operations and vehicles for transportation, whilst in Year 2018, only air emissions from industrial operations were disclosed;

<sup>[5]</sup> The Group’s Scope 1 (Direct Emissions) included only the consumption of fossil fuels for industrial operations and vehicles for transportation and HFC emissions for refrigeration;

<sup>[6]</sup> The Group’s Scope 2 (Energy Indirect Emissions) included only emissions from electricity consumption;

<sup>[7]</sup> The Group’s Scope 3 (Other Indirect Emissions) included other indirect emissions from paper waste disposed at landfills and electricity used for processing fresh water and sewage by government departments;

<sup>[8]</sup> The non-hazardous solid wastes in FY2019 included domestic and commercial solid wastes;

<sup>[9]</sup> The total amount of non-hazardous wastewater generated by the Group included both domestic and commercial wastewater. In FY2019, the Group further strengthened its monitoring and measurement of the amount of non-hazardous wastewater from its subsidiaries, and the amount from Guangdong Jinye recorded as 91,051.1 m<sup>3</sup> in FY2019 was added into the total amount;

<sup>[10]</sup> The total amount of hazardous solid wastes included both general industrial wastes and other hazardous wastes;

<sup>[11]</sup> The methodology adopted for reporting on GHG emissions set out above was based on “How to Prepare an ESG Report? - Appendix 2: Reporting Guidance on Environmental KPIs” issued by the Stock Exchange and the 2006 IPCC (Intergovernmental Panel on Climate Change) Guidelines for National Greenhouse Gas Inventories.

<sup>[1]</sup> 2019財年的排放包括本集團香料業務中江西香海的數據(於2019年投入生產)；

<sup>[2]</sup> 2018年度的數量和強度摘自本集團2018 ESG報告中的數據；

<sup>[3]</sup> 2019財年的強度是通過將廢氣、溫室氣體及其他排放物的量分別除以本集團在2019財年的收入約42.41億人民幣得出；

<sup>[4]</sup> 2019財年的廢氣排放既包括來自工業營運的大氣污染物，亦包括用於運輸車輛的排放；而2018年度僅披露了來自工業營運中的空氣污染物；

<sup>[5]</sup> 本集團的範圍一(直接排放)僅包括用於工業營運和運輸車輛的化石燃料消耗以及製冷劑的消耗；

<sup>[6]</sup> 本集團的範圍二(能源間接排放)僅包括電力消耗所產生的排放物；

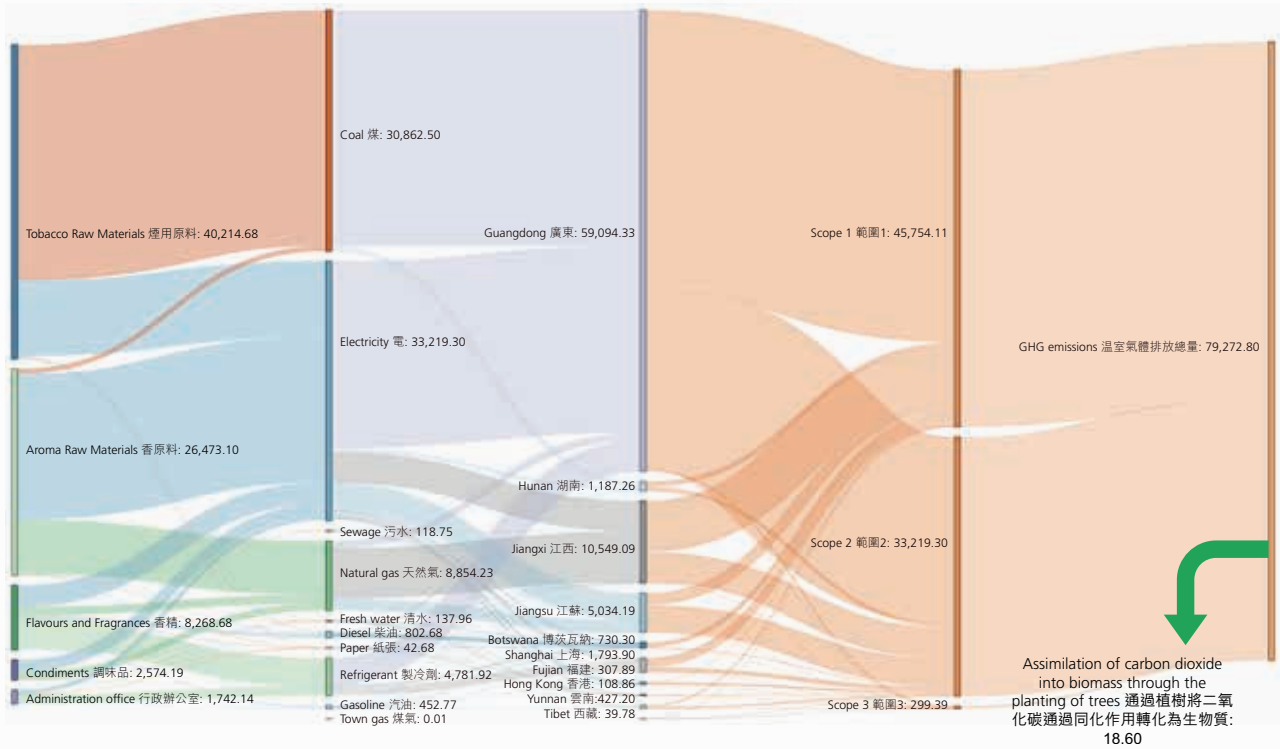
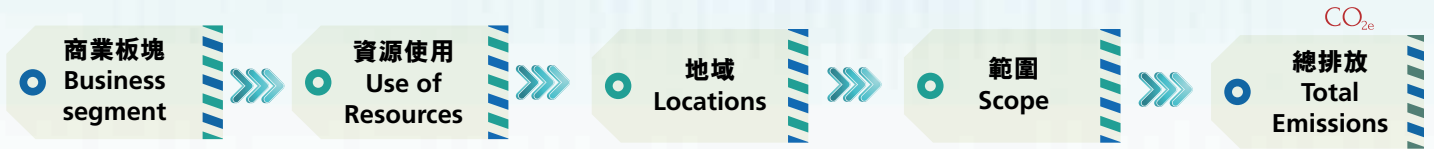
<sup>[7]</sup> 本集團溫室氣體排放範圍三(其他間接排放)僅包括於堆填區處置之廢紙，以及政府部門使用電力處理食水及廢水所引致的溫室氣體排放；

<sup>[8]</sup> 2019財年的無害固體廢棄物包括生活和商業固體廢棄物；

<sup>[9]</sup> 本集團產生的無害廢水總量包括生活和商業廢水。於2019財年，本集團進一步加強其附屬公司無害廢水量的監控及計量，並將2019財年來自廣東金葉約為91,051.1立方米的排放量納入總和；

<sup>[10]</sup> 有害固體廢棄物的總量包括一般工業廢棄物和其他有害廢棄物；

<sup>[11]</sup> 上述溫室氣體排放報告採用的方法基於由香港聯合交易所有限公司發行的「如何準備環境、社會及管治報告？附錄二：環境關鍵績效指標匯報指引」以及2006年IPCC國家溫室氣體清單指南。



Air & GHG Emissions

廢氣及溫室氣體排放





Air and GHG emissions generated by the Group mainly came from the purchase and use of electricity, diesel, natural gas, town gas, gasoline, refrigerant and coal for its manufacturing operations and transportation process. Specifically, exhaust gases including  $\text{SO}_x$ ,  $\text{NO}_x$  and PM were primarily generated during the combustion process of boilers, industrial operations and transportation. The Group complied with relevant national and local laws in controlling its exhaust gas emissions in FY2019, such as the 'Emission standard of air pollutants for boiler' (GB13271-2014) (鍋爐大氣污染物排放標準) and 'Emission limits of air pollutants in Guangdong Province' (DB44/27-2001) (廣東省地方標準大氣污染物排放限值), and implemented effective policies to mitigate the impacts of air emissions on the surrounding areas. To minimise the emissions of dust and sulphur dioxide (" $\text{SO}_2$ ") from the combustion process of boilers in factories, for instance, some subsidiaries of the Group adopted the bag filter facilities and double alkaline desulfurisation facilities. Besides, the Flavours and Fragrances business particularly regulated that the exhaust gases should be filtered through activated carbon and discharged only when it meets the standard. Further, to lower the emissions of exhaust gases, many subsidiaries of the Group re-designed and chose the boilers with good performance in energy efficiency during operations. For example, some coal-fired boilers were replaced by gas boilers that consumed natural gas, a relatively clean energy resource, for daily operations that significantly reduced the emissions of  $\text{SO}_x$  and  $\text{NO}_x$ . Yancheng Chunzhu, a subsidiary of the Group in the Aroma Raw Materials business segment, successfully reduced its  $\text{SO}_x$  and  $\text{NO}_x$  emissions by 3 tonnes and 6 tonnes respectively due to the massive substitution of gas boilers for coal-fired ones. Some other subsidiaries deployed central gas supply systems that eliminated the exhaust gas efficiently. The Flavours and Fragrances business segment also imported boilers with high energy efficiency in oil consumption, which effectively lowered the generation of air pollutants. The Group regularly engaged professional organisations to conduct tests of the air emissions from its boilers, to ensure that all of its boilers were fitted with state-of-the-art pollution control equipment to remove and filter pollutants.

In accordance with the 'Test Method of Boiler Flue Dust' (GB5468-91), 'Stationary source emission—Determination of sulphur dioxide—Fixed potential by electrolysis method' (HJ57-2017), 'Stationary source emission-Determination of nitrogen oxides-Fixed potential by electrolysis method' (HJ693-2014), 'Stationary source emission-Determination of blackness of smoke plumes-Ringelmann smoke chart' (HJ/T398-2007) and other standards, for example, the actual emissions from the imported boilers of one subsidiary of the Group were all below the national exhaust emission limits, with the test results of PM not detected,  $\text{SO}_2$  being  $3\text{mg}/\text{m}^3$ ,  $\text{NO}_x$  being  $3\text{mg}/\text{m}^3$  and ringelmann blackness of smoke plumes being grade 0.5.

本集團產生的廢氣和溫室氣體排放主要來自電力的購買和使用以及用於生產和運輸的柴油、天然氣、煤氣、汽油、製冷劑和煤炭的消耗。具體而言，包括 $\text{SO}_x$ 、 $\text{NO}_x$ 和PM在內的廢氣主要於鍋爐的燃燒過程、工業營運和運輸過程中產生。本集團在2019財年控制廢氣排放時遵守相關的國家和地方法律法規，例如《鍋爐大氣污染物排放標準》(GB13271-2014)和《廣東省地方標準大氣污染物排放限值》(DB44/27-2001)等，並實施了有效的政策來減輕廢氣排放對周邊地區的影響。為最大程度減少工廠鍋爐燃燒過程中產生的粉塵和二氧化硫( $\text{SO}_2$ )排放，本集團部分子公司採用了布袋除塵及雙鹼法脫硫設施。此外，香精板塊特別規定廢氣應通過活性炭過濾，並只有在符合標準時方能排放。為減少廢氣排放，本集團的多家子公司在營運期間對鍋爐進行改造並選擇高能效的鍋爐。例如，一些燃煤鍋爐被消耗天然氣(一種相對清潔的能源)的燃氣鍋爐所取代，從而極大降低了 $\text{SO}_x$ 和 $\text{NO}_x$ 的排放。通過將大量燃煤鍋爐替換成天然氣鍋爐，本集團香料業務板塊中的子公司鹽城春竹成功地將其 $\text{SO}_x$ 和 $\text{NO}_x$ 排放量分別減少了3噸和6噸。本集團其他子公司安裝了可有效減少廢氣的中央供氣系統。香精業務板塊亦通過進口在油耗方面具有高能效的鍋爐，有效地降低空氣污染物的產生。本集團定期聘請專業機構對鍋爐廢氣進行測試，以確保其所有鍋爐均裝有先進的污染控制裝備，以去除和過濾污染物。

例如，本集團一家子公司按照《鍋爐煙塵測試方法》(GB5468-91)、《固定污染源廢氣二氧化硫的測定定電位電解法》(HJ57-2017)、《固定污染源廢氣氮氧化物的測定定電位電解法》(HJ693-2014)以及《固定污染源排放煙氣黑度的測定林格曼煙氣黑度圖法》(HJ/T398-2007)等標準，對其進口鍋爐的實際排放量進行監測並發現其排放數值均滿足國家排放限值，其結果為未檢測到PM， $\text{SO}_2$ 為 $3\text{mg}/\text{m}^3$ ， $\text{NO}_x$ 為 $3\text{mg}/\text{m}^3$ 以及林格曼煙氣黑度為0.5級。





The Group has focused its efforts on technological innovations in its emission control and made full use of advanced technologies and facilities in its operations. For example, the Aroma Raw Materials business segment installed GXG2800 three-in-one filter dryer, DN2500 exhaust gas spray absorption tower, SZG1000 titanium double-cone rotary vacuum dryer, SPBZ-L-360 vertical water jet vacuum pump, 300 m<sup>2</sup> advanced condenser, UV photocatalyst industrial exhaust gas purification equipment and activated carbon purification machines, in order to prevent the air pollution caused by the open solid-liquid separation process and the operations of centrifugal solid-liquid separation equipment in the workshop during the synthetic process of intermediate alpha-ethyl furan carbinol, while removing the odour through drying. Meanwhile, the Group utilised the processing methods such as condensation, absorption, catalytic oxidation and adsorption to reduce air emissions.

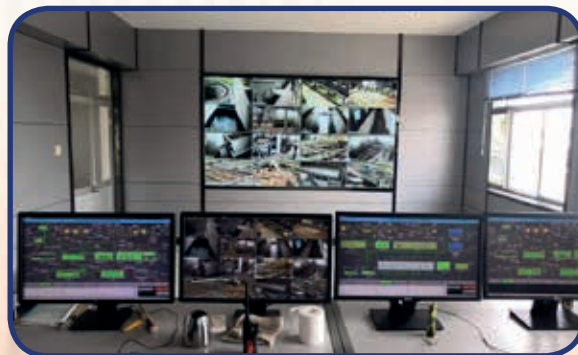
The Group has been unwaveringly committed to controlling its GHG emissions. It is widely acknowledged that the consumption of energy resources is the main cause of the rising level of diverse kinds of GHGs, including CO<sub>2</sub>, CH<sub>4</sub> and N<sub>2</sub>O. In response to the principles and call of the climate summit convened by the UN on 23 September 2019 that called for all members to support the multilateral process and to increase and accelerate climate action and ambition together, the Group has stepped up its efforts to minimise the emissions at source and to lower the risks of ineluctable GHG emissions from all three scopes during daily operations by effectively implementing its relevant policies, which are further described in the next subsection under **Electricity** and **Other energy resources**.

本集團致力於排放控制方面的技術創新，並在營運中充分利用先進技術設備。例如，香原料業務板塊安裝了GXG2800三合一過濾乾燥機、DN2500廢氣噴淋吸收塔、SZG1000鈦雙錐迴轉真空乾燥機、SPBZ-L-360型立式環保水噴射真空泵機組、300平方翅片式冷凝器、UV光觸媒工業廢氣淨化設備和活性炭淨化機等設備，解決了中間體α-乙基呋喃甲醇合成工藝中敞開式固液分離工序和車間離心固液分離設備造成的廢氣污染，同時通過乾燥去除了分離固體廢物的臭味。同時，本集團亦利用冷凝、吸收、催化氧化和吸附的方式減少了廢氣排放。

本集團持之以恆地致力於控制其溫室氣體排放。能源資源的消耗被普遍認為是各種溫室氣體（包括二氧化碳、甲烷和一氧化二氮）含量上升的主要原因。為了響應聯合國於2019年9月23日召開的氣候峰會所提及的原則和對所有成員支持多邊進程並共同提高和加快氣候行動呼籲，本集團不斷努力，盡可能地通過有效執行其相關政策來減少源頭排放並從三個範圍降低日常營運中不可避免而產生的溫室氣體排放，具體將在下一小節「**用電**」和「**其他能源資源**」中進一步說明。

## Wastewater

## 廢水





#### *Administration office*

In FY2019, the wastewater generated from the administration offices of the Group was mainly commercial wastewater from the office buildings, which was directly discharged into the municipal drainage system and handled by the property management of the buildings. Since the amount of wastewater highly depends on the amount of water used, the Group has adopted specific measures, further described in the next subsection under **Water**, to reduce its water consumption in the offices.

#### *Flavours and Fragrances business*

The wastewater generated from this business segment consisted of commercial, domestic and industrial sewage. The commercial and domestic wastewater was carefully treated before being discharged to the municipal drainage system. The industrial wastewater, however, was treated in a more sophisticated manner in accordance with the internal policies, such as the 'Regulation on Water Contamination Prevention' (水污染防治規定). Various subsidiaries under this business segment adopted different methods for wastewater treatment, such as UASB (Up-flow Anaerobic Sludge Blanket) with bio-filer. For instance, the wastewater from several subsidiaries was normally processed first through internal wastewater treatment facilities and then discharged to the wastewater treatment work after meeting the first grade of 'Integrated waste discharge standard' (GB 8978-1996) (污水綜合排放標準) and local regulations, such as the 'Integrated wastewater discharge standard in Shanghai' (DB31/199-2018) (上海市污水綜合排放標準). The common internal processing method included the integrated hydrolytic acidification and biological contact oxidation. Through the rack where the suspended matter could be removed, the filtered wastewater was then pumped to the hydrolytic acidification tank, where the large molecules could be transformed into small ones. The following biological contact oxidation tank could massively reduce the concentration of COD (Chemical Oxygen Demand), BOD (Biochemical Oxygen Demand) and ammonia nitrogen in the wastewater. In FY2019, one subsidiary of the Group laid more emphasis on the instalment of efficient wastewater treatment facilities and the recycling of wastewater for cooling, cleaning, planting and other operational purposes, which saved large amounts of water for the Group.

#### *行政辦公室*

於2019財年，本集團行政辦公室產生的廢水主要為辦公室大廈的商業廢水。該廢水直接排入市政排水系統，並由物業處理。由於廢水量很大程度上取決於用水量，本集團已採取具體措施以減少辦公室的用水量。具體措施將在以下小節「水」中進一步說明。

#### *香精業務*

該業務板塊產生的廢水包括商業、生活和工業廢水。商業和生活廢水在排放到市政排水系統之前皆經過認真處理。根據內部政策，如「水污染防治規定」，工業廢水的處理相對更為複雜。該業務板塊的各個子公司處理廢水的方法不盡相同，如利用上流式厭氧污泥床和生物過濾器。例如，部分子公司的廢水首先通過內部廢水處理設施進行處理，在達到《污水綜合排放標準》(GB 8978-1996)的一級標準和當地政策時，例如《上海市污水綜合排放標準》(DB31/199-2018)，方可排放到污水處理廠。一般的內部處理方法包括一體化水解酸化和生物接觸氧化。通過格柵去除懸浮物後，工業廢水通過水泵送到水解酸化池中，將大分子轉化為小分子。而生物接觸氧化池會極大地降低廢水中化學需氧量(「COD」)、生化需氧量(「BOD」)和氨氮的濃度。於2019財年，本集團下屬一家公司在安裝高效的廢水處理設施和回收廢水用作冷卻、清潔與其它營運用途方面付出巨大努力，因此節省了大量水資源。



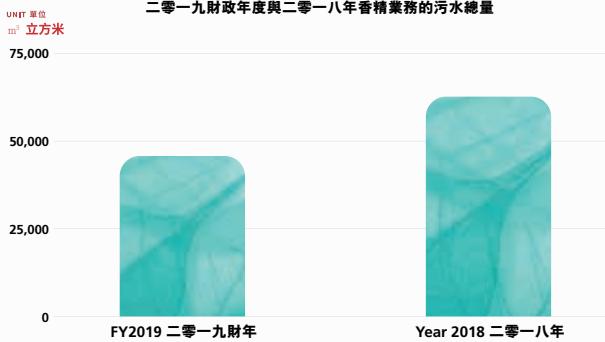
F&G (Botswana) (Pty) Limited of the Group that was engaged in the production and sales of natural extracts in Botswana saved around 550 m<sup>3</sup> wastewater in FY2019 with its robust wastewater treatment and recycling system.

Meanwhile, for the wastewater generated from cleaning the reaction vessels, a sedimentation process was normally applied before it was discharged to the municipal drainage system. The floating mud during the treatment process was collected and transported to an external certified environmental organisation for disposal. The subsidiaries of the Group in the Flavours and Fragrances business segment held the Pollutant Discharge Permits (排污許可證) for the discharge of sewage during operations.

本集團博茨瓦納子公司主要從事博茨瓦納天然提取物的生產和銷售。通過應用其強大的廢水處理和回收系統，其於2019財年共節約550立方米水資源。

同時，對於在清潔反應容器過程中產生的廢水，本集團在廢水排放到市政排水管道之前首先對其進行沉降處理。處理過程中的浮泥將被收集並運送到第三方認證的環保組織作進一步處理。本集團香精業務板塊在營運過程中排放污水的子公司持有排污許可證。

Total amount of sewage from the Flavours and Fragrances business in FY2019 and Year 2018  
二零一九財政年度與二零一八年香精業務的污水總量



Total amount of wastewater that was recycled from the Flavours and Fragrances business in FY2019 and Year 2018  
二零一九財政年度與二零一八年香精業務的水回收總量



#### Tobacco Raw Materials business

In addition to the commercial wastewater, which was handled similarly to the Flavours and Fragrances business, the treatment procedures of industrial wastewater from the Tobacco Raw Materials business were highly stringent. Specifically, through the internal sewage network, the wastewater was drained to the wastewater treatment work inside the factory, where the three-phased treatment process including the pre-treatment, biochemical treatment and advanced treatment were carried out sequentially. To save the water resources, part of the processed wastewater that met the standards for reuse was recirculated to the production line.

#### 煙用原料業務

除了與香精業務類似的商業廢水外，本集團煙用原料業務產生的工業廢水處理方式亦十分嚴格。具體而言，通過廢水管網，廢水被排放到工廠內部的廢水處理設施中依次進行三級處理，包括預處理、生化處理和深度處理。為了節省水資源，部分處理後滿足重複使用標準的廢水循環到生產線使用。



To further lower the water consumption ratio thereby reducing the generation of wastewater as well as ensuring that the sewage discharged from the business segment complied with the standards, the Group not only has taken a colossal number of effective measures and made innovative changes to its processing methods, including the optimisation of the production process and improvement of water recirculation system, but authorised the third-party professional agency to monitor the performance of its wastewater treatment. Guangdong Jinye, for example, invited an independent testing institution to test the quality of the discharged wastewater from its factories in FY2019. According to the 'Water quality - Determination of pH value - Glass electrode Method' (GB/T6920-1986), 'Water Quality - Determination of Suspended Substance - Gravimetric Method' (GB11901-1989), 'Water quality - Determination of the chemical oxygen demand - Dichromate Method' (HJ828-2017) and other standards, the professional agency conducted tests on the wastewater samples in terms of the pH value, COD, BOD, colour and sulphide concentrations. The results showed that the quality of the wastewater from Guangdong Jinye perfectly met the requirements of the first standard of the second period in the 'Discharge limits of water pollutants in Guangdong Province' (DB 44/26-2001) (廣東省水污染物排放限值).

為進一步降低耗水率，減少廢水的產生，並確保該業務板塊排放的污水符合標準，本集團採取了許多有效措施，不僅對處理方法進行了創新性的改變，包括優化生產工藝和改善水循環系統，亦授權第三方專業機構監控其廢水處理的性能。以廣東金葉為例，該公司邀請獨立檢測機構在2019財年對工廠排放的廢水進行質量檢測。根據《水質pH值的測定玻璃電極法》(GB/T6920-1986)、《水質懸浮物的測定重量法》(GB11901-1989)、《水質化學需氧量的測定重鉻酸鹽法》(HJ828-2017)等標準，專業機構對廢水樣品的pH值、COD、BOD、顏色和硫化物濃度方面進行測試。結果表明，廣東省金葉排放的污水質量完全符合《廣東省水污染物排放限值》(DB 44/26-2001)第二時段一級標準的要求。

In FY2019, the Tobacco Raw Materials business segment recycled a total of **46,698 m<sup>3</sup>** wastewater.  
2019財年，煙用香精業務板塊共回收**46,698**立方米廢水。

In FY2019, the pass rate of Guangdong Jinye during wastewater supervisory detection by the local environmental protection authorities was  
2019財年，當地環保機構對廣東金葉的廢水檢測合格率为

**100%**

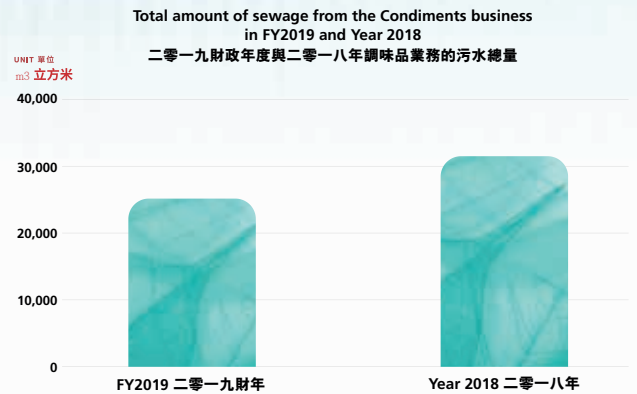


### *Aroma Raw Materials business*

Aiming to keep phasing out obsolete processing techniques and optimising production structure, the Aroma Raw Materials business segment of the Group has been committed to reducing its generation of wastewater. The industrial wastewater from the Aroma Raw Materials business was treated through a series of stages, including adsorptive decolourisation of macroporous resin, grating grease separation, flotation, vacuum negative pressure distillation and desalination, pH adjustment, Iron-carbon micro-electrolysis Fenton oxidation, neutralisation, intermediate adjustment, up-flow anaerobic sludge blanket, biological sedimentation, membrane bioreaction and fibre rotary disc filtration. The processed wastewater was discharged to natural water bodies after being verified to meet the first grade of the 'Integrated Wastewater Discharge Standard' (GB 8978-1996) (污水綜合排放標準) and relevant local standards. The sludge separated from the wastewater at the preliminary stage was concentrated, dried and handled by certified organisations. The entire wastewater treatment of this business segment has adopted a combination of a physio-chemical and biochemical process. It is the utilisation of the mature anaerobic process and high-efficient aeration device that has immensely enhanced the energy efficiency in the wastewater treatment. To ensure that the quality of wastewater meets the standards, the Group has adopted an advanced online monitoring system. The business segment of the Group has carried out a number of experiments on wastewater recycling. After the adsorption and distillation of highly concentrated and salty wastewater, most of the water is circulated back to the chlorination process, while the rest enters the production line. For the organic wastewater in medium concentration, a small portion of water which has been through the biochemical treatment, static precipitation and purification will be directly recirculated to the production line, whereas most water is used as cooling water and vacuum pump water. In the meantime, the distilled condensate is circulated back to the boilers.

### *香原料業務*

為不斷淘汰過時的工藝並優化生產結構，本集團的香原料業務板塊一直致力於減少廢水的產生。香原料業務的工業廢水經過一系列處理流程，包括大孔樹脂的吸附脫色、格柵油脂分離、氣浮、真空負壓蒸餾和脫鹽、pH調節、鐵碳微電解-芬頓氧化反應、中和、中間調節、上流式厭氧污泥池、生物沉澱、膜生物反應和纖維轉盤式過濾。經處理的廢水再經過驗證，在符合《污水綜合排放標準》(GB 8978-1996)和相關地方標準的一級標準後方可排入自然水體。在初始階段從廢水中分離出的污泥被濃縮、乾燥後並由符合資格的機構進行處理。該業務板塊的整個廢水處理採用了物化和生化過程相結合的方式。利用成熟的厭氧工藝和高效的曝氣設備極大地提高了廢水處理的能效。為確保廢水質量符合標準，本集團採用了先進的在線監控系統。本集團的該業務板塊已進行多次廢水回收利用實驗。大部分高濃度和高鹽分的廢水在進行吸附和蒸餾後被循環回氯化工藝，其餘的則進入生產線。對於中等濃度的有機廢水，在經過生化處理、靜態沉澱和純化後的一小部分水將直接再循環至生產線，而大多數則用作冷卻水和真空泵水。同時，冷凝水亦被循環回鍋爐重複利用。



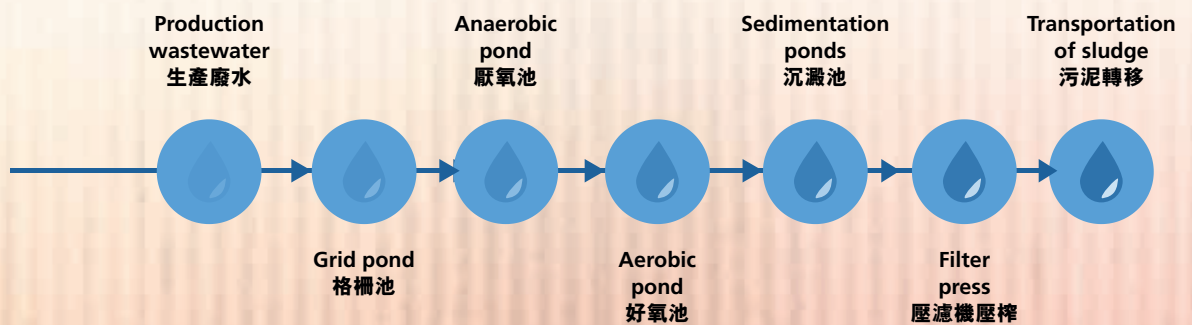
*Condiments business*

The biochemical treatment has been a primary method in wastewater purification during operations in the Condiments business of the Group. With a standard treatment process as shown below, the Group ensures that the effluent sewage meets the first grade of 'Integrated Wastewater Discharge Standard' (GB 8978-1996) (污水綜合排放標準). Furthermore, this business segment of the Group has attached great importance to the recirculation of purified wastewater to the production process and cooling towers, which could to some extent lower the generation and discharge of wastewater. Through the re-design of condensing systems, all workshops have made the best of the steam condensate reflux for other purposes, promoting the recycling and reuse of water resources. The Condiments business of the Group has kept a comprehensive record on the energy and water consumption ratios in every workshop, and incorporated the results into their annual performance appraisal.

*調味品業務*

生化處理是本集團調味品業務營運期間廢水淨化的主要方法。本集團採用如下所示的標準化處理流程，確保排放的污水符合《污水綜合排放標準》(GB 8978-1996)的一級標準。此外，本集團的該業務板塊對廢水淨化後再循環至生產過程及冷卻塔十分重視，從而可以在一定程度上減少廢水的產生和排放。通過對冷凝系統的重新設計，所有車間均充分利用蒸汽冷凝水的回流，促進水資源的循環利用。本集團的調味品業務在每個車間均保持對能源及水消耗比率的詳細記錄，其結果將納入車間的年度績效考核。

**SEWAGE TREATMENT PROCESS**  
 污水處理流程



## Solid Wastes

## 固體廢棄物

*Administration office*

As part of our commitment to operational excellence and premium products, the Group has been integrating a way of thinking and acting that eliminates waste and creates more value with less resources to its stakeholders. The solid waste from the offices of the Group was mainly commercial solid waste from staff. To efficiently manage the waste, the Group has taken a number of measures, such as the centralised rubbish bin for the collection of waste in the offices. The Group has classified the solid waste scientifically and the sorted municipal solid waste from offices was then handled by the property management of the buildings and disposed of at landfills by the governmental department.

In FY2019, the Group held several programmes and activities to promote the behavioural change of employees by providing waste-reducing tips and ideas. As a result, employees gradually used less paper and plastic in the workplace, and cultivated a habit to recycle batteries and ink cartridges. Given the commitment of the Group to Sustainable Waste Management, a variety of effective actions to reduce, reuse and recycle the materials have been taken in its offices, as highlighted below in particular:

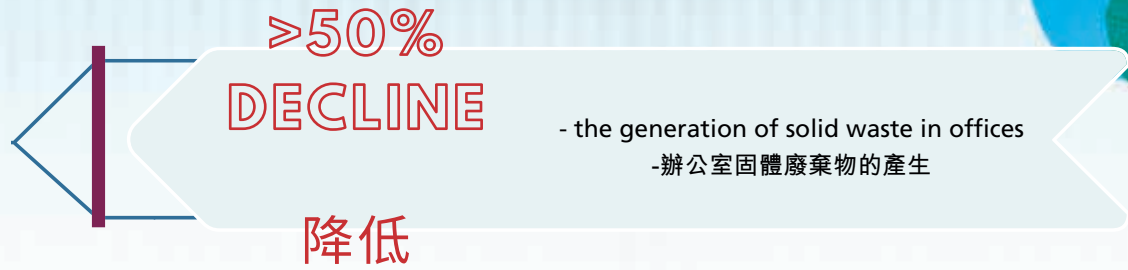
- Recycle as much solid waste as possible through the classification approach;
- Educate all employees on reducing the use of disposable items such as plastic tableware;
- Replace disposable and plastic cups with mugs to develop the sustainability mindset of employees and lessen the burdens on the landfills;
- Purchase microwaves in the offices to encourage employees to take own lunch boxes instead of ordering takeaway food; and
- Advocate the reuse of office stationeries.

*行政辦公室*

作為我們對卓越營運和優質產品承諾的一部分，本集團一直致力於將以消除浪費並以更少的資源為利益相關者創造更多價值的思維和行動方式融入發展。本集團辦公室產生的固體廢棄物主要為員工的商業固體廢棄物。為有效管理廢棄物，本集團已採取多項措施，例如在辦公室採用集中式垃圾桶收集廢棄物。本集團對固體廢棄物進行科學分類，將辦公室中經過分類的都市固體廢棄物交由大廈的物業管理部門處理，並由政府部門運往垃圾填埋場處置。

在2019財年，本集團發起了多項計劃和活動，通過教授減少浪費的方法促進員工的行為改變。隨著活動的開展，員工逐漸減少了在工作場所中使用的紙張和塑料，並養成了回收電池和墨盒的習慣。鑒於本集團對可持續垃圾管理的承諾，所有辦公室均採取了有效的行動減少、再利用及回收材料，具體如下：

- 通過固體廢棄物分類盡可能地對其進行回收；
- 教育所有員工減少使用塑料餐具等一次性用品；
- 用馬克杯代替一次性杯和塑料杯，以培養員工的可持續發展思維並為垃圾填埋場減輕負擔；
- 在辦公室購買微波爐，鼓勵員工自行攜帶午餐代替訂購外賣食品；以及
- 倡導對辦公室文具的再利用。



*Flavours and Fragrances business*

The domestic waste from this business segment was well sorted, recycled and handled by the certified municipal authority. For example, the domestic wastes from the industrial park were mainly paper, glass and wood products, which were stacked at the rubbish bins and transported by the waste recycling department with special trucks twice a week. The Group has also signed the 'Domestic Waste Recycling Contract' (生活垃圾回收合同) with the municipal authority. Meanwhile, the Flavours and Fragrances business of the Group has put its focus on the classification and recycling of certain types of solid wastes, such as packaging materials. For instance, the plastic barrel was recycled by qualified professional organisations for further treatment and reuse; old toner cartridges from offices were exchanged for the new ones and handled in a unified manner; part of the waste vegetable leaves from canteens were fermented in the internal self-built recycling ponds. The hazardous wastes generated by this business segment of the Group mainly included the floating sludge, which was handled by the certified external companies.

*香精業務*

香精板塊的生活垃圾由合資格的市政部門進行分類、回收和處理。例如，工業園區的生活垃圾主要是紙張、玻璃和木製品，並全部堆放在垃圾箱中，由廢棄物回收部門每週兩次用特殊的卡車運走。本集團亦與市政部門簽訂「生活垃圾回收合同」。同時，本集團的香精業務重視對某些類型固體廢棄物的分類和回收，如包裝材料等。例如，塑料桶由有資質的專業機構回收，進一步處理和重複使用；辦公室的舊墨粉盒更換為新墨粉盒時對舊墨盒進行統一處理；食堂的部分蔬菜廢葉通過內部自建的回收池進行發酵處理。本集團該業務板塊產生的有害廢棄物主要為浮泥，由合資格的外部第三方公司負責處理。

**F&G BOTSWANA (PTY) LTD. Carried Out Garbage Classification Activities**

**非洲F&G開展垃圾分類活動**

To create an eco-friendly factory and strengthen the awareness of garbage classification among employees, the F&G Botswana (PTY) Ltd of the Group encouraged its employees to design and make garbage classification and recycling bins, defined the garbage classification methods according to the practice test and the local actual situation, and organised a teach-in concerning garbage classification in FY2019. Through the education, the employees developed good habits of garbage classification and gained more knowledge about sustainable solid waste management.

為建立一個生態友好的廠區環境並增強員工對垃圾分類的認識，本集團博茨瓦納分公司在2019財年鼓勵其員工設計和製作垃圾分類和回收箱，根據實踐檢驗和當地的實際情況確定垃圾分類方法，並組織了一次有關垃圾分類的教學。通過教育，員工們培養了良好的垃圾分類習慣，並學習到了更多有關可持續固體廢物管理的知識。





To better manage the hazardous waste from this business segment including HW06 (organic solvent wastes) and HW49 (other wastes), the Group has set up relevant policies, including 'Solid Waste Management Regulation' (固體廢棄物管理規定), 'Environmental Management Operating Procedures' (環境管理作業程序), 'Management Regulation on Precursor Chemicals' (易制毒化學品的管理規定) and 'Warehouse Management Rules' (倉庫管理制度), that define the duties of each department, classify the category of recyclable and unrecyclable wastes and introduce the standard treatment process that should be followed in the solid waste management. Meanwhile, the Group has set clear targets for annual emissions of its hazardous waste and formulated strict procedures that the responsible departments need to follow in the management of hazardous waste, and partnered with certified external organisations for the treatment. Specifically, the hazardous waste in the factories and offices should be collected and temporarily stored at dangerous goods storing area under the surveillance with the internal monitoring system in accordance with relevant policies before being disposed of by the certified external companies, while the domestic waste from offices should be separately collected and stored for centralised treatment. Each department should collect and store hazardous waste according to the characteristics of waste. Hazardous waste with incompatible properties should not be collected and stored together. For example, the liquid chemical reagent waste, oil residual waste and the packaging should be separated. The treatment process of solid wastes generated from the business segment was in compliance with the relevant standards and rules. For instance, Owada Flavours (Guangzhou) Co., Ltd made a unified declaration on the solid wastes platform of Guangdong Province and processed its wastes with the approval according to the requirements.

為更好地管理該業務板塊的有害廢棄物，包括HW06（有機溶劑廢物）和HW49（其他廢棄物），本集團制定了相關政策，包括「固體廢棄物管理規定」、「環境管理作業程序」、「易制毒化學品的管理規定」和「倉庫管理制度」，規定各個部門的職責，對可回收及不可回收廢棄物進行分類，並介紹了固體廢棄物管理應遵循的標準處理流程。同時，本集團為有害廢棄物的年度排放設立了明確的目標，對有關部門在有害廢棄物管理中需要遵循的嚴格標準和程序進行標準化，並與合資格的外部組織進行合作。具體而言，本集團將工廠和辦公室產生的有害廢棄物進行收集並按照有關政策在由合資格的第三方機構處理之前，臨時存放在在危險品存放區，並通過內部監測系統進行監控。辦公室生活垃圾則單獨收集和存放以進行集中處理。各個部門根據廢棄物的屬性對其進行收集和儲存。具有不相容特性的有害廢棄物不得一起存放。例如，本集團要求將液體化學試劑廢棄物、廢油和包裝進行區分。該業務部門產生的固體廢棄物的處理過程符合相關標準和規定。例如，本集團澳華達香精（廣州）有限公司在廣東省固體廢物管理平台進行統一申報，經批准後按要求處理產生的廢棄物。

Total amount of domestic and commercial solid waste from the Flavours and Fragrances business in FY2019 and Year 2018

二零一九財政年度與二零一八年香精業務的生活與商業固體廢棄物總量



Total amount of hazardous solid waste from the Flavours and Fragrances business in FY2019 and Year 2018

二零一九財政年度與二零一八年香精業務的有害固體廢棄物總量





*Tobacco Raw Materials business*

The solid waste from this business segment was mainly split into three categories: domestic waste, industrial waste and hazardous waste. The domestic waste was normally handled by the municipal sanitation department, while the industrial wastes such as coal ash, cinder and mud were recycled and disposed of by the external certified organisations for other uses, such as the manufacturing of cement and production of organic fertilisers. The hazardous waste was treated more discreetly by the certified organisations that have permission for the disposal of hazardous waste.

During the operation process, lubricant was degraded to the waste oil due to mechanical wear. The Group has assigned mechanical engineers responsible for the recycling and reuse of waste oil. The remaining waste oil was stored in the temporary warehouse which was only for the storage of hazardous waste and then recycled by the certified companies once a year. The Group has formulated relevant standards providing guidance for the oil change process. For instance, the Group has regulated that the waste oil must be classified and recycled according to its characteristics, such as recyclable oil, unrenovable oil and general oil. The same category of oil should be collected and stored in the same barrel to reduce the number of containers and labelled clearly and correctly for future reference.

The Group has put great emphasis on the control of packaging materials, recycling of paper products and the implementation of other environmentally friendly ways in its manufacturing process as well, which will be further described in the next subsection under **Packaging materials** and **Paper**.

煙用原料業務

該業務板塊的固體廢棄物主要分為三類：生活垃圾、工業廢棄物 and 有害廢棄物。生活垃圾通常由市政環衛部門處理，而煤灰、煤渣和泥漿等工業廢棄物由合資格的機構回收和處理，並用作其它用途如水泥和有機肥料生產等。有害廢棄物由已獲得危險廢棄物處理許可的合資格機構進行更加謹慎地處理。

在營運過程中，潤滑劑由於機械磨損而降解為廢油。本集團擁有專門的機械工程師，負責廢油的回收和再利用。剩餘的廢油儲存在僅用於存放有害廢棄物的臨時倉庫中，然後由合資格的公司在每年回收一次。本集團已制定嚴格的標準，為換油過程提供指導。例如，本集團規定廢油必須根據其特性回收，如可回收油、不可再生油和一般油。相同類別的油應收集並儲存在同一桶中，以減少容器的使用數量。容器必須清楚準確地進行標記，以供未來參考。

本集團非常重視包裝材料的控制、紙製品的回收以及其製造過程中其他環保方式的實施。具體措施將在以下小節中的「**包裝材料**」和「**紙張**」進一步說明。

Total amount of domestic and commercial solid waste from the Tobacco Raw Materials business in FY2019 and Year 2018  
二零一九財政年度與二零一八年煙用原料業務的生活與商業固體廢棄物總量





### *Aroma Raw Materials business*

In the Aroma Raw Materials business of the Group, the domestic waste was handled by the municipal sanitation department, whilst the distillation residue (HW11) during the production process from workshops, waste activated sludge (HW12) and waste activated carbon from the process of adsorbing the air pollutants were handled by the certified municipal departments and companies, such as the local professional organisations. The industrial wastes generated from this business segment included coal ash, magnesium slag, coke and clinker, among which the magnesium slag was transported to the farmers in the neighbourhood as fertilisers, while the coke was mainly used as the fuel for boilers. Laying emphasis on the development of the concept of 'Circular Economy' within the company, which requires that high-quality, secondary raw materials can be fed back into production processes again, the Group has been committed to solid waste prevention and smartly turning waste into a resource. The empty barrels that were used to transport raw materials were highly encouraged by the Group to be collected by suppliers for reuse. Food waste was also an important aspect to which the Group paid attention. In particular, the companies of this business segment normally based its preparation of food on the surveys of the employees' diet preference and the number of diners on a daily basis, which could effectively prevent the food waste from canteens.

To further reduce the generation of solid waste, the Group focused on the optimisation of operational process and product innovations. Specifically, the Group adjusted the formula of the synthetic and hydrolytic reagent to further lower the generation of magnesium slag. Meanwhile, the GXG2800 three-in-one filter dryer was used to remove the liquid organic solvent in the synthesis process, thereby achieving waste reductions substantially. Further, the Group has set a long-term goal, aiming to transform all coal-fired boilers into gas boilers, thereby nipping the generation of clinker while controlling the generation sulphur dioxide, nitrogen oxide and dust at the bud.

In FY2019, another subsidiary 'Jiangxi Xianghai' of the Group in Aroma Raw Materials business segment was put into production, of which the emission data and waste measurement were recorded in detail, in order to depict a full picture of the Group's environmental performance.

### *香原料業務*

香原料板塊的生活垃圾由市政環衛部門處理，而車間生產過程中的蒸餾殘渣(HW11)、廢活性污泥(HW12)及用作空氣污染物吸附的廢棄活性炭由合資格的市政部門和公司處理，如當地專業組織。該業務板塊產生的工業廢棄物包括煤灰、鎂渣、焦炭和爐渣，其中鎂渣作為肥料將運送給附近的農民，而焦炭主要用作鍋爐的燃料。本集團強調在公司內部大力發展「循環經濟」的理念，要求高質量的次生原料再次投入到生產過程中，並且一直致力於控制固體廢棄物的產生和有效地將廢棄物轉化為資源。本集團極力鼓勵原材料供應商回收並再利用運送原材料的空桶。食物浪費也是本集團關注的方面之一。具體而言，該業務板塊的子公司通常根據員工的飲食偏好和用餐人數提前進行調查，從而有效地防止食堂的食物浪費。

為進一步減少固體廢棄物的產生，本集團關注營運流程的優化和產品創新。具體而言，本集團調整合成和水解試劑的配方，從而進一步減少鎂渣的產生。同時，本集團使用GXG2800三合一過濾乾燥機在合成過程中可去除了液態有機溶劑，從而很大程度上減少了廢棄物的產生。此外，本集團已設定長遠目標，旨在將所有燃煤鍋爐改造為燃氣鍋爐，從源頭控制煤渣、二氧化硫、氮氧化物和粉塵的產生。

於2019財年，本集團香原料業務板塊的另一家子公司江西香海投入生產。本集團詳細記錄了其排放和廢棄物數據，以全面反映集團的環境績效。



### Condiments business

The principal solid waste from the Condiments business of the Group consisted of domestic and commercial waste from offices, and general industrial waste from manufacturing operations. Specifically, the normal domestic and commercial solid waste was collected and handled by the local sanitation department on a regular basis, while the general industrial waste including waste paper boxes, plastic and glass bottles were recycled by professional recycling companies for further treatment. In addition, the laboratories of this business segment generated certain types of hazardous wastes, including discard solution, chemical residue, waste activated carbon from wastewater treatment facilities and waste oil. The certified environmental protection companies with which the Group entered into the agreement were responsible for the handling of the hazardous wastes. The examples of waste treatment methods according to ‘Hazardous Waste Utilisation and Disposal Process’ (危險廢物利用、處置工藝) are listed below:

### 調味品業務

本集團調味品業務的主要固體廢棄物包括辦公室產生的生活和商業廢物以及製造過程產生的一般工業廢棄物。具體而言，一般生活和商業固體廢物由當地衛生部門定期收集和處理，而一般工業廢棄物（包括廢紙箱、塑料瓶和玻璃瓶）則由專業的回收公司進行回收以進行進一步處理。此外，該業務板塊的實驗室亦產生了特定類型的有害廢棄物，包括廢液、化學殘留物、廢水處理設施產生的廢棄活性炭和廢油。與本集團訂立協議的合資格的環保公司負責處理有害廢棄物廢物，其根據以下「危險廢物利用、處置工藝」的方法進行廢物處理：

Waste Code 廢物編號	Waste Name 廢物名稱	Waste Form 廢物形態	Packaging Type 包裝類型	Disposal Method 處置方式
HW06 (900-404-06)	Waste organic solvent 有機溶劑廢物	Liquid 液態	Barrel 桶裝	Comprehensive utilisation (R2) 綜合利用 (R2)
HW08 (900-249-08)	Waste mineral oil 廢礦物油	Liquid 液態	Barrel 桶裝	Comprehensive utilisation (R9) 綜合利用 (R9)
HW49 (900-041-49)	Waste packaging barrels and containers 廢棄包裝桶和容器	Solid 固態	Barrel 桶裝	Cleaning (C3) 清洗 (C3)
HW49 (900-047-49)	Other waste 其他廢物	Liquid 液態	Barrel 桶裝	Incineration (D10) 焚燒 (D10)



### Noise

Noise emissions generated by the Group during FY2019 mainly came from the operations of machinery, facilities and equipment during the manufacturing processes. In compliance with the national and local regulations of the PRC in relation to noise emissions, such as the 'Emission Standards for Industrial Enterprises Noise at Boundary' (GB12348-2008), the Group has utilised efficacious noise-reduction facilities and taken measures to mitigate its impacts of the noise pollution on the surroundings. The Group is committed to lowering its noise emissions at source through practical innovation and brand-new equipment that is notably quieter, more environmentally friendly and more efficient, such as the equipment with QPME (Quality Powered Mechanical Equipment) Labels. In FY2019, the Group collaborated with professional testing agencies to monitor the noise level of its manufacturing factories. According to the testing results, the sound pressure of noise met the emission standard for the second grade of the 'Emission Standards for Industrial Enterprises Noise at Boundary' (GB12348-2008), which is below 60dB (A) during daytime and below 50dB (A) during night time.

### 噪聲

本集團於2019財年產生的噪音排放主要來自於生產過程中機器及設備的運作。根據中國內地有關噪音排放的國家及地方法規，如《工業企業廠界環境噪聲排放標準》(GB12348-2008)，本集團已採用有效的降噪設施並實施相關措施以減輕噪音對周圍環境的影響。本集團致力於通過實用的創新技術和採用更安靜、更環保、更高效的全新設備(例如帶有優質機動設備標籤的設備)，從源頭減少其噪聲的影響。於2019財年，本集團與專業測試機構合作，對其製造工廠的噪音水平進行監測。根據測試結果，其噪聲的聲壓均達到《工業企業廠界環境噪聲排放標準》(GB12348-2008)的二級標準，即白天低於60dB(A)，夜間低於50dB(A)。



## A.2. Use of Resources

In FY2019, the primary resources consumed by the Group were electricity, diesel, natural gas, town gas, gasoline, refrigerant, coal, steam, water, paper and various packaging materials. Table 2 illustrates the amount of different resources used by the Group in FY2019 and Year 2018.

**Table 2 Total Resource Consumption in FY2019 and Year 2018**

Use of Resources	Key Performance Indicator (KPI)	Unit	Amount in FY2019 <sup>[1]</sup> 2019財年總量 <sup>[1]</sup>	Amount in Year 2018 <sup>[2]</sup> 2018年度總量 <sup>[2]</sup>	Intensity <sup>[3]</sup> (Unit per Million RMB) in FY2019 2019財年強度 <sup>[3]</sup> (單位/百萬人民幣)	Intensity <sup>[2]</sup> (Unit per Million RMB) in Year 2018 2018年度強度 <sup>[2]</sup> (單位/百萬人民幣)
資源使用	關鍵績效指標	單位				
<b>Energy</b> 能源	Electricity	kWh <sup>1000</sup>	60,861.7	59,433.1	14.4	14.9
	電力	兆瓦時				
	Diesel	L	298,729.2	424,379.6	70.4	106.6
	柴油	升				
	Natural gas <sup>[4]</sup>	m <sup>3</sup>	4,692,951.9	942,133.1	1,106.6	236.6
	天然氣 <sup>[4]</sup>	立方米				
	Town gas <sup>[5]</sup>	m <sup>3</sup>	12.0	1,660.0	-	0.4
	煤氣 <sup>[5]</sup>	立方米				
	Gasoline	L	191,017.4	200,734.0	45.0	50.4
	汽油	升				
Refrigerant	Kg	3,344.0	3,200.0	0.8	0.8	
製冷劑	千克					
Coal	Tonnes	12,852.0	16,940.7	3.0	4.3	
煤	噸					
Steam <sup>[6]</sup>	m <sup>3</sup>	85,059.0	7,521,505.0	20.1	1,889.1	
蒸汽 <sup>[6]</sup>	立方米					
<b>Water</b> 水	Water	m <sup>3</sup>	875,947.0	917,210.8	206.5	230.4
	水	立方米				
<b>Paper</b> 紙張	Paper	Kg	8,893.4	8,319.6	2.1	2.1
	紙張	千克				
<b>Packaging materials<sup>[7]</sup></b> 包裝材料 <sup>[7]</sup>	Plastic	Tonnes	1,761.3	1,803.6	0.4	0.45
	塑料	噸				
	Paper	Tonnes	3,355.7	3,677.3	0.8	0.92
	紙	噸				
	Metal	Tonnes	268.0	289.2	0.1	0.07
金屬	噸					
Others <sup>[8]</sup>	Tonnes	3,618.0	-	0.9	-	
其他 <sup>[8]</sup>	噸					

<sup>[1]</sup> The amount for FY2019 included the data from Jiangxi Xianghai in Aroma Raw Materials business of the Group that was put into production in FY2019;

<sup>[2]</sup> The amount and intensity in Year 2018 were extracted from the data in the ESG Report 2018 of the Group;

<sup>[3]</sup> The intensity for FY2019 was calculated by dividing the use of various resources respectively by the Group's revenue of approximately RMB4,241 million in FY2019;

<sup>[4]</sup> The sharp rise of the consumption of natural gas was partly due to the inclusion of Jiangxi Xianghai and additional measurement of the use of natural gas for operations in Yancheng Chunzhu in FY2019 as the Group continued to encourage its subsidiaries to strengthen their monitoring, recording and disclosure of ESG data;

<sup>[5]</sup> The dramatic decline of the consumption of town gas was attributed to the effective control of the consumption of energy resources in the Flavours and Fragrances business;

<sup>[6]</sup> The substantial drop of the purchase of steam was primarily from Yingtan Huabao Flavors & Fragrances Co., Ltd., which embedded the concept of 'circular economy' into operations and furthered its application of self-generated steam during operations;

<sup>[7]</sup> Packaging materials in FY2019 and Year 2018 covered all subsidiaries under the Group's business segments due to its unremitting efforts in consistently strengthening its measurement on the weight of consumed packaging materials; and

<sup>[8]</sup> Other packaging materials came from the Condiments business, which enlarged its recording of the consumption of packaging materials in FY2019.

## A.2. 資源使用

於2019財年，本集團所消耗的主要資源為電力、柴油、天然氣、煤氣、汽油、製冷劑、煤炭、蒸汽、水、紙張及不同的包裝材料。本集團於2019財年和2018年度使用的不同資源量具體表現如下表二。

**表二 2019財年與2018年度總資源使用量**

Use of Resources	Key Performance Indicator (KPI)	Unit	Amount in FY2019 <sup>[1]</sup> 2019財年總量 <sup>[1]</sup>	Amount in Year 2018 <sup>[2]</sup> 2018年度總量 <sup>[2]</sup>	Intensity <sup>[3]</sup> (Unit per Million RMB) in FY2019 2019財年強度 <sup>[3]</sup> (單位/百萬人民幣)	Intensity <sup>[2]</sup> (Unit per Million RMB) in Year 2018 2018年度強度 <sup>[2]</sup> (單位/百萬人民幣)
資源使用	關鍵績效指標	單位				
<b>Energy</b> 能源	Electricity	kWh <sup>1000</sup>	60,861.7	59,433.1	14.4	14.9
	電力	兆瓦時				
	Diesel	L	298,729.2	424,379.6	70.4	106.6
	柴油	升				
	Natural gas <sup>[4]</sup>	m <sup>3</sup>	4,692,951.9	942,133.1	1,106.6	236.6
	天然氣 <sup>[4]</sup>	立方米				
	Town gas <sup>[5]</sup>	m <sup>3</sup>	12.0	1,660.0	-	0.4
	煤氣 <sup>[5]</sup>	立方米				
	Gasoline	L	191,017.4	200,734.0	45.0	50.4
	汽油	升				
Refrigerant	Kg	3,344.0	3,200.0	0.8	0.8	
製冷劑	千克					
Coal	Tonnes	12,852.0	16,940.7	3.0	4.3	
煤	噸					
Steam <sup>[6]</sup>	m <sup>3</sup>	85,059.0	7,521,505.0	20.1	1,889.1	
蒸汽 <sup>[6]</sup>	立方米					
<b>Water</b> 水	Water	m <sup>3</sup>	875,947.0	917,210.8	206.5	230.4
	水	立方米				
<b>Paper</b> 紙張	Paper	Kg	8,893.4	8,319.6	2.1	2.1
	紙張	千克				
<b>Packaging materials<sup>[7]</sup></b> 包裝材料 <sup>[7]</sup>	Plastic	Tonnes	1,761.3	1,803.6	0.4	0.45
	塑料	噸				
	Paper	Tonnes	3,355.7	3,677.3	0.8	0.92
	紙	噸				
	Metal	Tonnes	268.0	289.2	0.1	0.07
金屬	噸					
Others <sup>[8]</sup>	Tonnes	3,618.0	-	0.9	-	
其他 <sup>[8]</sup>	噸					

<sup>[1]</sup> 2019財年的總量包括本集團香原料業務中江西香海的數據(已於2019財年投入生產)；

<sup>[2]</sup> 2018年度的數量和強度摘自本集團ESG報告2018中的數據；

<sup>[3]</sup> 2019財年的強度是通過將各種資源的使用量分別除以本集團2019財年的收入約42.41億人民幣得出；

<sup>[4]</sup> 天然氣消耗量的急劇上升是由於將江西香海納入計量範圍以及本集團持續鼓勵其子公司加強監管、計量和披露ESG數據，因而於2019財年將鹽城春竹天然氣使用量統計在內；

<sup>[5]</sup> 煤氣消耗量的急劇下降歸因於調味品業務對能源資源消耗的有效控制；

<sup>[6]</sup> 蒸汽購買量的大幅下降主要來自華寶鷹潭，其將「循環經濟」概念納入營運，進一步推廣了自產蒸汽的應用；

<sup>[7]</sup> 由於在不斷加強對已消耗包裝材料重量的衡量方面的不懈努力，2019財年和2018年度的包裝材料數據覆蓋了本集團業務部門下的所有子公司；以及

<sup>[8]</sup> 其他包裝材料來自調味品業務，其於2019財年進一步擴大了包裝材料消耗的統計範圍。



## Electricity

The electricity consumed by the Group mainly came from the operation of electrical equipment and device in the offices and factories. All business segments of the Group have complied with relevant regulations and the Group's policies of saving electricity. Due to the unwavering efforts in electricity conservation of the Group, the total electricity consumption of the Group in FY2019 was 60,861.7 MWh.

To mitigate the consumption of electricity so as to diminish its GHG emissions, the Group has embedded the slogan of 'Saving Electricity' into its business strategy and particularly implemented the following practices:

- Turn off all lights, electronic device and other power-consuming equipment at the end of the day;
- Switch off all idle lights and air conditioners;
- Place 'Save electricity and turn off the light when you leave please' posters to encourage workers and employees to conserve energy;
- Implement the strategy of 'green procurement' to incorporate the requirements concerning energy efficiency when purchasing energy-related goods;
- Assign specific staff to coordinate energy-saving programmes;
- Clean and maintain the electrical equipment in the offices and factories (such as air conditioner and paper shredder) regularly to keep their high efficiency;
- Advocate the importance of energy conservation among employees;
- Maintain average room temperature at 24-26°C in summer;
- Substitute more efficient LED bulbs for office lighting instead of energy-intensive lamps in both offices and operating sites; and
- Encourage employees to maximise daylight usage.

## 用電

本集團所消耗的電力主要來自辦公室及工廠的電力設備及裝置的運作。本集團所有業務板塊均已遵守相關法規及集團節電政策。由於本集團在節約電力方面的不懈努力，本集團2019財年的電力消耗總量為60,861.7兆瓦時。

為大幅減少電力消耗從而降低溫室氣體的排放，本集團已將「節約用電」的口號納入其業務發展策略，並特別實施以下措施：

- 在一天結束時關閉所有燈、電子設備和其他耗電設備；
- 關閉所有閒置的燈和空調；
- 張貼「節約用電，離開時請關燈」的海報，鼓勵工人和員工節約能源；
- 實施「綠色採購」策略，以在購買能源相關產品時納入對能源效率的要求；
- 指派特定人員來協調管理節能計劃；
- 定期清潔維護辦公室和工廠的電器設備（如空調和碎紙機），以保持其高效率；
- 對辦公室工作的員工開展節能重要性的教育；
- 夏天維持室內平均溫度24-26攝氏度；
- 在辦公室和工廠利用更高效的LED燈泡替換消耗大量電力的燈泡；以及
- 鼓勵所有員工充分利用自然光。



Apart from the common practices that have been implemented among all subsidiaries, here is the highlight of efforts made by different business segments in electricity conservation:

除了所有子公司已經實施的常規做法外，以下是不同業務板塊在節約用電方面所做出的努力：

<p><b>Flavours and Fragrances business</b> 香精板塊</p>	<ul style="list-style-type: none"> <li>• Installed LED lights; 安裝LED燈；</li> <li>• Replaced the outmoded central air conditioning periodically to keep its high efficiency; 定期更換過時的中央空調以保持其高效率；</li> <li>• Examined and repaired the electricity supply system timely to reduce the loss of energy; 及時檢修供電系統以減少能源損失；</li> <li>• Chose energy-efficient equipment in procurement; 在採購中選擇用能高效的設備；</li> <li>• Encouraged natural ventilation under 30℃ and promoted employees to make full use of natural light; 在氣溫30度以下鼓勵自熱通風並鼓勵員工充分利用自然光；</li> <li>• Set the temperature of air conditioning equals to or higher than 27℃ in summer and equals to or lower than 21℃ in winter; 設定空調溫度為夏日不低於27度，冬天不高於21度；</li> <li>• Prohibited the unauthorised use of high-power appliances; 嚴禁在未經批准的情況下使用高能耗電器；</li> <li>• Installed electric relay to avoid unnecessary lighting caused by improper operation of the staff; 安裝繼電器，避免因工作人員操作不當而造成不必要的照明；</li> <li>• Implemented the policy of ‘Resource and Energy Management Measures’ in the management of electricity consumption; 實施「資源能源管理辦法」政策，管理電力消耗；</li> <li>• Recorded and analysed the monthly consumption of electricity in order to detect any abnormal condition; 記錄並分析每月用電量，從而識別非正常用電情況；</li> <li>• Regulated that when employees leave their posts, they should turn off electrical equipment (such as air conditioners, fans, lighting, computers, etc.) that do not affect the work of others to save energy; 規定員工離開崗位時應在不影響他人工作的前提下關閉電器設備（例如空調、風扇、照明設備、計算機等），以節約能源；</li> <li>• Required the external construction organisations to apply to the Administration Department which is responsible for reviewing and approving the application according to the power supply load, building electric cables and installing electricity meters for measurement for power consumption. 要求外部建築隊用電之前向管理部門提出申請，主管部門應根據供電負荷來審查和批准申請，並建造電纜以及安裝用於測量功耗的電錶。</li> </ul>
<p><b>Tobacco Raw Materials business</b> 煙用原料板塊</p>	<ul style="list-style-type: none"> <li>• Changed energy-intensive lights to LED lights; 將高耗電燈改為LED燈；</li> <li>• Followed the relevant internal policies in electricity conservation, such as ‘Administrative measures on ensuring the supply of water, electricity and gas’; 遵循內部節能政策，如「保障供水供電供氣管理辦法」；</li> <li>• Required that the Public Service Department be responsible for analysing the usage of electricity throughout companies and report the abnormal conditions to the relevant workshops or departments timely. 要求公共服務部門負責分析公司的用電情況，並及時向有關車間或部門報告異常情況。</li> </ul>
<p><b>Aroma Raw Materials business</b> 香原料板塊</p>	<ul style="list-style-type: none"> <li>• Replaced most bulbs in workshops with LED lights; 用LED燈替換車間內的大多數燈泡；</li> <li>• Focused on the monitoring of its electricity consumption and installed electricity metres in all workshops and dormitories; 專注於監控每個車間的電力消耗並在車間和員工宿舍安裝電錶；</li> <li>• Maintained and repaired the power grid in the factory to prevent circuit ageing problem that may lead to massive electricity consumption; 保養和維修廠區內的電纜，防止電路老化問題，避免電力的無謂損耗；</li> <li>• Upgraded power systems; 升級電力系統；</li> <li>• Implemented the reward and punishment mechanism for electricity consumption among employees. 對員工中實施用電獎懲機制。</li> </ul>





## Condiments business 調味品板塊

- Promoted the civilised behaviour of 'Save electricity, Turn off lights';  
提倡「人走燈滅」的文明行為；
- Maintained the temperature in the offices at 26 °C;  
維持辦公室溫度為26攝氏度；
- Kept recording the electricity consumption of each product in all workshops on a monthly basis;  
於所有車間按月記錄單位產品的耗電量；
- Used the air compressor with frequency conversion motor.  
使用變頻空氣壓縮機。

### Other energy resources

Choosing the most energy-efficient synthetic process and creating more valuable products with less energy consumption, as one of the Group's core missions in sustainable development, not only can drastically simplify the manufacturing process, but also increase the yield while making positive contributions to the environmental protection. In FY2019, the Group consumed diesel, natural gas, town gas, gasoline, refrigerant, coal and steam as its primary energy resources for daily operations and transportation. The Group has been dedicated to reducing the use of fossil fuel and improving the efficiency of operations and sees it as the key to its commitment to becoming an eco-friendly enterprise. The Group has encouraged its employees to bear in mind the importance of 'green' lifestyles by utilising the electronic device for online conference in order to lower the frequency of business trips and taking public transport or new energy vehicles for travel back and forth to work. In addition to purchasing environmentally friendly vehicles for transportation and operations, the Group has been bringing forward innovations in operations by replacing outdated facilities such as distillation equipment with energy-efficient ones, and initiating competitive mechanisms to incentivise its subsidiaries to build targets in energy conservation and pursue a 'low carbon and low consumption' working environment and operation process.

In addition to the common practices that have been implemented among all subsidiaries, here is the highlight of the efforts of different business segments in controlling their usage of energy resources:

### 其他能源資源

作為本集團可持續發展的核心任務之一，選擇最節能的合成工藝並以更少的能源消耗創造更多有價值的產品，不僅能夠簡化製造過程，亦可以在提高產量的同時為環境保護做出積極貢獻。於2019財年，本集團消耗柴油、天然氣、煤氣、汽油、製冷劑、煤炭和蒸汽作為日常營運和運輸的主要能源。本集團一直致力於減少化石燃料的使用，提高營運效率，並將其視為打造環保企業的關鍵。本集團鼓勵員工牢記綠色生活方式的重要性，利用電子設備進行在線會議以減少商務旅行的頻率，並乘坐公共交通工具或新能源汽車出行。除購買用於運輸和營運的環保車輛外，本集團亦通過在營運方面進行不斷創新，其中包括用節能蒸餾設備淘汰過時設施，並啟動競爭機制來激勵其子公司制定節能目標，追求「低碳低耗」的工作環境和營運過程。

除了所有子公司已經實施的常規做法外，以下是不同業務板塊在控制能源使用方面所做出的努力：



## Flavours and Fragrances business 香精板塊

- Conducted centralised disposal of obsolete device and equipment periodically to minimise its negative impact on the environment;  
定期集中處理舊設施設備，以盡量減少其對環境的負面影響；
- Replaced diesel-fired boilers with steam boilers, which could achieve an approximate reduction of 18 tonnes diesel annually;  
用蒸汽鍋爐代替柴油鍋爐，每年可減少約18噸柴油；
- Strengthened the routine inspection on waterpipes and prevented leakage;  
加強對水管的定期檢查，防止任何洩漏；
- Checked and maintained the energy supply lines to prevent energy loss from non-functional operations of supply lines;  
檢查並維護能源供應線，以防止供應線的無功能運行所造成的任何能量損失；
- Used energy-efficient water pumps and installed the circulating water cooling tower to reduce the energy and water consumption as much as possible;  
使用節能水泵和安裝循環水冷卻塔，盡可能減少能源和水的消耗；
- Installed the energy-saving heating device on the boilers;  
在鍋爐上安裝節能加熱裝置；
- Input warm or hot water to the boiler at the preliminary stage when possible;  
盡可能在初始階段向鍋爐注入溫水或熱水；
- Retrofitted the steam pipes with additional heat-insulating materials to reduce the heat loss during steam transportation process;  
使用額外的隔熱材料對蒸汽管進行改造，以減少蒸汽輸送過程中的熱量損失；
- Promoted the education of energy conservation among employees;  
加強員工節約能源的教育；
- Allocated more resources to the technological innovation of manufacturing processing;  
投入更多資源於製造工藝的技術創新；
- Implemented the policy of ‘Resource and Energy Management Measures’ in the management of natural resources;  
實施「資源能源管理辦法」政策，管理天然資源的使用；
- Adjusted the boiler type according to the demand requirement;  
根據需求調整鍋爐類型；
- Delivered materials to the oast house for pre-treatment;  
在烘乾室對材料進行預處理；
- Examined and repaired the energy supply lines timely.  
及時檢查和修復能源供應線。

## Tobacco Raw Materials business 煙用原料板塊

- Purchased the type of coal that may generate less smoke during the combustion;  
購買在燃燒過程中可能產生較少煙的煤；
- Implemented the policy of ‘Administrative measures on ensuring the supply of water, electricity and gas’;  
實施了「保障供水、供電、供氣管理辦法」政策；
- Required the Public Service Department to carry out the daily inspection and regular repair and maintenance work on main steam pipeline (from the boiler to the point where steam is taken from the main steam pipeline by each workshop);  
要求公共服務部門對主蒸汽管道（從鍋爐到各車間從主蒸汽管道抽取蒸汽的點）進行日常檢查和定期維修保養工作；
- Regulated that the boiler shift supervisor be notified when the abnormal instantaneous fluctuation of steam flow is found in each workshop and adjust the boiler operation timely;  
規定在各車間發現瞬時蒸汽流量異常波動時，應通知鍋爐班長並及時調整鍋爐運行；
- Optimised the manual operation through training;  
通過培訓優化手動操作；
- Re-designed the boiler structure to enhance its thermal efficiency;  
重新設計鍋爐結構以提高其熱效率；
- Responded to the call of the government in transitioning to gas boilers and accelerated the progress of replacing coal-fired boilers with gas boilers before 31 December 2020 in accordance with the requirements;  
響應政府關於向燃氣鍋爐過渡工作的號召，並根據當地法規要求在2020年12月31日之前加快用燃氣鍋爐替代燃煤鍋爐的進度；
- Ensured that the consumption of steam is under surveillance.  
確保對蒸汽消耗進行監控。



## Aroma Raw Materials business 香原料板塊

- Replaced the glass-lined double conic rotary vacuum dryer with titanium ones, the glass-lined sheet condenser in the hydrolysis process with the graphite condenser and the glass-lined sheet condenser in the distillation and desalting process with the titanium tube condenser to enhance the heat exchange efficiency;  
將搪玻璃雙圓錐旋轉式真空乾燥機換成鈦制，搪玻璃片式冷凝器更換為石墨冷凝器，蒸餾除鹽工序的搪玻璃片式冷凝器更換為鈦列管式冷凝器，提高冷凝設備的熱交換效率；
- Took full advantage of surplus heat of steam condensate to raise the temperature of domestic water;  
充分利用蒸汽冷凝水的餘熱來提高生活用水的溫度；
- Maintained the energy supply pipelines regularly to keep their high efficiency and prevent energy leakage;  
定期維護能源供應管道，保持高效率，防止能量洩露；
- Removed the begrieme of the heat exchanger to increase its heat exchanging rate;  
清除熱交換器的積垢，提高熱交換率；
- Optimised the production structure and capacity, and phased out outdated processing techniques to reduce the usage of natural gas.  
優化生產結構和產能，淘汰落後的工藝技術以減少對天然氣的消耗。

## Condiments business 調味品板塊

- Adhered to the principle of 'promoting energy conservation and emission reduction, in order to broaden the sources of income and economise on expenditures' in its daily operations;  
於日常營運中堅持「節能減排、開源節流」的宗旨；
- Set targets and formulated internal guidelines for the use of energy resources.  
對能源資源的使用設立目標並擬定內部指引。

### Water

Working together with our business partners, the Group has gained more knowledge about its water footprint and assess the water-related risks through its continuous measurement and evaluation of its water use data and performance. The Group prioritises water conservation among a growing number of environmental issues and follows the '3R rules – Reduce, Reuse and Recycle' in the daily operation. In FY2019, the Group did not face any problem in sourcing water and its reductions in water footprint across all four business segments are mapped out below. Despite a slight growth of water usage in the Flavours and Fragrances business and Aroma Raw Materials business in FY2019, which were primarily due to the business development and inclusion of Jiangxi Xianghai into measurement respectively, both the Tobacco Raw Materials business and the Condiments business achieved a resounding success in improving water efficiency.

Not only has the management and board put emphasis on water preservation in factories, the offices also have brought in effective measures to save water. The Group strives to gradually instil the principle of 'Saving Water' to every employee during their daily lives and work. To further improve the utilisation efficiency of water resources, the Group has adopted the following practices:

- Fix dripping taps immediately to avoid further leakage of the water supply system;
- Arrange meetings and seminars to discuss the viability of more advanced and innovative technologies in water conservation;
- Encourage the recycling of industrial wastewater within factories;

### 水

本集團加強與其業務合作夥伴的協作，通過不斷測量和分析其用水數據和表現，了解更多關於用水足跡的知識並評估其與水相關的風險。節約水資源是本集團眾多環保問題中的重要一環，本集團在日常營運中遵循「3R原則」，即減少、再利用和回收。於2019財年，本集團並未發現求取適用水源的任何問題，其在降低所有四個業務板塊的水足跡如下圖所示。儘管由於業務發展以及將江西香海其納入計量範圍，2019財年香精業務和香原料業務的用水量略有增長，但煙用原料業務和調味品業務均在用水率方面取得優異表現。

本集團管理層和董事會重視工廠的節水，辦事處同樣採取有效的節水措施。本集團努力將「節水」原則逐步融入每位員工的日常生活和工作中。為了進一步提高水資源利用效率，本集團採取了以下做法：

- 立即修復滴水的龍頭，避免供水系統的洩漏；
- 安排會議和研討會，討論更先進和創新的技術在節水方面的可行性；
- 鼓勵工廠內工業廢水的循環利用；



- Strengthen the inspection and maintenance on water taps, water pipelines and water storage;
- Run regular leakage test on water taps, joint rings and other defects in the water supplier system;
- Regulate that all employees need to strictly comply with water-saving policies of the Group; and
- Advocate the idea of saving water among employees through training and posters.
- 加強對水龍頭、輸水管道和蓄水池的檢查和維護；
- 對水龍頭，連接頭和供水系統中的其他缺陷進行定期洩漏試驗；
- 規定所有員工嚴格遵守本集團的節約用水政策；以及
- 通過培訓和海報向員工宣傳節約用水的重要性。

from 39% to 51%  
從39%到51%

the increase of the percentage of recycled water in the total freshwater consumption of the Group in FY2019 as compared with the figure in Year 2018

相對於2018年度，本集團2019財年回收水佔總耗水量的比率增加

Apart from the common practices that have been implemented among all subsidiaries, here is the highlight of the efforts made by different business segments in the water conservation:

除了所有子公司已經實施的常規做法外，以下是不同業務板塊在節約用水方面所做出的努力：

### Flavours and Fragrances business 香精板塊

- Reused the cleaning water in the reaction kettle to wash the floors;  
重新使用反應釜中的清潔水清洗地板；
- Recycled the steam condensate for reuse properly;  
回收蒸汽冷凝水，以便重複使用；
- Installed water metres in all workshops of factories to monitor the water consumption;  
在工廠的所有車間安裝水錶，以監測水資源消耗量；
- Regulated that the cleaning staff strictly control the cleaning frequency and the amount of water to avoid excessive water usage;  
規定清潔人員嚴格控制清潔頻率和用水量，以免用水過多；
- Utilised the domestic wastewater after treatment for planting with drip irrigation;  
利用處理後的生活污水進行滴灌種植；
- Regularly checked the water pipeline and strengthened the inspections in winter to prevent frost crack;  
定期檢查輸水管道，冬季加強檢查，防止霜凍開裂；
- Recycled the industrial wastewater as cooling and cleaning water after treatment;  
將工業廢水進行回收，處理後作為冷卻和清潔水；
- Reused the steam condensate as boiler water;  
將冷凝水重新用作鍋爐水；
- Produced pure water according to the order;  
根據訂單生產淨化水；
- Selected water-saving equipment during procurement;  
採購過程中選用節水設備；
- Required that it be reported to the Administration Department for approval before any water facilities for production need to be installed;  
要求在安裝任何生產用水設施之前，必須先報請行政管理部門批准；
- Conducted regular maintenance on the condensate water pipeline, in order to prevent 'evaporating, emitting, dripping or leaking';  
定期保養冷凝水管，防止「跑、冒、滴、漏」；
- Implemented the policy of 'Resource and Energy Management Measures' in the management of water usage;  
在用水管理中實施「資源能源管理辦法」政策；
- Educated its employees to use the right amount of water to wash reaction vessels to avoid excessive consumption of fresh water.  
教育員工使用適量的水沖洗反應容器，以避免過量消耗淡水。



<p><b>Tobacco Raw Materials business</b> 煙用原料板塊</p>	<ul style="list-style-type: none"> <li>Placed 'Saving Water Resource' posters in prominent places to encourage water conservation; 在當眼位置放置「節約水資源」的海報，以鼓勵節約用水；</li> <li>Strictly followed the relevant internal policy of 'Administrative measures on ensuring the supply of water, electricity and gas' in water conservation; 嚴格節約水資源的內部相關政策，例如「保障供水供電供氣管理辦法」；</li> <li>Filled out the Exceptional Water Use Application Form and submitted the form to the Public Service Department for approval if abnormal water usage in each workshop or department is needed; 若車間或部門中需要任何非正常用水，須填寫「非正常用水申請表」並將其提交給公共服務部門批准；</li> <li>Inspected the main water pipe, water supply equipment of pump rooms and water tank regularly. 定期檢查主水管、泵房供水設備和水箱。</li> </ul>
<p><b>Aroma Raw Materials business</b> 香原料板塊</p>	<ul style="list-style-type: none"> <li>Reused the remaining cooling water for plantation inside the industrial park; 在工業園區內重複使用剩餘的冷却水進行種植；</li> <li>Purchased the cooling tower with high operating efficiency to lower the discharge of condensate water; 購買運行效率高的冷卻塔，以減少冷凝水排放量；</li> <li>Implemented the policy of quantifying water usage in all workshops and connecting the consumption of water and amount of effluent with the main annual assessment index; 對所有車間實施量化用水量的政策，並將水的消耗量和污水排放量納入主要年度評估指標；</li> <li>Established reward and punishment system within the company; 在公司建立獎懲制度；</li> <li>Recirculated part of distillation wastewater to other hydrolysis processes after treatment; 將部分蒸餾廢水通過處理後回用到其他水解過程；</li> <li>Reused steam condensate and biochemically treated wastewater to supplement vacuum and cooling tanks, to flush toilets and for planting; 重複利用蒸汽冷凝水和經生化處理後的廢水，用以補充真空和冷卻水箱、沖廁和種植；</li> </ul>
<p><b>Condiments business</b> 調味品板塊</p>	<ul style="list-style-type: none"> <li>Recycled the condensate water in all workshops; 在所有車間實施對冷凝水的回收再利用；</li> <li>Focused on the performance of each workshop in water intensity per product with detailed record and evaluation; 專注於對每個車間單個產品用水量表現的詳細記錄與評估；</li> <li>Adopted advanced techniques to increase water recycling efficiency. 採用先進技術提高水回收效率。</li> </ul>

## Paper

The Group has been dedicated to saving paper in its offices by promoting the concept of 'paperless office' and 'Office Automation' and encouraging its employees to use less paper in the workplace. In FY2019, all business segments of the Group brought in draconian and effective measures in an effort to lower its consumption of paper. For instance, the Tobacco Raw Materials business strictly implemented its policy of 'Administrative Office Property Management Regulation', which expressly regulated the procedures of paper procurement and provided useful tips for employees to reduce the use of paper. The Flavours and Fragrances business enforced its policies of 'Resource and Energy Management Measures' and 'Labour Protection Appliance Management Regulation', encouraging its employees to share documents via the internet and intranet and minimise the repetitive printing due to unnecessary errors. The Aroma Raw Materials business adopted unified management of paper procurement and usage, requiring its employees to strengthen the proofreading and verification of the content of documents before printing, while the Condiment business commits to taking full advantage of digital ways to convey messages when appropriate. In FY2019, the Group enhanced its efforts in paper recycling with a total of 213 kg of paper being reused, which was 12% higher than the Year 2018. The other measures taken by the Group to save the use of paper are highlighted as follows:

## 紙張

本集團一直致力於推廣「無紙化辦公」和「辦公自動化」的概念並鼓勵員工在工作場所減少用紙。於2019財年，本集團所有業務板塊均採取嚴格而有效的措施，以減少紙張消耗。例如，煙用原料業務嚴格執行其「行政辦公室財產管理規定」的政策，明確規定紙張的採購程序，並為員工提供了減少紙張使用的妙招。香精業務實施其「資源能源管理辦法」和「勞保管理規定」的政策，鼓勵其員工通過互聯網和內網共享文檔，並減少由於不必要的錯誤而造成的重複打印。香原料業務採用了統一的紙張採購和使用管理模式，要求其員工在打印之前加強對文檔內容的校對和驗證。調味品業務則致力於合理並充分利用數碼方式來傳遞消息。於2019財年，本集團加大了紙張回收利用的力度，總共重複利用了213千克紙張，相比2018年度增加了12%。本集團為節省紙張使用而採取的其他措施重點如下：



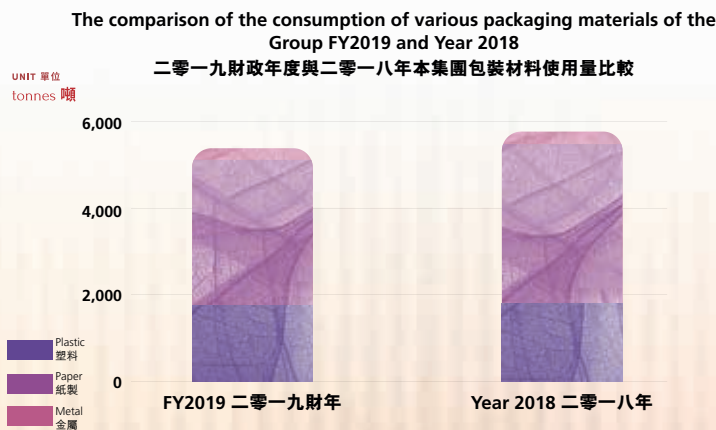
- Choose suppliers with more environmentally friendly paper source, so as to reduce the amount of tree losses while consuming the same amount of paper indirectly;
  - Promote the concept of paperless office and office automation, and disseminate information by electronic means (i.e. via email or e-bulletin boards) as much as possible;
  - Assign responsible personnel for the management of each printer and copier;
  - Set duplex printing as the default mode for most network printers when printouts are needed;
  - Spread the idea of “Think before print” by using posters and stickers, such as ‘Save paper and treat natural resources well’ (節約用紙，善待資源) in the offices to remind the staff of avoiding unnecessary printings;
  - Reconsider boxes and trays as containers beside photocopiers to collect single-sided paper for reuse; and
  - Use the back of old single-sided documents for printing or as draft paper.
- 選擇具有更環保紙張來源的供應商，以減少在消耗相同數量紙張下樹木的損失量；
  - 推廣無紙化辦公室和辦公自動化的概念，並盡可能通過電子方式（即通過電子郵件或電子公告板）傳播信息；
  - 安排專人負責打印機和掃描機的管理工作；
  - 當需要打印時，將雙面打印設置為大多數網絡打印機的默認模式；
  - 通過在辦公室使用海報和貼紙的形式，例如「節約用紙、善待資源」，傳播「打印前請思考」的概念，提醒員工避免不必要的印刷；
  - 將箱子和托盤作為容器放在複印機旁邊，用以收集單面紙張以便重複使用；以及
  - 使用舊的單面文檔背面進行打印或用作草稿紙。

### Packaging materials

To raise the utilisation efficiency of packaging materials, the Group has adopted effective measures at different stages from procurement to sales. During recent years, the Group has been committed to developing more sustainable packaging solutions by using lighter, recyclable and recycled, and eco-friendly materials without compromising the quality of its products. In FY2019, the amount of the major types of packaging materials consumed by the Group fell to varying degrees that is shown below.

### 包裝材料

為提高包裝材料的利用效率，本集團從採購到銷售的各個階段均採取了有效措施。近年來，本集團一直致力於通過使用更輕、可回收和循環再用的環保材料，在不影響產品質量的同時開發可持續的包裝解決方案。於2019財年，本集團主要類型包裝材料的消耗量得到不同程度的下降，如下圖所示。



To better illustrate the efforts of the Group in the management of packaging materials, below is the highlight of different business segments:

為了更好地說明集團在包裝材料管理方面的表現，以下是不同業務板塊所作出的努力和採取的方法：



## Flavours and Fragrances business 香精板塊

The major packaging materials in the Flavours and Fragrances business included plastic barrels made of HDPE (高密度聚乙烯) in various size (e.g. 30L, 200L and 500L), cardboard barrels, iron barrels, woven bags and aluminium bags. The plastic and iron barrels for packaging purposes were widely recycled and reused in order to significantly diminish the amount of packaging materials in FY2019. Some subsidiaries of the Flavours and Fragrances business adopted 30L rectangular barrel rather than 30L flat barrel to take advantage of the packing space. To reduce the consumption of packaging materials, one subsidiary of the Group altered its packaging way from 8 kilograms (16 cans) per case to 16 kilograms (4 packing bags made of aluminium foil). With this approach, the amount of packaging materials of that subsidiary could be reduced by 50%. The Flavours and Fragrances business signed the contract with certified external parties for the recycling of waste packaging materials. Furthermore, the Group tried its utmost to convince its customers to purchase large packages instead of small ones to reduce the unnecessary waste of packaging materials.

於2019財年，香精業務的主要包裝材料為不同規格的高密度聚乙烯塑料桶（例如30升、200升和500升）、紙筒、鐵桶、編織袋和鋁膜袋。用作包裝用途的塑料桶和鐵桶被廣泛重複使用並進行回收，以便減少包裝材料的消耗量。此外，香精業務部分子公司為利用包裝空間，採用30L方塑桶而非30L扁塑桶。為減少包裝材料的消耗，本集團的一家附屬公司將其包裝方式由每箱8公斤（16罐）改為16公斤（4個鋁箔包裝袋）。通過這種方法，該子公司的包裝材料數量可減少到之前數量的50%。香精業務與合資格的第三方公司簽署了回收廢棄包裝材料的合約。除此之外，本集團盡力說服客戶購買大包裝而非小包裝材料，以減少不必要的浪費。

To largely reduce the consumption of packaging materials and facilitate a better packaging material management, the Group has adhered to its internal policies, such as 'Material Requisition Work Instruction' (領料過程作業指導書), 'Energy Resources Management Approach' (資源、能源管理辦法), 'Production Materials Procurement Management Regulation of Huabao Flavour & Fragrances Co., Ltd' (華寶香精股份有限公司生產類物料採購管理制度), 'Guidelines of the Stock-in and Stock-out Procedures of Raw Materials, Packaging Materials and Finished Goods' (原材料、包裝材料及成品出入庫作業指導書) and further implemented the following practice:

為大幅減少包裝材料的使用量同時推行更好的包裝材料管理方法，本集團堅持其內部政策，如「領料過程作業指導書」、「資源能源管理辦法」、「華寶香精股份有限公司生產類物料採購管理制度」和「原材料、包裝材料及成品出入庫作業指導書」，並進一步實施以下措施：

- Purchased as much recyclable and reusable packaging materials as possible; 盡量購買可回收和可重複使用的包裝材料；
- Chose packaging materials properly to avoid excessive usage and the massive waste of packages; and 選擇合適的包裝材料，避免過度使用和浪費；以及
- Partly substituted 'Green packaging' materials for traditional ones. 用「綠色包裝」材料代替部分傳統的包裝材料。

In FY2019, the Flavours and Fragrances business lowered its consumption of packaging materials by approximately 52% due to its efforts in the recycling of packaging barrels.

於2019財年，由於在包裝桶的回收方面所作出的努力，香精業務將包裝材料的消耗量減少了約52%。

## Tobacco Raw Materials business 煙用原料板塊

The packaging materials used in this business segment remained almost unchanged in FY2019, which were mainly the paper pulp, film bags, cartons and plastic barrels. To reduce its consumption of packaging materials, the Group conducted strict management of the stock-in and stock-out of packaging materials according to the actual demand. Meanwhile, the Group was committed to negotiating with its customers about the packing specifications and tried to convince them to select the large size. In accordance with internal policies, such as 'Procurement Plan Management Approach' (採購計劃管理辦法), the Tobacco Raw Materials business implemented a series of measures regulating the procurement of packaging materials including the formulation, verification, approval, execution, adjustment and addition of procurement plans, aiming to improve the efficiency of its procurement process and preventing the waste of packaging materials.

於2019財年，本業務板塊使用的包裝材料基本保持不變，主要是紙漿、薄膜袋、紙箱以及塑料桶。為減少包裝材料的消耗，本集團根據實際需求執行嚴格的包裝材料出入庫管理。同時，本集團致力與客戶就包裝規格進行磋商，並試圖說服其選擇大尺寸的包裝規格。根據「採購計劃管理辦法」等內部政策，煙用原料業務實施了一系列規範包裝材料採購的措施，包括制定、驗證、批准、執行、調整和添加採購計劃，旨在不斷提高其採購的效率，從而防止對包裝材料的浪費。

In FY2019, the total amount of packaging materials consumed in the Tobacco Raw Materials business declined by 13.1% as compared to the figure in Year 2018.

於2019財年，煙用原料業務消耗的包裝材料總量與2018年度相比下降了13.1%。



## Aroma Raw Materials business 香原料板塊

The packaging materials used by this business segment were mainly cardboard barrels, composite paper barrels, cartons, plastic tanks, 200L and 30L plastic barrels with bungs, and polyethene bags in FY2019. In accordance with relevant internal policies, such as ‘Packaging Material Management Regulation’ (包裝材料管理制度), the barrels used for transporting the materials inside the production workshops excluding those for finished goods that were newly bought, were all reused. Specifically, the barrels for the same materials were carefully washed before being reused again. The Group also educated its employees to reduce, reuse and recycle packaging materials, and gave priority to the environmentally friendly materials in the procurement. The policy of ‘Packaging Material Management Regulation’ (包裝材料管理制度) strictly regulated that the packaging process and required that in the storage of packaging materials in the warehouse, the custodians should keep the best storage conditions and take into account the changing environment, in order to minimise the loss of packaging materials during storage.

於2019財年，本業務板塊使用的包裝材料主要是紙桶、複合紙桶、紙箱、塑料罐、200L和30L閉口塑料桶、以及聚乙烯袋。根據「包裝材料管理制度」等內部相關政策，除了為成品新購買的包裝材料外，生產車間內用於運送材料的周轉桶進行重複使用。具體而言，裝同一材料的周轉桶經過清洗後再次投入使用。本集團亦教育員工減少、再利用和回收包裝材料，並於採購中優先選用環保材料。「包裝材料管理規定」的政策嚴格規定了包裝過程，並要求在倉庫中存儲包裝材料時，保管人應維持其最佳的存儲條件且考慮到不斷變化的環境因素，從而最大程度地減少包裝材料在存放期間的損失。

## Condiments business 調味品板塊

The packaging materials in the Condiments business included glass bottles, PET (polyethylene terephthalate) bottles, metal tins, plastic barrels, PE (Polyethylene) pipes, cartons and paper-made boxes in FY2019. According to the sales demand and its ‘Procurement Management Regulation’ (採購管理制度) and ‘Supplier Control Procedures (供方控制程序), the Condiments business ordered appropriate amounts of packaging materials from its suppliers and strictly controlled the amount of packaging materials during procurement, in order to avoid unnecessary waste. The waste packaging materials were disposed of by the end-users as general solid waste.

於2019財年，調味品業務的包裝材料包括玻璃瓶、聚對苯二甲酸乙二酯瓶、金屬罐、塑料桶、聚乙烯管、紙箱和紙製盒子。根據銷售量、「採購管理制度」及「供方控制程序」，調味品業務從其供應商處訂購適量的包裝材料，並在採購過程中嚴格控制包裝材料的購買數量，以減少不必要的浪費。廢棄包裝材料由終端消費者作為一般固體廢棄物進行處理。

In FY2019, the amount of paper and metal packaging materials consumed in the Condiments business dropped by about 6.7% and 18.8% as compared to the figures in Year 2018, respectively.

於2019財年，調味品業務消耗的紙張和金屬包裝材料數量分別比2018年度減少約6.7%和18.8%。





### A.3. The Environment and Natural Resources

### A.3. 環境及天然資源

*'Preserve the ecosystem, Protect the environment, Prevent the pollution, Beautify the nature'*

「維護生態，保護環境，防治污染，美化自然」



As the Group has always integrated the sustainability mindset into its business strategy and operation control, its commitment to corporate and environmental responsibility has remained unwavering. Aiming to insist on making small changes that make a difference to the world, the Group has made steady improvements in the context of reducing its environmental footprint and contributing to the harmonious co-existence between its business development under the 'concentric diversification strategy' (同心多元化戰略) and nature.

由於本集團將可持續發展理念納入其業務戰略和營運控制中的決心從未動搖，我們對企業和環境責任的承諾始終如一。本集團堅持小的改變能為世界帶來巨大影響的理念，在減少環境足跡、推動「同心多元化」戰略下業務發展與大自然之間和諧共存的進程中不斷取得進步。



Through a series of policies and measures that have been set up, and the effective implementation of its environmental management principles to enhance the efficiency of the use of electricity, water, fossil fuels and all other raw materials during operations, the Group has made significant progress towards the building of a reliable, resilient and sustainable corporation that pioneers in the industry of food additives and flavouring. With a holistic understanding of the environmental impacts of its products throughout the entire lifecycle and production process at all phases, the Group endeavours to keep identifying the opportunities to minimise its environmental impacts. In FY2019, the Group furthered the evaluation of its business impacts on the environment and natural resources and achieved the success in remaining or even lowering the level of its consumption of natural resources due to its unremitting efforts to create a resource-saving, eco-friendly and climate-resilient enterprise. As compared with the performance in Year 2018, the Group made solid progress in controlling its emissions and waste and lessening its reliance on the use of fossil fuels in FY2019. Specifically, two major air pollutants of  $\text{SO}_x$  and  $\text{NO}_x$  diminished by 52.4% and 3.5% respectively, despite the inclusion of the exhaust gas from vehicles that generated different types of air pollutants. In recognition of the warming effect of long-lived GHGs that cause climate change, the Group has been dedicated to mitigating its climate-related risks by implementing policies to control its GHG emissions. In FY2019, a total of 5,538 tonnes  $\text{CO}_2\text{e}$  were saved against the benchmark of Year 2018, which was mainly attributed to the reduction of emissions from Scope 1 by around 11.5%. Meanwhile, carbon offset schemes based on tree planting have also been an effective way the Group combats climate change through carbon sequestration. In FY2019, the GHG removals from trees of the Group stood at 18.6 tonnes, which was 5.7% higher than that in Year 2018. In FY2019, the Group continued to make efforts in wastewater recycling, with a focus on increasing the recycling rates through technical training and equipment upgrade during operations. During the year under review, 443,722  $\text{m}^3$  of wastewater was recycled by the Group in total, which was 81,828  $\text{m}^3$  more than the total amount in Year 2018. The efforts of using recycled water internally also led to the less freshwater consumption of the Group in FY2019, with a 4.5% decline being recorded. With the implementation of a sustainable waste management strategy, the amount of domestic and commercial solid waste declined by just above 9% as compared with that in Year 2018. In terms of the use the natural resources, the Group's overall performance of energy efficiency showed

通過制定一系列的政策和措施及有效地執行其環境管理原則，以提高營運中的電力、水、化石燃料和所有其他原材料的使用效率，本集團在致力建立一個可靠、具有高適應性且可持續性的食品添加劑和調味料領先企業取得了重大進展。本集團通過對產品在整個生命週期和生產過程各個階段的環境影響的全面了解，致力於不斷尋找新的機遇，以最大程度地減少其對環境帶來的影響。於2019財年，本集團為創造一家資源節約型、環境友好型和具有氣候適應性的企業不懈努力，進一步評估了其業務對環境和自然資源的影響，並成功地保持甚至降低其自然資源的消耗水平。與2018年度的表現相比，本集團在2019財年的減少排放、廢棄物控制和降低對化石燃料的依賴方面取得了穩步進展。具體而言，儘管數據進一步將車輛廢氣納入不同類型空氣污染物的計量，但兩種主要空氣污染物 $\text{SO}_x$ 和 $\text{NO}_x$ 卻分別減少了52.4%和3.5%。本集團深刻認識到溫室氣體長期以來的變暖效應影響著氣候變化，致力於通過實施控制溫室氣體排放的政策來減低其與氣候有關的風險。與2018年度相比，本集團2019財年共減少了5,538噸 $\text{CO}_2\text{e}$ ，其中主要歸因於範圍一約11.5%的排放量減少。同時，本集團通過植樹開展的碳補償計劃，將碳固定從而有效應對氣候變化。於2019財年，本集團通過植樹抵消的溫室氣體排放量為18.6噸，較2018年度增加5.7%。於2019財年，本集團繼續加強廢水回收，通過技術培訓和運行設備的升級提高廢水回收利用率。於回顧年度內，本集團共回收了443,722立方米廢水，較2018年度增加81,828立方米。而大力倡導內部使用循環水亦幫助本集團減少其淡水消耗，其水資源消耗於2019財年下降了4.5%。本集團實施可持續廢棄物管理策略，其生活及商業固體廢棄物量較2018年度下降約9%。在自然資源的使用中，儘管本集團增加了新的生產工廠並擴大了監測範圍，其整體能源效率較往年比仍有所提高。除新投產的江西香海外，本集團的用電量較2018年度相比大幅下降了7.7% (2019財年：



an uplifting improvement, although the inclusion of new production sites and expanded monitoring scope impacted the comparison with figures against certain types of performance indicators in previous years. In particular, the electricity consumption of the Group that excluded Jiangxi Xianghai, a newly added production site as compared with Year 2018, dropped considerably by 7.7% (FY2019: 54,885.9 MWh, Year 2018: 59,433.1 MWh), which successfully achieved the goal of keeping at least 3% drop in annual corporate electricity consumption set in Year 2018. Meanwhile, three primary types of fossil fuels that the Group relied on for production and transportation were also under strict control, with diesel consumption descending by 29.6%, gasoline 4.8% and coal 24.1%, respectively. Given the measures taken in reusing the packaging materials in the factories by implementing strict internal policies, the total weight of plastic, paper and metal materials decreased by around 400 tonnes in FY2019.

54,885.9兆瓦時，2018年：59,433.1兆瓦時），成功實現了2018年度設立的企業年度用電量至少下降3%的目標。同時，本集團對於用於生產和運輸的三種主要化石燃料的使用亦嚴格控制，柴油、汽油和煤炭的消耗量分別下降了29.6%、4.8%和24.1%。由於本集團嚴格執行其內部政策在工廠中重複使用包裝材料，2019財年本集團用作包裝的塑料、紙和金屬材料總重量減少了約400噸。

Major environmental impacts 主要環境影響	Highlight of management approaches 管理方法亮點	Goals and development directions 目標和發展方向
Exhaust gases generated from boilers 鍋爐產生的廢氣	<ul style="list-style-type: none"> <li>Replacement with gas boilers in most factories 大多數工廠中使用燃氣鍋爐</li> <li>Application of online monitoring system and regular inspections on the quality of exhaust gas from boilers 在線監測系統的應用和對鍋爐廢氣質量的定期監測</li> <li>Investment in the optimisation of the production process and upgrade of inefficient machinery 對生產工藝的優化和低效機械的升級進行投資</li> </ul>	Decommission all coal-fired boilers with eco-friendly alternatives and comply with relevant regulations and standards 淘汰全部燃煤鍋爐，尋求更環保的替代方案，並遵守相關法規和標準
Exhaust fumes generated from vehicles for transportation 運輸車輛產生的廢氣	Effectively control the operation of the fleet and tighten up the management of the compliance of automobile engines with relevant environmental laws and regulations 有效控制車隊運行並加強對汽車發動機符合相關環境法律法規的管理	Replace over 50% of vehicles that rely on the burning of fossil fuels with new-energy ones 將超過半數的傳統交通工具更換為新能源車輛
High demand for electricity, water and other energy resources for production and transportation 生產和運輸對電力、水和其他能源的高需求	<ul style="list-style-type: none"> <li>Strengthen the design of ventilation in the offices and factories, and enhance the efficiency of refrigeration equipment 加強辦公室和工廠的通風設計，提高製冷設備的效率</li> <li>Formulate and implement policies that introduce the principles and procedures in the use of energy resources 制定並實施政策，介紹能源使用原則和程序</li> <li>Reward and punishment mechanism for the control of energy consumption 通過獎懲機制控制能耗</li> <li>Establish sub-targets of production efficiency in operating sites that convert the usage of resources into monetary value 經營場所建立生產效率的子目標，將資源的使用轉化為貨幣價值</li> <li>Set quotas for the use of fossil fuels and formulate policies guiding the fleet management (e.g. all drivers need to plan appropriate driving routes in advance and keep the vehicle travelling at a consistent speed to avoid unnecessary brake) 設定化石燃料的使用配額並制定車隊管理的指導政策（例如，駕駛員都需要提前計劃合理的駕駛路線，並保持車輛平穩的行駛速度，以避免不必要的製動）</li> </ul>	<ul style="list-style-type: none"> <li>Keep at least 3% drop in corporate electricity consumption annually 集團用電量每年下降至少3%</li> <li>Keep lowering the intensity of the consumption of energy resources annually 每年降低能源消耗的強度</li> <li>Keep increasing the ratio of the recycled water to freshwater withdrawal annually 保持每年增加循環水佔用水量的比例</li> </ul>



Major environmental impacts 主要環境影響	Highlight of management approaches 管理方法亮點	Goals and development directions 目標和發展方向
Hazardous waste 有害廢棄物	<ul style="list-style-type: none"> <li>- Innovation and experiment (e.g. replace the original ink coding machine with the laser coding machine to reduce waste solvents; install an online wastewater monitoring system to achieve automatic surveillance, alert and operation of the entire wastewater treatment process 創新和實驗(例如,用激光打碼機替換原來的墨水打碼機以減少廢溶劑;安裝在線廢水監測系統以實現對整個廢水處理過程的自動監視、警報和操作</li> <li>- The sustainable waste management system that is aligned with the industry standards and requirements 符合行業標準和要求的可持續廢棄物管理系統</li> <li>- Step up efforts in the training and advocacy of ‘3R Principles’ among employees by arranging relevant seminars and meetings 通過安排相關的研討會和會議,在員工中加強對「3R」原則的培訓和宣傳</li> </ul>	<ul style="list-style-type: none"> <li>- Launch short-, medium- and long-term eco-efficiency targets and plans of minimising the generation of both hazardous and non-hazardous waste, effluents and laboratory residues, and monitor the improvements against the baseline measurements in FY2019 制定短期、中期和長期的生態效率目標和計劃,以盡量減少有害和無害廢棄物、廢水和實驗室殘留物的產生,並根據2019財年的基準監測改善情況</li> <li>- Incorporate indicators of waste efficiency in the production and ensure that all of its manufacturing sites unify their measurement standards 在生產中納入廢棄物指標,並確保其所有生產基地統一其測量標準</li> </ul>
Procurement of various types of packaging materials 各種包裝材料的採購	<ul style="list-style-type: none"> <li>- Control the stock-in and stock-out of packaging materials, in order to strictly record the amount of consumed materials 控制包裝材料的進出庫,以嚴格記錄消耗材料的數量</li> <li>- Encourage the recycling and reuse of packaging materials including iron and plastic barrels in the factories 鼓勵工廠中包括鐵桶和塑料桶在內包裝材料的回收和再利用</li> </ul>	<ul style="list-style-type: none"> <li>- Ramp up the measurement of the weight of packaging materials in all forms 加強各種形式包裝材料的重量測量</li> <li>- Work on innovative projects in collaboration with upstream and downstream partners about the solutions to reducing the use of packaging materials 與上下游合作夥伴合作開展創新項目,以減少包裝材料的使用</li> </ul>
Unpleasant odour from the wastewater treatment process that has an impact on the nearby residents 廢水處理過程中產生的難聞氣味對附近居民的影響	<p>Raise the frequency of the maintenance and repair on sewage pipelines and improve the performance of seal facilities 提高污水管道保養和維修的頻率,並提高密封設施的性能</p>	<p>Put an end to the influence of odour upon nearby residents 消除臭味對周圍居民的影響</p>

The Group is fully aware that thoughtful manufacturing should be striving to deliver quality products to its customers with due considerations of the environmental benefits brought by enhanced energy efficiency and optimised production process. Looking ahead, the Group will keep taking circular economy-inspired actions on the path of continuous improvement. Specifically, an in-depth cradle-to-gate assessment on its production line and products from different business segments will be conducted in an effort to understand the interrelations among its business operations, environmental impacts and climate change. Led by this target, the Group plans to build a centralised environmental management framework that guides each business segment to set goals and track environmental performance metrics. With a comprehensive assessment of its impacts, the Group can better focus on its research of the relationships of product mix, waste generation, financial returns and energy efficiency, thereby optimising its production line and truly linking its environmental performance to business models and decision-making process in the future.

本集團充分意識到全面的製造業應在努力為客戶提供優質的產品的同時考慮到提高能效和優化生產工藝所帶來的環境效益。展望未來,本集團將在持續改進的道路上持續採取循環經濟行動。具體而言,本集團將對其生產線和來自不同業務領域的產品進行深入的生命週期評估,以了解其業務營運、環境影響和氣候變化之間的相互關係。在該目標的引領下,本集團計劃建立綜合的環境管理框架,以指導各個業務板塊制定目標並跟踪環境績效指標。通過對其影響進行全面評估,本集團能夠更好地專注於產品組合、廢棄物產生、財務收益和能源效率之間關係的研究,從而優化生產線並在未來將其環境績效與商業模式和決策過程真正聯繫起來。

## VI. SOCIAL SUSTAINABILITY

### EMPLOYMENT AND LABOUR PRACTICES

#### B.1. Employment

In the Group, employees as its most valuable internal stakeholders have always been encouraged to be involved in defining and executing the corporate sustainability strategy. As such, the Group believes that it is vital to spot, acquire, train, retain and manage the eligible employees who can make contributions to the Group while realising their own career expectations. As at 31 December 2019, the Group employed a total of 3,544 employees in mainland China, Hong Kong, Germany, Botswana, the United States, Korea and Vietnam, which was 2% higher than that as at 31 December 2018. The Group treasures employee's talent and sees it as the key to driving the success and maintaining the sustainable development of the Group. The Group strives to provide its employees with a safe and suitable platform for gaining professional knowledge and developing vocational career.

## VI. 社會可持續發展

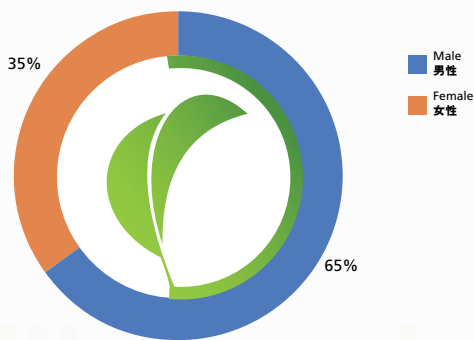
### 僱傭及勞工常規

#### B.1. 僱傭

作為其最有價值的內部利益相關者，本集團長期以來鼓勵其員工參與製定和執行企業的可持續發展戰略。因此，本集團認為，發現、吸納、培訓、保留和管理能夠為集團做出貢獻並實現自己職業期望的合適員工十分重要。截至2019年12月31日，本集團在中國內地、香港、德國、博茨瓦納、美國、韓國和越南共有3,544名員工，相比於2018年12月31日的員工人數增加2%。本集團重視員工的才能，並將其視為推動本集團成功及維持本集團可持續發展的關鍵。本集團致力為員工提供安全合適的工作平台，以讓其獲取專業知識及發展職業生涯。

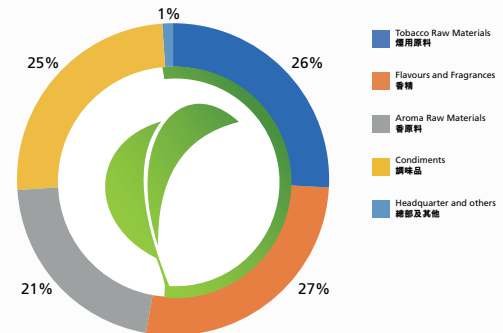
TOTAL EMPLOYEES BY GENDER OF THE GROUP

本集團員工性別分佈



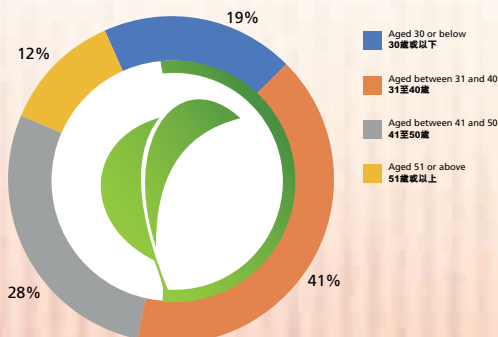
TOTAL EMPLOYEES BY BUSINESS SEGMENT OF THE GROUP

本集團員工業務板塊分佈



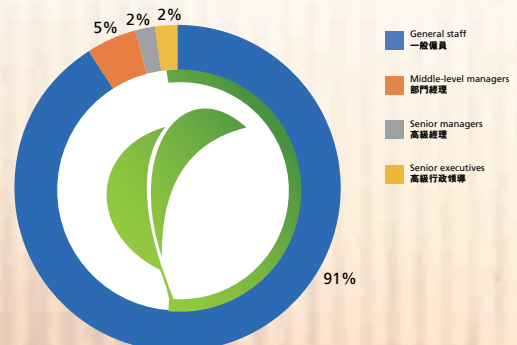
TOTAL EMPLOYEES BY AGE OF THE GROUP

本集團員工年齡分佈



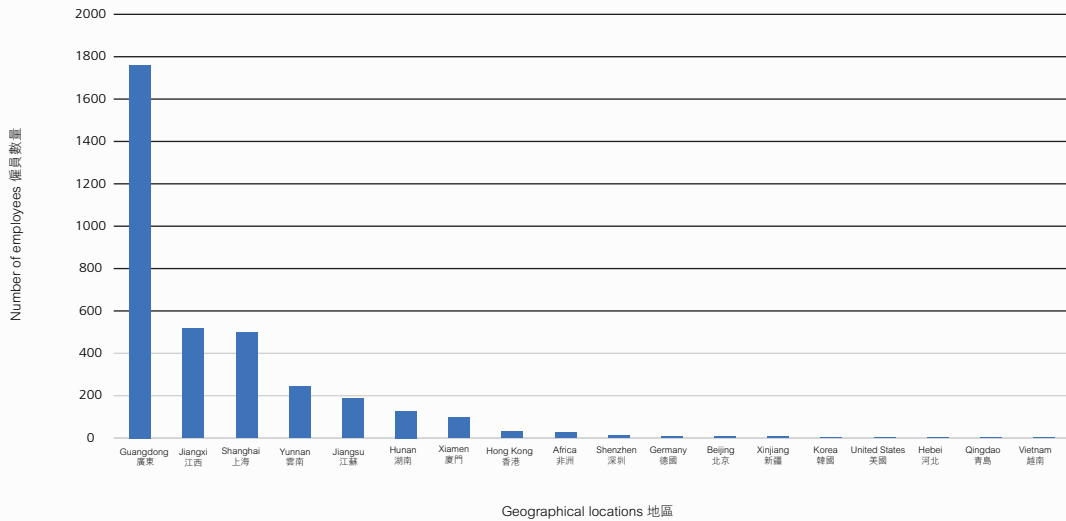
TOTAL EMPLOYEES BY POSITION TYPE OF THE GROUP

本集團員工職位分佈





## Total employees by geographical region of the Group 本集團各區域員工數分佈



### Law compliance

The Group’s employment policies have been updated and adjusted to cater to social changes since the inception, and more importantly, to abide by the relevant laws and regulations. In FY2019, the Group complied with the relevant laws and regulations, including the following:

### 遵守法律

自成立以來，本集團的就業政策為迎合社會變化和遵守相關法律法規已經進行不斷更新與調整。於2019財年，本集團已遵守相關法律及法規，包括以下各項：

Employment Ordinance (Cap. 57 of the Laws of Hong Kong) 《僱傭條例》(香港法例第57章)	Employees’ Compensation Ordinance (Cap. 282 of the Laws of Hong Kong) 《僱員補償條例》(香港法例第282章)	Mandatory Provident Fund Schemes Ordinance (Cap. 485 of the Laws of Hong Kong) 《強制性公積金計劃條例》(香港法例第485章)	Disability Discrimination Ordinance (Cap. 487 of the Laws of Hong Kong) 《殘疾歧視條例》(香港法例第487章)	Race Discrimination Ordinance (Cap. 602 of the Laws of Hong Kong) 《種族歧視條例》(香港法例第602章)
Sex Discrimination Ordinance (Cap. 480 of the Laws of Hong Kong) 《性別歧視條例》(香港法例第480章)	Minimum Wage Ordinance (Cap. 608 of the Laws of Hong Kong) 《最低工資條例》(香港法例第608章)	Labour Law of the People’s Republic of China 《中華人民共和國勞動法》	Law of the People’s Republic of China on Promotion of Employment 《中華人民共和國就業促進法》	Insurance Law of the People’s Republic of China 《中華人民共和國社會保險法》
Labour Contract Law of the People’s Republic of China 《中華人民共和國勞動合同法》	Minimum Wage Regulations 《最低工資規定》	Regulations on the Supervision of Labour Security 《勞動保障監察條例》		



The Human Resources Department of the Group is responsible for the reviewing and updating of relevant company policies on a regular basis in accordance with the latest laws and regulations.

本集團人力資源部根據最新的法律法規，負責定期審查和更新相關公司政策。

**'Every position in the company is a source of value creation and value creation is regarded as the main criterion for the performance of employees.'**

**「公司的每個職位都是創造價值的源泉，要把為公司創造價值作為考核員工績效的主要標準。」**

#### *Recruitment and promotion*

As talent retention is vital to its business development in the long run, the Group periodically reviews its compensation packages and performs the probationary and regular evaluations on the capability and performance of its employees, to ensure that all employees can be recognised by the Group appropriately with respect to their efforts and contributions. Sticking to the principle of 'internal recruitment first' (先內後外) and talent acquisition standard of 'Conscientious, Professional, Capable and Resourceful' (有道德、有境界、有能力、有辦法), the Group has adopted a set of transparent and clear procedures that are specified in the 'Staff Handbook of Huabao International Holdings Limited' (華寶國際控股有限公司員工手冊) to conduct its annual recruitment plan, such as 'Personnel Recruitment Plan', aiming to live up to 'Openness, Fairness, Transparency, Standardisation' (公開、公平、透明、規範) in every detail. Specifically, the 'Staff Handbook' introduces the strict recruitment procedures including preliminary screening, rounds of exams, filling out 'Candidate Registration Form' (應聘人員登記表), background investigation, onboarding procedures and signing 'Labour Contract' (勞動合同), 'Confidentiality Agreement' (保密協議) and 'Non-competition Agreement' (競業限制協議). To attract high-calibre candidates, the Group offers fair, competitive remuneration and benefits based on the individuals' past performance, personal attributes, job experiences and career aspirations. The Group also refers to market benchmarks in relation to staff promotion and provides equal opportunities of promotion and development for eligible employees who have shown outstanding performance and potential in their positions in accordance with its 'Staff Handbook' and 'Labour Relations Management Regulation of Huabao International Holdings Limited' (華寶國際控股有限公司勞動關係管理規定), which provides additional guidance on the content, procedures and requirements of labour contract management, labour relationship management and employee turnover and transfer, aiming to create a harmonious employer-employee relationship based on the principles of 'Legality, Honesty and Fairness' (合法、誠信和平等協商).

#### *招聘和晉升*

由於人才保留對長遠的業務發展至關重要，本集團會定期審查其薪酬方案，並對其僱員的能力及表現進行試用期與定期評估，以確保所有僱員的努力和貢獻能夠得到本集團合理的認可。本集團堅持「先內後外」的原則和「有道德、有境界、有能力、有辦法」的人才吸納標準，已經採取一套列於「華寶國際控股有限公司員工手冊」中透明清晰的程序制定年度招聘計劃，旨在實現招聘過程的「公開，公平，透明，規範」。具體而言，「員工手冊」規定了嚴格的招聘程序，包括初步篩選、考試輪次、填寫「應聘人員登記表」、背景審查、入職程序以及簽署「勞動合同」、「保密協議」和「競業限制協議」。為吸引高素質人才，本集團根據個人過往表現、個人表現、工作經歷及職業志向，提供公平且具競爭力的薪酬及福利。本集團亦參考有關員工晉升的市場標準，並根據其「員工手冊」和「華寶國際控股有限公司勞動關係管理規定」，為在其職位上表現出色及有發展潛力的合格僱員提供平等晉升及發展機會。文件對勞動合同管理、勞動關係管理以及員工離職和調動的內容、程序和要求提供了額外指導，旨在基於「合法、誠信和平等協商」的原則建立和諧的勞工關係。



### *Compensation and dismissal*

The Group refers to the requirements of the management of compensation and key performance indicators in the 'Staff Handbook', to establish a value distribution mechanism and internal incentive mechanism with Huabao characteristics, to provide employees with a highly competitive salary and to promote the company's sustainable and stable development. Specifically, the Group makes use of the balanced scorecard and determine the employee's salary level based on a comprehensive evaluation of its performance together with the job duty, strategic objectives of corporate development and a series of factors. The appointment, promotion or termination of recruitment contract of the Group are based on reasonable, lawful grounds and internal policies, such as 'Staff Handbook' and 'Compensation Management Regulation of Huabao International Holdings Limited' (華寶國際控股有限公司薪酬管理規定). Specifically, the Work Handover Sheet (工作交接單) needs to be filled out in detail indicating the items belonging to office properties and unfinished worklist, in order to ensure that the dismissal will not impact the business operations. Since the Group prohibits any kind of unfair or illegitimate dismissal, policies regulating the procedures of dismissal of employees are in place for management. In particular, according to the dismissal and punishment procedures, including warning, circulating a notice of criticism, recording a demerit, salary reduction and demotion, and delisting, for employees who have violated the Group's employment policies and keep on making the same mistakes, the Group would terminate their employment contracts according to the relevant laws and regulations in Hong Kong or the PRC (as the case may be).

### *Working hours and rest periods*

Striking a proper balance between work and leisure can effectively help employees recharge their batteries while, in return, enhancing the productivity of the Group. The Group has formulated its internal regulations in its 'Staff Handbook' based on local employment laws including the 'Provisions of the State Council on Employees' Working Hours' to determine working hours and rest periods for employees. Specifically, the management policy of attendance and leave period introduces the detailed rules and regulations of working hours, absence, statutory holidays, full-paid annual leave, marriage leave, compassionate leave, sick leave and leave without pay. Employees who work overtime should fill out the 'Overtime Application Form' and submit it for approval before execution. Employees who have worked overtime can take working days off once the application is approved. In the meantime, the Group has standardised the leave application procedures in the policy to ensure that the working hours and rest periods are under efficient management.

### *薪酬及解僱*

本集團參照「員工手冊」中薪酬管理和關鍵績效指標的要求，建立具有華寶特色的價值分配制度和內部激勵機制，為員工提供具有競爭力的薪水以促進公司持續平穩發展。具體而言，本集團利用平衡計分卡，根據對員工表現、工作職責、企業發展的戰略目標和一系列因素的綜合評估確定員工的工資水平。本集團任何聘用、晉升或終止勞動合同都必須有合理依據並依照內部政策執行，例如「員工手冊」和「華寶國際控股有限公司薪酬管理制度」。「工作交接單」需要明確填寫，註明公司辦公用品和未完成工作項目清單，以確保離職不會影響業務營運。由於本集團禁止任何形式的不公平或不正當解僱，因此制定了員工解僱程序管理政策。對於違反本集團僱傭政策並屢教不改的僱員，本集團將依照解僱和處罰程序及香港或中國內地（根據具體情況而定）的相關法律法規，包括警告、通報批評、記過，減薪或降級以及除名，對其僱傭合同予以終止。

### *工作時數和假期*

在工作與休息之間尋求平衡不僅可以有效地幫助僱員得到適當的休整，同時可以提高本集團的生產力。因此，本集團根據當地的就業法，包括「國務院關於職工工作時間的規定」，在其員工手冊中制定了相應政策，以擬定僱員的工作和休息時間。具體而言，考勤和休假管理政策對工作時間、缺勤、法定假日、帶薪年假、婚假、喪假、病假和無薪假做出詳細規定。加班的員工應填寫「加班申請表」並在執行前提交批准。一旦申請獲得批准，已加班的員工可以申請額外休假。同時，本集團已在政策中規範請假程序，以確保員工的工作和休息時間可以得到有效管理。





#### *Equal opportunity and anti-discrimination*

Respecting every employee and providing equal opportunities for the development of all staff have been incorporated into the corporate culture of the Group and introduced in its 'Staff Handbook' as a guideline to facilitate the creation of a harmonious and fair working environment. As an equal opportunity employer, the Group has been committed to creating a fair, respectful and diverse working environment by promoting anti-discrimination and equal opportunity in all its human resources and strictly implementing relevant policies to regulate its daily corporate practices and avoid activities that may violate the principles of equal opportunity and anti-discrimination. Training and promotion opportunities, dismissals and retirement policies are based on factors irrespective of the employees' age, sex, marital status, pregnancy, family status, disability, race, colour, descent, national or ethnic origins, nationality, religion or any other non-job related elements in all business units of the Group. Meanwhile, the equal opportunity spirit of the Group allows zero tolerance in relation to any workplace discrimination, harassment or vilification in accordance with local ordinances and regulations. Employees are vigorously encouraged to report any incidents involving discrimination to the Human Resources Department via the grievance mechanism set up by the Group, which takes the responsibility for assessing, dealing with, recording and taking any necessary disciplinary actions in relation to substantiated cases. In the meantime, the Group fully respects the right of each employee and has built a platform where employees can appeal against the penalty in writing to the Human Resources Department within a certain period of time.

#### *平等機會和反歧視*

尊重每位員工並為所有員工的發展提供平等機會是本集團的企業文化之一，並已寫入「員工手冊」中，以作為促進創造和諧、公平工作環境的準則。作為平等機會的僱主，本集團一直致力於在所有人力資源中促進反歧視和平等機會，從而營造一個公平競爭、相互尊重及多元化的工作環境，並實施嚴格的政策來規範其日常的企業實踐，避免任何可能違反平等機會和反歧視原則的活動。本集團所有業務部門的培訓及晉升機會、解僱及退休政策並不會以僱員的年齡、性別、婚姻狀況、懷孕狀況、家庭狀況、殘疾、種族、膚色、血統、民族或族裔、國籍、宗教或任何其他非工作相關因素為依據。同時，本集團的平等機會精神根據當地有關法例，對於任何工作場所的歧視、騷擾或誹謗行為零容忍。本集團鼓勵僱員通過申訴機制向人力資源部門報告任何涉嫌歧視的事件。人力資源部門將有責任對相關屬實事件進行評估、處理、記錄及採取任何必要的紀律處分。與此同時，本集團充分尊重每一位員工的權利，並已建立平台讓員工可以在既定時間內以書面形式向人力資源部提出申訴。



*Other benefits and welfare*

The Group believes that its sustainability journey can only achieve tangible changes should the interests and wellbeing of its employees be emphasised, and an excellent talent management model cannot be recognised if employees’ voices and feelings are not timely received and responded. Employee’s welfare has invariably been a core issue that the Group endeavours to address to ensure that its employees remain physically and mentally healthy and feel motivated all the time at work. According to relevant national laws and regulations, the Group has provided social insurance and provident fund to its employees, including the endowment insurance, medical insurance, unemployment insurance, employment injury insurance and maternity insurance. In addition, the Group also provides myriads of benefits to its employees after the trial period, including birthday gift, heatstroke prevention benefits, holiday benefits, communication subsidies, annual health examination, red packets, staff dormitories, free working meals, shuttle bus service, recreational activities, reimbursement of long-distance family visit expense. Meanwhile, the Group rewards employees who have made giant contributions to the Group and showed outstanding performance during work.

*其他待遇和福利*

本集團相信只有重視員工的利益和福祉，其可持續發展才能取得切實改變，且一個出色的人才管理模式需要讓員工的心聲得到聆聽，員工的感受得到及時回應。員工的福祉始終是本集團努力解決和關注的核心問題，而這也是確保員工在整個工作過程中保持身心健康並始終保持動力。根據國家有關法律法規，本集團為員工提供社會保險和公積金，包括養老保險、醫療保險、失業保險、工傷保險和生育保險。此外，本集團亦為轉正員工提供多種福利，包括生日禮物、防暑降溫費、假日福利、通訊補貼、年度體檢、紅包、員工宿舍、免費工作餐、班車服務、娛樂活動及報銷長途探親費。同時，本集團對在集團工作中做出突出貢獻和表現優異的員工予以獎勵。

## Spiritual reward 精神獎勵



## Material reward 物質獎勵





The Group values its employees and is confident that its employees are the creators, practitioners and trailblazers of the fulfilment of the Group's corporate values. Helping employees realise their ambitions is not merely an idea for the Group. It is the foundational attitude of the Group to treat, lead and grow with its employees every day. The Group firmly believes that the sense of belonging is what allows employees to be their authentic selves, and fostering this sense of belonging for employees will bring the Group long-term competitiveness and success. Holding different cultural activities is one of the strategies that the Group sticks to in implementing its cultural construction. During the activities, the Group has garnered a deep understanding of its employees' concerns, conveyed the concept of humanistic care of the Group among employees and strengthened the communication between employees. Advocating the culture of 'healthy work and life', the Group has arranged a plethora of cultural and sports activities under the guidance of corporate vision 'Leader to a better life' (美好生活引領者) and encouraged its subsidiaries to take initiatives and be creative to develop various forms of cultural events. In FY2019, the Group partnered with external organisations and organised a multitude of corporate activities for its employees.

本集團重視其員工並認為員工是實現企業價值的創造者、實踐者和開拓者。幫助員工綻放才華、成就自我不僅僅是本集團的一個理念，還是本集團每天對待員工、領導員工以及和員工一同發展的基本態度。本集團堅信，歸屬感可以更好地幫助員工實現真實的自我，培養員工的歸屬感，將為本集團帶來長遠的競爭力和成功。舉辦不同文化活動是本集團實施文化建設的戰略之一。在活動中，本集團對員工的關注有了深刻的了解，向員工傳達了本集團的人文關懷，並加強了員工之間的溝通。本集團倡導「健康工作和生活」的文化，在「美好生活引領者」的企業願景下，本集團組織了一系列文體活動，並鼓勵其子公司發揮創造力，主動開展各式各樣的文化活動。於2019財年，本集團與外部機構合作，為其員工組織了多次企業活動。

### Jiangxi H&K Held an Outward Bound Themed by 'Win-win Cooperation'

### 江西孔雀舉辦「合作共贏」主題拓展活動

To enhance the cohesiveness among employees and exhibit their mental outlook, Jiangxi H&K Food Technology Development Co., Ltd. of the Group held an outward bound themed by 'Win-win Cooperation' on November 15, 2019, in which a great many recreational activities were organised including 'standing in military pose', 'icebreaking', 'tug of war', 'joining forces to break through the barriers', 'blind walking' and 'round rope loop'. The outdoor activities encouraged the participants to learn from the collaboration, to contribute their wisdom and strength to completing the tasks, and to pursue the goal of 'inheriting a century-old classic, flavouring the innovation-driven future'.

為增強團隊凝聚力，展現員工精神面貌，2019年11月15日，江西孔雀舉辦「合作共贏」主題拓展活動。本次活動共設置了「軍姿」、「開營破冰」、「力拔山河」、「合力闖關」、「仙人指路」、「動力繩圈」等眾多娛樂項目，本次戶外活動鼓勵參與者從合作中學習，通過智慧和力量完成任務，不斷向「傳承百年經典，創新引領味來」的目標努力奮鬥。





### The 2019 'Let's Go Ahead' Autumn Staff Activity Themed by 'Me and My Motherland' to Celebrate the 70th Anniversary of the Founding of the People's Republic of China' in Shanghai Park of Huabao Flavours and Fragrances

On 18 September 2019, the 'Let's Go Ahead' Autumn Staff Activity Themed by 'Me and My Motherland' to Celebrate the 70th Anniversary of the Founding of the People's Republic of China' activities was jointly organised by CPC Branch Committee, Shanghai Branch, Huabao Flavours & Fragrances Co., Ltd. and the United Labour Union of Shanghai Park of Huabao Flavours & Fragrances in Jiabei Country Park in Shanghai. Nearly 100 employees of the Group participated in the event, which was split into 10km hiking and lawn expansion games. The event ended successfully and stimulated the patriotic enthusiasm and national pride of employees to love our country, be proud of our nation and be passionate about our work and life.

### 2019「我們行」華寶股份上海園區「『我和我的祖國』慶祝中華人民共和國成立70週年」秋季職工活動

於2019年9月18日，由中共華寶香精股份有限公司上海分公司支部委員會，華寶香精股份有限公司上海園區聯合工會共同舉辦的「2019『我們行』華寶股份上海園區『我和我的祖國』慶祝中華人民共和國成立70週年週年職工活動」在上海嘉北郊野公園舉行。活動吸引了本集團近百名員工報名參加。本次活動設置了兩大間隔：10公里徒步和草坪擴展遊戲。本次活動的圓滿舉行激發了員工的愛國熱情和民族自豪感，讓其對工作和生活更加充滿激情。





## Enterprise Culture Building Activities of African F&G in 2019

## 非洲F&G公司企業文化建設活動

In FY2019, the African Flavours and Fragrance branch held three brand activities for enterprise culture building including the 5km footrace run and outdoor hiking, to enhance the health awareness of all its employees and facilitate them to hold a positive attitude toward life and work. The activities not only mobilised the initiatives and passions of all employees, but also bolster up their morale and willpower.

二零一九財政年度，非洲F&G公司舉辦了企業文化建設三大品牌活動。為了提升大家的健康意識，培養積極向上的健康生活方式，本次活動包括5公里賽跑和野外拓展訓練，活動不僅讓調動所有員工的主動性和激情，同時提高了其精神面貌和意志力。



In addition, other activities including the '2019 Christmas New Year Welcome Party', '2020 Spring Comes and Blessing Arrives' (春來福到) in which employees designed Spring Festival couplets with blessings and joined the red envelope lucky draw were arranged by the Group.

此外，本集團亦開展了其他系列活動，包括「2019年聖誕迎新晚會」以及「2020春來福到」送春聯寫福字搶紅包活動。

In FY2019, the Group was in compliance with relevant laws and regulations in relation to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, welfare and other benefits that have a significant impact on the Group.

於2019財年，本集團遵守有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視、其他待遇及福利和其他對本集團具有重大影響的相關法律法規。



B.2. Health and Safety

B.2. 健康與安全



Keeping employees safe and healthy is a top priority in the Group and an important aspect of its sustainability agenda as the Group believes that occupational health and safety involves both the prevention of harm and the promotion of employees’ wellbeing at the workplace. As an enterprise with many production factories, providing and maintaining a safe, clean and environmentally friendly working condition for all its employees is significant. In FY2019, all subsidiaries of the Group implemented strict internal safety and health policies, such as ‘Safety Management Regulation’ (安全管理條例), and complied with the relevant laws and regulations in Hong Kong and the PRC, including the following:

本集團認為工作中的職業健康和安全既涉及預防傷害，同時也關係到對員工福祉的促進，因此將保證員工安全和健康作為首要問題以及其可持續發展議程的一部分。作為一家擁有許多生產工廠的企業，為所有員工提供和維護安全、整潔且環境友好的工作條件十分重要。於2019財年，本集團子公司實施了嚴格的內部安全與健康政策，例如「安全管理條例」，並遵守中國香港及中國內地的相關法律及法規，包括：

<p>Occupational Safety and Health Ordinance (Cap. 509 of the Laws of Hong Kong) 《職業安全及健康條例》(香港法例第509章)</p>	<p>Production Safety Law of the People’s Republic of China 《中華人民共和國安全生產法》</p>	<p>Law of the People’s Republic of China on Prevention and Control of Occupational Diseases 《中華人民共和國職業病防治法》</p>	<p>Fire Control Law of the People’s Republic of China 《中華人民共和國消防法》</p>
<p>Special Equipment Safety Law of the People’s Republic of China 《中華人民共和國特種設備安全法》</p>	<p>Regulation on Work-Related Injury Insurance 《工傷保險條例》</p>	<p>Regulation on the Safety Management of Hazardous Chemicals 《危險化學品安全管理條例》</p>	<p>Regulations on the Reporting, Investigation and Disposition of Work Safety Accidents 《生產安全事故報告和調查處理條例》</p>



**'Safety First, Precaution Matters, Comprehensive Control'**  
安全第一、預防為主、綜合治理

To strengthen the supervision of safe production and management and ensure that its employees' health and property are strictly protected, thereby promoting the sustainable development of the enterprise, the Group has rigorously implemented its internal policies and followed the instructions of the Quality Management Systems (ISO 9001:2015) and the Occupational Health and Safety Management Systems (ISO 45001: 2018) during its operations. The Group provides medical and employment injury insurances to its staff and ensures that the fundamental elements of the production safety are strictly met according to the relevant laws and regulations, including:

- production facilities and equipment meet the requirements;
- safety production regulations and operating procedures are in place;
- sufficient capital investment in production safety;
- the provision of the personal protective equipment ("PPE") conforms to national and industry standards;
- production safety management department and teams are built;
- the person in charge of production safety and relevant staff must receive the production safety training and be assessed to be qualified;
- the employees should receive the safety training, and the special operation staff must attend the safety training of production and operations and obtain the certificates for special operations; and
- proactively taking measures to prevent occupational hazards.

為了加強對安全生產和管理的監督，確保員工的健康和財產得到有力保護，從而促進企業的可持續發展，本集團嚴格執行內部政策，並遵循質量管理體系(ISO 9001 : 2015)和職業健康與安全管理體系(ISO 45001 : 2018)。本集團為其員工提供醫療和工傷保險，並根據相關法律法規嚴格遵守安全生產的基本要素，包括：

- 生產設施和設備符合要求；
- 制定安全生產規定和操作程序；
- 投入足夠資金用於安全生產；
- 提供符合國家和行業標準的個人防護設備(「PPE」)；
- 建立安全生產管理部門和小組；
- 安全生產負責人及有關人員必須接受安全生產培訓，並經考核後合格；
- 員工應接受安全培訓，專項操作人員必須參加生產經營安全培訓，並取得專項操作證書；以及
- 積極採取措施，預防職業危害。



Under the guiding principle of ‘Safety First, Precaution Matters, Comprehensive Control’ (安全第一、預防為主、綜合治理), the Group has set up a series of occupational safety-related policies including the ‘Health and Safety Management Regulation of Huabao International Holdings Limited’ (華寶國際控股安全管理暫行規定) and ‘Emergency Plan for Production Safety Accidents’ (安全生產事故應急預案) for internal management, and the production and management departments of the subsidiaries of the Group, are responsible for the execution of relevant policies, including:

- Study, advocate and supervise all departments to earnestly implement national laws, regulations, policies and principles on production safety;
- Co-ordinate the annual arrangement of safety work, hold regular safety meetings and listen to the reports about the implementation of safety-related issues in the Group at meetings;
- Discuss the major issues in relation to the safety work of the Group and control the capital allocation to the management of safety affairs;
- Supervise the staff responsible for production safety in all departments to implement the production accountability system and ensure the safety and health of employees;
- Organise the safety audit work and reward or punish the main responsible person in each department based on the audit results.

在「安全第一、預防為主、綜合治理」的指導原則下，本集團制定了一系列與職業安全有關的政策，包括《華寶國際控股安全管理暫行規定》和《安全生產事故應急預案》用於內部管理，各子公司生產及管理部門負責執行，工作包括以下：

- 研究、倡導和監督各部門認真貫徹執行國家有關安全生產的法律、法規、政策和原則；
- 協調安全工作的年度安排，定期舉行安全會議，並在會議上聽取關於安全相關問題執行情況的報告；
- 討論與本集團安全工作有關的首要問題，管理對安全事務管理的資金分配；
- 監督各部門負責安全生產工作的人員執行生產責任制，並確保員工的安全和健康；
- 組織安全審核工作，並根據審核結果獎勵或懲處各部門主要負責人。





The Administration Department is the functional department responsible for the Group's safety management and performs the following duties:

- Implement the national and corporate policies in relation to production safety and supervise the safety management work under the leadership of the Safety Management Committee;
- Responsible for the daily work assigned by the Safety Management Committee and assume the responsibility of the Group's safety work and production safety-related accidents;
- Build the Group's safety accountability and management system and formulate the Group's safety policies;
- Carry out regular inspections on the safety work of the Group, put forward suggestions for improving the safety management, and take corrective measures to minimise the potential safety-related risks in all departments;
- Formulate safety assessment indicators and report to the Safety Management Committee based on the evaluation, analysis and summarisation of safety accidents and the follow-up measures that have been taken.

In FY2019, the Group held a host of training courses for its employees, who were expected to gain the knowledge and raise the awareness of the risk control concerning health and safety.

行政部門是負責本集團安全管理的職能部門，並履行以下職責：

- 在安全管理委員會的領導下，執行有關安全生產的國家和企業政策並監督安全管理工作；
- 負責安全管理委員會的日常工作，並負責本集團的安全工作和生產安全事故處理；
- 建立本集團的安全責任制和管理制度，制定本集團的安全政策；
- 定期對本集團的安全工作進行檢查，提出改善安全管理的建議，並採取整改措施，最大限度地減小各部門存在的安全隱患；
- 制定安全評估指標，並根據對安全事故的評估、分析和總結以及已採取的後續措施向安全管理委員會報告。

於2019財年，本集團為其僱員舉辦了許多培訓課程，讓其能獲得知識並提高對健康與安全風險控制的認識。



### The United Labour Union of Shanghai Park of Huabao Flavours & Fragrances Launched the 'Enterprise Emergency Rescue' Training Activities

On 20 September 2019, the United Labour Union of Shanghai Park of Huabao Flavours & Fragrances Co., Ltd. launched a training event of 'Enterprise Emergency Rescue' in the Beijing & Shanghai Hall of the office building in Shanghai Park. Over 20 employees of the Group enrolled in the training programme, which guided the participants on how to cope with health-related emergencies, use AED ('automatic external defibrillator') and correctly perform cardiopulmonary resuscitation.

### 華寶股份上海園區聯合工會開展「企業應急救護」培訓活動

2019年9月20日，華寶股份上海園區聯合工會在上海園區辦公樓北京上海廳開展了「企業應急救護」培訓活動。活動共有20餘人報名參加，指導其如何如何應對健康相關的緊急狀況，如何使用AED（自動體外心臟去顫器）以及如何正確地進行心肺復蘇。



During the year under review, the Group was not in violation of material relevant laws and regulations in relation to providing a safe working environment and protecting the employees from occupational hazards that may have a significant impact on the Group.

於回顧年度內，本集團在營運期間未發現任何對本集團有重大影響的有關提供安全的工作環境及保護僱員免受職業危害的相關法律及法規的行為。

### B.3. Development and Training

The Group has never overlooked the benefits and the value of corporate training and believes that the provision of appropriate training not only can allow its employees to morph into versatile problem-solvers, but also can boost their motivation in work, enhance teamwork and communication, encourage greater leadership awareness and develop their ability to learn from and adapt to the rapidly changing environment.

### B.3. 發展及培訓

本集團一直重視企業培訓所帶來的價值，並相信提供合理的培訓課程不僅可以全面提升其員工解決問題的能力，且能夠激發其工作動力，增強團隊合作和溝通能力，提高其領導意識，加強其在市場環境變化中的學習和適應能力。



### Flavour Blending Technical Talent Training

From 24 June to 2 July 2019, Huabao Flavours & Fragrances organised a training course of 'Flavour Blending Technology Talents' and a total of 55 representatives in positions related to tobacco flavour technologies participated in the training. The training invited three internal experts as instructors and through the systematic and comprehensive training, the knowledge structure of technicians from Huabao Flavours & Fragrances were effectively improved and their knowledge of tobacco flavours & fragrances and raw materials and the sensory evaluation methods commonly used in the tobacco industry were further strengthened.

### 調香技術人才培訓

2019年6月24日至7月2日，華寶股份組織進行了「調香技術人才」培訓，來自煙用技術相關職位代表人員共55人參加了此次培訓。此次培訓邀請了三位內部專家作為授課老師，通過系統完整的培訓讓來自華寶股份的技術人才的知識架構得到完善，對煙用香精和原材料的知識儲備得到加強，對煙草行業通用的感官評價方法得到有效掌握。



***'Take the market as the direction for the development, adhere to the principle of customer first, grow together with all employees'***

***「以市場為龍頭，堅持客戶至上的原則，實現公司與員工的共同成長」***

Sticking to the principle of 'we cultivate the types of talents that are most needed in the market' (市場需要哪種人才，我們就培養哪種人才), the Group encourages its employees to be the first (爭做第一) and has always been committed to designing and providing suitable training programmes to its employees on different levels, in order to improve the knowledge level of employees, enhance the professional competence of the post, cultivate excellent personal qualities, ultimately strengthen the core competitiveness of the enterprise and lay the foundation for a learning organisation. In accordance with the requirements in the 'Staff Training Regulations' (員工培訓管理規定) and 'Staff Handbook', the Group normally organises regular and irregular training courses for its employees and divides the

本集團堅持「市場需要哪種人才，我們就培養哪種人才」的原則，鼓勵員工「爭做第一」並長期以來致力於為各級員工設計和提供合適的培訓方案，以提高員工的知識水平，增強崗位的專業能力，培養優秀的個人質素，從而增強企業的核心競爭力並為打造倡導學習型企業奠定基礎。根據「員工培訓管理規定」和「員工手冊」中的要求，本集團通常為員工組織定期和不定期的培訓課程，並將培訓的實施分為不同類型以便更好地進行管理。通過推薦、選擇和培訓各個子公司和部門的優秀員工，本集團高度重視後備人才的培養，旨



implementation of training into different types for better management. The Group has also paid great attention to the development of backup talents by recommending, selecting and training the talented employees from various subsidiaries and departments, aiming to build a team with integrity, professional ethics and loyalty that can help achieve the Group’s development goals. In FY2019, a multitude of training programmes covering numerous topics were arranged by the Group, including the induction training to the new hires which introduced the corporate culture, organisational structure and occupational health and safety, and other job-related courses that were offered to the experienced staff according to both corporate and individual needs.

To further enhance the professional skills of its employees and meet the needs of the Group’s development goals, signing up for professional qualification examinations and external training is highly encouraged. Employees who have taken the professional qualification examinations and obtained vocational qualification certificates will receive reimbursements from the Group. Meanwhile, the Group invites external organisations and experts to provide relevant training courses to its employees on a regular basis. Based on the analysis of the demand for education, the Group has invested hugely in the development of online courses in recent years given that the E-learning industry growth is skyrocketing nowadays. The Group has made full use of the online learning platform and resources where employees can share knowledge and improve skills. In FY2019, the Group provided a number of training programmes in diverse subjects to its employees and the total attendances were 1,867. The time of induction training to the new hires covering the topics of corporate culture and occupational health and safety amounted to 33,861 hours.

在建立一支正直、具有職業道德和忠誠的團隊，以幫助實現本集團的發展目標。本集團在2019財年安排了涵蓋多個主題的培訓課程，包括向新員工介紹企業文化、組織結構和職業健康與安全的入職培訓，以及根據公司和個人需求為經驗豐富的員工提供其他與工作相關的培訓。

為了進一步提高員工的專業技能並滿足集團發展目標的需求，本集團大力鼓勵員工註冊參加專業資格考試和外部培訓。參加專業資格考試並獲得職業資格證書的員工將獲得本集團的費用報銷。同時，本集團邀請外部組織和專家定期為員工提供相關培訓。根據對教育需求的分析以及鑑於當下網絡學習行業的迅猛發展，本集團近年來在在線課程開發方面投入了大量精力。本集團充分利用在線學習平台和資源，讓員工共享知識並提高技能。於2019財年，本集團為其僱員提供多項不同主題的培訓課程，總參與人數為1,867人。對新員工進行的涵蓋企業文化以及職業健康和 safety 方面入職培訓時數總計為33,861小時。



#### B.4. Labour Standards

In FY2019, the Group abided by the Employment Ordinance (Cap. 57 of the Laws of Hong Kong), Labour Law of the People's Republic of China (中華人民共和國勞動法) and other related labour laws and regulations in Hong Kong and the PRC to prohibit any child and forced labour employment. To combat against illegal employment on child labour, underage workers and forced labour, the Human Resources Department of the Group requires all job applicants to provide valid identity documents and other materials including academic transcript, qualification/professional certificate and photos to ensure that they are lawfully employable prior to confirmation of the employment according to the requirements in the 'Staff Handbook', which strictly regulates the procedures for the background check and document verification. The Human Resources Department is also responsible for monitoring and keeping the compliance of corporate policies and practice with relevant laws that prohibit child labour and forced labour. Once the Group finds any case against labour standards, the Group will deal with the issue according to the labour contract and local laws.

In FY2019, the Group was not in violation of material relevant laws and regulations, in relation to the prevention of child and forced labour that have a significant impact on the Group.

#### B.4. 勞工準則

於2019財年，本集團遵守《僱傭條例》（香港法例第57章）、《中華人民共和國勞動法》及香港和中國內地的其他相關的勞工法律及法規，以禁止僱用任何童工或強制勞工。為打擊與童工、未成年工人和強迫勞動有關的非法就業，本集團的人力資源部門根據「員工手冊」中規定的背景審核和材料審核程序，要求所有應徵者提供有效的身份證明文件及包括學位成績、資格與專業證書和照片等其他材料，以確保應徵者在確認任何工作之前可以合法受僱。本集團的人力資源部門亦有責任監督和確保企業政策和實踐遵守禁止童工及強制勞工相關的法律法規。本集團一旦發現任何違反勞工標準的事件，會按有關勞務合同及當地法律來處理。

於2019財年，本集團在防止童工或強制勞工方面，並無違反任何對本集團有重大影響的相關法律及規例。



## OPERATING PRACTICES

### B.5. Supply Chain Management

Insisting on responsible sourcing and maintaining a stable supply chain is a key element of the Group's sustainable strategy. Being committed to lowering the social and environmental risks in its supply chain management through an in-depth and continuous evaluation of the vulnerable parts of its supply chain as well as advancing appropriate policies to keep its supply chain resilient to both environmental and social changes, the Group has focused its efforts on sourcing raw materials in a socially responsible and environmentally friendly manner. In good partnership with its suppliers, the Group has built a collaborative platform and maintains sound communications with its business partners in order to forge an integrated supply chain that enables the Group to foster an ethical, transparent and sustainable value chain while providing its downstream clients with consistently high-quality products.

#### *Risk Management*

The Group has formulated numerous internal policies in controlling the operating risks in its supply chain management, such as the 'Supplier Management Procedures' (供應商管理程序). Specifically, to enhance the effectiveness and efficiency of the procurement process, the Group performs site inspection to assess the background of the eligible tenderers based on factors including suppliers' reputation, service/product quality, environmental management qualification and certification, cost, production and technical capacity, business track record for past 3 years, economic disputes history with the Group and regulation compliance. To stabilise the supply chain and avoid the monopoly of supply, the Group generally maintains at least two to three qualified suppliers for each material. The Group has also set up its internal supplier management policies by classifying the suppliers into different groups, in order to implement differentiated strategies to manage its suppliers. Co-operation surveys are conducted regularly to minimise the potential risks and solve any material problem that may come along. Given the solid and steady relationships it has with its suppliers, the Group did not experience any material delays, conflict or other significant issues with its suppliers in the past. The Group believes that a mutual understanding and a sense of responsibility towards each other is vital to maintaining a sustainable and sound relationship with selected suppliers.

## 營運慣例

### B.5. 供應鏈管理

堅持負責任採購及維持穩定的供應鏈是本集團可持續發展戰略的關鍵要素。通過對供應鏈中易受影響的部分進行深入和持續的評估，本集團致力於降低其供應鏈管理中的社會和環境風險，並制定合理的政策以保持其供應鏈對環境和社會變化的適應力，以對社會負責和環保的方式採購其原材料。本集團與供應商建立了良好的合作平台並與商業夥伴保持順暢的溝通，目標建立一條將商業道德、透明化且可持續性集為一體的供應鏈和價值鏈，不斷為下游客戶提供高質量產品。

#### *風險管理*

本集團已制定多個內部政策以控制供應鏈管理中的風險，如「供應管理程序」。具體而言，為提高採購的有效性和效率，本集團根據供應商的聲譽、服務／產品質量、環境管理資格和認證、成本、生產和技術能力、過去三年的業務記錄、與集團的經濟糾紛歷史及監管合規性等因素，進行現場檢查，以評估合格投標人的背景。為追求一個穩定的供應鏈並避免供應壟斷，本集團一般至少為每種材料保持擁有兩至三名合資格供應商。本集團制定了內部供應商管理政策，將供應商分為不同的群體，以便對供應商實施差異化的管理策略。本集團定期對供應商進行合作調查，以盡可能地減少潛在風險並解決可能出現的任何問題。鑒於其與供應商的穩固關係，本集團於過去數年並未與供應商發生任何重大延誤、衝突或其他重大問題。本集團相信彼此之間的相互理解和責任感對於與選定的供應商保持可持續及良好的關係至為重要。



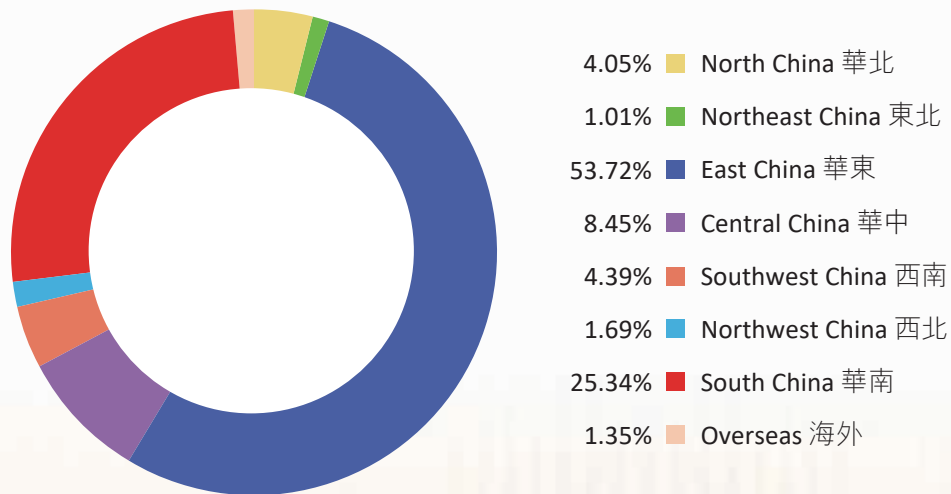
*Eco-friendly procurement practices*

The Group has not only laid great emphasis on its environmental impacts in its manufacturing operations, but also augmented its positive influence on the environment and natural resources by optimising the procurement process and working closely with its suppliers in different areas to find sensibly sustainable solutions that incorporate environmentally beneficial operations and materials. According to its internal procurement guidelines and requirements, the Group has given prioritisation to local suppliers in choosing its business partners and scaled up its efforts in the research and development about how to genuinely embed the concept of 'circular economy' into its supply chain management, thereby reducing its environmental impacts from a broader scope.

Under the overarching guidance and objectives of the Group in minimising the social and environmental risks in the supply chain management, all subsidiaries of different business segments have taken effective actions as highlighted below.

*Flavours and Fragrances business*

**Distribution of suppliers in Flavours and Fragrances business segment by geographical locations**  
 香精業務供應商按地區分佈



The Flavours and Fragrances business includes research and development, production and sale of flavours and fragrances products. The Group adheres to 'YC/T164-2012 Tobacco Flavours Standard' (煙用香精) in its raw material procurement. To more efficiently execute the practice regulated by the national tobacco flavours standards and to eradicate negative environmental and social impacts in the supply chain, the Group has established its 'Quality, Environment and Occupational Safety Management System' (質量、環境、職安管理體系) and implemented specific internal supplier management policies, including:

*環境友好的採購實踐*

本集團不僅重點關注製造業務對環境的影響，亦通過優化採購流程並與不同地區的供應商緊密合作以尋找合理的可持續性解決方案，從而通過融合對環境有益的運行和材料為其對環境和自然資源帶來積極影響。根據內部採購準則和要求，本集團在選擇業務合作夥伴時將本地供應商放在首位，並不斷提高研發力度，將「循環經濟」概念真正納入其供應鏈管理，從更廣泛的範圍減少其對環境的影響。

根據集團的整體指示和目標，即最大限度地減少供應鏈管理中的社會和環境風險，不同業務板塊的所有子公司均已採取有效措施，如下展示。

*香精業務*

香精業務包括各類香精的研發、生產及銷售。本集團在原材料採購方面堅持按照《煙用香精》(YC/T164-2012)的要求。為了更有效地執行國家煙草香精標準規定的做法，消除供應鏈負面的環境和社會影響，本集團建立了「質量、環境、職安管理體系」和實施了具體的內部供應商管理政策，包括：



‘Stock-out and Stock-in Management Regulation of Raw Material Procurement’ (原輔材料採購出入庫管理規定)	‘Procurement Management Procedures’ (採購控制程序)	‘Control Procedures of the Monitoring and Measurement of Product’ (產品的監視和測量控制程序)	‘Control Procedures of the Process, Product and Service from External Suppliers’ (外部提供過程、產品和服務的 control 程序)	‘Guideline of the Quality Test of Raw Materials – Plastic Packaging Barrels’ (原材料質量檢測—塑料包裝桶指引)
‘Supplier Review Operation Manual’ (供應商評審作業指導書)	‘Manual of the Evaluation and Selection of Suppliers’ (供方評價與選擇工作手冊)	‘Measurement and Monitoring Procedures of Process and Products’ (過程和產品的測量 and 監控程序)	‘External Supplier Control Procedure’ (外部供方 control 程序)	‘Product Inspection and Test Control Procedure’ (產品檢驗和試驗 control 程序)

**Major procurement approach:  
Inquiry, Competitive negotiation, Bidding, Single source and Agricultural product procurement**

**主要採購方法：  
(詢價、競爭性談判、招標、單一來源和農產品採購)**

During the selection of new raw material suppliers, the Group has established the ‘Supplier Evaluation Mechanism’ (供應商評估機制) and normally conducts a comprehensive and thorough investigation of the stability and efficiency of potential suppliers. Specifically, the ‘Raw Materials Information Questionnaire’ (原材料信息調查問卷) is adopted and sent to candidate suppliers by the Group to support the investigation process, which covers the normal delivery period, emergency period, minimum delivery volume, investment size, and number of employees. Furthermore, the Group demands its suppliers to submit a handful of documents to the Quality Control (“QC”) Department, including Production Specifications, Occupational Health and Safety Commitment Letter, Business License, Tax Registration Certificate, Organisation Code Certificate, Food Production License, Certificate of Analysis, Vaccination Certificate of Animals and Imports Sanitary Certificate for verification and further evaluates the suppliers’ qualification and competency in terms of the product quality, product price, timely delivery rate and technical support. The qualified suppliers that meet the Group’s internal standards can eventually cooperate with the Group. According to the customer’s order and market estimation, the Group places an order with its suppliers who are required to make the delivery on time. The supplied raw materials that have passed the test can be used for production.

在選擇新的原材料供應商時，本集團建立了供應商評估機制，通常對潛在供應商的穩定性和效率進行全面調查評估。具體而言，本集團在調查過程中採用「原材料信息調查問卷」將其發送給候選供應商。該問卷涵蓋正常交貨期、應急階段、最小交貨量、投資規模和員工數量等。此外，本集團要求供應商向質量管理部門提交包括生產規格、職業健康與安全承諾書、營業執照、稅務登記證、組織機構代碼證、食品生產證、分析證書、動物防疫證以及進口衛生證等文件以進行驗證，並在產品質量、產品價格、交貨及時率和技術支持等方面進一步評估供應商的資質和能力。符合本集團內部標準的合格供應商方可與本集團進行合作。根據客戶的訂單和市場預估，本集團向供應商下訂單，供應商需要根據訂單按時交貨，所提供原材料經過測試後方可投入生產。





In addition to the common practice that has been widely adopted in the supply chain management, such as the requirement of relevant certificates from suppliers, assessment on suppliers' background and suppliers' implementation of complete Quality Management System, the Group also needs the QC department to report the detail of unqualified materials to procurement department in time by adopting 'Procurement Statistical List' to record issues and follow up the corrective actions based on the 'Development and Evaluation Management Regulation of Production Material Suppliers of Huabao Flavours & Fragrances Co., Ltd' (華寶香精股份有限公司生產類物料供方開發及評價管理制度). According to 'Production Materials Procurement Management Regulation of Huabao Flavour & Fragrances Co., Ltd' (華寶香精股份有限公司生產類物料採購管理制度), the application of various strategies towards different suppliers is another highlight reflecting the high effectiveness and pertinency that the Group seeks to manage its supply chain. The business segment splits the raw materials into different types which are managed under different strategies by different departments. For instance, the procurement department assesses the qualified supplier for material A once a year and fills out the 'Supplier Written Assessment Form' (供方書面評價表). The QC department carries out a field evaluation for at least twice a year on the supplier for material A, from whom the materials purchased by the Group are normally worth over 1 million RMB.

The Group is committed to maintaining communications with its suppliers via interview, online surveys, emails and phone calls. According to the supplier management system, the Group invites its technical and quality departments to conduct annual evaluations of each supplier, to carry out on-site audits if necessary and to adopt a strict admission assessment of the new suppliers. The Group actively collaborates with suppliers that perform poorly in the evaluation by launching quality improvement projects through videos or on-site instruction and keeps re-evaluating their incoming goods. For suppliers with excellent performance and that exhibit long-term stability in the supplying process, the Group drops a thank-you letter and trophy as an appreciation of the contribution of the supplier and an appropriate increment of the order will be given with due considerations of factors such as price.

除供應鏈管理的普遍做法，如要求供應商提供相關證書、背景評估、實施完整的質量管理體系外，本集團還要求質量管理部門及時向採購部報告不合格材料的細節。具體而言，質量管理部門採用「採購統計清單」記錄問題，並根據「華寶香精股份有限公司生產類物料供方開發及評價管理制度」對問題進行糾正。根據「華寶香精股份有限公司生產類物料採購管理制度」，本集團針對不同供應商採取不同的策略是反映本集團尋求管理供應鏈的針對性和高效率的另一個亮點。該業務板塊將原材料分為不同類型，並要求不同部門採用不同策略對其進行管理。例如，採購部門每年對材料A的合格供應商進行一次評估，並填寫「供方書面評價表」。質量管理部門每年向本集團供應價值超過100萬元材料A的供應商，進行至少兩次現場評估。

本集團致力於通過訪談、在線調查、電子郵件和電話的形式與供應商保持溝通。依照其供應商管理制度，本集團邀請其技術和質量管理部門對各個供應商進行年度評估，必要時進行現場審核，並對新供應商進行嚴格的准入評估。本集團積極與評估表現欠佳的供應商進行合作，通過視頻或現場指導開展質量改進項目，並不斷對其提供貨物進行評估。對於表現優異且在供應過程中展示出長期穩定性的供應商，本集團將頒出致謝信和獎杯，以感謝供應商的貢獻，並在考慮價格等因素前提下適當增加其訂單量。



The Flavours and Fragrances business considers environmental factors during the procurement. Suppliers are required to provide products and services that meet national and local laws and regulations concerning product quality, production safety and environmental protection. The Group requires its suppliers to use environmentally-friendly raw materials that do not cause pollution and try its utmost to reduce the use of packaging materials without undermining the product quality. The Group’s business partners need to commit to comply with the relevant environmental laws and regulations, and proactively take preventive measures to meet national and local emission standards. The Group normally checks and verifies the green enterprise certificates of its suppliers and reviews the materials of relevant training courses in which its suppliers participated in the past. The privilege in procurement is always given to enterprises that have been certified as excellent in environmental protection by the Group and the contract that the Group signs with suppliers will specify the terms in the area of environmental protection. In FY2019, the majority of raw materials in the Flavours and Fragrances business were sourced locally.

The Flavours and Fragrances business of the Group has established a long-term goal for the building of sustainable supply chain management, which is

香精業務在採購過程中將環境因素納入考量範圍。供應商須提供符合國家和地方關於產品質量、生產安全和環境保護相關法律和法規的產品與服務。本集團要求其供應商使用無污染的環保原材料，並在確保產品質量的前提下盡最大努力減少包裝材料的使用。本集團的業務合作夥伴須承諾其遵守相關的環境法律和法規，並積極採取預防措施，以達到國家和地方的排放標準。本集團通常會審查並核實供應商的綠色企業證書，並回顧其供應商過去參加過相關培訓課程的材料。經本集團認證為在環保方面表現卓越的企業會被優先考慮。本集團與供應商簽訂的合同將列明有關環境保護的條款。於2019財年，香精業務的大部分原材料均從當地採購。

本集團香精業務在建立可持續供應鏈管理方面已設立長期目標：

***‘Develop strategic business partners, Achieve the sharing of resources, technology and quality control, Jointly establish a quality and cost system, Create the strategic collaboration system through market analysis’***

***「培育戰略合作夥伴，達成共享資源，共享技術，共享品控的目標，共同建立質量及價格體系，通過市場大數據分析確定雙方戰略合作體系」***

**Case study:**

Due to the lack of raw materials caused by accidents, the Group realised that the insufficient supply of the raw material would impact the steady production severely and to prevent similar upstream problem from occurring again, the Group invested in identifying and developing local suppliers in China and gradually replaced the raw material with alternatives after formula adjustment. In the meantime, the Group kept strengthening its supply chain risk management and focused more on the reserves of the core materials appropriately to minimise the supply risk.

In FY2019, the implementation of the supplier management policies of the Flavours and Fragrances business of the Group mentioned above covered almost all of its suppliers.

**案例分析**

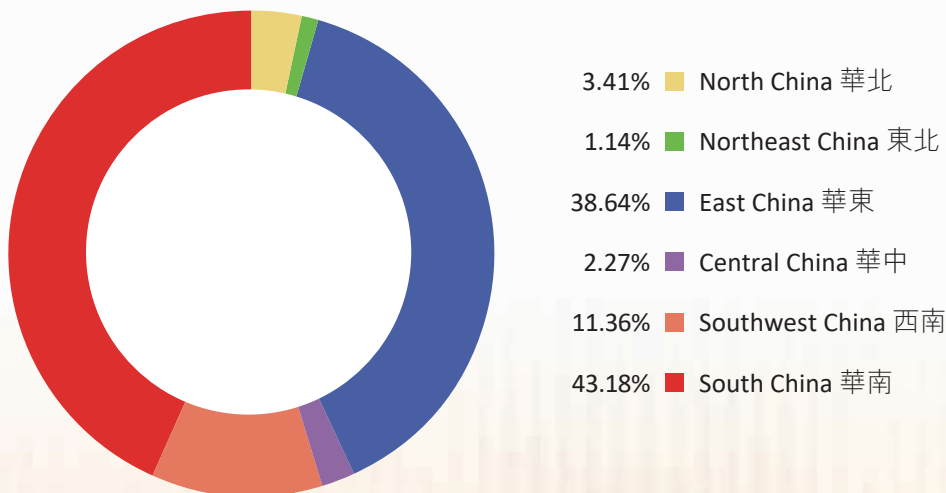
由於意外事故，葉原料短缺，本集團認識到其供應不足會嚴重影響產品穩定生產。為避免類似上游事件再次發生，本集團進一步在尋找和發展中國及本地供應商方面進行投資，並調整配方逐步用其他產品代替該原材料。同時，本集團將繼續加強供應鏈風險管理，注重核心材料的儲備工作，以最大程度地降低供應風險。

於2019財年，本集團香精業務的供應商管理政策（上文所述）的實施涵蓋其所有供應商。

Tobacco Raw Materials business

煙用原料業務

**Distribution of suppliers in Tobacco Raw Materials business by geographical locations**  
煙用原料業務的供應商按地理位置分佈





The Tobacco Raw Materials business of the Group is mainly engaged in the manufacturing, production and sale of tobacco leaves and aroma, research and development of natural plant products and new chemical materials, consultancy and trade of technology, and imports and exports of products. Cigarette capsule is one of the major products of this business segment. The primary suppliers of the Tobacco Raw Materials business segment include suppliers of the additives for production, packaging and storage materials, and production raw materials. The supplied products include tobacco powder and stems. To make sure that the quality of all raw materials meets industry standards, the Group necessitates that its suppliers possess relevant online trading qualifications certified by State Tobacco Monopoly Administration and Tobacco Monopoly license. The selection of suppliers in this business segment of the Group can be split into open tender, which is conducted in the ways of open bidding or selected bidding, and non-open tender, which consists of competitive negotiation, one-source negotiation and inquiry for quote. Based on the comprehensive investigations on the suppliers, the Group mainly inspects its suppliers' Quality Management System certificate, Environmental Management System certificate, Operating Licenses for Hazardous Chemicals (if necessary), social reputation, competency in safe production and the compliance with relevant laws and regulations, in order to minimise the potentially detrimental risks. The Group archives the information of all its suppliers carefully to ensure that a stable and efficient collaboration can be maintained in the long term.

本集團的煙用原料板塊主要從事煙葉及香料的製造、生產及銷售、天然植物產品及新化學原料的研發、技術顧問及貿易、以及產品的進出口業務。煙用膠囊是該業務板塊的主要產品之一。煙用原料業務板塊的主要供應商包括生產添加類、包裝和儲存類物料以及生產消耗類物料供應商，其提供的產品包括煙末類和煙梗類。為確保所有原材料的質量符合行業標準，本集團要求其供應商須擁有經國家煙草專賣局和煙草專賣許可證認證的相關在線交易資格。本集團該業務板塊的供應商挑選方法可分為公開招標（以公開競標或選擇性招標方式進行）和非公開招標（包括競爭性談判、單一源談判和報價諮詢）。在對供應商進行全面調查的基礎上，本集團主要審查供應商的質量管理體系證書、環境管理體系證書、危險化學品經營許可證（必要時）、社會聲譽、安全生產能力和對相關法律法規的遵守等，以盡可能地減少其對環境造成的潛在負面影響。為確保長期穩定和有效的合作關係，本集團將其供應商信息進行仔細存檔。



The relevant departments of the Group are required to identify and assess the suppliers based on their job duties in the entire procurement process. For instance, the Market Service Department is responsible for the reviewing and evaluation of the suppliers' qualifications. The General Management Department is responsible for organising the qualification review and assessment work of suppliers that provide office supplies, IT consumables, labour protection appliances, etc. The Procurement Department is mainly in charge of the qualification review and assessment of suppliers who provide production materials, while the QC Department is responsible for the evaluation of the quality management system of suppliers that provide production materials. The Procurement Department carries out an audit and evaluation of the suppliers that are listed in the 'Qualified External Supplier Catalogue' (合格外部供方名錄) and fills out and submits the 'Written Evaluation Sheet of External Suppliers' (外部供方書面評價表) to the manager for approval. For the qualified suppliers that need rectification, the Procurement Department notifies the supplier in writing and decides whether the partnership will be continued according to the rectification results. For the unqualified suppliers, the Procurement Department must immediately select alternative suppliers and delist the qualified supplier from the 'Qualified External Supplier Catalogue' (合格外部供方名錄).

The Tobacco Raw Materials business of the Group adheres to the 'Q, C, D, S' principle when managing the whole supply chain, which represents quality, cost, delivery and service respectively, and has formulated a series of internal policies and procedures for a sound supplier management process, including:

本集團相關部門須根據在整個採購過程中其工作職責，識別和評估供應商。例如，市場服務部負責審查和評估供應商的資格；綜合管理部負責提供辦公用品、IT消耗品和勞保用品等供應商的資格審查和評估工作；採購部主要負責對提供生產材料的供應商進行實質審核和評估；而質量管理部門負責提供生產材料供應商的質量管理體系的評估工作。採購部對「合格外部供方名錄」中所列供應商進行審核和評估，填寫並提交給經理「外部供方書面評價表」批准。對於需整改的合格供應商，採購部以書面形式通知供應商，並根據整改結果決定是否繼續合作。對於整改不合格供應商，採購部門須立即選擇其他供應商，並將其從「合格外部供方名錄」中除名。

本集團煙用原料板塊在管理整個供應鏈時遵循「Q·C·D·S」原則，分別代表質量、成本、交付和服務，並為良好的供應商管理流程制定了一系列內部政策和程序，包括

'External Supplier Evaluation and Control Procedure' (外部供方評價控制程序)	'Management Regulation of Procurement Method' (採購方式管理規定)	'Management Procedures of Procurement Price' (採購價格管理辦法)	'Management Procedures of Procurement Contract' (採購合同管理辦法)	'Management Procedures of Procurement Plan' (採購計劃管理辦法)	'Management Procedures of Inspection Process' (檢驗流程管理辦法)
'Management Procedures of Supplier Selection and Evaluation' (供應商選擇與評價管理辦法)	'Record Form of Daily Abnormal Conditions of Suppliers' (供方日常異常請款記錄表)	'Written Evaluation Sheet of External Suppliers' (外部供方書面評價表)	'Onsite Evaluation Sheet of External Suppliers' (外部供方現場評價表)	'Procurement Management System of Production Materials in Huabao International Holdings Limited' (華寶國際控股有限公司生產類物料採購管理制度)	

In FY2019, the implementation rate of the supplier management policies of the Tobacco Raw Materials business of the Group was around 85%.

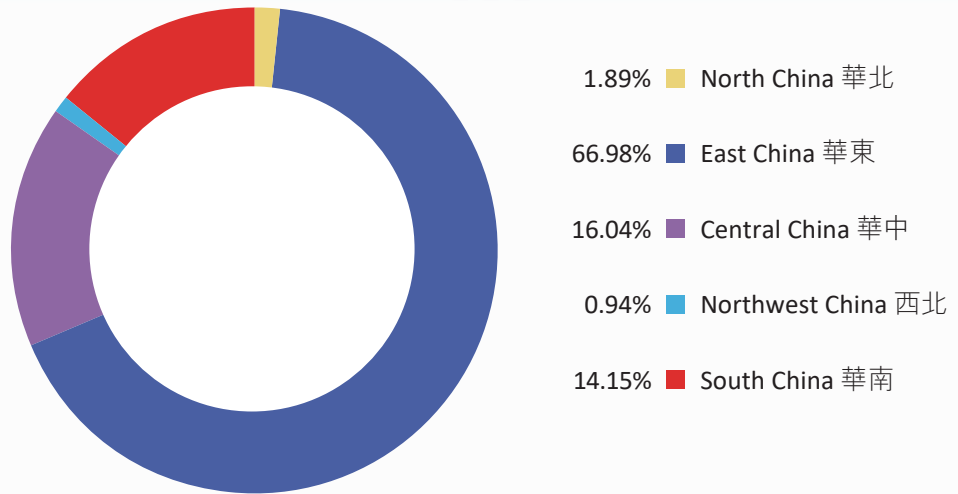
於2019財年，本集團煙用原料業務供應商管理政策的覆蓋率約為85%。



Aroma Raw Materials business

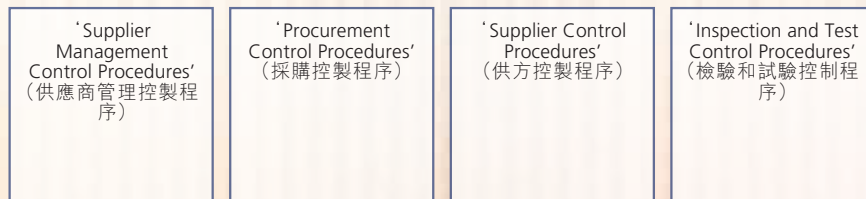
香原料業務

**Distribution of suppliers in Aroma Raw Materials business by geographical locations**  
香原料業務的供應商按地理位置分佈



The Aroma Raw Materials business includes research and development, manufacture and sale of aroma raw materials products that are extracted from natural materials or generated from the chemical process. The products of the business segment are mainly based on natural products. The whole sourcing process from raw materials and crude products, all the way to processed materials for production is traceable. The primary procurement method adopted by the business segment is supplier general meetings, in which the qualifications of suppliers are reviewed to ensure that the final goods provided to customers are reliable based on the traceability of all materials. The major suppliers of the business segment are categorised into types of production and trade. The Aroma Raw Materials business of the Group refers to its internal policies to make sure that a sound supply chain management can be achieved, which include:

香原料業務包括研究、開發、製造和銷售從天然材料中提取或從化學過程中產生的香原料產品。該業務板塊的產品主要以天然產品為基礎。從原始產品的採購到加工原材料的整個過程均可追溯。該業務板塊採用的主要採購方法是舉辦供應商大會，會中對供應商的資質進行審查，以確保向客戶提供的最終商品可靠且其中所有物料的可追溯性。該業務板塊的主要供應商分為生產和貿易類型。本集團的香原料業務參考其內部政策以確保實現良好的供應鏈管理，其中包括：





The selection of suppliers in this business segment is conducted following a strict set of procedures, such as the verification of production license and business license. The Group assesses the equipment and competency of suppliers for the production of specific items. Price, location, supply stability and Quality Assurance System (QAS) of the suppliers are compared against their peers. Before the collaboration with new suppliers, the Group carries out a comprehensive investigation of the suppliers in terms of their business license, production capability and cost. The suppliers who meet the requirements are listed as qualified suppliers after the approval by the general manager. For the long-term suppliers, an annual performance review is required to determine whether the collaboration will be continued. It is the policy of the Group that all suppliers should have a stable and effective quality management system and environmental management system. The evaluation and background check of candidate suppliers are normally conducted through 'sample review' and 'on-site visit'. To ensure a stable, safe and effective cooperation model, the Group communicates with its suppliers by telephone and interviews. The companies of the business segment maintain close contact with its suppliers and timely reports the quality-related affairs to its suppliers.

All batches of the raw materials are sampled and tested in the warehouse according to national standards and industry standards. Unqualified products are resolutely rejected by the Group. To further improve the effectiveness of the implementation of relevant policies, the Aroma Raw Materials business of the Group refines the management tasks and assigns specific work to different departments. For instance, the Procurement Department is focused more on the quality of the product, market price and financial situation, while the QC department is responsible for the acceptance of products. The Production Department oversees the performance of products during the entire production process. Once the quality-related problem occurs, the Production Department reports the matter to the QC Department and Procurement Department timely, which will accordingly record the issue via the 'Supplier Evaluation Report' (供方評價報告). The Group conducts evaluations on all suppliers from the Qualified Supplier List in terms of their performance throughout the year. Suppliers that have been determined unqualified for three times or more will be disqualified and removed from the list permanently.

該業務板塊對供應商的選擇是基於一套嚴格程序進行執行，例如對提交的生產許可證和營業執照進行驗證。本集團評估供應商生產特定項目的設備和能力。本集團將供應商的價格、地理位置、供應穩定性和質量保證體系與同行進行比對。在與新供應商合作之前，本集團會對供應商的營業執照、生產能力和成本進行全面調查，經總經理批准後將符合條件的供應商列為合格供應商。對於長期合作的供應商，本集團要求進行年度績效審查，以確定是否將繼續合作。本集團的政策要求其供應商均應擁有穩定有效的質量管理體系和環境管理體系。候選供應商的評估和背景審查主要通過樣品審查和現場訪問進行。為確保穩定、安全和有效的合作模式，本集團通過電話和訪談與供應商進行溝通。該業務板塊的公司與供應商保持密切聯繫，並及時向供應商通報任何與質量有關的事宜。

所有批次的原材料均根據國家標準和行業標準在倉庫中進行採樣和測試。本集團堅決拒絕不合格產品。為進一步提高執行相關政策的有效性，本集團的香原料業務將管理任務細化，將具體工作分配給不同部門。例如，採購部門將重點關注產品質量、市場價格和財務狀況；質量管理部門則負責產品的驗收工作；生產部門負責監督整個生產過程中產品的性能。一旦發生任何與質量相關的問題，生產部會立即將此問題報告給質量管理部和採購部，通過「供應方評估報告」將問題進行記錄。本集團根據全年表現對合格供應商名單中的所有供應商進行評估。三次或以上被判定為不合格的供應商將被取消供應資格並從名單中永久刪除。



The selection criteria of suppliers are different according to different types of partnership. Specifically, the efficiency, cost, quality, delivery, service and profit maximisation are the aspects that the Group emphasises in the collaboration with the suppliers with which a short-term relationship is planned, whereas the focus on maximising mutual benefits of both parties including reducing transaction costs and operating costs, and jointly increasing the customer value and revenue is put by the Group in partnership with its long-term suppliers.

The Group has laid emphasis on taking effective measures to control the risks arising from its procurement practice. Specifically, the Group appropriately increases the reserves of materials and keeps in contact with multiple suppliers. The Aroma Raw Material business has integrated environmental sustainability into the supply chain management and endeavours to spread the idea of environmental protection and sustainable development to its suppliers through various ways of communication and knowledge sharing activities. In particular, the Aroma Raw Materials business incorporates environmentally benefits into the criteria of selecting and supervising its suppliers, setting out environmental requirements for the selection of potential suppliers and conducting relevant evaluations of suppliers to ensure that the suppliers with whom the Group cooperates have environmental consciousness and environmental management capabilities for eco-friendly production. The Group requires its material suppliers to provide relevant training materials reflecting their expertise in environmental protection and environmental management system, and its general suppliers to demonstrate their environmental principles and knowledge in writing. The Aroma Raw Materials business has been dedicated to realising its goal of 70% of its suppliers being local business partners within three years.

供應商的選擇標準因合作類型的不同而有所區別。具體而言，對於有計劃與之建立短期關係的供應商，效率、成本、質量、交付、服務和利潤的最大化是本集團與其合作時所強調的方面，而對於長期合作的供應商，本集團側重於雙方共同利益的最大化，包括探討降低交易成本和運營成本以及共同提高客戶價值和收入的方法。

本集團重視採取有效措施控制其採購過程中產生的風險。具體而言，本集團合理提高材料儲備並與多個供應商保持聯繫。香原料業務已將環境可持續性納入供應鏈管理中，並努力通過各種渠道的交流和知識共享活動向其供應商傳播環境保護和可持續發展理念。香原料業務將環境友好因素納入選擇和監督供應商的標準中，為選擇潛在供應商設定環境保護方面的要求，對其進行相關評估以確保與本集團合作的供應商具有環保意識且環境管理能力出色並能夠實現生態友好型生產。本集團要求原材料供應商提供可以反映其在環境保護和環境管理體系方面專業知識的相關培訓材料，並要求其一般供應商以書面形式展示其環保原則和專業性。香原料板塊致力於三年內實現其70%的供應商為本地合作夥伴的目標。





In FY2019, the implementation rate of the supplier management policies of the Aroma Raw Materials business of the Group was approximately 85%.

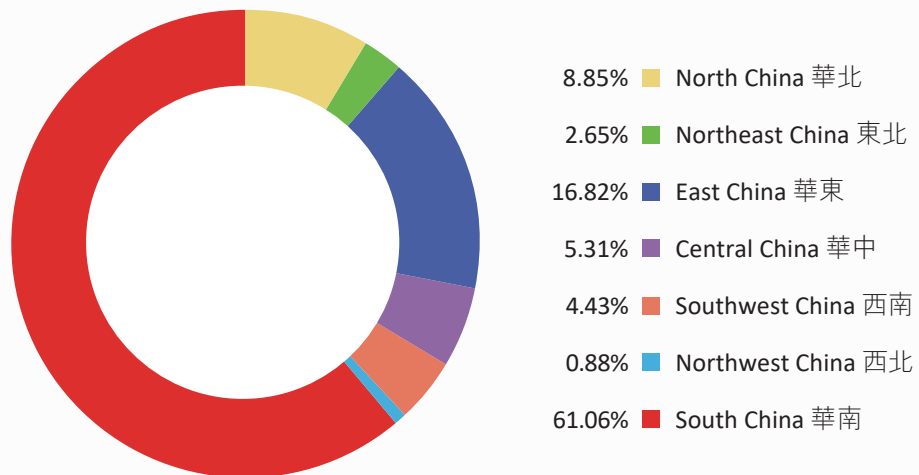
於2019財年，本集團香原料業務供應商管理政策的覆蓋率約為85%。

*Condiments business*

*調味品業務*

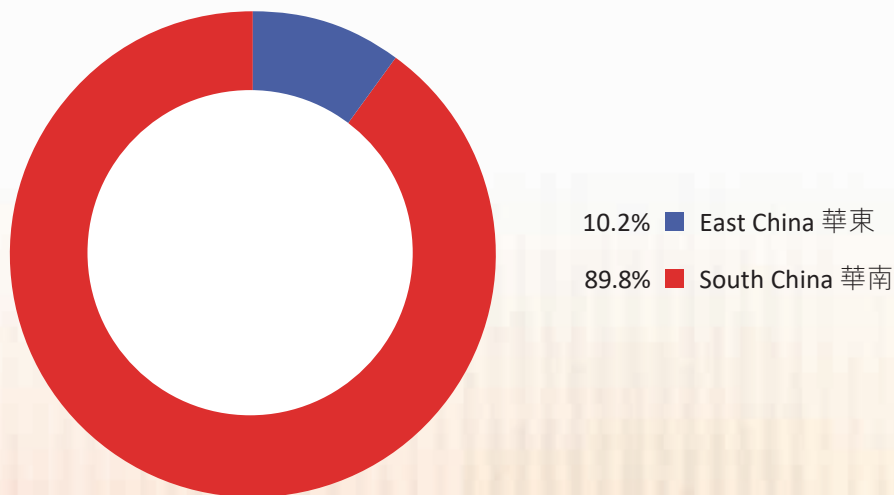
**Distribution of raw material suppliers in Condiment business by geographical locations**

調味品業務的原材料供應商按地理位置分佈



**Distribution of packaging material suppliers in Condiment business by geographical locations**

調味品業務的包裝材料供應商按地理位置分佈





The core products of the Condiments business of the Group include chicken bouillon, wasabi paste, concentrated fruit juice and soy sauce. The major suppliers of this business segment are suppliers of raw materials and suppliers of packaging materials. In accordance with internal ‘Procurement Management Regulation’ (採購管理制度), the Condiments business has established a set of standard procedures to select suppliers, manage the supply process and control relevant environmental and social risks. In the selection process, the Group requires its suppliers to provide relevant certificates and licenses and submit to the QC Department for verification. The price, quality and delivery capability are three major aspects of which this business segment of the Group conducts its evaluation and supervision to manage its suppliers.

The Group communicates with its suppliers via various channels including meetings, telephone conferences, market surveys and business agreements. A series of criteria have been adopted as important indicators against which the Group evaluates and selects its suppliers, including the qualification of suppliers, product quality assurance, cost and business history. The Group has set up strict policies regulating that the practice of all its suppliers must meet national and local laws and regulations and its internal standards.

In terms of the environmental policy, the Condiments business specifically puts its emphasis on the control of packaging materials. In particular, the Condiments business has replaced a majority of its colour cartons with normal kraft-paper ones, thereby lowering the environmental impact of colour printing. Furthermore, the Condiments business is committed to reducing the weight of cartons without compromising the quality of packaging materials, which is believed to be an effective way to slow down the consumption of natural resources. The Condiments business prioritises the local suppliers in collaboration to further lower the GHG emissions generated from the transportation of materials, and endeavours to fully optimise its supplier structure towards localisation together with consideration of transportation cost, product quality and reasonable cost.

In FY2019, the implementation of the supplier management policies of the Condiment business of the Group covered almost all its suppliers.

本集團調味品業務的核心產品包括雞汁、芥辣、濃縮果汁和調味汁。該業務板塊的主要供應商為原材料供應商與包裝材料供應商。根據內部「採購管理制度」，該業務板塊已經建立了一套標準程序用於選擇供應商、管理供應過程並控制相關的環境和社會風險。在供應商挑選過程中，本集團要求其供應商提供相關的證書和許可證，並提交給質量管理部門進行驗證。價格、質量和交付能力是本集團該業務板塊對供應商進行評估和監督的三個主要方面。

本集團通過舉行會議、電話會議、市場調研和商業協議等各種渠道與供應商進行溝通。本集團採用一系列準則作為重要指標，以評估和選擇其供應商，其中包括供應商的資質、產品質量保證、成本和業務歷史。本集團制定了嚴格的政策，規範其所有供應商的行為必須符合國家和地方法律法規及其內部標準。

在環境政策方面，調味品業務強調對包裝材料的管控。調味品業務已將其大部分彩色紙盒替換為普通牛皮紙紙盒，降低彩色印刷對環境的影響。此外，調味品業務致力於在保證包裝材料質量的前提下減輕紙箱重量，且認為這是減緩自然資源消耗的有效方法。調味品業務優先考慮本地供應商，以進一步降低物料運輸產生的溫室氣體排放，並在考慮運輸成本、產品質量和合理開支的情況下，努力優化其供應商結構以實現本地化。

於2019財年，本集團調味品業務供應商管理政策的實施涵蓋其所有供應商。

## B.6. Product Responsibility

With regard to the Group's health and safety, advertising, labelling and privacy matters of its products and services, the Group was in compliance with the relevant rules, regulations and standards in the PRC and Hong Kong in FY2019, including:

## B.6. 產品責任

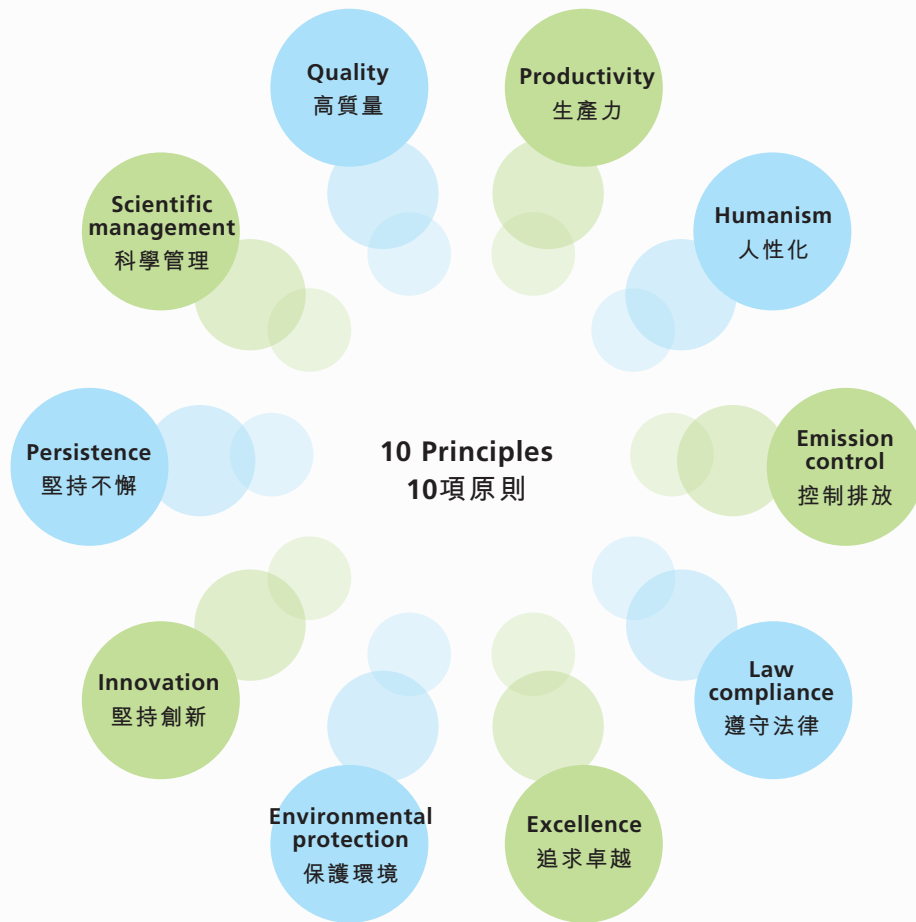
就本集團的產品及服務的健康與安全，廣告，標籤及私隱事宜而言，本集團於2019財年遵守中國內地及香港的相關要求、規例及標準，包括：

Product Quality Law of the People's Republic of China (中華人民共和國產品質量法)	Food Safety Law of the People's Republic of China (中華人民共和國食品安全法)	Production Safety Law of the People's Republic of China (中華人民共和國安全生產法)	Standardization Law of the People's Republic of China (中華人民共和國標準化法)	Patent Law of the People's Republic of China (中華人民共和國專利法)
Trademark Law of the People's Republic of China (中華人民共和國商標法)	Intellectual Property Law of the People's Republic of China (中華人民共和國知識產權法)	Law on Protection of Consumer Rights and Interests of the People's Republic of China (中華人民共和國消費者權益保護法)	Tort Liability Law of the People's Republic of China (中華人民共和國侵權責任法)	Advertising Law of the People's Republic of China (中華人民共和國廣告法)
Measures for the Management of Food Production License (食品生產許可管理辦法)	Measures for the Administration of Food Recalls (食品召回管理辦法)	National food safety standard standards for uses of food additives (GB2760-2014) (食品安全國家標準食品添加劑使用標準 GB2760-2014)	National Food Safety Standard General Hygienic Regulation for Food Production (GB14881-2-13) (食品安全國家標準食品生產通用衛生規範 GB14881-2-13)	Administrative Measures for Food Safety National Standards (食品安全國家標準管理辦法)
General standard for the labelling of pre-packaged foods (GB7718-2011) (預包裝食品標籤通則 GB 7718-2011)	Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong) 《個人資料(私隱)條例》(香港法例第486章)	Consumer Council Ordinance (Cap. 216 of the Laws of Hong Kong) 《消費者委員會條例》(香港法例第216章)	Trade Marks Ordinance (Cap. 559 of the Laws of Hong Kong) 《商標條例》(香港法例第559章)	Patents Ordinance (Cap. 514 of the Laws of Hong Kong) 《專利條例》(香港法例第514章)



Product responsibility has always been a major concern of the Group. To deliver high-quality products and top-notch services that satisfy the customers’ needs, the Group insists on embedding 10 principles into its development strategy, which are listed below:

產品責任一直是本集團關注的主要事項。為了提供高質量的產品和一流的服務並滿足客戶需求，本集團堅持將10項原則納入其發展戰略，如下所示：



Based on relevant international and national standards, such as GB/T 19001-2016 (質量管理體系要求), GB/T 24001-2015 (環境管理體系要求及使用指南), ISO14001:2015 (環境管理體系), GB/T 28001-2011 (職業健康安全管理體系要求), ISO 9001: 2015 (質量管理體系) and ISO 45001:2018 (職業健康安全管理體系), the Group acts in accordance with its internal policies to maintain a sound working environment and create the healthy and safe products.

根據相關的國際和國家標準，如 GB/T 19001-2016 (質量管理體系要求)、GB/T 24001-2015 (環境管理體系要求及使用指南)、ISO 14001: 2015 (環境管理體系)、GB/T 28001-2011 (職業健康安全管理體系要求)、ISO 9001: 2015 (質量管理體系) 以及 ISO 45001: 2018 (職業健康安全管理體系)，本集團根據其內部政策，致力於維護良好的工作環境並提供健康安全的產品。



Tobacco Raw Materials business 煙用原料業務	
In compliance with material standards in the industry 遵守行業重要標準	Policies of quality assurance and health and safety management of products 質量控制和產品健康安全政策
<ul style="list-style-type: none"> <li>YC/T 16-2014 Reconstituted tobacco 再造煙葉</li> <li>YC/T 498-2014 The evaluation methods of sensory quality for reconstituted tobacco (paper-process) 再造煙葉(造紙法)感官評價方法</li> </ul>	<ul style="list-style-type: none"> <li>Principle of 'Quality-Oriented, Innovative and Progressive, Pursuing Excellence' 「質量為本·創新進取·追求卓越」的原則</li> <li>'Management Manual of Product Quality and Occupational Health' 「產品質量和職業健康管理說明」</li> <li>'Control Procedures of the Monitoring and Measurement of Product' 「產品的監視和測量控制製程序」</li> <li>'Product Protection Control Procedures' 「產品防護控制製程序」</li> <li>Evaluation Committee that carries out product quality evaluations including sensory evaluation of mass-produced products, sensory evaluation of tobacco raw materials and added auxiliary materials, sensory evaluation of new product samples, sensory evaluation of important formula adjustments and process improvements, and sensory evaluation of the results of scientific research. 評估委員會進行產品質量評估，包括批量生產產品的感官評估、煙用原料和添加的輔助材料的感官評估、新產品樣品的感官評估、重要配方調整和工藝改進的感官評估以及科學研究結果的感官評估。</li> </ul>
Flavours and Fragrances business 香精業務	
<ul style="list-style-type: none"> <li>YC/T164-2012 Tobacco flavour 煙用香精</li> <li>YQ 52-2015 The additive list that tobacco product license is used 煙草製品許可使用的添加劑名單</li> <li>GB/T 22731-2017 Fragrance compound 日用香精</li> <li>JF 1070-2005 Rules of Metrological Testing for Net Quantity of Products in Pre-packages with Fixed Content 定量包裝商品淨含量計量檢驗規則</li> <li>BRC Global Standard for Food Safety BRC全球標準-食品安全</li> <li>GB 28050-2011 National Food Safety Standard - Standards for Nutrition Labelling of Pre-packaged Foods 食品安全國家標準預包裝食品營養標籤通則</li> <li>GB30616-2014 National Food Safety Standard-Compounded Flavours 食品安全國家標準食品用香精</li> <li>GB 29938-2013 National Standard of Food Safety – General Rules of Food Flavour 食品安全國家標準—食品用香料通則</li> <li>GB2762-2017 Food Safety National Standard – Contaminant Limits in Food 食品安全國家標準—食品中污染物限量</li> <li>GB2763-2016 National Food Safety Standard – Maximum Residue Limits for Pesticides in Food 食品安全國家標準—食品中農藥最大殘留限量</li> <li>GB 9687-1988 Hygienic Standard for Polyethylene Products Used as Food Containers and Table Wares 食品包裝用聚乙烯成型品衛生標準</li> </ul>	<ul style="list-style-type: none"> <li>Principle of 'Inheriting centennial classics &amp; Innovation leads the future of the flavour' 「傳承百年經典·創新引領味來」的原則</li> <li>Product and service concept of 'Pursue excellence and sustain operations' 「追求卓越·永續經營」的產品和服務理念</li> <li>The corporate vision of 'A leader in aromatic culture' 「香氣文化領導者」的企業願景</li> <li>Quality management targets: 質量管理目標： <ul style="list-style-type: none"> <li>a. 99% of the pass rate in product quality inspection 產品質量檢測合格率99%</li> <li>b. ≥80 of grade in the customer satisfaction survey 客戶滿意度調查結果80分以上</li> </ul> </li> <li>'Food Safety Management System' 「食品安全體系」</li> <li>'Measurement and Monitoring Procedures of Process and Products' 「過程和產品的測量和監控製程序」</li> <li>'Monitoring and Measurement Control Procedures' 「監視和測量控制製程序」</li> <li>'Inspection Control Procedures' 「檢驗控制製程序」</li> <li>'Unqualified Product Control Procedures' 「不合格產品控制製程序」</li> <li>'Unqualified Product Treatment Work Manual' 「不合格品處理工作手冊」</li> <li>'Quality Manual' 「質量手冊」</li> </ul>



Flavours and Fragrances business 香精業務	
In compliance with material standards in the industry 遵守行業重要標準	Policies of quality assurance and health and safety management of products 質量控制和產品健康安全政策
<ul style="list-style-type: none"> <li>GB 26687-2011 National Food Safety Standard – General Rule of Compound Food Additives 食品安全國家標準—復配食品添加劑通則</li> <li>GB 14880-2012 National Food Safety Standard for the Use of Nutritional Fortification Substances in Foods 食品安全國家標準—食品營養強化劑使用標準</li> <li>GB 5009.3-2016 National Food Safety Standard – Determination of Moisture Content in Foods 食品安全國家標準食品中水分的測定</li> <li>GB 5009.74-2014 National Food Safety Standard – Method for Limit Test of Heavy Metals in Food Additives 食品安全國家標準—食品添加劑中重金屬限量試驗</li> <li>GB 5009.76-2014 National Food Safety Standard – Determination of Arsenic in Food Additives 食品安全國家標準—食品添加劑中砷的測定</li> <li>GB 4789.2-2016 National Food Safety Standard – Microbiological Examination of Food: Aerobic Plate Count 食品安全國家標準—食品微生物學檢驗：菌落總數測定</li> <li>GB 4789.3-2016 National Food Safety Standard – Food Microbiological Examination: Enumeration of Coliforms 食品安全國家標準—食品微生物學檢驗：大腸菌群計數</li> <li>GB/T 7917.4-1987 Standard Methods of Hygienic Test for Cosmetics – Methanol 化妝品衛生化學標準檢驗方法—甲醇</li> <li>GB/T 11540-2008 Fragrance/Flavour Substances - Determination of Relative Density 香料相對密度的測定</li> <li>GB/T 14454.4-2008 Fragrance/Flavour Substances - Determination of Refractive Index 香料折光指數的測定</li> <li>GB/T 5009.37-2003 Method for Analysis of Hygienic Standard of Edible Oils 食用植物油衛生標準的分析方法</li> </ul>	<ul style="list-style-type: none"> <li>‘Finished Goods Inspection Control Procedures’ 「成品檢驗控制程序」</li> <li>‘Product Requirement Identification and Audit Procedures’ 「產品要求識別和評審程序」</li> <li>‘Product Labelling and Traceability Control Procedures’ 「產品標識和可追溯性控制程序」</li> <li>‘Risk Identification, Evaluation, and Countermeasures Management Procedures’ 「風險確定、評估和應對管理程序」</li> <li>‘Identification and Evaluation of Environmental Factors Control Procedures’ 「環境因素識別和評價控制程序」</li> <li>‘Regulations on the Inspection of Raw Materials and Finished Products’ 「原料及成品檢驗規定」</li> <li>‘Regulations on the Inspection of Packaging Material’ 「包裝材料檢驗規定」</li> </ul>
Aroma Raw Material business 香原料業務	
<ul style="list-style-type: none"> <li>GB 29938-2013 National Food Safety Standard - Standards for Food Flavour 食品安全國家標準—食品用香料通則</li> <li>GB 1886.208-2016 National Food Safety Standard – Food Additives – Ethyl Malt Phenol 食品安全國家標準—食品添加劑—乙基麥芽酚</li> <li>GB 1886.282-2016 National Food Safety Standard – Food Additives – Maltol 食品安全國家標準—食品添加劑—麥芽酚</li> <li>GB 28336-2012 National Food Safety Standard – Food Additive - 2-methylbutyric acid 食品安全國家標準—食品添加劑-2-甲基丁酸</li> <li>GB1886.194-2016 National Food Safety Standard – Food Additives – Ethyl Butyrate 食品安全國家標準—食品添加劑—丁酸乙酯</li> <li>GB1886.146-2015 National Food Safety Standard — Food Additives - <math>\delta</math>-Dodecalactone 食品安全國家標準—食品添加劑-<math>\delta</math>-十二內酯</li> <li>GB1886.145-2015 National Food Safety Standard — Food Additives - <math>\delta</math>-decalactone 食品安全國家標準—食品添加劑-<math>\delta</math>-癸內酯</li> <li>GB1886.202-2016 National Food Safety Standard - Food Additives – Isoamyl Acetate 食品安全國家標準—食品添加劑—乙酸異戊酯</li> </ul>	<ul style="list-style-type: none"> <li>Product and service concept of ‘Quality First, Reputation First, Service First’ 「質量第一，信譽第一，服務第一」的產品和服務理念</li> <li>Food safety principles of ‘Law compliance, People-oriented, Scientific management, Create safe and ‘green’ products’ 「遵紀守法，以人為本，科學管理，造安全綠色產品」的食品安全宗旨</li> <li>‘Product Technical Standard’ 「產品技術標準」</li> <li>‘Unqualified Product Control Procedures’ 「不合格產品控制程序」</li> <li>‘Monitoring and Measuring Equipment Control Procedures’ 「監視和測量設備控制程序」</li> <li>‘Inspection and Experiment Control Procedures’ 「檢驗和試驗控制程序」</li> <li>‘Incoming Raw Material Inspection Process’ 「進貨原料檢驗流程」</li> <li>‘Production Process Inspection Process’ 「生產過程檢驗流程」</li> <li>‘Final Products Inspection Process’ 「最終產品檢驗流程」</li> <li>‘Unqualified Product Review Process’ 「不合格品評審流程」</li> </ul>



Condiments business 調味品業務	
In compliance with material standards in the industry 遵守行業重要標準	Policies of quality assurance and health and safety management of products 質量控制和產品健康安全政策
<ul style="list-style-type: none"> <li>Measures for the Safety Administration of Imported and Exported Food 進出口食品安全管理辦法</li> <li>GB 28050-2011 National Food Safety Standard – Standards for Nutrition Labelling of Pre-packaged Foods 食品安全國家標準—預包裝食品營養標籤通則</li> </ul>	<ul style="list-style-type: none"> <li>'Unqualified Product Control Procedures' 「不合格產品控制程序」</li> </ul>

The 'Operating Standard of Product Inspection' (產品檢測作業標準) provides specific details and guidance to the employees who are responsible for ensuring product quality. Once the unqualified product is discovered, the QC Department leads the investigation and addresses the problem as soon as possible on the basis of the 'Unqualified Product Control Procedures' (不合格產品控制程序). Moreover, the Group sticks to Food Safety Management standard (ISO22000) (食品安全衛生管理系統) and has set up its internal management system regarding food safety, such as 'Food Safety Validation and Control Procedures' (食品安全驗證控制程序), to standardise its safe production and the implementation of contingency plans for safety accidents.

The Marketing Service Centre is responsible for the collection of customers' complaints. Once the complaint is received, the QC Department will conduct an investigation and verification immediately. The substantiated complaints are dealt with effectively and relevant employees will be fined and disciplined if necessary. The responsible departments should take corrective actions according to the internal policies, such as 'Process Control Procedures in Relation to Customers' (與顧客有關的控制程序), 'Customer Satisfaction Measurement Procedures' (顧客滿意測量程序), 'Salesperson Operation Manual' (銷售作業工作手冊) and 'Corrective and Preventive Action Procedures' (糾正和預防措施程序) issued by the QC Department and keep reporting on its progress of improvement. To better handle the complaints from customers, the Group has established 'Customer Complaint Form' (客戶投訴表) to record all substantiated complaints in detail for future reference. In FY2019, all substantiated complaints filed by the Group's clients were responded and addressed timely and effectively. For instance, one subsidiary of the Flavours and Fragrances business of the Group received the complaint filed by its clients about the aromatic abnormality in FY2019. The relevant departments of the subsidiary responded swiftly and actively communicated with the customers in order to find the root cause. Since

「產品檢測作業標準」為負責確保產品質量的員工提供了具體的細節和指導。一旦發現任何不合格的產品，質量管理部門將根據「不合格產品控制程序」盡快展開調查並解決問題。本集團堅持遵守食品安全衛生管理系統(ISO22000)的要求，並建立了食品安全內部管理體系，如「食品安全驗證控制程序」，規範安全生產和安全事故應急預案的實施。

市場服務中心負責收集客戶的投訴。收到任何投訴後，質量管理部門立即對其展開調查和核實，力求經證實的投訴得到有效處理，同時在必要時將對相關人員進行罰款和紀律處分。有關部門根據內部政策採取糾正措施，例如「與顧客有關的控制程序」、「顧客滿意測量程序」、「銷售作業工作手冊」以及質量管理部門發佈的「糾正和預防措施程序」，並不斷報告其整改進度。為了更好地處理客戶投訴，本集團採用「客戶投訴表」以詳細記錄所有已證實的投訴，以備將來參考。2019財年，本集團客戶提出的實質性投訴均得到了及時有效的答復和處理。例如，本集團香精業務的一家子公司收到其客戶提出的有關2019財年香氣異常的投訴。該子公司相關部門迅速響應並積極與客戶溝通，以找出根本原因。由於感官評估受人員的感官差異、時間間隔或周圍地區污染的影響，本集團立即安排了一次討論會並使用專業工具生成了產品色譜報告，向客戶驗證產品質量。本集團一直致力於通過交換意見、



the sensory evaluation is subject to the sensory difference of people, time or pollution in the surrounding area, the Group immediately arranged a discussion meeting and used professional tools to generate a product chromatographic report which could verify the product quality to its customers. The Group has been committed to maintaining a good relationship with its clients through the exchange of opinions, experience and efficient communications.

To further protect the safety and health of customers, the Group has set up its internal policies such as ‘Product Recall Control Procedures’ (產品召回控制程序), ‘Return Product Review Process’ (退貨品評審流程) and ‘Unqualified Product Concessional Acceptance Review Process’ (不合格品讓步接收評審流程) that introduce the procedures dealing with recall issues. In the Tobacco Raw Materials business, for example, after the two parties reach a consensus on the product recall, the Market Service Department arranges another production plan according to the specifications and quantity of the recalled product and develops replenishment strategy with the other party. After receiving the returned product, the QC Department organises all relevant departments to carry out evaluations and tests of the recalled product and draws a conclusion on the subsequent processing techniques, including back-mixing, re-sizing, re-work, and destruction. The QC Department is mainly responsible for overseeing the process of dealing with the recalled products. The Group regulates that once the safety problems of the products are received, the possible risks to customers’ health are discovered, or the non-compliance with relevant standards is found, the Group should report the issues to certain governmental departments within 24 hours and implement the recall plan immediately. The defective products that have been recalled should be recorded and destroyed depending on the problem. The relevant departments of the Group need to pay a visit to its customers to resolve the problem if necessary, including the discussion of plans for the return of goods, exchange of goods and compensation. The Group also arranges drills about simulated product traceability and product recall annually to ensure that the response of all business segments is fast and effective.

經驗分享和有效溝通與客戶保持良好的關係。

為進一步保護客戶的安全和健康，本集團制定了內部政策，例如「產品召回控制程序」、「退貨品評審流程」以及「不合格品讓步接收評審流程」，規定了處理召回問題的程序。例如，在煙用原料業務中，雙方就產品召回達成共識後市場服務部根據召回產品的規格和數量再次安排生產計劃，並與對方商討補貨策略。收到召回產品後，質量管理部門會組織所有相關部門對召回的產品進行評估和測試，並對後續處理技術（包括返混、重新定尺寸、返工和銷毀）進行總結。質量管理部門主要負責監督召回產品的處理過程。本集團規定，一旦發現產品的任何安全問題、對客戶健康存在的任何潛在風險或任何不符合相關標準的行為，本集團應在24小時內向有關政府部門匯報並立即實施召回計劃。已召回殘次品應根據存在的問題進行記錄和銷毀。本集團的有關部門在必要時需要拜訪客戶商討問題的解決方案，包括討論退貨、換貨和賠償計劃。本集團每年亦安排有關模擬產品可追溯性和產品召回的演習，以確保所有業務部門的響應快速有效。





The Group has its internal guidelines such as 'Label Management Policy' (標籤標識管理制度) and 'Signs and Traceability Control Procedures' (標識和可追溯控制程序) to ensure the conformance of its product labels with the 'Administrative Provisions on Food Labelling' (食品標識管理規定) and other relevant regulations. In terms of the advertisement matters, any misrepresentation or exaggeration advertising is strictly prohibited.

During recent years, a number of subsidiaries from different business segments of the Group passed the high-tech enterprise certification and obtained the High-tech Enterprise Certificate, which reflected the recognition of the company's independent research capability and advancement in institutional, management and technological innovation. On 25 June 2019, the Summit Forum of Top 100 Enterprises of China Light Industry was held at ACFTU Hotel-Beijing with the theme of 'Strengthening Science and Technology Innovation and Serving a Better Life'. With the outstanding achievements in scientific research investment, R&D innovation and business development, the Group ranked first among 'Top 100 Science & Technology Enterprises of China Light Industry' (Top 100) and 'Top 20 Enterprises of China Light Industry of 2018' in the flavour industry, demonstrating the important position of the Group in the light industry in China and its unwavering efforts in the advancement.

The Group has been dedicated to protecting and enforcing its intellectual property rights (IPR) which are crucial to its sustainable business growth in the industry. The Group has successfully applied for numerous patents and obtained a number of awards in scientific research and technology innovation, including patents for invention, patents for utility models and national high-tech products. To make sure that the corporate intellectual property rights are protected, not only has the Group adhered to 'Enterprise Intellectual Property Management Standard (GB/T 29490-2013)' (企業知識產權管理規範), but the internal policies, such as 'Intellectual Property Rights Management System' (知識產權管理系統), 'Management Measures for Intellectual Property Rights' (知識產權管理辦法) and 'Management Measures for Patents' (專利管理辦法), have also been formulated and strictly implemented, which provide the approach and knowledge about trademark management, proprietary technology management, business secret management and other information in relation to the protection of intellectual property rights. The Group prevents the infringement of IPR and signs the confidential agreement and non-competition agreement (競業禁止協議) with relevant employees who are obliged to keep trade secrets. The Group will affix legal liability of relevant staffs who have violated relevant regulations of corporate intellectual property rights.

本集團制定了內部準則，例如「標籤標識管理制度」和「標識和可追溯控制程序」以確保其產品標籤符合「食品標識管理規定」和其他相關要求。在推廣方面，本集團嚴格禁止虛假陳述或誇大其詞。

近年來，本集團不同業務板塊的多家子公司通過了高新技術企業認證，並獲得了高新技術企業證書，反映了社會各界對其獨立研究能力的認可以及在制度、管理和技術創新中的進步。2019年6月25日，主題為「強化科技創新，服務美好生活」的中國輕工業百強企業高峰論壇在北京中國職工之家舉行。憑藉在科研投入、研發創新和業務發展方面的傑出成就，本集團香精行業在「2018年度中國輕工業行業百強企業稱號」和「2018年度中國輕工業行業二十強企業」中名列第一，體現了本集團在中國輕工業中的重要地位及其在發展中的不懈努力。

本集團致力於加強其知識產權的保護，而這對於本集團在行業中的業務可持續發展至關重要。本集團已成功申請多項專利，並在科學研究和技術創新方面獲得了眾多獎項，包括發明專利、實用新型專利和國家高新技術產品。為確保公司知識產權受到保護，本集團不僅遵守了《企業知識產權管理規範(GB/T 29490-2013)》，亦制定和嚴格執行「知識產權管理系統」、「知識產權管理辦法」和「專利管理辦法」等內部政策。政策為有關商標管理、專有技術管理、商業機密管理以及與知識產權保護相關信息管理提供方法和指引。本集團防止其知識產權被侵犯，並與有義務保守商業秘密的有關僱員簽署保密協議和競業禁止協議。本集團將對違反公司知識產權規定的有關人員追究法律責任。



## Internal policies for the protection of IPR 知識產權保護內部政策

### Tobacco Raw Materials business

#### 煙用原料業務

At present, the business segment has formulated and implemented a set of patent management system including 'Intellectual Property Management Measures (Trial)', 'Patent Management Measures (Trial)', 'Intellectual Property Training and Education Management Measures (Trial)', 'Intellectual Property Awards and Punishment Management Measures (Trial)', 'Commercial and Technical Secret Management Measures (Trial)' and 'Non-competition Management Measures (Trial)'. With the development of new products and technological innovation, the business segment has established a series of operational processes for integrating the work of patents into product development. The business segment has cooperated with an external law firm in Beijing that specialises in patent issues, so as to better verify the possible violation act of its intellectual property rights and take immediate steps to safeguard its legitimate rights and interests.

目前，該業務板塊已製定並實施了一套專利管理體系，包括「知識產權管理辦法(試行)」，「專利管理辦法(試行)」，「知識產權培訓和教育管理辦法(試行)」，「知識產權獎勵和懲罰管理辦法(試行)」，「商業及技術秘密管理辦法(試行)」和「競業禁止管理辦法(試行)」等規章制度。隨著新產品的開發和技術創新，該業務板塊已建立了一系列營運流程，將專利工作整合到產品開發中。該業務板塊已與北京一家專門從事專利工作的律師事務所進行合作，以更好地識別任何可能侵犯其知識產權的行為，並對其及時採取措施維護其合法權益。

### Flavours and Fragrances business

#### 香精業務

- Introduce and implement the intellectual property management system in accordance with intellectual property management regulations;  
按照知識產權管理規定，實行知識產權管理制度；
- Require all departments to learn and follow the intellectual property management system documents, carry out standardised management, and regularly apply for external certification of its IPR.  
要求所有部門學習貫徹知識產權管理體系文件，進行規範化管理，並定期申請知識產權認證。

### Aroma Raw Materials business

#### 香原料業務

The Aroma Raw Materials business has been 'GB/T 29490-2013 Enterprise Intellectual Property Management System' certified and formulated the 'Intellectual Property Management Regulation' which stipulates the management approach of patent rights, trademark, proprietary technology, trade secret, and contract and personnel related to the IPR.

香原料業務已通過「企業知識產權管理規範GB/T 29490-2013」認證，並製定了「知識產權管理規定」，對專利權、商標、專有技術、商業秘密以及與知識產權有關的合同與人員進行規範。

The Group abides by the laws in relation to customer privacy and implements internal 'Confidentiality Management and Regulations' (保密管理規定), 'Provisions on the Management of Customer Records' (客戶檔案管理規定), 'Property Management Procedures for Customers and External Suppliers' (顧客和外部供方財產管理程序) and 'Corporate Confidentiality Regulation' (企業保密制度) to ensure that its customers' rights are strictly protected. The information collected by the Group from its customers would be used only for the purpose for which it has been collected. The customers' data and important information are managed by the headquarters of the Group. The Group has educated its employees to raise the awareness of data breaches and entered into confidentiality agreements with its employees, which cover the requirements in utilising and disclosing technical secrets such as inventions, operational processes, and technical patents and solutions during and after the employees' employment.

In FY2019, the Group was not in violation of material relevant laws and regulations regarding health and safety, advertising, labelling and privacy matters of its products and services that have a significant impact on the Group.

#### **B.7. Anti-corruption**

To maintain a fair, ethical and efficient working environment, the Group abides by the local laws and regulations relating to anti-corruption and bribery, irrespective of the region where the Group operates, including the Anti-corruption law of the people's Republic of China (中華人民共和國反腐敗法), the Law of the People's Republic of China on Anti-money Laundering (中華人民共和國反洗錢法), the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615 of the Laws of Hong Kong) and the Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong).

本集團遵守有關客戶隱私的法律法規，並執行內部的「保密管理和規定」、「客戶檔案管理規定」、「顧客和外部供方財產管理程序」以及「企業保密制度」等政策，以確保其客戶權利得到嚴格保護。本集團從其客戶收集的信息僅用於收集時承諾的目的。客戶的數據和重要信息由集團總部管理。本集團已教育員工加強對防止數據外洩的認識，並與員工簽訂了保密協議，其中涵蓋了員工在職期間和離職後利用和披露技術秘密(例如發明、操作流程以及技術專利和方案)的要求。

於2019財年，本集團並沒有違反任何對本集團有重大影響的有關其產品的健康與安全、廣告、標籤及私隱事宜方面的相關法律及規例。

#### **B.7. 反貪污**

為維持一個公平、具有誠信及高效率的工作環境，本集團遵守本集團經營所在地區當地的有關反貪污及賄賂的法律及法規，包括《中華人民共和國反腐敗法》、《中華人民共和國反洗錢法》、《打擊洗錢及恐怖分子資金籌集條例》(香港法例第615章)和《防止賄賂條例》(香港法例第201章)。



The Group has formulated and strictly enforced its anti-corruption policies, such as the ‘Anti-fraud and Reporting Policy’ (反舞弊與舉報制度), ‘Internal Audit Policy’ (內部審計制度), ‘Code of Conduct of Salesperson’ (採購人員行為準則), ‘Procurement Price Management Measures’ (採購價格管理辦法), ‘Procurement Budget and Payment Management Measures’ (採購資金預算及付款管理辦法), ‘Notice on Further Improving Corporate Integrity in Work’ (關於進一步加強集團廉潔工作的通知) and ‘Staff Handbook’, to prevent any fraudulent practices. The Group prohibits all forms of bribery and corruption, and requires all employees to strictly stick to the codes of professional ethics. All employees are expected to discharge their duties with integrity, to act fairly and professionally, and to abstain from engaging in bribery activities or any activities which might exploit their positions against the Group’s interests. The subsidiaries of different business segments of the Group have signed the ‘Integrity Commitment Letter’ (廉潔承諾函) with their suppliers, in order to maintain a sound relationship with their business partners based on clean and transparent collaborations. The Group also regularly carries out internal and external audits.

Whistle-blowers can report verbally or in writing to the Audit Committee of the Group for the suspected misconduct with full details and supporting evidence. The Audit Committee will conduct investigations against the suspicious or illegal behaviour to protect the Group’s interests. The Group promotes an effective grievance mechanism to protect the whistle-blowers from unfair dismissal or victimisation. Where criminality is suspected, a report will be made to the relevant regulators or law enforcement authorities when the management considers it necessary.

本集團制定並嚴格執行其反腐政策，例如「反舞弊與舉報制度」、「內部審計制度」、「採購人員行為準則」、「採購價格管理辦法」、「採購資金預算及付款管理辦法」、「關於進一步加強集團廉潔工作的通知」和「員工手冊」，以防止任何欺詐行為。本集團禁止一切形式的賄賂和腐敗，並要求所有員工嚴格遵守職業道德規範。本集團要求所有員工必須誠信地履行其職責，公平和專業地行事，並避免從事賄賂活動或任何可能利用其職位違背集團利益的活動。本集團不同業務板塊的子公司已與供應商簽「訂廉潔承諾函」，以在廉潔透明的合作基礎上與業務夥伴保持良好關係。本集團也定期開展內部和外部審計工作。

舉報者可以口頭或書面向本集團審核委員會報告任何可疑的不當行為，並提供詳情及證據。審核委員將就任何可疑或非法行為進行調查，以保障本集團的利益。本集團建立有效的申訴機制，以避免舉報者遭遇不公平的解僱或傷害。如果發現涉嫌犯罪行為，本集團將在管理層認為必要時會向相關監管或執法機關報告。

In FY2019, the Group arranged a series of anti-corruption themed training and seminars for its employees. On 16 September 2019, Guangdong Jinye in the Tobacco Raw Materials business segment held a training course in the integrity and business ethics during procurement, in which eight procurement staff enrolled. The Flavours and Fragrances business organised a 6-hour anti-corruption training course for a total of 60 employees and an anti-bribery and anti-embezzlement seminar was held by the business segment for 30 employees during the year under review. In FY2019, the Group was not in violation of material relevant laws and regulations in relation to bribery, extortion, fraud and money laundering that have a significant impact on the Group.

## COMMUNITY

### B.8. Community Investment

The Group is deeply aware that it shoulders the mission and has the obligatory duty to fulfil its social responsibilities. The Group firmly believes that this is an era of the realisation of the Chinese dream, the complete building of a moderately prosperous society in all respects and the rejuvenation of the great Chinese nation. As a responsible corporate citizen, the Group has been adhering to the idea of Sharing Development and committed to the development of an inclusive, upwardly mobile and environmentally conscious society. In response to the national strategic principle of targeted poverty alleviation and the Guidelines on a Three-Year Poverty-Relief Plan co-issued by the CPC Central Committee and the State Council (中共中央、國務院關於打贏脫貧攻堅戰三年行動的指導意見), the Group is determined to contribute to the elimination of extreme inequality and poverty by strengthening education, improving social security and taking targeted and differentiated measures. Aligning the charitable and community support with its philanthropy principles to which the Group has been hanging on for years, the Group has focused its efforts on the grassroots community development and developed strong relationships with the local community based on mutual trust and continuous improvement.

2019財年，本集團為其員工安排了一系列反腐敗主題培訓和研討會。2019年9月16日，煙用原料業務板塊的廣東金葉舉辦了關於採購期間的誠信和商業道德培訓，八名採購人員參與培訓。香精業務在本年度內為60名員工開展了6小時的反腐敗培訓課程，並且該業務板塊亦為30名員工舉辦了一次反賄賂和反貪污研討會。於2019財年，本集團並沒有違反任何對本集團有重大影響的防止賄賂、勒索、欺詐及洗黑錢方面的相關法律及規例。

## 社區

### B.8. 社區投資

本集團深知其肩負的使命及履行社會責任的義務。本集團認為當下是實現中國夢、全面建設小康社會、振興偉大中國的時代。作為負責任的企業公民，本集團一直秉承「共享發展」的理念，並致力於營造一個包容、積極向上且注重環保的社會。為響應國家精準扶貧戰略方針和中共中央、國務院關於打贏脫貧攻堅戰三年行動的指導意見，本集團決心加強教育力度，改善社會保障，通過針對性和差異化的措施為消除極端不平等和貧困做出貢獻。為了將慈善以及社區發展與本集團多年來一直遵循的公益理念相結合，本集團致力於從基層社區出發，在相互信任和持續改善的基礎上與當地社區建立起牢固的關係。



### Public Charity Action in 2019 – Huabao Flavours & Fragrances’s Presence in Jiuquan, Gansu

The donation ceremony of “CAFFCI Schoolbag Public Benefit Activity in Gansu 2019” was held in Jiuquan, Gansu on 1 November 2019. More than 7,000 schoolbags and supplies were donated to the lovely students at Jiuquan No. 7 Junior High School, Central Primary School of Shangba County in Suzhou District of Jiuquan, Central Primary School of Huajian County and Sandun Central Primary School. Huabao Flavours & Fragrances Co., Ltd. has been dedicated to public benefits and involved in a variety of activities to help the impoverished students who have the study dream. Since 2016, the Group launched and participated in a number of charitable events such as ‘Love Wristband Brings Me Home’ anti-lost activity in Shanghai, ‘Huabao Benevolent Actions’ themed activity and ‘Love Schoolbag and School Uniform’ donation activity in Yanchuan in 2018.

### Huabao Flavours & Fragrances Supports Targeted Poverty Alleviation in Plateau Region

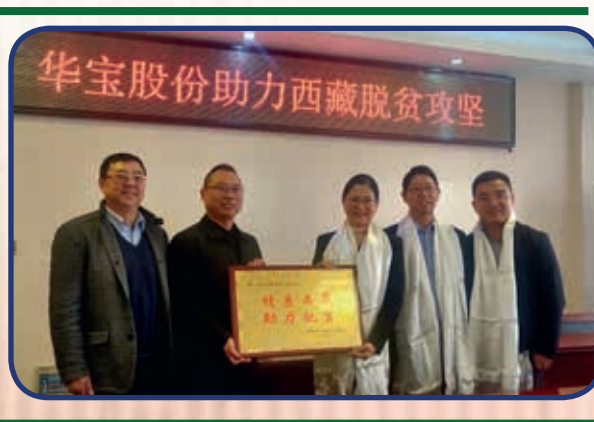
On 26 December 2019, the Donation Ceremony of Poverty Alleviation Funds to the Village-resident Team of the General Office of the CPC Committee of Tibet Autonomous Region was held with the attendance of officials from the General Office of the CPC Committee, Local Financial Supervision Bureau and Tibet Securities Regulatory Commission, and leaders from Huabao Flavours and Fragrances Co., Ltd. Since Huabao Flavours and Fragrances embarked on the business development in Tibet, it has been dedicated to facilitating the local economic growth and improvement of people’s livelihood. The donation was used to support the Village-resident Team of the General Office of the CPC Committee of Tibet Autonomous Region to carrying out ecological restoration and overcome poverty.

### 2019慈善公益行—華寶股份走進甘肅酒泉

2019年11月1日，2019年度「走進甘肅—香化協會愛心書包公益活動」捐贈儀式在甘肅省酒泉市舉行。本次愛心書包公益捐贈活動共向酒泉七中、酒泉肅州區上壩鎮中心小學、驂尖鎮中心小學以及三墩中心小學捐贈愛心書包及學習用品7000餘件。華寶一直致力於公益事業，並開展了各種活動，幫助有夢想的貧困學生不斷學習。自2016年以來，本集團發起並參與了許多慈善活動，例如在上海舉辦的「愛心手環『戴』我回家」防走失公益活動，「華寶行動—傳遞愛心」主題活動和2018年「愛心書包，愛心校服」捐贈活動。

### 精準扶貧送暖雪域高原華寶股份助力脫貧攻堅

2019年12月26日，「助力西藏自治區黨委辦公廳駐村工作隊脫貧攻堅扶貧資金捐贈儀式」在西藏自治區地方金融監管局會議廳。西藏自治區黨委辦公廳、西藏自治區地方金融監管局、西藏證監局及華寶股份有關領導同志出席捐贈儀式。自華寶入駐西藏發展以來，一直致力於推動西藏經濟發展，民生改善。此次捐贈致力於推進助力西藏自治區黨委辦公廳駐村工作隊開展生態文明建設和開展脫貧攻堅工作。





### Huabao Flavours & Fragrances Supports Poverty Alleviation of Deji Kangsa Community

In the beginning of 2020, Huabao Flavours & Fragrances Co., Ltd. took in the poverty-alleviation fund raising event for caring and supporting the Deji Kangsa Community in Lhasa Economic development Zone, under the call from the Management Committee of Lhasa Economic Development Zone to 'mobilize the entire society to help the poor' become better off and to lay a solid foundation for building a moderately well-off society in an all-round way in 2020. Huabao Flavours & Fragrances donated RMB 100,000 and received an honorary credential.

### 德吉康薩社區愛心幫扶華寶股份再次助力脫貧

2020年初，為響應拉薩經開區管委會號召「為凝聚全社會力量參與扶貧工作，幫助貧困人群脫貧致富，為2020年全面建成小康社會構成合理基礎」，華寶股份積極參加拉薩經開區德吉康薩社區愛心幫扶基金「匯聚愛心助力脫貧」扶貧募捐活動。華寶在此次活動上捐贈善款共計10萬元，並獲得榮譽證書。



In addition, the Group also made enormous efforts in providing employment opportunities, supporting the underprivileged families and disabled people that were desperately in need in FY2019. For instance, the Group hired one registered cardholder in the Xiangxi Autonomous Prefecture 's Demonstration Base of Employment and Poverty Alleviation for Disabled People. Further, the Group visited the impoverished families and brought 4,000 kg of rice that was worth RMB20,000 to the poor.

此外，本集團在提供就業機會方面亦付出努力，並於2019財年為有需要幫助的困難家庭和殘疾人提供幫助。例如，本集團於湘西自治州殘疾人就業扶貧示範基地聘用了建檔立卡戶1名。本集團還走訪了貧困家庭，向困難群眾運送了價值20,000元人民幣的4,000公斤大米。



In the beginning of the year 2020, the COVID-19 pandemic hit the ‘pause’ button on the economy and left many businesses and millions of workers in the lurch. The crisis of the coronavirus seriously disrupted the normal ways people live and posed a critical threat to their health. In rapid recognition of the severity of this public health emergency, the Group timely responded to the requirements of the Leading Group of the CPC Central Committee for Novel Coronavirus Prevention and Control in the fight against COVID-19, the Group orderly implemented measures including the disinfection of workplaces and factories, the enhancement of indoor ventilation, the management of body temperature monitoring and the cancelling of mass gatherings. In addition to efforts in containing the outbreak internally, the Group has set up effective policies and guidance such as the ‘Epidemic Prevention and Control’ and ‘Notice on Strengthening the Work of Coronavirus Infection Prevention and Control’ (關於加強新型冠狀病毒感染的肺炎防控工作的通知) that introduce the measures, matters needing attention and principles of epidemic control to its employees, and provided various types of support to the work of epidemic prevention and control and people and organisations in the affected areas. For instance, the subsidiary of the Condiments business segment of the Group donated chicken bouillon and seasoning to one hotel in Wuhan, the epicentre of the coronavirus outbreak, supporting the frontline catering enterprises. Meanwhile, the Group organised and encouraged its employees, to make donations that were used to contribute to the epidemic prevention and control.

Since its inception, the Group has never forgotten the leading role it plays in the community development, national economy and people’s livelihood and invariably believes that the enterprise, communities and social civilisation are inseparable. Under the ‘concentric diversification strategy’, the precious DNA of contributing to social welfare will keep pushing the Group to pursue its ambitious goals in sustainable business development and to integrate market resources to deliver and fulfil its commitment as a socially responsible corporation to the harmonious and prosperous development of society.

2020年初，新冠病毒大流行讓經濟發展按下了暫停，許多企業和數百萬工人也因此陷入困境。冠狀病毒的危機嚴重破壞了人們的正常生活，對人民群眾的健康構成了極大威脅。本集團迅速認識到此次突發公共衛生事件的嚴重性，及時響應了中央應對疫情工作領導小組抗擊疫情的要求，有序地開展了各項措施，包括工作場所和廠區消毒、加強室內通風、體溫監測管理和取消人群聚集活動。本集團不僅在集團內部努力控制疫情，亦制定了有效的政策和指導方針，例如「疫情防控指南」和「關於加強新型冠狀病毒感染的肺炎防控工作的通知」，向其員工介紹防疫措施、注意事項和防疫原則，並為防疫工作以及受災地區人民和組織提供各種支持。例如，本集團調味品業務板塊的子公司向冠狀病毒爆發中心武漢的一家酒店捐贈了雞精和調味料，為一線餐飲企業提供支持。同時，本集團組織並鼓勵員工，為疫情防控做出貢獻。

自成立以來，本集團從未忘記其在社區發展和國計民生中所扮演的領導者角色，並始終認為企業、社區和社會文明建設是相輔相成的。在「同心多元化戰略」領導下，本集團為社會福祉做出積極貢獻的自主性將繼續推動本集團追求其在可持續業務發展中的宏偉目標，並不斷整合市場資源，傳遞和履行其作為對社會負責任企業，為社會和諧繁榮發展而許下的承諾。



## Appendix I

## 附錄 I

## Hierarchy with Consolidated Priorities

## 重要性排序整理層級結構

Goal	Criteria	Global Prioritisation	Supplier	Customer	Managerial staff	Independent		
						General employee	Non-executive Directors 獨立非 執行董事	Executive Directors
目標	評選條件	全局優先級	供應商	顧客	經理	普通僱員	執行董事	執行董事
Prioritisation of Stakeholder Groups in the Materiality Assessment 重要性評估中利益相關者組別 的重要性排序	Vulnerability 易受影響性 0.025	2.50%	0.077	0.038	0.255	0.279	0.049	0.302
	Influence 影響力 0.495	49.50%	0.032	0.078	0.307	0.088	0.088	0.408
	Legitimacy 合理性 0.181	18.10%	0.083	0.318	0.085	0.033	0.066	0.415
	Willingness for engagement 參與意願 0.115	11.50%	0.048	0.417	0.152	0.048	0.048	0.288
	Contribution 貢獻度 0.145	14.50%	0.071	0.123	0.26	0.09	0.029	0.428
	Necessity of involvement 參與必要性 0.038	3.80%	0.051	0.421	0.151	0.089	0.032	0.256
			1	5.00%	17.90%	23.50%	7.80%	6.80%

\* Vulnerability – The likelihood of stakeholders being seriously affected (either positively or negatively) by the Group's decisions and activities;

Influence – The power of stakeholders whose activities and decisions can greatly affect or even change the Group's operations and business;

Legitimacy - The extent to which the organisation has legal obligations in the relationship with its stakeholders;

Willingness for engagement - The willingness, initiative and friendliness of the Group's stakeholders to express their concerns and participate in the events and activities leading to the Group's sustainable development;

Contribution - The level of expertise, power, information and knowledge of stakeholders that allow them to help the Group address certain risks and specific issues regarding ESG;

Necessity of involvement - The extent to which the exclusion of certain stakeholder in engagement could derail or delegitimise the process or undermine the Group's interest in its sustainable development.

\* 易受影響性－利益相關者受到本集團決策和活動所嚴重影響（正面或負面）的可能性；

影響力－利益相關者活動和決策極大影響甚至改變本集團的營運和業務的力量；

合理性－組織在與利益相關者的關係中承擔法律義務的程度；

參與意願－本集團利益相關者表達其關注並參與本集團可持續發展活動的意願、主動性和友好態度；

貢獻度－利益相關者幫助本集團應對有關 ESG 風險和特定問題的專業知識、能力、信息和知識水平；

參與必要性－將某些利益相關者排除在參與範圍之外，可能會使本集團可持續發展流程偏離軌道或不合法，亦或損害本集團可持續發展利益的程度。



## Appendix II

TABLE A – NUMBER OF EMPLOYEES BY AGE GROUP, GENDER, EMPLOYMENT TYPE, POSITION LEVEL, GEOGRAPHICAL LOCATIONS AND BUSINESS SEGMENTS OF THE GROUP IN FY2019

## 附錄 II

表A – 2019財年按年齡組、性別、僱傭類型、職位、地理位置和業務板塊劃分的員工人數

Unit: Number of employees 單位：員工人數	Age group 年齡組				Total 總數
	Aged 30 or below 30歲或以下	Aged between 31 and 40 31至40歲	Aged between 41 and 50 41至50歲	Aged 51 or above 51歲或以上	
Gender 性別					
Male 男性	428	889	631	364	2,312
Female 女性	236	558	369	69	1,232
Total 總數	664	1,447	1,000	433	3,544

	Employment type 僱傭類型		Total 總數
	Full time 全職	Part time 兼職	
	3,544	0	3,544

	Position Level 職位			Total 總數	
	General staff 普通僱員	Middle-level managers 部門經理	Senior managers 高級經理		Senior executives 高級行政領導
	3,232	160	80	72	3,544

Geographical location 地理位置			
Locations 地點	Number of employees 員工數	Locations 地點	Number of employees 員工數
Shanghai 上海	498	Xinjiang 新疆	6
Beijing 北京	7	Xiamen 廈門	97
Jiangsu 江蘇	197	Qingdao 青島	1
Guangdong 廣東	1,761	Hong Kong 香港	29
Yunnan 雲南	243	Africa 非洲	27
Jiangxi 江西	519	Germany 德國	8
Hunan 湖南	128	Korea 韓國	3
Hebei 河北	2	United States 美國	3
Shenzhen 深圳	14	Vietnam 越南	1
		<b>Total 總數</b>	<b>3,544</b>

**Business segment**  
業務板塊

Tobacco Raw Materials 煙用原料	Flavours and Fragrances 香精	Aroma Raw Materials 香原料	Condiments 調味品	Headquarter and others 總部及其他	<b>Total</b> <b>總數</b>
911	952	735	867	39	3,544

TABLE B – NUMBER OF NEW EMPLOYEES BY AGE GROUP AND GENDER OF THE GROUP IN FY2019

表B – 2019財年按年齡組和性別劃分的新員工工人數

**Unit: Number of employees**

單位：員工人數

**Age group**

年齡組

Gender 性別	Aged 30 or below 30歲或以下	Aged between 31 and 40 31至40歲	Aged between 41 and 50 41至50歲	Aged 51 or above 51歲或以上	<b>Total</b> <b>總數</b>
	<b>Male</b> 男性	175	224	114	
<b>Female</b> 女性	96	134	55	8	293
<b>Total</b> 總數	271	358	169	36	834

TABLE C – NUMBER OF TRAINING PARTICIPANTS OF THE GROUP BY GENDER AND POSITION IN FY2019

表C – 2019財年按性別和職位劃分的本集團培訓參與者人數

**Unit: Number of employees**

單位：員工人數

**Position**

職位

Gender 性別	General employee 普通僱員	Middle-level managers 部門經理	Senior managers 高級經理	Senior executives 高級行政領導	<b>Total</b> <b>總數</b>
	<b>Male</b> 男	966	104	151	
<b>Female</b> 女	335	68	106	55	564
<b>Total training participants</b> 總培訓參與者	1,301	172	257	137	1,867

TABLE D – INDUCTION TRAINING HOURS OF THE GROUP BY GENDER AND POSITION IN FY2019

表D – 2019財年按性別和職位劃分的本集團入職培訓時間

**Unit: Hours**

單位：小時

**Position**

職位

Gender 性別	General employee 普通僱員	Middle-level managers 部門經理	Senior managers 高級經理	Senior executives 高級行政領導	<b>Total</b> <b>總數</b>
	Male 男性	19,124	1,712	1,016	
Female 女性	9,463	1,253	648	238	11,602
Total training hours 總培訓時數	28,587	2,965	1,664	645	33,861
Induction Training hours per employee on average 平均每人參與入職培訓時數	30.0	17.2	6.5	4.7	18.1



TABLE E – NUMBER OF SUPPLIERS BY GEOGRAPHICAL REGIONS

表E – 按地理區域劃分的供應商數量

Locations 地點	Number of suppliers 供應商數量
North China 華北	27
Northeast China 東北	7
East China 華東	288
Central China 華中	50
Southwest China 西南	28
Northwest China 西北	7
South China 華南	241
Overseas 海外	4

## VII. REPORT DISCLOSURE INDEX

## VII. 報告披露索引

Aspects 層面	ESG Indicators 關鍵績效指標	Description 說明	GRI Standards and Disclosures* GRI 標準與披露*	Page 頁碼
<b>A. Environmental</b> <b>A. 環境</b>				
<b>A1: Emissions</b> <b>A1: 排放物</b>	General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. 有關廢氣及溫室氣體排放、向水及土地的排污、有害及無 害廢棄物的產生等的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資 料。	GRI 103: Management Approach: Disclosure 103-2 (c-1) (used together with GRI 305: Emissions, and GRI 306: Effluents and Waste) GRI 103：管理方針：披露條款103-2(C-1) (與GRI 305：排放物及GRI 306：廢水和廢物一併使用) GRI 305: Emissions: Management approach disclosures guidance GRI 305：排放：管理方針披露指南 GRI 307: Environmental Compliance: Disclosure 307-1 GRI 307：有關環境保護的法律遵循：披露條款307-1	27
	KPI A1.1 關鍵績效指標A1.1	The types of emissions and respective emission data. 排放物種類及相關排放數據。	GRI 305: Emissions: Disclosures 305-1, 305-2, 305-3, 305-6, and 305-7 GRI 305：排放：披露條款305-1、305-2、305-3、305-6 及305-7	28
	KPI A1.2 關鍵績效指標A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 溫室氣體總排放量（以噸計算）及（如適用）密度。	GRI 305: Emissions: Disclosures 305-1, 305-2, 305-3, 305-4 GRI 305：排放：披露條款305-1、305-2、305-3、305-4	28
	KPI A1.3 關鍵績效指標A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生有害廢棄物總量（以噸計算）及（如適用）密 度。	GRI 306: Effluents and Waste: Disclosure 306-2 (a) GRI 306：廢水和廢物：披露條款306-2 (A)	28
	KPI A1.4 關鍵績效指標A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生無害廢棄物總量（以噸計算）及（如適用）密 度。	GRI 306: Effluents and Waste: Disclosure 306-2 (b) GRI 306：廢水和廢物：披露條款306-2 (B)	28
	KPI A1.5 關鍵績效指標A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 305: Emissions) GRI 103：管理方針：披露條款103-2（與GRI 305：排放物 一併使用） GRI 305: Emissions: Clause 1.2 and Disclosure 305-5 GRI 305：排放：條款1.2及披露條款305-5	30
	KPI A1.6 關鍵績效指標A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述處理有害及無害廢棄物的方法、減低產生量的措 施及所成果。	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 306: Effluents and Waste) GRI 103：管理方針：披露條款103-2（與GRI 306：廢水和 廢物一併使用） GRI 306: Effluents and Waste: Disclosures 306-2 and 306-4 GRI 306：廢水和廢物：披露條款306-2及306-4	32



Aspects 層面	ESG Indicators 關鍵績效指標	Description 說明	GRI Standards and Disclosures* GRI 標準與披露*	Page 頁碼
A2: Use of Resources A2: 資源使用	General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 301: Materials, GRI 302: Energy, and GRI 303: Water) GRI 103 : 管理方針 : 披露條款103-2 (C-I) (與GRI 301 : 物料、GRI 302 : 能源及GRI 303 : 水一併使用)	45
	KPI A2.1 關鍵績效指標A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility). 按類型劃分的直接及/或間接能源總耗量及密度。	GRI 302: Energy: Disclosures 302-1 and 302-3 GRI 302 : 能源 : 披露條款302-1及302-3	45
	KPI A2.2 關鍵績效指標A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度。	Not covered by the GRI Standards GRI標準未涵蓋	45
	KPI A2.3 關鍵績效指標A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計畫及所得成果。	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 302: Energy) GRI 103 : 管理方針 : 披露條款103-2 (與GRI 302 : 能源一併使用) GRI 302: Energy: Disclosures 302-4 and 302-5 GRI 302 : 能源 : 披露條款302-4及302-5	46
	KPI A2.4 關鍵績效指標A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題, 以及提升用水效益計畫及所得成果。	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 303: Water) GRI 103 : 管理方針 : 披露條款103-2 (與GRI 303 : 水一併使用) GRI 303: Water: Disclosure 303-3 GRI 303 : 水 : 披露條款303-3	50
	KPI A2.5 關鍵績效指標A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 製成品所用包裝材料的總量及(如適用)每生產單位估量。	GRI 301: Materials: Disclosure 301-1 GRI 301 : 物料 : 披露條款301-1	53
A3: The Environment and Natural Resources A3: 環境及天然資源	General Disclosure 一般披露	Policies on minimising the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 301: Materials, GRI 302: Energy, GRI 303: Water, GRI 304: Biodiversity, GRI 305: Emissions, and GRI 306: Effluents and Waste). GRI 103 : 管理方針 : 披露條款103-2 (C-I) (與GRI 301 : 物料、GRI 302 : 能源、GRI 303 : 水、GRI 304 : 生物多樣性、GRI 305 : 排放及GRI 306 : 廢水和廢物一併使用)	56
	KPI A3.1 關鍵績效指標A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	GRI 103: Management Approach: Disclosures 103-1 and 103-2 (used together with GRI 301: Materials, GRI 302: Energy, GRI 303: Water, GRI 304: Biodiversity, GRI 305: Emissions, and GRI 306: Effluents and Waste) GRI 103 : 管理方針 : 披露條款103-1及103-2 (與GRI 301 : 材料、GRI 302 : 能源、GRI 303 : 水、GRI 304 : 生物多樣性、GRI 305 : 排放及GRI 306 : 廢水和廢物一併使用) GRI 303: Water: Disclosure 303-2 GRI 303 : 水 : 披露條款303-2 GRI 304: Biodiversity: Disclosure 304-2 GRI 304 : 生物多樣性 : 披露條款304-2 GRI 306: Effluents and Waste: Disclosures 306-3 (c) and 306-5 GRI 306 : 廢水和廢物 : 披露條款306-3 (C)及306-5	57



Aspects 層面	ESG Indicators 關鍵績效指標	Description 說明	GRI Standards and Disclosures* GRI 標準與披露*	Page 頁碼
<b>B. Social</b> <b>B. 社會</b>				
<b>Employment and Labour Practices</b> <b>僱傭及勞工常規</b>				
<b>B1: Employment</b> <b>B1: 僱傭</b>	General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare. 有關薪酬及解雇、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 202: Market Presence, GRI 401: Employment, GRI 405: Diversity and Equal Opportunity, GRI 406: Non-discrimination) GRI 103: 管理方針：披露條款103-2(C-I) (與GRI 202: 市場表現、GRI 401: 僱傭、GRI 405: 多元化及平等機會、GRI 406: 反歧視一併使用) GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI 419: 社會經濟法規遵循：披露條款419-1	60
	KPI B1.1 關鍵績效指標B1.1	Total workforce by gender, employment type, age group and geographical region. 按性別、僱傭類型、年齡組別及地區劃分的僱員總數。	GRI 102: General Disclosures: Disclosures 102-8 (a), 102-8 (b), and 102-8 (c) GRI 102: 一般披露：披露條款102-8 (A)、102-8 (B)及102-8 (C) GRI 405: Diversity and Equal Opportunity: Disclosure 405-1(b-ii) GRI 405: 多元化及平等機會：披露條款405-1(B-II)	105
	KPI B1.2 關鍵績效指標B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	GRI 401: Employment: Disclosure 401-1 (b) GRI 401: 僱傭：披露條款401-1 (B)	N/A
<b>B2: Health and Safety</b> <b>B2: 健康與安全</b>	General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards. 有關提供安全工作環境及保障僱員避免職業性危害的： (A) 政策；及 (B) 遵守對發行人有重大影響的相關法律及規例。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 403: Occupational Health and Safety) GRI 103: 管理方針：披露條款103-2(C-I) (與GRI 403: 職業健康及安全一併使用) GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI 419: 社會經濟法規遵循：披露條款419-1	69
	KPI B2.1 關鍵績效指標B2.1	Number and rate of work-related fatalities. 因工作關係而死亡的人數及比率。	GRI 403: Occupational Health and Safety: Disclosure 403-2 GRI 403: 職業健康及安全：披露條款403-2	N/A
	KPI B2.2 關鍵績效指標B2.2	Lost days due to work injury. 因工傷損失工作日數。	GRI 403: Occupational Health and Safety: Disclosure 403-2 GRI 403: 職業健康及安全：披露條款403-2	N/A
	KPI B2.3 關鍵績效指標B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	GRI 103: Management Approach: Disclosure 103-2 and 103-3 (a-i) (used together with GRI 403: Occupational Health and Safety) GRI 103: 管理方針：披露條款103-2及103-3(A-I) (與GRI 403: 職業健康及安全一併使用)	69
<b>B3: Development and Training</b> <b>B3: 發展及培訓</b>	General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 404: Training and Education) GRI 103: 管理方針：披露條款103-2 (C-I) (與GRI 404: 訓練與教育一併使用) GRI 404: Training and Education: Disclosure 404-2 (a) GRI 404: 訓練與教育：披露條款404-2 (A)	73
	KPI B3.1 關鍵績效指標B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別 (如高級管理層、中級管理層等) 劃分的受訓僱員百分比。	Not covered by the GRI Standards GRI標準未涵蓋	106
	KPI B3.2 關鍵績效指標B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	GRI 404: Training and Education: Disclosure 404-1 GRI 404: 訓練與教育：披露條款404-1	106



Aspects 層面	ESG Indicators 關鍵績效指標	Description 說明	GRI Standards and Disclosures* GRI 標準與披露*	Page 頁碼
<b>B4: Labour Standards</b> B4: 勞工準則	General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. 有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 408: Child Labor and GRI 409: Forced or Compulsory Labor) GRI 103：管理方針：披露條款103-2(C-I) (與GRI 408：童工及GRI 409：強迫或強制勞動一併使用) GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI 419：社會經濟法規遵循：披露條款419-1	76
	KPI B4.1 關鍵績效指標B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 408: Child Labor and GRI 409: Forced or Compulsory Labor) GRI 103：管理方針：披露條款103-2 (與GRI 408：童工及GRI 409：強迫或強制勞動一併使用) GRI 408: Child Labor: Disclosure 408-1(c) GRI 408：童工：披露條款408-1(C) GRI 409: Forced or Compulsory Labor: Disclosure 409-1(b) GRI 409：強迫或強制勞動：披露條款409-1(B)	76
	KPI B4.2 關鍵績效指標B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 408: Child Labor and GRI 409: Forced or Compulsory Labor) GRI 103：管理方針：披露條款103-2 (與GRI 408：童工及GRI 409：強迫或強制勞動一併使用) GRI 408: Child Labor: Disclosure 408-1(c) GRI 408：童工：披露條款408-1(C) GRI 409: Forced or Compulsory Labor: Disclosure 409-1(b) GRI 409：強迫或強制勞動：披露條款409-1(B)	76
<b>Operating Practices 營運慣例</b>				
<b>B5: Supply Chain Management</b> B5: 供應鏈管理	General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 308: Supplier Environmental Assessment and GRI 414: Supplier Social Assessment) GRI 103：管理方針：披露條款103-2 (C-I) (與GRI 308：供應商環境評估及GRI 414：供應商社會評估一併使用)	77
	KPI B5.1 關鍵績效指標B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	GRI 102: General Disclosures: Disclosure 102-9 GRI 102：一般披露：披露條款102-9	107
	KPI B5.2 關鍵績效指標B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目、以及相關執行及監察方法。	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 308: Supplier Environmental Assessment and GRI 414: Supplier Social Assessment) GRI 103：管理方針：披露條款103-2 (與GRI 308：供應商環境評估及GRI 414：供應商社會評估一併使用) GRI 308: Supplier Environmental Assessment: Disclosures 308-1 and 308-2 GRI 308：供應商環境評估：披露條款308-1及308-2 GRI 414: Supplier Social Assessment: Disclosures 414-1 and 414-2 GRI 414：供應商社會評估：披露條款414-1及414-2	77



Aspects 層面	ESG Indicators 關鍵績效指標	Description 說明	GRI Standards and Disclosures* GRI 標準與披露*	Page 頁碼
<b>B6: Product Responsibility</b> B6: 產品責任	General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 416: Customer Health and Safety, GRI 417: Marketing and Labeling, and GRI 418: Customer Privacy) GRI 103：管理方針：披露條款103-2(C-I)（與GRI 416：客戶健康與安全、GRI 417：行銷和標籤以及GRI 418：客戶私隱一併使用） GRI 416: Customer Health and Safety: Disclosure 416-2 GRI 416：客戶健康與安全：披露條款416-2 GRI 417: Marketing and Labeling: Disclosures 417-2 and 417-3 GRI 417：行銷和標籤：披露條款417-2及417-3 GRI 418: Customer Privacy: Disclosure 418-1 GRI 418：客戶私隱：披露條款418-1 GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI 419：社會經濟法規遵循：披露條款419-1	90
	KPI B6.1 關鍵績效指標B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	Not covered by the GRI Standards GRI標準未涵蓋	N/A
	KPI B6.2 關鍵績效指標B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及對應方法。	GRI 102: General Disclosures: Disclosures 102-43 and 102-44 GRI 102：一般披露：披露條款102-43及102-44 GRI 103: Management Approach: Disclosure 103-2 (c-vi) GRI 103：管理方針：披露條款103-2(C-VI) GRI 418: Customer Privacy: Disclosure 418-1 GRI 418：客戶私隱：披露條款418-1	N/A
	KPI B6.3 關鍵績效指標B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	Not covered by the GRI Standards GRI標準未涵蓋	96
	KPI B6.4 關鍵績效指標B6.4	Description of quality assurance process and recall procedures. 描述質量鑒定過程及產品回收程式。	Not covered by the GRI Standards GRI標準未涵蓋	91
	KPI B6.5 關鍵績效指標B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored. 描述消費者資料保障及隱私政策，以及相關執行及監察方法。	GRI 103: Management Approach: Disclosures 103-2 and 103-3 (a-i) (used together with GRI 418: Customer Privacy) GRI 103：管理方針：披露條款103-2及103-3 (A-I)（與GRI 418：客戶私隱一併使用）	98



Aspects 層面	ESG Indicators 關鍵績效指標	Description 說明	GRI Standards and Disclosures* GRI 標準與披露*	Page 頁碼
<b>B7: Anti-corruption</b> B7: 反貪污	General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering. 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 205: Anti-corruption) GRI 103: 管理方針：披露條款103-2(C-I) (與GRI 205: 反貪污一併使用) GRI 205 Anti-corruption: Disclosure 205-3 GRI 205: 反貪污：披露條款205-3 GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI 419: 社會經濟法規遵循：披露條款419-1	98
	KPI B7.1 關鍵績效指標B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於匯報期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	GRI 205: Anti-corruption: Disclosure 205-3 GRI 205: 反貪污：披露條款205-3	N/A
	KPI B7.2 關鍵績效指標B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 描述防範措施及舉報程式，以及相關執行及監察方法。	GRI 102: General Disclosures: Disclosure 102-17 GRI 102: 一般披露：披露條款102-17 GRI 103: Management Approach: Disclosures 103-2 and 103-3 (a-i) (used together with GRI 205: Anti-corruption); GRI 205: Anti-corruption: Clause 1.2 GRI 103: 管理方針：披露條款103-2及103-3(A-I) (與GRI 205: 反貪污一併使用)；GRI 205: 反貪污：條款1.2	99
<b>Community 社區</b>				
<b>B8: Community Investment</b> B8: 社區活動投資	General Disclosure 一般披露	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests. 有關以社區參與來瞭解營運所在社區需要和確保其業務活動會考慮社區利益的政策。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 413: Local Communities) GRI 103: 管理方針：披露條款103-2 (C-I) (與GRI 413: 當地社區一併使用)	100
	KPI B8.1 關鍵績效指標B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 專注貢獻範疇（如教育、環境事宜、勞工需求、健康、文化、體育）。	GRI 203: Indirect Economic Impacts: Disclosure 203-1(a) GRI 203: 間接經濟影響：披露條款203-1(A)	100
	KPI B8.2 關鍵績效指標B8.2	Resources contributed (e.g. money or time) to the focus area. 在專注範疇所動用資源（如金錢或時間）。	GRI 201: Economic Performance: Disclosure 201-1(a-ii) GRI 201: 經濟表現：披露條款201-1(A-II)	101

\* The linkage between the GRI standards and disclosures that relate to each aspect in HKEX ESG Reporting Guide refers to the summary table from the 'Linking the GRI Standards and HKEX ESG Reporting Guide'.

\* 此GRI標準與披露和香港聯合交易所有限公司發佈的環境、社會及管治報告指引的關聯乃依照 'Linking the GRI Standards and HKEX ESG Reporting Guide' 的匯總表。

Huabao International Holdings Limited  
華寶國際控股有限公司