



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)

Stock Code 股份代號: 00336



Environmental, Social and Governance Report 2016-2017

環境、社會及管治報告

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I. PREAMBLE

Huabao International Holdings Limited (hereinafter be abbreviated as “Huabao International” or the “Company”) and its subsidiaries (collectively, the “Group”) actively perform the enterprises’ environmental and social responsibilities. The Board of Directors (the “Board”) is ultimately responsible for leading the environmental, social and governance (“ESG”) work by establishing dedicated management teams to manage ESG issues within each business division. Designated staff is assigned to enforce and supervise the implementation of the relevant ESG policies of the Group.

The Group is committed to making continuous improvements in environmental protection as part of its social responsibility in order to meet the ever changing needs of an advancing society. The Group is pleased to present its first annual Environmental, Social and Governance Report (the “Report”) to demonstrate its efforts in sustainable development for the financial year ended 31 March 2017.

II. REPORTING PERIOD AND SCOPE OF THE REPORT

The Report is prepared by the Company in accordance with the requirements of Environmental, Social and Governance Reporting Guide under Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “Stock Exchange”). The Report covers the Group’s major business segments, including the flavours and fragrances, tobacco raw materials, aroma raw materials and innovative tobacco products. The businesses are mainly located in the People’s Republic of China (the “PRC”). For corporate governance practices, please refer to pages 49 to 69 of the Corporate Governance Report of the Company’s 2016-2017 Annual Report. Unless otherwise stated, the Report mainly discloses the Group’s performance and management policies in respect to corporate social responsibilities during the period from 1 April 2016 to 31 March 2017 (“FY2016-2017”). It is primarily designed to enable shareholders, investors and the public to have a better understanding on sustainability strategy of the Group.

I. 前言

華寶國際控股有限公司（以下簡稱「華寶國際」或「本公司」）連同其附屬公司（統稱「本集團」）積極履行企業的環境及社會責任。董事會（「董事會」）透過成立專門管理團隊最終負責領導環境、社會及管治（「環境、社會及管治」）工作，管理各業務板塊的環境、社會及管治問題，並委派指定人員執行及監督本集團相關環境、社會及管治政策的實施。

本集團承諾將持續改善對環境的保護作為其承擔社會責任的一部份，以滿足社會進步的不斷變化的需求。本集團謹此呈列其首份年度環境、社會及管治報告（「本報告」），以展現其於截至二零一七年三月三十一日止財政年度在可持續發展方面作出的努力。

II. 報告期及報告範圍

本報告乃由本公司根據香港聯合交易所有限公司（「聯交所」）證券上市規則附錄27所載的《環境、社會及管治報告指引》之要求編製。本報告覆蓋本集團的主要板塊，包括香精、煙用原料、香原料及新型煙草製品。該等業務主要位於中華人民共和國（「中國」）。關於企業管治常規，請參閱本公司2016-2017年度報告第49頁至69頁的企業管治報告。除另有說明外，本報告主要披露自二零一六年四月一日起至二零一七年三月三十一日止期間（「二零一六年至二零一七年財政年度」），本集團有關企業社會責任的表現及管理政策，主要旨在使股東、投資者及公眾能夠了解本集團的可持續發展策略。

III. ACCESSIBILITY OF THE REPORT

The Report will be disseminated via electronic means. It will be available on the Company's website (www.huabao.com.hk) and the website of the Stock Exchange (www.hkexnews.hk).

The Company welcomes your comments on the Report and the Group's sustainability development. Please share your feedback and suggestions via email at ir@huabao.com.hk.

III. 索閱報告

本報告將以電子方式發佈，可於本公司網站(www.huabao.com.hk)及聯交所網站(www.hkexnews.hk)查閱。

本公司歡迎閣下就本報告及本集團的可持續發展提供意見。閣下如有任何反饋及建議，敬請發送電郵至ir@huabao.com.hk。

IV. STAKEHOLDER ENGAGEMENT

During the preparation of this Report, the Group has communicated with some of the stakeholders and conducted a materiality assessment in order to identify and understand the main concerns and priorities of the stakeholders. The management wishes to understand their expectations and requirements through various communication channels. The selected stakeholders have been invited to express their views and concerns on major social and environmental issues via questionnaires. The Group believes that the stakeholders' participation has a certain degree of influence on the formulation of its sustainable development policy and the fulfilment of social responsibility, and also is the basis for the Group's strategy formulation and implementation decision-making. After assessing the feedbacks from both internal and external stakeholders, the Group has reviewed the sustainable strategies, practices and measures undertaken in FY2016-2017.

IV. 持份者的參與

在編製本報告過程中，為確定及瞭解持份者的主要關注問題及優先事項，本集團已與部分持份者進行溝通，並進行重要性評估調查。管理層希望通過與他們多渠道的溝通，了解其對本集團的期望和要求。所選定的持份者已獲邀表達其對主要社會及環境問題的意見及關注事項。持份者以問卷形式參與此調查。本集團相信持份者的參與，對於制定可持續發展方針策略以及履行社會責任具有一定程度的影響力，是本集團戰略制定及實施決策的基礎。評估內部及外部持份者的反饋後，本集團已檢討於二零一六年至二零一七年財政年度的可持續發展策略、實踐及措施。

V. ENVIRONMENTAL RESPONSIBILITY

The Group is committed to the sustainability of the environment and community. The Group stringently controls its emissions and consumption of resources, and complies with the applicable environmental laws and regulations in the PRC and Hong Kong in its daily operation. Those laws, ordinances and regulations include but are not limited to the Environmental Protection Law of the PRC (《中華人民共和國環境保護法》), the Prevention and Control of Atmospheric Pollution Law of the PRC (《中華人民共和國大氣污染防治法》), the Water Pollution Prevention and Control Law of the PRC (《中華人民共和國水污染防治法》) and the Product Eco-responsibility Ordinance (Chapter 603 of The Laws of Hong Kong). All subsidiaries of the Company implement effective energy conservation measures to reduce the use of papers and water, and electricity consumption.

V. 環境責任

本集團致力於其所處環境和社區的可持續性發展。本集團嚴格控制排放物及資源消耗，並於其日常營運過程中，嚴格遵守中國和香港適用的環境法律及規例，包括但不限於《中華人民共和國環境保護法》，《中華人民共和國大氣污染防治法》，《中華人民共和國水污染防治法》，《產品環保責任條例》（香港法例第603章）等等。本公司的所有附屬公司執行節能減排計劃，減少紙張、水和電能的消耗。

This section mainly discloses the information on waste and carbon emissions, use of resources, the environment and natural resources and relevant internal practices for energy conservation and emission reduction of the Group during FY2016-2017.

A1 Emissions

Emissions from the production line of the Group mainly include wastewater, solid waste, exhaust gas from the boiler and greenhouse gases (“GHGs”) emission. The Group has made great efforts in controlling and managing the emissions generated from the production lines to ensure the emission level meets the relevant emission standards.

Wastewater

The wastewater emission of the Group mainly includes the industrial wastewater and domestic sewage. Most of the subsidiaries of the Group have installed their own sewage treatment facilities in the production plants, and adopted certain technology of industrial wastewater treatment. Aeration tank and sedimentation tank were built for the wastewater treatment in production line, and meticulous monitoring has been taken on the treated wastewater to ensure the discharge meets the national emission standard. The Group also recycles the cooling water during the production process in order to make the best use of water resources. The Group uses part of the cooling water that meet the standard for afforestation, so as to improve water efficiency and reduce the amount of wastewater generated.

In order to improve the wastewater treatment capacity, a subsidiary of the Group, Guangdong Golden Leaf Technology Development Co., Ltd. (“Guangdong JinYe”), conducted technological improvement on the Wastewater Treatment Station attached to the Reconstituted Tobacco Leaves (“RTL”) Production Line in recent years. The upgraded wastewater treatment system adopted advanced biological treatment system and realized the overall wastewater treatment automation. This project won high praise from the relevant local environmental protection department. It enhances the Company’s efficiency in environmental protection, and also provides the basic protection for the Company’s continuous development.

本節主要披露本集團在二零一六年至二零一七年財政年度有關廢物和碳排放、資源利用、環境及自然資源的使用情況及相應的內部節能減排措施。

A1 排放物

本集團生產線排放物主要包括廢水、固體廢物、鍋爐產生的廢氣及溫室氣體（「溫室氣體」）。本集團已努力控制及管理生產線產生的排放物，確保排放水平符合相關排放標準。

廢水

本集團的廢水主要包括工業廢水和生活污水。本集團的大部分附屬公司均已在生產車間中安裝自用的污水處理設施，並採用一定的工業廢水處理技術，利用曝氣池、沉澱池處理生產線廢水，對處理後污水進行嚴密監控，確保符合國家排放標準。本集團亦於生產過程中循環利用冷卻水以充份利用水資源，如將部份符合標準的冷卻水用於植樹造林，藉此提高節水效率，減少產生的污水量。

為提高污水處理能力，減少工業廢水的排放，本集團下屬公司廣東省金葉科技開發有限公司（「廣東金葉」）近年積極對再造煙葉（「再造煙葉」）生產線配套污水處理站進行技術升級改造。升級後的污水處理系統採用先進的生化處理技術，實現了整體污水處理自動化。該項目獲得了當地有關環境保護部門的一致好評，在提升企業環保效益的同時，為公司的持續發展提供了基礎保障。

Sewage generated by the staff daily activities basically meets the relevant wastewater discharge standard and was discharged to the wastewater treatment plant for further treatment.

Solid Wastes

The main general waste from the production line is the cinder generated from the boiler combustion. The Group has stipulated internal policies such as Control Procedures on Hazard Identification, Risk Assessment and Control Measures Determination. It has taken meticulous management on the hazardous wastes accordingly, including the residual sludge from the wastewater treatment process, the waste mineral oil generated from the replacement coolant and lubricating oil from the machinery and power equipment during the production process.

The Group follows the 3R rules – Reduce, Reuse and Recycle, and run its business in an energy saving and wastes reducing manner. By recycling and reusing the packaging materials, paper, bottles as much as practicable, it ensures the best use of resources, minimises the impact from solid wastes on the environment and reduces the amount of waste generated.

Exhaust Gases

Exhaust gases were mainly generated from the boiler combustion process and other transportation process in the production plants. The Group uses natural gas, coal and diesel as the fuel for production activities. The exhaust gases generated from the combustion process mainly include sulfur dioxide ("SO₂"), nitrogen oxides ("NO_x"), smoke and dust. To further minimise the amount of exhaust gas, the Group adopts the bag filter facilities and double alkaline desulfurization facilities to reduce the amount of dust and SO₂ emission from the boiler combustion respectively.

員工日常活動產生的生活污水基本符合相關污水排放標準，並已排放至污水處理廠進行進一步處理。

固體廢物

鍋爐燃燒產生的煤渣為生產線的主要一般廢物。本集團已制定內部政策，例如危險源辨識、風險評價和控制措施確定控制程序。本集團對有害廢物採取相應的嚴格管理手段，包括廢水處理過程的剩餘淤泥及生產過程中由機器及電力設備的替代冷卻液及潤滑液產生的廢棄礦物油。

本集團遵守「減污、再利用、再循環」的原則，並以節能減污的方式經營業務。通過盡可能循環再利用包裝材料、紙張及瓶子，以確保充分利用資源，使固體廢物對環境的影響降至最低，及減少所產生的廢物量。

廢氣

廢氣主要產生於生產車間鍋爐燃燒過程及其他運輸過程。本集團使用天然氣、煤炭及柴油作為生產活動的燃料。燃燒過程產生的廢氣主要包括二氧化硫（「二氧化硫」）、氮氧化物（「氮氧化物」）及粉塵。為進一步減少廢氣量，本集團已採用布袋除塵及雙鹼法脫硫設施以分別減少鍋爐燃燒產生的粉塵及二氧化硫排放。

The Group pays great attention on choosing high quality coal and maintaining the standard operation of each equipment to improve the efficiency of boiler and therefore to reduce the overall coal consumption. In order to reduce the amount of NO_x produced, the Group also adopts the low temperature combustion technology to guarantee the complete combustion of coal. The Group's production plant in Yingtan Huabao Flavours & Fragrances Co., Ltd. uses natural gas instead of coal as the fuel for its production lines to reduce the air pollutants generated from the production process.

In order to reduce the impacts on the environment by controlling exhaust gas emission, Guangdong Jinye, according to the current environmental protection standards, enhanced measures on the plant boiler exhaust gas emission and related pollution control. It also conducted renovation on the boiler exhaust gas treatment facilities. After renovation, both the pollutant concentration and total emission amount of the exhaust gas significantly decreased.

Greenhouse Gases

The GHGs emission of the Group was mainly generated from the direct burning of coal, natural gas and diesel by the boiler combustion in the production plants, and indirectly from the purchased electricity consumed by the Group's daily operation activities. With more emphasis on saving energy to curb global climate change by the Group's management and effective implementation of the corresponding policies, technologies and measures, the Group hopes to reach a positive reduction of the GHGs emission on the same operating scale progressively.

During the year under review, the Group did not violate any of the relevant laws and regulations that have a significant impact on the Group in relation to emissions.

本集團高度重視選用優質煤，各設備均維持標準操作以提高鍋爐效率，從而減少總體煤炭消耗。本集團亦採用低溫燃燒技術以保證煤炭完全燃燒，進而減少氮氧化物的產生。本集團位於鷹潭華寶香精有限公司的生產車間使用天然氣作為其生產線燃料，以減少生產過程中產生的空氣污染物。

為控制廢氣排放，減少對環境的影響，廣東金葉根據現行環保標準，加強了廠區鍋爐尾氣的廢氣排放及配套污染防治措施，同時對鍋爐廢氣治理設施進行改造。改造後，廢氣污染物排放濃度及排放量有了明顯下降。

溫室氣體

本集團的溫室氣體排放主要由生產線鍋爐直接燃燒煤炭、天然氣及柴油所產生，以及本集團日常經營活動消耗的商業用電而間接產生的溫室氣體。隨著本集團管理層不斷強調節能以遏制全球氣候變化，及有效實施相應政策、技術及措施，本集團希望在相同經營規模下逐步減少溫室氣體排放。

於回顧年度內，本集團在排放物方面，並無違反對本集團構成重大影響的任何相關法律及規例。

A2 Use of Resources

The Group strives to save energy and resources through persistent implementation of internal policies and use of advanced technologies in order to ensure resources are fully utilised at each operation procedure. To ensure that green practices are followed in daily operations, the Group encourages and educates its staff on saving paper, energy and office stationery.

Electricity Consumption

In terms of the operation of production plant, the Group has taken measures to save energy, such as replace the high energy consumption equipment with advanced low energy consumption one, use light-emitting diode (LED) lightening facilities to reduce electricity consumption, keep maintenance of equipment for efficient running, turn off the electricity consumption equipment during night time and holidays, and use energy saving pump in the production plants.

In terms of the office operation, the Group has also taken some measures to save energy, for example, turn off unused lightings or electrical equipment; unplug equipment like computers, printers, photocopiers and drinking water dispensers before long holidays; set "Screen Saver" for all computers and switch to "Sleep Mode" automatically after 30 minutes; and lower monitor brightness for computers and fully use of daylight instead of lamps.

Water Consumption

The consumption of water by the Group mainly include industrial water and consumption water. In terms of the operation of production plant, the Group has taken some measures on water conservation operations, for example, recycle the cooling water during production process; reuse the treated wastewater that meet the standard; and keep maintenance of water pipeline to avoid any leakage. In terms of the Group's office operations, the Group encourages the staff to conserve water resource, paper towels and boxed tissues, carry out regular leakage tests on water tap, washers and other defects in the water supply system.

A2 資源使用

本集團努力通過落實內部政策及使用先進技術以節約能源及資源，確保於每個生產環節充分利用資源。為保證在日常營運中遵循環保慣例，本集團鼓勵並教育其員工節約用紙、節約能源及辦公用品。

耗電

關於生產廠房的營運，本集團已採取節能措施，例如以先進的低耗能設備取代高耗能設備、使用發光二極體 (LED) 照明設施以減少耗電、做好設備維護，使其能夠高效運作、於夜間及假日期間關閉耗電設備及在生產廠房使用節能泵等。

關於辦公室的營運，本集團亦已採取若干節能措施，例如關閉未使用照明設備或電力設備、長假前拔掉電腦、打印機、複印機及飲水機等設備的插頭、為所有電腦設置「屏保」，並於三十分鐘後自動跳轉至「休眠模式」、調低電腦屏幕亮度及充分利用日光代替電燈。

耗水

本集團的用水量主要包括工業用水和生活用水。關於生產廠房的營運，本集團已採取若干措施節水，例如在生產過程中循環再用冷卻水、重覆使用符合標準的經處理廢水，及做好水管維護，避免任何洩漏。關於辦公室的營運，本集團鼓勵員工節約用水、節約使用抹手紙及盒裝紙巾、定期檢測水龍頭、墊圈是否存在漏水現象及供水系統的其他問題。

Energy for Combustion

The Group's own motor vehicles consumed gasoline and diesel for transportation purpose. The Group encourages energy saving through simple measures, such as making the best use of room to avoid unnecessary transport, and replacing highly polluting vehicles with environmental-friendly vehicles. Apart from saving the amount of the energy consumed by the Group's own motor vehicles, the Group also highly encourages its staff to take public transportation or environmental-friendly buses instead of driving to work. The Group is dedicated to make contribution on reducing the GHGs emissions in transportation.

Paper and Packaging Materials

To minimise the use of paper and stationaries, the Group encourages employees to use e-mails or notice board for internal communication, use double-sided printing/copying whenever possible, place "Green boxes" next to the printer to collect one-side used paper for one-off printing, or collect both-side used paper for recycling and reuse envelopes when practicable.

The Group recycles and reuses packaging materials, and chooses environmentally friendly packaging materials. Main packaging, materials consumed by the Group include plastic drums, cartons and other packaging barrels.

The Group has made good record of the resource consumption annually, and endeavoured to fulfil the policies on saving energy and resource, so as to reach the expectation of an appropriate reduction on the resource consumption progressively.

A3 The Environment and Natural Resources

The Group continuously pays attention to the greening work within the operating boundaries and makes contributions on protecting natural environment for offsetting carbon emission. Besides, the Group actively promotes the national green environmental policies and regulations. One of the plants of the Group in Yunnan Province in the PRC has been awarded as the "Landscape Garden Unit of Yunnan." In the reporting period, one subsidiary of the Company Yanchen Chunzhu Aroma Co., Ltd was awarded "Green Low Carbon Enterprise" by Jiangsu Province.

能源消耗

本集團自有的運輸車輛消耗汽油及柴油。本集團通過簡單措施實行節能，例如充分利用空間以避免不必要的運輸，及以環保車輛取代高污染車輛。除節約本集團自有車輛消耗的能源外，本集團亦十分鼓勵其員工乘坐公共交通工具及環保巴士以取代駕車上班，本集團致力為減少交通運輸中排放的溫室氣體作出貢獻。

紙張和包裝材料

為減少紙張及文具的使用，本集團鼓勵僱員使用電子郵件或佈告板進行內部溝通，並盡可能進行雙面打印複印、在打印機旁邊放置「環保箱」以收集單面使用的紙張進行一次性打印，或收集雙面使用的紙張進行回收利用及在可行情況下再利用信封。

本集團循環使用及再利用包裝材料並選擇環保的包裝材料。本集團消耗的主要包裝材料包括塑料桶、紙板箱及其他包裝桶。

本集團每年均會做好資源消耗記錄，並努力執行節省能源及資源的政策，以達到逐漸適度減少資源消耗的預期。

A3 環境及天然資源

本集團持續注重經營範圍內的綠化工作，致力於為保護自然環境減少碳排放作出貢獻。此外，本集團積極推廣全國綠化環境政策及規例。本集團位於中國雲南省的一間廠房曾被評為「雲南省園林單位」。報告期內，本公司之附屬公司鹽城春竹被江蘇省授予「綠色低碳環保企業」榮譽稱號。

VI. SOCIAL RESPONSIBILITY

B1 Employment

The Group treats talents as the most valuable asset of the Group, which is the key for driving the success and maintaining the sustainability of the Group. The Group strives to provide a safe and suitable platform for the employees to develop their career, professionalism and advancement.

The human resources policies of the Group strictly adhere to the applicable employment laws and regulations in the PRC, Hong Kong and other operating regions, including the Employment Ordinance (Chapter 57 of The Laws of Hong Kong), Mandatory Provident Fund Schemes Ordinance (Chapter 485 of The Laws of Hong Kong), Minimum Wage Ordinance (Chapter 608 of The Laws of Hong Kong), Labour Law of the PRC (《中華人民共和國勞動法》), Labour Contract Law of the PRC (《中華人民共和國勞動合同法》), and the social security schemes that are enforced by the State Regulations of the PRC to provide employee benefits. The Group has complied with the laws and regulations in respect of employees' social security benefits that are enforced by the local government. The human resources department of the Group reviews and updates relevant company policies and staff handbooks regularly in accordance with the latest laws and regulations.

To attract high-calibre workforce, the Group offers competitive and fair remuneration and benefits based on individuals' performance, professional qualifications and working experiences. The Group also references market benchmarks in determining its remuneration and benefits policies. Human resources department conducts recruitment evaluation every year to improve the recruitment process by considering recruitment cost, successful rate and department satisfaction.

In order to motivate and reward existing management and employees, the Group conducts reviews on its compensation packages from time to time to ensure that employees are recognised and promoted by the Group with regard to their working efforts and contributions.

VI. 社會責任

B1 僱傭

本集團將人才視為最寶貴的財產，這是推動本集團取得成功和維持可持續發展的關鍵。本集團致力於為其僱員提供安全適當的平台，供其發展職業、專長及實現晉升。

本集團的人力資源政策嚴格遵循適用的中國、香港及其他經營地區的僱傭法律及規例，其中包括《僱傭條例》（香港法例第57章）、《強制性公積金計劃條例》（香港法例第485章）、《最低工資條例》（香港法例第608章）、《中華人民共和國勞動法》、《中華人民共和國勞動合同法》及按中國國家規定強制執行的社會保險計劃，為僱員提供福利。本集團已遵守由當地政府強制推行的有關僱員社會保障福利的法律及規例。本集團的人力資源部門根據最新法律及規例定期檢討及更新相關公司政策及員工手冊。

為吸引高端人才，本集團基於個人表現、專業資質及工作經驗提供具競爭力及公平的薪酬及福利。本集團亦參考市場基準釐定其薪酬及福利政策。人力資源部門每年進行招聘評估，通過考慮招聘成本、成功率及部門滿意度等因素改進招聘程序。

為激勵及獎勵現有管理層及僱員，本集團會不時檢討其薪酬待遇以確保僱員就其工作努力程度及所作出的貢獻獲得本集團認可及晉升。

The Group determines working hours and rest periods for employees based on local employment laws. In addition to statutory holidays stipulated by the region such as the paid annual leave and sick leave, employees are also entitled to additional leave entitlements such as marriage leave and compassionate leave. To cater the needs of employees working at manufacturing facilities in the PRC, additional employee benefits are provided, including free annual body check, provision of meals and shuttle bus services. In FY2016-2017, the Group hosted a series of activities for its employees such as sport competition and staff sales. These events helped the employees to relieve stress, and served to strengthen the Group's corporate culture (i.e. the spirit of solidarity and cohesion among its employees).

During the year under review, the Group was not in violation of any of the relevant laws and regulations that have a significant impact on the Group, in relation to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.

Staff Relations

In terms of internal coaching and communication, effective two-way communication between the general staff and managerial staff is highly encouraged within the Group. Employees maintain timely, smooth communication with each other and the management within the Group through the bulletin board posting, emails, training, website and meetings. The interactive communication is beneficial to the Group's decision-making process and results a barrier-free employer-employee relationship.

Equal Opportunity Employer

As an equal opportunity employer, the Group is committed to creating fair, respectful and diverse working environment by promoting anti-discrimination and equal opportunity in all its human resources and employment decisions irrespective of the employees' gender, race, age, disability, religion, nationality or any other non-job related factors in all business units of the Group. Equal opportunity policy allows zero tolerance in relation to any workplace discrimination, harassment or victimization in accordance with relevant government legislation, ordinances and regulations such as Disability Discrimination Ordinance (Chapter 487 of The Laws of Hong Kong) and Sex Discrimination Ordinance (Chapter 480 of The Laws of Hong Kong).

本集團根據地方僱傭法例釐定僱員的工時及休息時間。除各地區規定的法定假期（例如帶薪年假及病假）外，僱員亦有權享有額外休假（例如婚假及喪假）。因應在中國生產場所工作的僱員需要，本集團亦提供其他僱員福利，包括免費年度體檢、工作餐、班車服務等。於二零一六年至二零一七年財政年度，本集團為僱員組辦一系列活動，包括運動競技、員工義賣等。該等活動有助於僱員釋放壓力並彰顯本集團的企業文化（即僱員之間團結一致的精神）。

於回顧年度內，本集團在有關薪酬及解僱、招聘及晉升、工時、休息時間、平等機會、多樣性、反歧視及其他福利等方面，並無違反對本集團構成重大影響的任何相關法律及規例。

員工關係

關於內部輔導及溝通，本集團十分鼓勵一般僱員與管理人員之間進行高效的相互溝通。僱員通過在公告欄張貼信息、郵件、培訓、網站及會議令彼此間及與本集團內的管理層之間保持及時暢順的溝通。互動溝通對本集團制定決策程序有利並使僱主與僱員之間的關係無障礙。

提供平等機會的僱主

作為一家提供平等機會的僱主，本集團致力於創造一個公平、尊重及多元化的工作環境，在本集團所有業務部門就所有人力資源及僱傭決策提供反歧視及平等機會，不論僱員性別、種族、年齡、殘疾、宗教、國籍或任何其他非工作相關因素。平等機會政策根據相關政府立法、條例及規例（例如《殘疾歧視條例》（香港法例第487章）及《性別歧視條例》（香港法例第480章）），對任何工作場所的歧視、騷擾或侵害零容忍。

B2 Health and Safety

To provide and maintain good working conditions and a safe and healthy working environment for its employees, the Group has established its work safety and health policies that are in line with various laws and regulations stipulated by Hong Kong, the PRC and other operating regions, including Prevention and Control of Occupation Disease Law of the PRC (《中華人民共和國職業病防治法》), Production Safety Law of the PRC (《中華人民共和國安全生產法》) and Occupational Safety and Health Ordinance (Chapter 509 of The Laws of Hong Kong).

The Group has established a comprehensive mechanism in committing to workplace safety by incorporating a range of occupational health and safety measures for all of the employees in the workplaces. The Group has organised different internal health and safety trainings to remind employees to minimise the risk of accidents and enhanced its employees' health and work safety awareness. At the same time, the Group has set up safety bulletins and warning signs and held regular safety work meetings especially in production sites. The Group also organised a series of activities promoting healthy life for staff on an irregular basis, such as exercising at work. During the reporting period, no casualty was recorded.

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

B2 健康與安全

為了向僱員提供及維持良好的工作條件及安全健康的工作環境，本集團已制定符合香港、中國及其他經營地區制定的各種法律及規例的安全及健康政策，包括《中華人民共和國職業病防治法》、《中華人民共和國安全生產法》及《職業安全及健康條例》（香港法例第509章）。

本集團已設立完整的機制確保工作場所安全，並在工作場所為全體僱員採納一系列職業健康及安全措施。本集團組辦不同的內部健康及安全培訓，提醒僱員盡量降低事故風險及提升僱員的健康及安全意識。同時，本集團已設立安全公告及警告提示，並特別針對生產場所定期舉行安全工作會議。本集團亦不定期組織一系列活動鼓勵員工健康生活（例如在工作時間多做活動）。於報告期內，沒有錄得傷亡事件。

於回顧年度內，本集團在提供安全工作環境及保障員工避免職業性危害等方面，並無違反對本集團構成重大影響的任何相關法律及規例。

B3 Development and Training

The Group offers different training and development opportunities to its staff in order to strengthen their work-related skills and knowledge, and to improve their operational efficiency. For new hired staff, the Group provides basic trainings related to the corporate culture, the enterprise's values, operating systems and business practices. For existing employees, related trainings focus on specific knowledge and technologies of different levels in various departments to improve the overall working quality. For middle and senior management (technical) employees, their trainings mainly include industry knowledge, professional knowledge and skills, management skills, financial management, interpersonal coordination and leadership to enhancing their competitiveness, and improving staff quality through continuous learning. During the reporting period, the Group held trainings such as strategic workshops, human resources management and procurement skills. The Group also encourages employees to attend external seminars and professional examinations or expand their capacity through continuous training.

Human resources department conducts the above trainings based on the assessments and needs on training programs collected from department heads every year. The Group conducts the assessments through tests, classroom discussion, sharing or classwork in order to assess the effectiveness on training programme to its employees.

B3 發展及培訓

本集團為員工提供不同的培訓及發展機會，鞏固彼等的工作相關技能及知識，並提高營運效率。對於新入職員工，本集團提供有關企業文化、企業價值、經營體系及業務實踐等基本培訓。對於在職員工，有關培訓專注於不同部門不同程度的專門知識及技術，以提高整體工作質素。對於企業中高管理（技術）僱員，培訓主要包括行業知識、專業知識及技能、管理技能、財務管理、人事協調及領導能力等，令彼等在持續學習的過程中提升競爭力及提高員工素質。於報告期內，本集團舉行的培訓包括戰略工作坊、人力資源管理及採購技能等。本集團亦鼓勵僱員參加外部學術會議及專業考試或通過持續培訓提高彼等的的能力。

人力資源部門根據每年自各部門主管收集的培訓課程評估及需求舉行上述培訓。本集團通過測試、課堂討論、交流或課堂作業等方式進行評估，評估向其僱員提供的培訓課程的有效性。

B4 Labour Standards

The Group strictly abides by the Labour Law of the PRC (《中華人民共和國勞動法》), Labour Contract Law of the PRC (《中華人民共和國勞動合同法》), Provisions on the Prohibition of Using Child Labour of the PRC (《中華人民共和國禁止使用童工規定》), Employment Ordinance (Chapter 57 of The Laws of Hong Kong) and other related labour laws and regulations in Hong Kong, the PRC and other operating regions to prohibits any child and forced labour employment.

To combat against illegal employment on child labour, underage workers and forced labour, prior to confirmation of employment, the Group's human resources staff requires the job applicants to provide valid identity documents to ensure that applicants are lawfully employable. The human resources department is responsible to monitor and ensure compliance by the Group of the latest relevant laws and regulations that prohibits child labour and forced labour. If there are any false presentation or fraud, the Company or its subsidiaries have the right to immediately dismiss relevant employee(s).

During the year under review, the Group was not in violation of any of the relevant laws and regulations that have a significant impact on the Group, in relation to prevention of child and forced labour.

B4 勞工準則

本集團嚴格遵守《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《中華人民共和國禁止使用童工規定》、《僱傭條例》(香港法例第57章)及其他香港、中國及其他經營地區相關勞動法律及規例，禁止僱用任何童工及強迫勞動。

為抵制非法僱用童工、未成年工人及強迫勞動，在確認僱傭前，本集團的人力資源員工要求求職人員提供有效身份證明文件，確保求職人員屬合法受僱。人力資源部門負責監管及確保本集團遵守禁止僱用童工及強迫勞動的最新及相關法律及規例。若經發現求職者虛報或偽造，本公司或其附屬公司有權立即辭退有關僱員。

於回顧年度內，本集團在有關防止僱用童工及強制勞工方面，並無違反會對本集團構成重大影響的任何相關法律及規例。

B5 Supply Chain Management

As a socially responsible enterprise, it is critical and vital for the Group to maintain and manage a sustainable and reliable supply chain. The supply chain management is in line with the sustainability strategy of the Group in establishing a mutual trust and understanding between the Group and business partners.

The Group conducts comprehensive evaluation on potential suppliers through Vendor Management Procedures. The primary consideration factors include but are not limited to the reputation, relevant quality and environmental management qualification and certification, prices, production and technical capacity, no illegal business track record for past 3 years, no economic disputes history with the Group, more than 1 year of business operation and no adverse impact on the business operation towards to the community. The Group also conducts on-site investigation and product testing for quality assurance assessment. If the potential supplier has passed the Group's assessment, it will be listed as an approved supplier of the Group. The purchasing department is responsible for monitoring the quality of suppliers and supply chain practices such as timely delivery and price level on a strict and continuous basis. It is also responsible for updating the records and directory of approved supplier regularly. To stabilise the supply chain, the Group generally maintains at least two to three qualified suppliers for each category of material.

The Group strives its best in engaging suppliers that could lessen the environmental impacts in its sourcing activities. If the products are substandard to the Group's requirements after formally introduced, the supplier takes remedial actions immediately to rectify the deficiencies. The Group closely monitors the implementation of the remedial measures to ensure that they are carried out properly and effectively.

The Group maintains a good and long-term relationship with the suppliers by successfully establishing mutual trust and understanding through visits and other forms, understanding the business development and sustainable supply chain.

B5 供應鏈管理

作為一家社會責任企業，維持及管理可持續及可靠供應鏈對本集團至關重要。供應鏈管理與本集團持續與業務夥伴建立互相信任和理解的關係相一致。

本集團通過供應商管理程序對潛在供應商進行全面評估。主要考量因素包括（但不限於）聲譽、相關質量及環保管理資質及證書、價格、產能及技術能力、過去三年無非法往績業務記錄、與本集團之間沒有產生經濟糾紛、業務營運超過一年及業務營運對社會並無不利影響。本集團亦會進行實地調查並就質量保證評估進行產品測試。倘潛在供應商通過本集團的評估，將列為本集團的獲准供應商。採購部門負責按照嚴格持續的基準監管供應商質量及供應鏈運作情況（例如及時交貨及價格水平），該部門亦負責定期更新獲准供應商的記錄及名錄。為穩定供應鏈，本集團通常就每種材料保留至少2至3家的合資格供應商。

本集團致力於委聘能夠在其採購活動中減輕環境影響的供應商。倘正式推出的產品未能達到本集團的要求，供應商即刻採取補救措施改正缺陷。本集團密切監管補救措施的實施情況，確保有關措施妥為有效執行。

本集團與供應商保持良好長期關係，通過進行拜訪及其他形式建立相互信任與理解、了解業務發展及保持供應鏈的可持續性。

B6 Product Responsibility

The Group precisely grasps the trend for customers' need on product quality from different channels. From product realisation to quality testing, every department works together for the pursuit of excellence to offer high-quality products to customers.

In relation to the Group's product on health and safety, advertising and labelling, the Group is strictly in compliance with the relevant rules and regulations in the PRC and operating regions such as Product Quality Law of the PRC (《中華人民共和國產品質量法》), Food Safety Law of the PRC (《中華人民共和國食品安全法》), Measures for the Administration of Food Production Licenses (《食品生產許可管理辦法》), Administrative Measures for Food Recalls (《食品召回管理辦法》), Production Safety Law of the PRC (《中華人民共和國安全生產法》) and Standardization Law of the PRC (《中華人民共和國標準化法》). Quality control department of the Group conducts periodic review to make sure product standards comply with relevant laws and regulations. In an industry-leading position in the PRC with a growing international presence, the Group has attached a great attention on product responsibility, quality and ecological environment.

In order to ensure its products are both healthy and safe to the public, the Group conducts testings on raw materials, packaging materials, semi-finished and finished products following internal inspection and test control procedures and related manuals by quality control department. Each batch of materials has to perform sample testings and records various indicators. When the test results are satisfied by quality control department, the Group issues the product traceable labels according to the internal Instruction on Product Track Label Printing and Distribution. Quality control department monitors the whole production process following internal quality control procedures to ensure that products of the Group pass its internal quality control assessment and meet the China food safety national standard and industry standard requirements.

If the product has to be recalled under the Administrative Measures for Food Recalls (《食品召回管理辦法》), the team of food safety will start the Product Recall Program to formulate Product Recall Control Procedures, confirm the product place and product batch, and inform the internal departments and customers to stop selling and using affected products respectively.

B6 產品責任

本集團秉承「品質為本，顧客至上」的產品質量核心價值，準確把握客戶對不同渠道產品質量的需求。從產品完成到質量測試，各部門共同合作力求精益求精，向客戶提供優質產品。

關於本集團產品健康及安全、廣告及貼標，本集團嚴格遵守中國政府及經營地區的相關規則及規例，包括《中華人民共和國產品質量法》、《中華人民共和國食品安全法》、《食品生產許可管理辦法》、《食品召回管理辦法》、《中華人民共和國安全生產法》及《中華人民共和國標準化法》。本集團質量控制部門進行定期評估，確保產品標準符合相關法律及規例的情況。作為一家中國領先的業內企業，隨著國際佈局不斷擴大，本集團高度重視產品責任、質量及生態環境。

為確保面向大眾的產品是健康及安全，本集團按照質量控制部門制定的內部檢驗和試驗控制程序及相關手冊對原材料、包裝材料、半成品及製成品進行測試。每批材料須進行抽樣測試並記錄各種指標。倘質量控制部門對測試結果滿意，本集團會根據內部產品追溯標識打印和發放作業指導書發出產品追溯標識。質量控制部門按照內部質量控制程序監管整個生產流程，確保本集團的產品通過其內部質量控制評估及符合中國國家食品安全標準以及行業標準規定。

倘出現產品根據《食品召回管理辦法》被召回的情況，食品安全團隊將啟動產品召回計劃制定產品召回控制程序，確定產品地點及批次並分別通知內部部門及客戶停止銷售及使用受影響產品。

The Group attaches paramount importance to its customers' opinions. If the Group receives complaints from the customers due to packaging, labels, weights or quality of the products, its customer services department will strive to provide a promptly response, understand the customer needs and arrange products replacement or return depending on circumstances. Technical centre and quality control department will collaborate to handle, inspect and supervise the unqualified products and record the corrective measures and results according to Corrective and Preventive Action Procedures and Unqualified Control Procedures. All these measures enhance the level of its product offerings and service quality, and consequently enable the Group to stay competitive in the market.

The Group has issued internal guidelines such as Label Management Policy to ensure its sales materials and product labels provided to customers comply with Administrative Provisions on Food Labelling (《食品標識管理規定》) and other relevant local laws and regulations. For advertisement policy, any misrepresentation or exaggeration advertisements are strictly prohibited. The Group has legal department to review the sales and marketing materials before they are released to the public in order to prevent violations to advertising practices.

The Group has been dedicated to protecting and enforcing its intellectual property rights ("IPR"), which is crucial to the sustainable business growth in the industry. In order to protect company interest, the Group has formulated the Measures for the Administration of IPR and Measures for the Administration of Patents by following Patent Law of the PRC (《中華人民共和國專利法》), Trademark Law of the PRC (《中華人民共和國商標法》), Copyright Law of the PRC (《中華人民共和國著作權法》) and related laws and regulations. The Group actively prevents infringement of IPR and signs the confidential agreement and non-compete agreement with relevant employees, who are responsible to maintain the trade secrets and other proprietary intellectual properties. The Group believes that business document management and its security measures for designated confidential areas can enhance the awareness of IPR protection of the Group.

本集團非常重視客戶的意見。若本集團收到客戶因產品包裝、標籤、重量或質量等方面的問題而提出的投訴，其客戶服務部會全力作出即時回應，了解客戶需求，並安排產品更換或退貨（視乎具體情況而定）。技術中心和質量控制部會合作處理，並會按照糾正和預防措施程序和不合格品控制程序檢查和監督不合格產品，並記錄糾正措施和結果。所有該等措施均提升了產品供應水平和服務質量，從而使本集團得以在市場上保持競爭力。

本集團已發佈標籤標識管理制度等內部指引，以確保有關向客戶提供的銷售材料和產品標籤符合《食品標識管理規定》及當地的其他有關法律及規例。關於廣告政策，嚴禁任何虛假陳述或誇張廣告。本集團的法律部門在面向公眾投放銷售及市場推廣材料前會對有關材料進行審核以防止出現違反廣告常規的情況。

本集團一直致力於保護和執行知識產權（「知識產權」），這對業內的可持續業務增長至關重要。為保護公司利益，本集團已根據《中華人民共和國專利法》、《中華人民共和國商標法》、《中華人民共和國著作權法》和有關的法律及規例制定了知識產權管理辦法和專利管理辦法。本集團積極防範知識產權遭受侵權並與負責備存我們的商業秘密和其他專有知識產權的僱員簽訂保密協議及競業禁止協議。本集團認為，加強商業文件管理及其對指定保密範圍的安全措施有助提高本集團知識產權保護的意識。

The Group is committed to abiding by the laws in relation to customer privacy, such as Personal Data (Privacy) Ordinance (Chapter 486 of The Laws of Hong Kong), Law on Protection of Consumer Rights and Interests of the PRC (《中華人民共和國消費者權益保護法》), and the Group's customer policies such as Confidential Management and Regulations and Provisions on the Management of Customer Records to ensure its customers' rights are strictly protected. Information collected by the Group from its customers would be used for the purpose for which it has been collected. Through the internal training and confidential agreements with its employees, the Group emphasises the confidentiality obligations and legal consequences of breaching those obligations to its employees.

During the year under review, the Group was not in violation of any of the relevant laws and regulations that have a significant impact on the Group, in relation to health and safety, advertising, labelling and privacy matters in relation to its products.

B7 Anti-Corruption

To maintain a fair, ethical and efficient business and working environment, the Group strictly adheres to the local laws and regulations relating to anti-corruption and bribery, irrespective of the area or country where the Group conducts its business, such as Anti-money Laundering Law of the PRC (《中華人民共和國反洗錢法》) and Prevention of Bribery Ordinance (Chapter 201 of The Laws of Hong Kong).

The Group has formulated and strictly enforced its anti-corruption policies as stipulated in operation manuals such as Anti-fraud and Reporting Policy, Internal Audit Policy and staff handbooks to manage any fraudulent practices such as accepting bribes or rebates or engaging in illegal economic activities. No form of corruption will be tolerated by the Group. All employees are expected to discharge their duties with integrity and self-discipline, and they are required to abstain from engaging in any activities related to bribery or any activities which might exploit their positions against the Group's interests.

本集團致力於遵守有關客戶私隱的法律，例如《個人資料（私隱）條例》（香港法例第486章）、《中華人民共和國消費者權益保護法》和本集團的客戶政策（如保密管理和規定以及客戶檔案管理規定），以確保其客戶的權利受到嚴格保護。本集團自其客戶收集的資料按收集目的使用。通過內部培訓和與其員工訂立保密協議，本集團向其僱員強調保密責任和違反該等責任的法律後果。

於回顧年度內，本集團在有關其產品的健康及安全、廣告、標籤及私隱事件等方面，並無違反會對本集團構成重大影響的任何相關法律及規例。

B7 反貪污

為維持公平、合乎道德規範和高效的商業及工作環境，本集團在無論是其從事業務所在地區或國家均嚴格遵守與反貪腐及賄賂有關的當地法律及規例，例如《中華人民共和國反洗錢法》和《防止賄賂條例》（香港法例第201章）。

本集團根據反舞弊與舉報制度、內部審計制度和員工手冊的規定，制定並嚴格執行其反貪腐政策以管理任何欺詐行為，如接受賄賂或回扣或從事非法經濟活動。本集團絕不容忍任何形式的貪腐行為。所有員工均應以誠信和自律的方式履行職責，並被要求不得從事與賄賂有關的任何活動或從事可能利用其職務作出不利於本集團利益的活動。

To regulate the behaviour of both the internal and external parties, and to encourage the parties to deal honestly and with integrity in the business transactions, the Group shall encourage the parties to sign Honesty and Integrity Undertaking so as to ensure maintaining a normal business relationship in the course of business.

The Group has established a whistleblowing policy and system for employees to raise concerns, in confidence, with the Audit Committee about possible irregularities in financial reporting, internal control or other matters related to the Group. The Audit Committee shall review regularly these policies and ensure that arrangements are in place for fair and independent investigation of these matters and for appropriate follow-up actions.

During the year under review, the Group was not in violation of any of the relevant laws and regulations that have a significant impact on the Group, in relation to bribery, extortion, fraud and money laundering.

B8 Community Investment

The Group places great emphasis on cultivating social responsibility awareness among its employees and encourages them to participate in charitable activities. The Group listens to community needs, exerting itself to contribute to local economy, livelihood and a harmonious environment for mutual benefit. Apart from making cash donations to charitable organizations, both management and employees of the Group have been proactively taking their own initiatives in helping and supporting the local communities and neighbours.

為規範內部及外部人士行為，本集團鼓勵各方作正直誠信交易及簽署廉潔承諾書，藉以確保在業務過程中維持正常的業務關係。

本集團制定舉報政策和制度，僱員藉此可以保密方式向審核委員會就有關本集團之財務匯報、內部控制或其他方面可能存在的違規事宜提出關注。審核委員會將定期檢討該等政策，並確保已就公正和獨立地調查該等事項作出安排，並採取適當的跟進行動。

於回顧年度內，本集團在有關賄賂、勒索、欺詐及洗黑錢等方面，並無違反會對本集團構成重大影響的任何相關法律及規例。

B8 社區投資

本集團非常重視培養其僱員的社會責任感，並鼓勵彼等參與慈善活動。本集團聽取社區需要，發揮自身優勢，對當地經濟、生活及和諧環境作出貢獻，從而實現互利。除向慈善組織進行現金捐款外，本集團的管理層及僱員積極投身於幫助及支持當地社區及小區。

VII. REPORT DISCLOSURE INDEX

報告披露指引

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