



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*
環境、社會及管治報告

2017/2018

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I. PREAMBLE

Huabao International Holdings Limited and its subsidiaries (the “Group”), consisting of flavours and fragrances segment, aroma raw materials segment, tobacco raw materials segment, innovative tobacco products segment and other business, is mainly engaged in the R&D, production and sales of flavours and fragrances, aroma raw materials, tobacco raw materials, as well as innovative tobacco products. The Group also makes diversified investments around its core businesses. It is an investment holding group based on China’s taste-based consumer goods market.

The Group has developed its sustainability strategy with aims to continue to lower the Group’s impact on the environment. To carry out the sustainability strategy from top to bottom, the Group has established dedicated teams to manage environmental, social and governance (“ESG”) related issues, and the Board of Directors (the “Board”) of the Company has ultimate responsibilities for ensuring the effectiveness of ESG policies. The Group is committed to constantly reviewing and adjusting its sustainability policies to satisfy the ever-changing needs of its stakeholders. Details of the Group’s management approach in both environmental and social aspects can be found throughout this ESG Report (the “Report”). The Group believes that a sustainable, resilient and reliable stewardship is essential to the Group’s long-term success.

The Group is pleased to present its second ESG Report to demonstrate the Group’s approach and performance in terms of sustainable development for the financial year ended on 31 March 2018 (FY2017/2018). This ESG report was prepared in compliance with the ESG Reporting Guide as set out in Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited.

I. 引言

華寶國際控股有限公司及附屬公司（「本集團」）下設香精板塊、香原料板塊、煙用原料板塊、新型煙草製品板塊及其他業務，主要從事香精、香原料、煙用原料和新型煙草製品的研發、生產和銷售，並圍繞核心產業鏈進行多元化投資，是一家基於中國味覺系消費品市場的投資控股集團。

本集團已建立可持續發展策略，旨在營運過程中盡可能減低對環境的影響。為了全面貫徹實行可持續性發展策略，本公司已設立專業團隊管理環境、社會及管治的相關事項。為了由上至下貫徹實行可持續性發展策略，董事會確保本集團所出台的環境、社會及管治政策的效力，並對其負全部責任。本集團經常性地回顧與調整集團的可持續性政策以滿足不斷變化的利益相關者要求。本集團環境及社會方面的管理細節已在本環境、社會及管治報告中詳細說明。本集團相信一個可持續、有韌性和可靠的管理對集團長期的成功至關重要。

本集團欣然呈列其第二份環境、社會與管治報告，以闡述其於截至二零一八年三月三十一日止財政年度（「二零一七／二零一八財政年度」）在可持續發展方面的方針及表現。本環境、社會及管治報告乃遵照香港聯合交易所有限公司證券上市規則附錄二十七所載的《環境、社會及管治報告指引》編製。

II. REPORTING PERIOD AND SCOPE OF THE REPORT

The ESG report covers the operational boundary of the Group's key income drivers of the business segments, namely the Administration offices, Flavours and Fragrances business, Tobacco Raw Materials business, and Aroma Raw Materials business. The businesses are mainly located in the mainland of the People's Republic of China (the "PRC").

For corporate governance section, please refer to page 41-62 of the Group's 2017-2018 Annual Report. The reporting period of this ESG report is for the financial year 2017/2018, from 1 April 2017 to 31 March 2018, unless specifically stated otherwise. If there is any conflict or inconsistency, the English version shall prevail.

III. INFORMATION DISCLOSURE

The information in this ESG Report was gathered through numerous channels, including official documents and statistics of the Group, the integrated information of supervision, management and operation in accordance with the relevant policy, the internal quantitative and qualitative questionnaires based on the reporting framework, and sustainability practices provided by the subsidiaries of the Group. A complete content index is available at the end of the ESG report for readers' convenience to check its completeness.

IV. STAKEHOLDER ENGAGEMENT

With the goal to strengthen the sustainability approach and performance, the Group has put tremendous efforts into its internal and external stakeholder inclusiveness. The Group highly values the feedback from its stakeholders and takes initiative to build a trustful and supporting relationship with them through their preferred communication channels, which are listed in the table below.

II. 報告時期及報告範圍

本報告涵蓋營運範圍內本集團主要收入來源的業務板塊，包括行政辦公室、香精板塊、煙用原料板塊、及香原料板塊。業務主要位於中華人民共和國（中國）內地。

關於企業管治常規資料，請參閱集團本年度年報第41-62之企業管治報告。除另有說明外，本報告涵蓋時期為二零一七／二零一八財年，即由二零一七年四月一日起至二零一八年三月三十一日止。若發現任何衝突或不一致性，應以英文版本為準。

III. 信息披露

本ESG報告的信息通過多種渠道進行收集，包括集團正式的文件和數據，綜合管理信息，相關法規的管理與執行，基於報告架構的內部定量和定性的調查問卷，以及集團旗下的子公司提供的可持續性慣例。本報告末的內容索引可供讀者檢查其完整性。

IV. 利益相關者的參與

為了實現可持續性發展和業績上的目標，本集團對其內部和外部利益相關者的參與做出很大努力。本集團高度重視利益相關者的回饋意見，並通過利益相關者希望的渠道與其建立和保持相互信任和相互支持的關係。本集團主要通過下表所列出的溝通渠道與利益相關者建立聯繫。

COMMUNICATION WITH

stakeholders

Shareholders 股東

Expectations and Concerns 期望和關切

- Return on investments;
投資回報
- Corporate governance;
企業管治
- Business compliance.
業務合規

Communication Channels 溝通渠道

- Regular reports and announcements;
企業報告和公告
- Regular general meetings;
股東大會
- Official company website.
公司官方網站

Employees 僱員

Expectations and Concerns 期望和關切

- Employees' compensation and benefits;
僱員的補償和利益
- Career development;
職業發展
- Health and safety in the working environment.
健康和安全的工作環境

Communication Channels 溝通渠道

- Performance reviews;
僱員表現評估
- Regular meetings and trainings;
會議和培訓
- Emails, notice boards, hotline, and employee engagement activities.
電郵、通告板、熱線及僱員參與活動

Customers 顧客

Expectations and Concerns 期望和關切

- High quality products and services;
高品質的產品和服務
- Protection of the rights of customers.
保證客戶的權利

Communication Channels 溝通渠道

- Customer satisfaction survey;
顧客滿意度調查
- Face-to-face meetings and on-site visits;
面對面的會面和現場的訪問
- Customer service hotline and email;
客戶服務熱線和電子郵件

Suppliers 供應商

Expectations and Concerns 期望和關切

- Fair and open procurement;
公平公開的採購
- Win-win cooperation.
雙贏合作

Communication Channels 溝通渠道

- Open tendering;
公開投標
- Suppliers' satisfactory assessment;
供應商的滿意度評估
- Face-to-face meetings and on-site visits.
面對面的會面和現場的訪問

General public 公眾

Expectations and Concerns 期望和關切

- Involvement in communities;
參與社區
- Business compliance;
業務合規
- Environmental protection awareness.
環境保護意識

Communication Channels 溝通渠道

- Public welfare activities.
公共福利活動

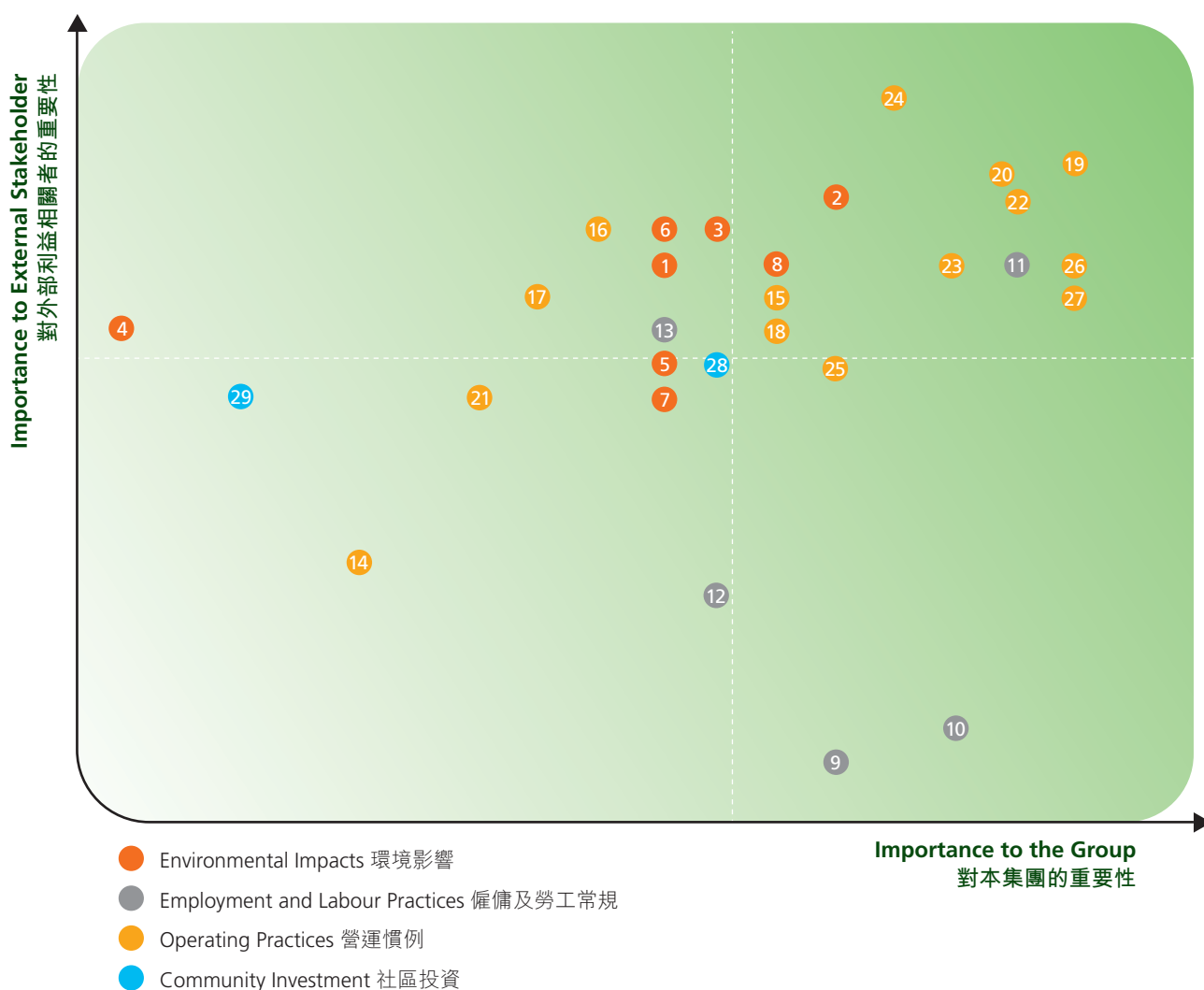
Materiality Assessment

The Group undertakes annual review in identifying its stakeholders' main concerns and material interests for the ESG Report. In FY2017/2018, the Group engaged certain stakeholders to conduct a comprehensive materiality assessment survey. Specifically, internal and external stakeholders were first selected based on their influence and dependence on the Group, and then were invited to express their views and concerns on a list of sustainability issues via an online survey, which was meticulously prepared according to a diverse range of ESG topics. By organising and prioritising the issues raised by stakeholders, the outcome from the materiality assessment survey was mapped and presented below.

重要性評估

本集團進行年度檢討，用以識別及了解其利益相關者對本集團在環境、社會與管治報告上的主要關注事項及重大利益。以利益相關者對本集團的影響及依賴程度為基礎，本集團已於二零一七／二零一八財年，委託並挑選出內部及外部利益相關者進行重要性評估調查。獲選的利益相關者通過根據眾多環境、社會及管治課題精心準備的網上調查問卷，對其關注的企業可持續性發展的問題表達意見。本集團整理並按重要性對利益相關者提出的事項進行排序後，將該重要性評估調查結果以如下方式呈現：

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



Environmental Impacts

環境影響

1. Air and greenhouse gas ('GHG') emissions
大氣污染物和溫室氣體的排放
2. Sewage treatment
污水處理
3. Land use, pollution and restoration
土壤的使用、污染和恢復
4. Solid waste treatment
固體廢物處理
5. Energy use
能源使用
6. Water use
水資源使用
7. Use of raw/packaging materials
原材料／包裝材料的使用
8. Mitigation measures to protect natural resources
環保措施

Employment and Labour Practices

僱傭及勞工常規

9. Composition of employees
僱員組成
10. Employee remuneration and benefits
僱員薪酬條件和福利政策
11. Occupational health and safety
職業健康與安全
12. Employee development and training
僱員發展及培訓
13. Prevention of child and forced labour
防止僱傭童工和強制勞工

Operating Practices

營運慣例

14. Suppliers' geographical regions in which materials are sourced
供應商按地區分類情況
15. Selection of suppliers and assessment of their products/ services
供應商選擇及其產品／服務的評估標準
16. Environmental protection assessment of the suppliers
供應商的環保評估
17. Social risks assessment of the suppliers
供應商的社會風險評估
18. Procurement practices
採購措施
19. Health and safety relating to products/services
產品／服務健康和 safety
20. Customer satisfaction
顧客滿意度
21. Marketing and promotion
行銷和推廣
22. Observance and protection of intellectual property rights
遵守和保護知識產權
23. Quality control and management of products
產品品質保證和召回率
24. Protection of consumer information and privacy
顧客資訊和隱私保護
25. Labelling relating to products/services
與產品／服務相關的標籤問題
26. Prevention of bribery, extortion, fraud and money laundering
防止賄賂、勒索、欺詐和洗黑錢
27. Anti-corruption policies and whistle-blowing procedures
反貪污政策及舉報流程

Community Investment

社區投資

28. Understanding local communities' needs
了解當地社區需求
29. Public welfare and charity
公益和慈善

Given the materiality analysis matrix and prioritisation of the 29 sustainability issues accordingly, the Group identified 'Health and safety relating to products/services', 'Customer satisfaction', and 'Observance and protection of intellectual property rights' as issues of the highest importance to both the Group and its stakeholders. This review has helped the Group to better prioritise its sustainability strategies, practices and outcome, and highlight the material and relevant aspects of the Group's operation, so as to align them with stakeholders' genuine expectations.

Stakeholders' Feedback

As the Group strives for excellence, stakeholders' feedback is always welcomed, especially on topics listed as high importance in the materiality assessment. Readers are also welcome to share their views via the Group's email at ir@huabao.com.hk.

V. ENVIRONMENTAL SUSTAINABILITY

To seek the long-term sustainability of the environment and the community where it operates, the Group is prudent in controlling its emissions and consumption of resources, and complies with relevant environmental laws and regulations in Hong Kong and the PRC during its daily operations, including:

- Environmental Protection Law of the People's Republic of China;
- Law of the People's Republic of China on the Prevention and Control of Atmospheric Pollution;
- Law of the People's Republic of China on Prevention and Control of Water Pollution;
- Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Wastes;
- Law of the People's Republic of China on the Prevention and Control of Pollution from Environmental Noise;
- Law of the People's Republic of China on Conserving Energy;

根據重要性分析矩陣與相應的29個可持續發展性課題的重要性排序，本集團將「產品／服務健康和 safety」、「顧客滿意度」、以及「遵守和保護知識產權」列為對其利益相關者和集團至關重要的議題。此項調查有助本集團更好地對其可持續性戰略、慣例與表現進行重要性排序，並重點闡述與其營運相關及有重要影響的議題，從而滿足利益相關者真實的期望。

利益相關者的回饋

本集團追求卓越，積極歡迎利益相關者的反饋，尤其是有關在重要性評估中列為重要課題的反饋。本集團亦歡迎讀者透過集團郵箱 ir@huabao.com.hk 與本集團分享其看法。

V. 環境可持續發展

為了追求本集團其經營所處之環境及社區的長期可持續發展，本集團嚴格控制其排放物和資源消耗量，並遵守中國香港和中國內地環境相關的法律法規，包括：

- 《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》；
- 《中華人民共和國固體廢物污染環境防治法》；
- 《中華人民共和國環境噪聲污染防治法》；
- 《中華人民共和國節約能源法》；



- Regulations of the Management of Economical Use of Urban Water;
- Emission standards for industrial enterprises noise at boundary (GB12348-2008);
- Emission standards for odour pollutants (GB14554-93); and
- Standards for pollution control on the storage and disposal site for general industrial solid wastes (GB18599-2001).

This section primarily discloses the Group's policies, practices, and quantitative data on emissions, use of resources, the environment and natural resources in FY2017/2018.

A.1. Emissions

The Group has complied with relevant national and local environmental laws in terms of industrial emissions set out in the operating regions. In FY2017/2018, the Group found no disregard to influential laws relevant to air and greenhouse gas ("GHG") emissions, discharges into water and land, generation of hazardous and non-hazardous waste, and noise. The Group commits to constantly keep mitigating its environmental impacts through effective measures, such as the smart control of the Group's resource consumption and the upgrade of outdated equipment that performs poorly in energy efficiency.

- 《城市節約用水管理規定》；
- 《工業企業廠界環境噪聲排放標準》(GB12348-2008)；
- 《惡臭污染物排放標準》(GB14554-93)；以及
- 《一般工業固體廢物貯存、處置場污染控制標準》(GB18599-2001)。

本節主要披露本集團於二零一七／二零一八財政年度有關排放物、資源使用、環境及天然資源的政策、常規及量化數據。

A.1. 排放物

本集團遵守在其營運地區內的有關工業排放物的相關國家和地方法規。在二零一七／二零一八財年，本集團未發現任何對本集團有重大影響的違法行為，包括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。本集團致力於不斷通過有效的措施，例如智能化管理集團資源使用和能源消耗率較差設備的更新換代等，來減少集團排放對環境的影響。

Given the nature of the Group's business, air emissions mainly come from fuel combustion for machineries, vehicles, boilers and other operating processes. In FY2017/2018, the air emissions of sulphur oxides ("SO_x"), nitrogen oxides ("NO_x") and particulate matter ("PM") amounted to 12,134.8 kg, 50,399.0 kg and 2,822.4 kg, respectively. Greenhouse gases are a major contributor to climate change and rigorously governed by the United Nations (UN) 'Framework Convention on Climate Change' and the subsequent UN 'Kyoto Protocol'. GHG emissions from the Group are primarily due to the large amount of fuel and electricity consumption during industrial operations. Specifically, the Group's total GHG emissions were 88,680.8 tonnes CO₂e, with an intensity of 23.04 tonnes CO₂e/Million RMB being calculated during the year under review. Other than GHG emissions, the Group also generated certain amounts of solid wastes and wastewater from its administration offices and operating sites. Precisely, a total of 1,470.0 tonnes of non-hazardous commercial and domestic wastes (with an intensity of 0.38 tonnes/Million RMB), and 58,595.8 tonnes of non-hazardous commercial and domestic wastewater (with an intensity of 15.22 tonnes/Million RMB) were discharged during the Group's operations. In terms of the hazardous wastes, it is found that the toxic solid wastes added up to 5,487.8 tonnes, while the hazardous industrial sewage amounted to 438,747.3 tonnes. In FY2017/2018, The Group's total emissions are summarised in Table 1 below. 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 arrows representing the magnitudes of the amount of emissions.

鑒於集團的商業模式與特點，本集團的廢氣總排放主要來自機械設備、車輛、鍋爐和其他的運行過程中燃料的使用。於二零一七／二零一八財年，本集團分別產生12,134.8千克硫氧化物「SO_x」、50,399.0千克氮氧化物「NO_x」及2,822.4千克顆粒物「PM」。溫室氣體是全球氣候變化的主要因素，近些年來受到「聯合國氣候變化框架公約」和後來的「京都議定書」的嚴格管控。本集團溫室氣體的排放主要來自工業營運過程中大量燃料和電力的使用。在報告年內，本集團溫室氣體排放總量為88,680.8噸二氧化碳當量，密度為23.04噸二氧化碳當量／百萬人民幣。此外，本集團的行政辦公室和營運現場產生一定量的固體廢棄物和廢水。在報告年內，本集團共產生1,470.0噸無害商業與生活固體廢棄物(0.38噸／百萬人民幣)以及58,595.8噸無害商業與生活廢水(15.22噸／百萬人民幣)。對於有害廢棄物來說，有害固體廢棄物和工業廢水分別達到5,487.8噸和438,747.3噸。表一匯總了本集團於二零一七／二零一八財年的總排放量。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。該桑基圖利用箭頭的寬度代表排放量的大小，將企業溫室氣體排放的現狀可以更具體化地表現出來。

Table 1. Total Emissions by Category in FY2017/2018

表一．二零一七／二零一八財年排放信息總覽

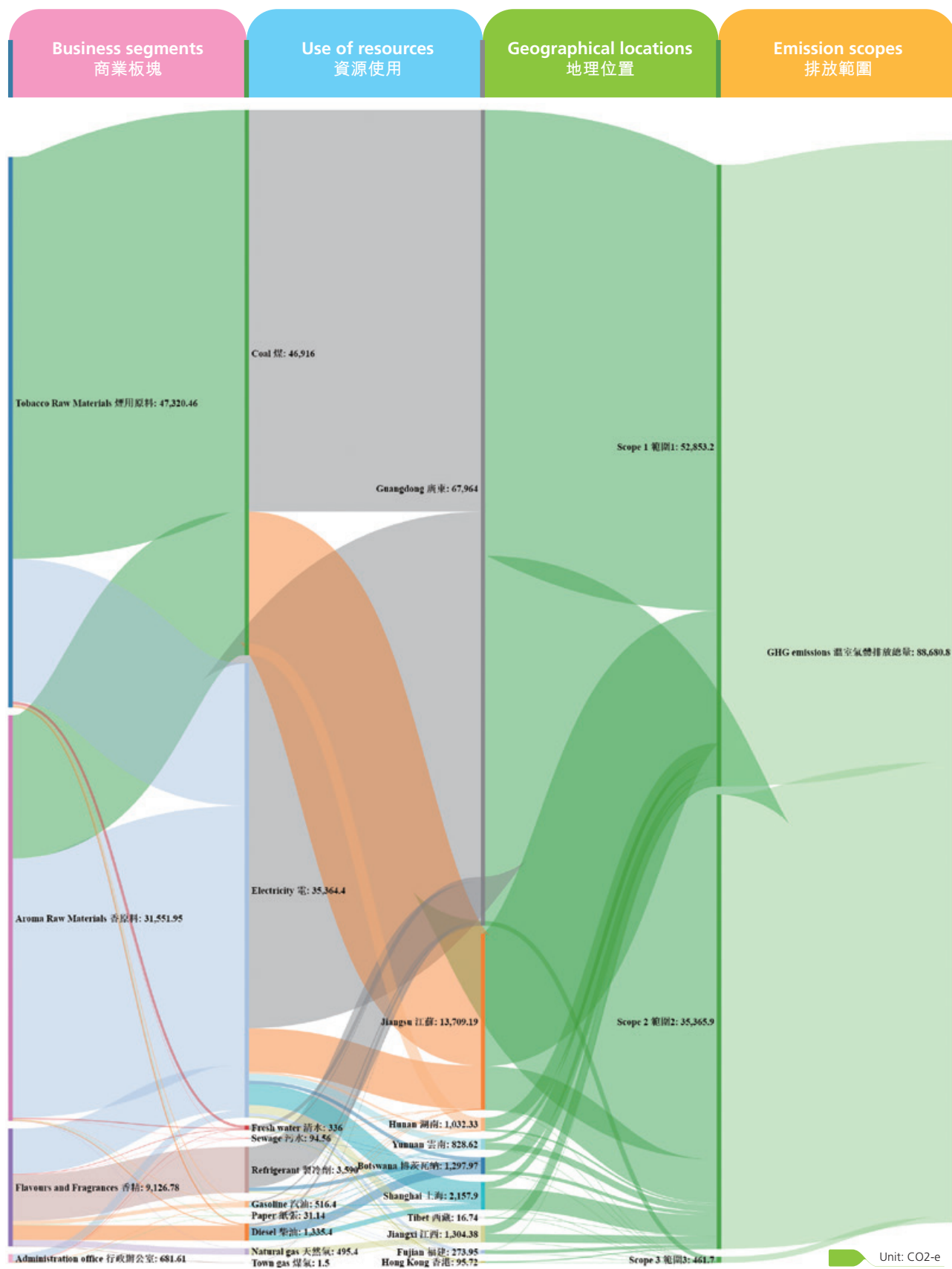
Emissions 排放物		Unit 單位	Amount 數量	Intensity* 密度* (Unit per Million RMB) (單位／ 百萬人民幣)
Air emissions 廢氣排放	SO _x 硫氧化物	Kg 千克	12,134.8	3.15
	NO _x 氮氧化物	Kg 千克	50,399.0	13.09
	PM 顆粒物	Kg 千克	2,822.4	0.73
GHG emissions 溫室氣體排放	Scope 1 (Direct Emissions) 範圍一（直接排放）	tonnes CO ₂ e 噸二氧化碳當量	52,853.2	13.73
	Scope 2 (Energy Indirect Emissions) 範圍二（能源間接排放）	tonnes CO ₂ e 噸二氧化碳當量	35,365.9	9.19
	Scope 3 (Other Indirect Emissions) ** 範圍三（其他間接排放）**	tonnes CO ₂ e 噸二氧化碳當量	461.7	0.12
	Total (Scope 1, 2 & 3) 總排放（範圍一、二及三）	tonnes CO ₂ e 噸二氧化碳當量	88,680.8	23.04
Non-hazardous waste 無害廢棄物	Solid Wastes 固體廢棄物	tonnes 噸	1,470.0	0.38
	Wastewater 廢水	tonnes 噸	58,595.8	15.22
Hazardous waste 有害廢棄物	Solid Wastes 固體廢棄物	tonnes 噸	5,487.8	1.43
	Wastewater 廢水	tonnes 噸	438,747.3	113.99

* Intensity was calculated by dividing the amount of air, GHG and other emissions by the sales revenue of RMB3,848.626 million for FY2017/2018 according to turnover and segment information in Annual Report.

** The Group's GHG emissions for Scope 3 (Other Indirect Emissions) only cover that from paper waste disposed of at landfills and electricity used for processing fresh water and sewage by government departments.

* 排放密度是按本集團所產生廢氣、溫室氣體或其他排放數量除以根據本集團二零一七／二零一八財政年度年報中營業額和板塊信息得到的本集團銷售收入約人民幣3,848.626百萬元計算：

** 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。





Air & GHG Emissions

Air and GHG emissions generated by the Group mainly come from the use of electricity, diesel, natural gas, town gas, gasoline, refrigerant, and coal for its daily operations. Specifically, exhaust gases including SO_x, NO_x and PM are primarily generated during the boiler combustion and transportation process. The Group strictly complies with relevant laws in controlling its exhaust gas emissions, such as 'Emission standard of air pollutants for boiler' (GB 13271-2014), and has implemented effective policies by taking specific measures to abate the impact of air emissions on the surrounding areas. To minimise the amount of dust and SO₂ emissions from the boiler combustion in factories, for instance, the Group has adopted the bag filter facilities and double alkaline desulfurization facilities. Besides, the Flavours and Fragrances business particularly regulates that exhaust gases should be filtered through activated carbon and discharged only when it meets the standard. Furthermore, high-quality coal is always the priority choice to the Group when it comes to procurement, which is believed to be an effective measure to maintain the high operating efficiency of the equipment.

The Group has put great attention to the control of its GHG emissions as well. It is widely acknowledged that the consumption of energy resources is a fundamental cause of the rising level of diverse kinds of greenhouse gases, including CO₂, CH₄ and N₂O. To minimise the emissions at source and lower the risks of ineluctable GHG emissions during daily operations, the Group has set up and implemented its internal policies, which are further described in the next subsection under **Electricity** and **Other energy resources**.

大氣污染物及溫室氣體排放

本集團產生的廢氣及溫室氣體排放主要來自於日常運作中電力、柴油、天然氣、煤氣、汽油、製冷劑及煤炭的使用。硫氧化物、氮氧化物和顆粒物主要於鍋爐內燃料燃燒和運輸過程中產生。本集團嚴格遵守控制廢氣排放的相關法律，如《鍋爐大氣污染物排放標準》（GB 13271-2014），並通過採取具體措施，執行有效的政策，減少廢氣排放對周圍地區的影響。例如，為了盡量減少工廠鍋爐燃燒產生的粉塵和二氧化硫，本集團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。在採購方面，優質煤炭始終是本集團的首選。該做法也被認為是維持設備高效運營的一項有效措施。

本集團亦十分重視溫室氣體排放的控制。眾所周知，能源消耗是各種溫室氣體，包括二氧化碳、甲烷和一氧化二氮含量上升的根本原因。為了最大限度地減少相關溫室氣體在源頭的排放，並降低日常營運中不可避免的溫室氣體排放風險，本集團已製定並實施其內部政策，具體將在下一小節「**用電**」和「**其他能源資源**」中進一步說明。



Waste Water Control 廢水控制

Wastewater

Administration office

The wastewater generated from administration offices of the Group is mainly commercial wastewater from buildings, which is directly discharged into the building sewerage network and handled by the property management of the building. 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 offices.

廢水

行政辦公室

本集團行政辦公室產生的廢水主要為建築物的商業廢水。該廢水直接排入建築污水網絡，並由大樓物業進行處理。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。具體措施將在下一小節「水」中進一步說明。



Flavours and Fragrances business

The wastewater generated from this business segment falls into commercial and industrial sewage. The commercial wastewater is carefully treated before being discharging to the municipal drainage systems. The industrial wastewater, however, will be treated in a more sophisticated manner. A great many subsidiaries under this business segment adopt different methods to treat wastewater. For instance, the wastewater from several subsidiaries is processed first through internal wastewater treatment facilities and then discharged to the wastewater treatment work when it meets the first grade of 'Integrated wastewater discharge standard (GB 8978-1996)'. The processing method is integrated hydrolytic acidification and biological contact oxidation. Precisely, the industrial wastewater is through the rack where the suspended matter is removed. The filtered water is then pumped to the hydrolytic acidification tank, where the large molecules will be transformed into small ones. The following biological contact oxidation tank massively reduces the chemical oxygen demand (COD), biochemical oxygen demand (BOD) and amount of ammonia nitrogen of the wastewater, after which the water will finally be purified. Meanwhile, for the wastewater generated from the cleaning reaction vessels, a sedimentation process is applied first before the wastewater is discharged to the municipal drainage pipelines. The floating mud during the treatment process is collected and transported to the third-party certified environmental organisations.

Tobacco Raw Materials business

In addition to the commercial wastewater, which is handled similarly to Flavours and Fragrances business, the industrial wastewater in this business segment is scientifically treated as well. Specifically, through the sewage network, the wastewater is drained to the wastewater treatment work inside the factory, where the pre-treatment, biochemical treatment and advanced treatment are conducted sequentially. To save the precious water resources, part of the processed wastewater is circulated to the production line for reuse.

香精板塊

該業務板塊產生的廢水屬於商業和工業廢水。商業廢水在排放到市政排水系統之前要經過小心處理。工業廢水的處理相對更為複雜。由於該板塊子公司很多，其廢水處理方法不盡相同。例如，該板塊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）的一級標準時排放到污水處理廠。內部處理方法包括一體化水解酸化和生物接觸氧化。確切地說，工業廢水通過格柵，去除懸浮物後通過水泵送到水解酸化池中，將大分子轉化為小分子。接著，生物接觸氧化池很大程度上降低廢水中化學需氧量（COD）、生化需氧量（BOD）和氨氮的含量，使廢水最終得以淨化。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應用沉降過程對其進行處理。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。

煙用原料板塊

該板塊商業廢水的處理方式與香精板塊類似。除此之外，該業務部門的工業廢水也經過科學處理。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預處理、生化處理和深度處理。為了節省寶貴的水資源，部分加工廢水循環到生產線進行再次利用。

Given the average industry level of water consumption rate (40 tonnes/tonnes products), in FY2017/2018, the Group set the objective of reducing this ratio to 30 t/t products in the factory compared with average industrial value. Through a series of effective measures and innovative change, including the optimisation of the production process and improvement of water circulation system, this business segment of the Group has successfully accomplished the goal and reduced its water consumption rate by 18.96% compared with its previous value.

Aroma Raw Materials business

The industrial wastewater from this segment is treated through a series of stages, including grating grease separation tank, flotation tank, pH adjustment tank, Iron-carbon micro-electrolysis Fenton oxidation reactor, neutralisation tank, intermediate adjustment and collection tank (with domestic wastewater), up-flow anaerobic sludge blanket, biological sedimentation tank, membrane bioreactor, and clean water tank. The processed wastewater is then discharged to natural water bodies after being verified to meet the first grade of 'Integrated Wastewater Discharge Standard' (GB 8978-1996) or relevant local standards. The sludge separated from the wastewater at preliminary stage is concentrated, dried and eventually handled by certified organisations. By and large, the entire wastewater treatment adopts a combination of physio-chemical and biochemical process. It is the mature anaerobic process and high-efficient aeration device that immensely enhance the energy efficiency in the wastewater treatment.

Furthermore, the Group has never stopped its footstep to explore new ways to reduce the amount of sewage. For example, the Group keeps upgrading its equipment, especially through the redesign of supporting facilities, to lower both the operating cost and sewage generation. Plus, the Group partly recirculates the purified wastewater to production process and cooling towers, thereby to some extent decreasing the generation and discharge of wastewater. What is more, to strengthen the cooling water utilisation and conservation, the Group not only uses remaining cooling water for plantation, but also improves the efficiency of condensing systems and makes the cooling water circulate in a separated pipe network by reconstructing the old drainage systems.

鑒於行業平均用水率為40噸／噸產品，本集團在2017-2018財年目標是將該數值降至30噸／噸產品。通過一系列有效措施和創新改革，包括生產過程的優化和水循環系統的完善，本集團該業務板塊成功實現了此目標，並將其用水率與此前數據相比降低了18.96%。

香原料板塊

該板塊廢水經過一系列處理，包括格柵隔油池、氣浮池、pH調節池、鐵碳微電解-芬頓氧化反應池、中和池、中間調節和收集池（含生活廢水）、上流式厭氧污泥池、生物沉澱池、膜生物反應器和清水池。經處理的廢水經過驗證達到《污水綜合排放標準》（GB 8978-1996）的一級標準或當地相關標準後方可排放到自然水環境。在初期階段從廢水中分離出的污泥經過濃縮、乾燥，最終由合資格的部門進行處理。整個廢水處理採用了物化和生化過程相結合的方式。這種成熟的厭氧工藝和高效曝氣裝置極大地提高了廢水處理的能源使用效率。

此外，本集團從未停止探索如何減少廢水量的腳步。例如，本集團不斷升級其設備，特別是通過重新設計配套設施，以降低運營成本和廢水的產生。本集團還將淨化後的廢水部分再循環至生產過程和冷卻塔，從而在一定程度上減少廢水的產生和排放。為加強冷卻水的利用和節約，本集團不僅使用剩餘的冷卻水進行栽種植物的灌溉，而且提高冷凝系統的效率，並通過改造舊的排水系統使冷卻水在分離的管網中實現循環。

Solid Wastes

Administration office

The solid waste in this business segment is mainly commercial solid waste from staffs working in offices. To efficiently manage the waste, the Group adopts various measures, such as centralised garbage can, for the collection of waste. The Group classifies the solid waste scientifically. The sorted municipal solid waste from offices is then handled by the property management of the building, and finally disposed of in landfills by the government.

固體廢棄物

行政辦公室

行政辦公室的固體廢棄物主要來自辦公室職員工作過程中產生的商業固體廢棄物。為了更加有效地管理廢棄物，本集團採取多種措施，例如集中擺放垃圾桶，用以收集固體垃圾。本集團科學地對固體廢物進行分類。辦公室經過分類的城市固體廢棄物再由大樓物業進行管理，並最終由相關政府部門在垃圾填埋場進行處理。



Solid Waste
Control
固體廢物控制

ECO

Given the commitment of the Group to Sustainable Waste Management, effective actions to reduce, reuse and recycle the materials are taken in all offices, as highlighted below in particular:

- Recycle as much solid waste as possible through classification process;
- Educate all employees on reducing the use of disposable items such as plastic tableware;
- Purchase microwaves in offices to encourage employees to take lunch boxes by themselves instead of ordering take-away food, which could largely reduce the waste of food packages;
- Advocate the reuse of office stationeries; and
- Provide glass cups to clients and guests instead of disposable ones.

Flavours and Fragrances business

The domestic waste from this business segment is sorted, recycled and handled by certified municipal department. For example, domestic wastes from the industrial park are mainly paper, glass and wood products, which are stacked at the rubbish bins altogether and transported by the waste recycling department with special trucks twice a week. The Group has also signed the 'Domestic Waste Recycling Contract' with certain municipal department. In terms of hazardous wastes, certified environmental protection companies hold the responsibility for the recycling and handling of them.

To better manage the dangerous waste from this business segment, the Group sets a clear target for the annual emission of its hazardous waste. Specifically, dangerous waste in production fields and offices should be collected and disposed of according to the relevant regulations. Normally, the dangerous waste will be temporarily stored at dangerous goods storing area with meticulous monitoring system, while all domestic waste from offices must be separately collected for centralised treatment.

鑒於本集團對可持續廢物管理的承諾，所有辦公室都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回收；
- 教育所有員工減少塑料餐具等一次性用品的使用；
- 在辦公室購買微波爐，鼓勵員工自行攜帶午餐盒，而不是訂購外賣食品，從而減少食品包裝的浪費；
- 倡導辦公室文具的再利用；和
- 為客戶和客人提供玻璃杯，而非一次性杯子。

香精板塊

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，由廢物回收部門每周兩次用特殊的卡車運輸。本集團亦已與某市政部門簽訂「生活垃圾回收合同」。在危險廢棄物方面，合資格的環保公司負責其回收和處理。

為了更好地管理該業務板塊的危險廢棄物，本集團為其危險廢物的年度排放制定了明確的目標。具體而言，生產現場和辦公室的危險廢棄物應按照有關規定進行收集和處理。通常情況下，危險廢棄物將暫時存放在危險品儲存區，並嚴格監控；而辦公室的所有生活垃圾必須單獨收集，並進行集中處理。



Tobacco Raw Materials business

The solid waste from this business segment mainly falls into three categories: domestic wastes, non-hazardous industrial wastes and dangerous wastes. The domestic waste is normally handled by municipal sanitation department, while non-hazardous industrial wastes such as coal ash, cinder and mud are recycled and disposed of by certified organisations for the manufacturing of cement and organic fertilisers. The dangerous waste is handled more discreetly by organisations which have been granted the certification and permission for dangerous waste treatment.

During the operation process, lubricant is gradually degraded to waste oil due to the mechanical wear and changing surroundings. The Group has specific mechanical engineers who are responsible for the recycling and reusing of waste oil. The remaining waste oil is stored in the temporary warehouse which is only for the storage of dangerous waste, and then recycled by certified companies once a year. It is also worth mentioning that the Group has established strict standards for oil change process on the equipment. For instance, the Group regulates that the waste oil must be 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, which are required by polices to be clearly and correctly labelled 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, which will be further described in the next subsection under **Packaging materials** and **Paper**.

煙用原料板塊

該板塊的固體廢棄物主要分為三類：生活垃圾、無害工業廢物和危險廢棄物。生活垃圾通常由市政環衛部門處理，而煤灰、煤渣和泥漿等無害工業廢物由合資格的機構回收和處理，用於水泥和有機肥料的生產。危險廢棄物由已獲得危險廢物處理認證和許可的組織進行更加謹慎地處理。

在營運過程中，由於機械磨損和周圍環境的變化，潤滑劑逐漸降解為廢油。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危險廢物的臨時倉庫中，然後由合資格的公司每年回收一次。值得一提的是，集團已對設備的換油過程製定了嚴格的標準。例如，本集團規定廢油必須根據其特性回收，比如可回收油、不可再生油和一般油。相同類別的油應收集並將其儲存在同一桶中，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。具體措施將在下一小節中的「**包裝材料**」和「**紙張**」進一步說明。

Aroma Raw Materials business

In this business segment, the domestic waste is handled by municipal sanitation department, whereas the distillation residue during the production process from workshops and waste activated sludge are handled by certified municipal departments. Other industrial wastes including coal ash and clinker are transported to farmers in the neighbourhood as fertilisers. During recent years, the subsidiaries of this business segment replaced traditional fossil fuels with clean energy gradually, which massively reduced the amount of industrial waste. It is noted that empty barrels that are used to transport the raw materials are highly encouraged by the Group to be collected by material suppliers for reuse.

To further reduce the generation of solid waste, the Group not only has built specific target for waste emissions, but also keeps adjusting the formula of synthetic and hydrolytic reagent to further decline the generation of magnesium slag. Furthermore, the Group has set a long-term goal, aiming to transform all coal-fired boilers into gas boilers, thereby nipping the generation of clinker, sulphur dioxide, nitrogen oxide and dust at bud.

Noise

Noise generated by the Group mainly comes from the operation of machineries and equipment during manufacturing processes in the factory. The Group is in strict compliance with national and local regulations in terms of noise emissions. The Group has adopted several noise-reducing facilities to mitigate the effect of noise on the surroundings. For instance, the Group constantly brings forth practical innovation and purchases new equipment that is notably quieter, more environmentally friendly and more efficient compared with the outmoded machineries of which the noise pollution might reach a high decibel level.

香原料板塊

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和廢活性污泥由合資格的市政部門處理。包括煤灰和煤渣在內的其他工業廢棄物作為肥料將運送給與附近的農民。近年來，該板塊子公司逐漸使用清潔能源代替傳統化石燃料，工業廢棄物得到了有效的控制。值得一提的是，本集團還極力鼓勵原材料供應商收集並再利用用於運輸原材料的空桶。

為進一步減少固體廢棄物的產生，本集團不僅制定了廢物排放的具體目標，還不斷調整合成和水解試劑的配方，從而進一步減少鎂渣的產生。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，從而在源頭控制煤渣、二氧化硫、氮氧化物和粉塵的產生。

噪聲

本集團產生的噪音主要來自於工廠製造過程中機器及設備的運作。本集團在噪音排放方面嚴格遵守國家和地方法規，已採用若干降噪設施以減輕噪音對周圍環境的影響。例如，與噪音污染可達高分貝的舊機器相比，本集團不斷創新及購買安靜、環保且效率更高的新設備。

A.2. Use of Resources

In FY2017/2018, primary resources consumed by the Group were electricity, diesel, natural gas, town gas, gasoline, refrigerant, coal, steam and paper. Table 2 illustrates the amount of different resources used by the Group during the year under review.

Table 2. Total Resource Consumption in FY2017/2018

Resource Category 資源類別	Item 種類	Unit 單位	Amount 數量	Intensity* 密度* (Unit per Million RMB) (單位/ 百萬人民幣)
Energy 能源	Electricity 電力	kWh;000 千千瓦時	64,302.7	16.7
	Diesel 柴油	litres 升	491,722.9	127.8
	Natural gas 天然氣	m ³ 立方米	236,808.7	61.5
	Town gas 煤氣	m ³ 立方米	1,686.6	0.4
	Gasoline 汽油	litres 升	218,975.3	56.9
	Coal 煤	tonnes 噸	15,988.0	4.2
	Steam 蒸汽	m ³ 立方米	6,797,227	1766.1
Water 水	Water 水	m ³ 立方米	833,337.8	216.5
Paper 紙張	Paper 紙張	kg 千克	6,191.5	1.6
Packaging materials** 包裝材料**	Plastic 塑料	tonnes 噸	684.2	0.18
	Paper 紙	tonnes 噸	1,088.4	0.28
	Metal 金屬	tonnes 噸	145.3	0.04

A.2. 資源使用

本集團於二零一七／二零一八年財年所使用的主要資源為電力、柴油、天然氣、煤氣、汽油、製冷劑、煤、蒸汽和紙張。本集團報告年內在不同資源的使用量如下表二。

表二．二零一七／二零一八財年總資源使用量

* Intensity was calculated by dividing the amount of Energy, Water, Paper and Packaging materials produced by the Group by the sales revenue of RMB3,848.626 million for FY2017/2018 according to turnover and segment information in Annual Report.

** Packaging materials here exclude one subsidiary under Flavours and Fragrances business, which cannot calculate the weight of materials due to the complexity of each packaging item. Instead, the number of items produced by this subsidiary in FY2017/2018 was 31,308 (Plastic), 146,855 (Paper) and 1,175,546 (Others), respectively.

Electricity

The electricity consumed by the Group mainly comes from the operation of electrical equipment and device in offices and factories. All business segments of the Group have stringently complied with relevant regulations and the Group's policy of saving electricity. To greatly 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, electronics and other power consumption equipment at the end of the day;
- Switch off all idle lights and air conditioners (e.g. most electrical equipment will be turned off during lunch time);
- Place 'Save electricity and turn off the light when you leave please' posters to encourage workers and employees to conserve energy;
- Clean and maintain the electrical equipment in offices and factories (such as air conditioner and paper shredder) regularly to maintain their high efficiency;

* 排放密度是按本集團所消耗的能源、水、紙張和包裝材料量除以根據本集團二零一七／二零一八財政年度年報中營業額和板塊信息得到的本集團銷售收入約人民幣3,848.626百萬元計算；

** 此處的包裝材料不包括香精板塊下的其中一家子公司。由於每個產品包裝的複雜性，該子公司無法計算材料的重量。而該子公司在二零一七／二零一八財年生產的產品數量分別為31,308（塑料），146,855（紙）和1,175,546（其他）。

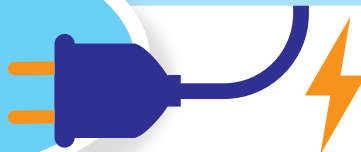
用電

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嚴格遵守有關規定及本集團的節電政策。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（例如，大部分電器將在午餐時間關閉）；
- 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；
- 定期清潔維護辦公室和工廠的電器（如空調和碎紙機），以保持其高效率；



Electricity management 用電管理



- Adjust the set temperature of air conditioners in the office based on the season;
- Educate workers and staffs working in the office on the importance of energy conservation;
- Replace lamps that consume large amounts of electricity with more efficient LED bulbs for office lighting; and
- Encourage all employees to open curtains and utilise the natural sunlight for lighting in the office when possible.

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

- 根據季節調節辦公室空調的設定溫度；
- 教育工人和辦公室工作的員工節約能源的重要性；
- 用更高效的LED燈泡替換消耗大量電力的燈泡，用於辦公室照明；和
- 鼓勵所有員工在可能的情況下打開窗簾，利用自然陽光照亮辦公室。

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：

Flavours and Fragrances business 香精板塊	<ul style="list-style-type: none"> • Installed LED lights; 安裝LED燈； • Replaced 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； • Installed electric relay to avoid unnecessary lighting caused by improper operation of the staff. 安裝電氣繼電器，避免因工作人員操作不當而造成不必要的照明。
Tobacco Raw Materials business 煙用原料板塊	<ul style="list-style-type: none"> • Changed 500 high electricity consuming lights to LED lights in this business segment. 將500個高耗電燈改為LED燈。
Aroma Raw Materials business 香原料板塊	<ul style="list-style-type: none"> • Replaced most bulbs in workshops with LED lights; 用LED燈替換車間內的大多數燈泡； • Focused on the monitoring of its electricity consumption and installed electricity meters in each workshop and dormitories of employees. 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。

Other energy resources

The Group consumes diesel, natural gas, town gas, gasoline, coal as energy resources for manufacturing operations and transportation. The Group is dedicated to reducing the use of fossil fuel and improving the efficiency of operation, and sees it as the key to its commitment of becoming an eco-friendly company. For instance, the Group encourages its employees from all subsidiaries to take public transports instead of driving to work, and to utilise the electronic device for online conference to avoid unnecessary travelling. In addition, the Group embeds environmental protection into its business strategy and always puts energy conservation in the first place. Therefore, the Group purchases environmentally-friendly vehicles for transportation and operation, redesigns the machineries to be more eco-efficient, and initiates a competitive mechanism to incentivise subsidiaries which pursue a 'low carbon and low consumption' working environment and operation process.

其他能源資源

本集團製造過程以及運輸過程消耗柴油、天然氣、煤氣、汽油和煤。本集團致力於減少化石燃料的使用，提高其使用效率，並將其視為將本公司打造成為生態友好型公司的關鍵。例如，本集團鼓勵所有子公司的員工乘坐公共交通工具代替開車上班，並利用電子設備進行在線會議，以避免不必要的差旅。此外，本集團將環保納入其業務發展策略，並始終把節約能源放在第一位。因此，本集團積極採購環保車輛進行運輸及營運，對機器進行再設計，讓其更環保。與此同時，本集團啟動競爭機制，以激勵附屬公司追求「低碳低耗」工作環境及營運過程。



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

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優化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 approximately reduce 18 tonnes diesel per year;
用蒸汽鍋爐代替柴油鍋爐，每年大約可減少18噸柴油；
- Strengthened the routing inspection on waterpipes and prevented any leakages failure;
加強對水管的佈線檢查，防止任何洩漏故障；
- Checked and maintained the energy supply lines to prevent any energy losses from non-functional operation 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 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 boiler;
在鍋爐上安裝節能加熱裝置；
- Input warm or hot water to the boiler at primary 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；
- Adjusted the boiler type according to 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；
- Educated employees on energy conservation through various channels.
通過各種渠道教育員工節約能源。

<p>Tobacco Raw Materials business 煙用原料板塊</p>	<ul style="list-style-type: none"> • Purchased the appropriate type of coal that generates less smoke during combustion; 購買適當類型的煤，在燃燒過程中產生較少的煙； • Maintained the boiler regularly to keep its high working efficiency; 定期維護保養鍋爐，以保持其高工作效率； • Optimised the manual operation by training; 通過培訓優化手動操作； • Redesigned the boiler to enhance its thermal efficiency. 重新設計鍋爐以提高其熱效率。
<p>Aroma Raw Materials business 香原料板塊</p>	<ul style="list-style-type: none"> • Replaced the glass-lined double conic rotary vacuum dryer with titanium ones 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，以提高熱交換效率； • 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 its high efficiency; 定期維護能源供應管道，保持高效率； • Removed the begrike of heat exchanger to enhance its heat exchanging rate. 清除熱交換器的積垢，提高熱交換率。

Water

The Group prioritises water conservation among a growing number of environmental issues and strictly follows the 3R rules – Reduce, Reuse and Recycle in the daily operation. By applying the robust water resource protection measures, the Group did not face any problem in sourcing water during the year under review. Furthermore, not only has the management and board put great emphasis on water preservation, the offices and production sites of the Group have implemented their water conservation measures very well. For instance, the Group organises formal meetings delving into more advanced and innovative ways of saving water in all factories and industrial parks. All subsidiaries, where water can be largely consumed, are incentivised to reuse the wastewater as much as possible. The employees in the office are highly encouraged to reduce the amount of flushing water in a proper way. 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;
- Strengthen the inspection and maintenance on water tap, water pipelines and water storage;
- Run regular leakage test on water taps, joint rings and other defect in the water supply system;
- Require employees to strictly comply with company's water saving policy; and
- Advocate the importance of saving water among employees by professional trainings.

用水

本集團將水資源保護放在眾多環境問題中的第一位，並在日常營運中嚴格遵循3R規則—減少使用、再利用和循環水資源。通過採用強而有力的水資源保護措施，本集團於回顧年度內並未發現求取適用水源的任何問題。此外，不僅管理層和董事會非常重視水資源保護，本集團的辦公室和生產基地也很好地實施了水資源保護措施。例如，本集團組織正式會議，探討在所有工廠和工業園區內節約用水的更先進的創新方法。所有耗水量較大的子公司通過激勵機制，盡可能多地重複利用廢水。我們強烈建議辦公室的員工以適當的方式減少沖洗水量。本集團致力於在日常生活和工作中逐步向每位員工灌輸「節水」原則。為進一步提高水資源利用效率，本集團還採取以下做法：

- 立即修復滴水的龍頭，避免供水系統的洩漏；
- 加強對水龍頭，輸水管道和蓄水池的檢查和維護；
- 對供水系統中的水龍頭，連接頭和其他缺陷進行定期洩漏試驗；
- 要求員工嚴格遵守公司的節約用水政策；和
- 通過專業培訓向員工宣傳節約用水的重要性。

Apart from the common practices that have been implemented among all subsidiaries, here is the highlight of efforts of different business segments in 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	<ul style="list-style-type: none"> 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； Warned its employees to use the right amount of water to wash reaction vessels to avoid excessive consumption of fresh water. 提醒員工使用適量的水沖洗反應容器，以避免過量消耗淡水。
Tobacco Raw Materials business 煙用原料板塊	<ul style="list-style-type: none"> 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。
Aroma Raw Materials business 香原料板塊	<ul style="list-style-type: none"> Reuse the remaining cooling water for plantation inside the industrial park. 在工業園區內重複使用剩餘的冷卻水進行種植。



Paper

One of the main natural resources consumed by the Group is paper for administrative work. To minimise the use of paper, the Group has put great efforts into the implementation of following policies:

- 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 disseminate information by electronic means (i.e. via email or e-bulletin boards) as much as possible;
- 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 in offices to remind the staff of avoiding unnecessary printings;
- Reconsider boxes and trays as containers beside photocopiers to collect single-sided paper for reuse;
- Use the back of old single-sided documents for printing or draft paper; and
- Recycle used stationery whenever possible.

用紙

本集團消耗的主要自然資源之一是行政工作中紙張的使用。為盡量減少紙張的使用，本集團已投入大量精力實施以下政策：

- 選擇具有更環保紙張來源的供應商，以間接減少在消耗相同數量的紙張的樹木損失量；
- 推廣無紙化辦公室的概念，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；
- 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；
- 使用舊的單面文檔背面進行打印或用作草稿紙；以及
- 盡可能地回收使用過的文具。

Packaging materials

To raise the utilisation efficiency of packaging materials, the Group adopts effective measures at different stages from procurement to sales. To better illustrate the endeavour of the Group in packaging materials management, below is the highlight of efforts of different business segments:

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各個階段均採取了有效的措施。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 plastic and iron barrels are widely used and recycled for packaging purpose in order to significantly reduce the amount of packaging materials. Also, some subsidiaries of the Group adopt 30L rectangular barrel rather than 30L flat barrel to fully take advantage of the packing space. To reduce the consumption of packaging materials, one subsidiary of the Group has altered its packaging way from 8 kilograms (16 cans) per case to 16 kilograms (4 packing bag made of aluminium foil). With this approach, the amount of packaging materials of that subsidiary has been reduced to 50% of the previous amount. Furthermore, the Group tries its best to convince its customers to purchase large packages instead of small ones to reduce the unnecessary waste of packaging materials.

塑料桶和鐵桶在本業務板塊被廣泛使用並進行回收，以便減少包裝材料的消耗量。此外，本集團部分附屬公司採用30L方塑桶而非30L扁塑桶，充分地利用了包裝空間。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已減少到之前數量的50%。除此之外，本集團盡力說服客戶購買大包裝而非小包裝產品，以減少不必要的包裝材料的浪費。

The packaging materials in this business segment include packaging barrels, cardboard barrels, woven bags, aluminium bags and so on. To largely reduce the consumption of packaging materials, the Group has implemented the following practice as well:

香精板塊的包裝材料包括包裝桶，紙桶，編織袋，鋁膜袋等。為大幅減少包裝材料的使用量，本集團亦實施以下措施：

- Purchase as much recyclable and reusable packaging materials as possible;
盡可能多地購買可回收和可重複使用的包裝材料；
- Choose packaging materials properly to avoid excessive usage and massive waste of packages;
選擇合適的包裝材料，避免過度使用和浪費；
- Partly substitute advanced 'Green packaging' materials for traditional ones.
部分傳統的包裝材料用先進的「綠色包裝」材料代替。



<p>Tobacco Raw Materials business 煙用原料板塊</p>	<p>The packaging materials used in this business segment are mainly paper pulp, film bags and cartons. To decrease its consumption of packaging materials, the Group is committed to negotiating with its customers about the packing specifications and tries to convince them to select the large size.</p> <p>該業務板塊使用的包裝材料主要是紙漿、薄膜袋和紙箱。為減少包裝材料的消耗，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。</p>
<p>Aroma Raw Materials business 香原料板塊</p>	<p>The packaging materials used by this business segment are mainly cardboard barrels, composite paper barrels, cartons, plastic tanks, 200L and 30L plastic barrels with bungs, and polyethylene bags. It is also worth noting that except for the packaging materials for finished goods that are newly bought, the packaging materials used for barrels inside the production workshops are all reused. The Group educates its employees to reduce, reuse and recycle packaging materials, and promotes the prioritisation of environmentally-friendly materials in procurement.</p> <p>該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。值得注意的是，除了新購買成品的包裝材料外，生產車間內用於周轉桶的包裝材料進行重複使用。本集團教育員工減少、再利用和回收包裝材料，並鼓勵在採購中優先選擇環保材料。</p>

A.3. The Environment and Natural Resources

Through a series of measures to save electricity, water, gasoline, natural gas and all raw materials during operations that have been introduced above, the Group has made a significant progress towards the building of a reliable, resilient and sustainable corporation that pioneers in the industry of food additives and flavouring. In FY2017/2018, the Group's environmental impact was minimal due to its unrelenting efforts to create a resource-saving and environmentally-friendly enterprise. The emissions of exhaust gas and GHG, solid waste, wastewater and noise are all in conformity with relevant environmental laws and regulations. Among all the GHG emissions during the year under review, the Group's major impact on the environment was from the consumption of electricity and various types of fossil fuels. To minimise its GHG emissions, which are always connected with the precursor of global climate change, the Group strictly monitors, manages and improves its business model and relies on the efficient usage and control of energy resources, especially monitoring the details of its daily operation. With regard to the consumption of gasoline for transportation, for example, the Group not only calls on all employees to generally control their gasoline consumption during daily lives and work, but provides a comprehensive guideline leading them to align with the corporate policy scientifically and cumulatively to implement its sustainability strategy and values. Specifically, the Group regulates in detail that

A.3. 環境及天然資源

通過一系列上述措施去節省在營運中使用的電力、水、汽油、天然氣和所有原材料，本集團已經在建立可靠、有韌性和可持續發展的公司方面以及成為食品添加劑和香精行業先鋒方面取得了重大進展。因為為創建資源節約型和環境友好型企業所做的不懈努力，本集團於二零一七／二零一八財年對環境的影響微乎其微。廢氣和溫室氣體、固體廢棄物、廢水和噪聲的排放均符合相關的環境法律法規。在回顧年度內的所有溫室氣體排放中，本集團對環境的主要影響來自電力消耗和各類化石燃料的使用。溫室氣體排放與全球氣候變化密不可分，為了最大限度地減少溫室氣體的排放，本集團嚴格監控、管理和改善其商業模式，並對能源進行有效地使用和控制，尤其是在監控其日常運營的細節方面十分重視。例如，關於交通運輸過程中汽油的消耗，本集團不僅呼籲所有員工在日常生活和工作中控制汽油消耗，而且提供全面的指導方針，帶領員工科學地與公司政策保持一致，逐漸地實施其可持續發展戰略和價值觀。具體而言，本集團對此進行了詳細規定：



Environmental Protection 保護環境

- All drivers need to plan appropriate driving routes in advance;
- Keep the vehicle travelling at a constant speed to avoid any unnecessary brake;
- Stick to the principle of 'Open windows at low speed, Turn on air conditioning at high speed';
- Maintain the vehicle on a regular basis;
- Control the pre-heated start time properly; and
- Clean up the mess inside the vehicle.
- 所有駕駛員都需要提前規劃合理的駕駛路線；
- 保持車輛以恆定速度行駛，以避免任何不必要的製動；
- 堅持「低速打開窗戶，高速打開空調」的原則；
- 定期維護保養車輛；
- 正確控制啟動預熱時間；以及
- 清理車內的垃圾。

To further eliminate its possible repercussions on the environment, the Group has put great emphasis on three main areas in its daily operations. Precisely, the Group is committed to seizing every opportunity to innovate, design and utilise eco-efficient machineries for daily operations in terms of their energy consumption, air and GHG emissions, and most importantly, the compliance with relevant environmental regulations. Second, the Group values the education and advocacy of low-carbon operation and lifestyle. Employees are tremendously encouraged to take public transport instead of private cars, thereby to large extent reducing their individual carbon footprint. Besides, the Group endeavours to cultivate the good habits of diligence and frugality in terms of the use of natural resources among its employees through plenty of channels. Third, to align with the international standard in preserving energy resources and protecting the planet, a series of efficacious, adaptable and globally compatible policies are considered the fundamental asset to keep the enterprise go with the tide of world development by the Group. The Sustainable Development Goals (SDGs) came into force on 1 January 2016 and laid out a roadmap to tackle 17 vital sustainability issues around the world. With a strong corporate ambition to address the imminent global environmental crisis, the Group prioritises and incorporates certain SDGs into its policies and decision-making process, which are 'Affordable and clean energy', 'Industry, Innovation and Infrastructure', 'Responsible Consumption and Production', and 'Climate Action', respectively.

為進一步消除其可能對環境造成的影響，本集團在日常運作中十分重視三個方面。本集團致力於抓住每個機會，在能源消耗、廢氣和溫室氣體排放，尤其是遵守相關的環境法規方面，不斷進行創新、設計並利用環保高效的機器進行日常運營。其次，集團重視低碳經營和生活方式的教育和宣傳，非常鼓勵員工乘坐公共交通工具代替私家車，從而在很大程度上減少其個人碳足跡。此外，本集團致力透過各種渠道，在員工使用自然資源方面，培養其勤儉節約的良好習慣。第三，為了與節約能源和保護地球的國際標準保持一致，一系列有效的、適合的、與世界發展兼容的政策被認為是保持企業順應世界發展潮流的基本資產。可持續發展目標 (SDGs) 已於2016年1月1日生效。其製定了解決全球17個重要可持續性問題的藍圖。為了應對即將來臨的全球環境危機，本集團懷著很強的企業抱負，將可持續發展目標進行重要性排序並納入其政策和決策過程。其可持續發展目標分別是「可再生且可負擔的能源」、「創新及完善的基礎設施」、「負責任的消費」和「針對氣候變化的行動」。



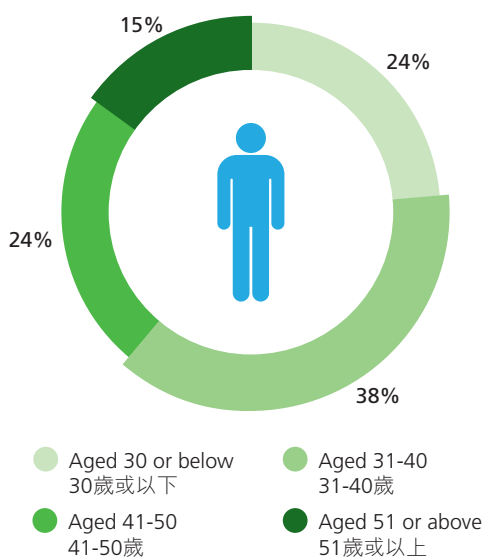
VI. SOCIAL SUSTAINABILITY

EMPLOYMENT AND LABOUR PRACTICES

B.1. Employment

The Group treasures employee's talent and sees it as the key in 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.

Total male employees by age of the Group
本集團男員工年齡分佈



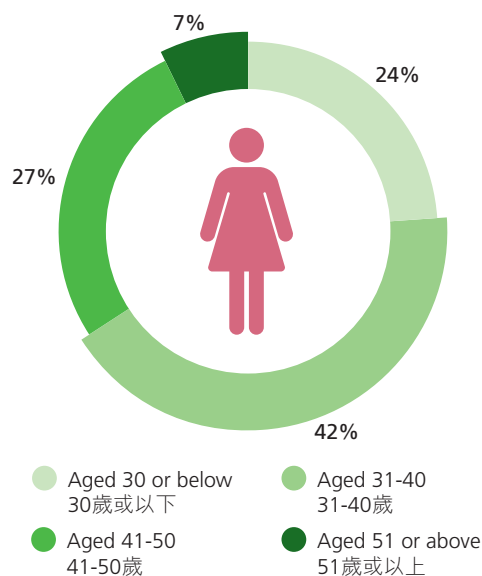
VI. 社會可持續發展

僱傭及勞工常規

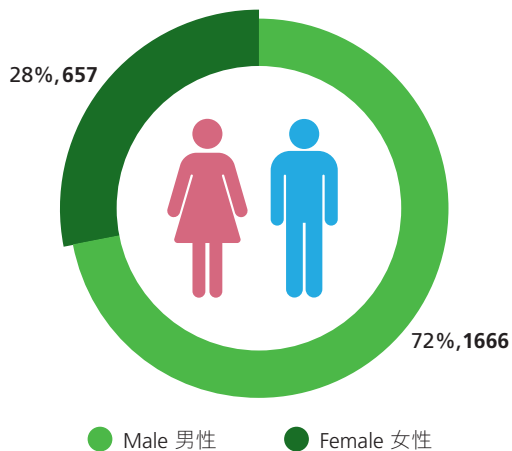
B.1. 僱傭

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。

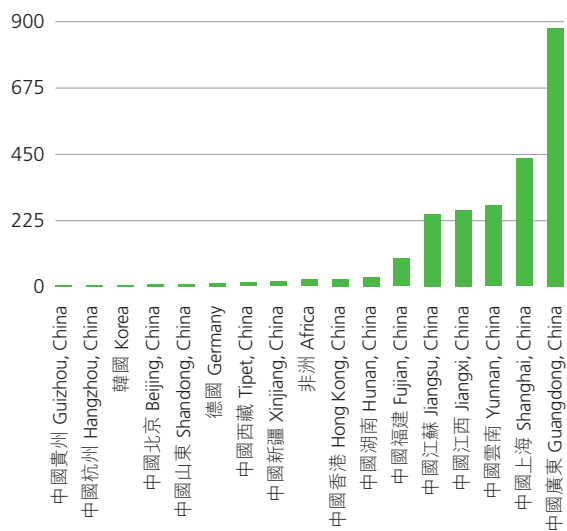
Total female employees by age of the Group
本集團女員工年齡分佈



Total employees by gender of the Group
本集團男女員工人數



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



Total employees by department in the Group 本集團各部門員工人數



Law compliance

The human resources policies of the Group abide by the applicable employment laws and regulations in Hong Kong and the PRC, including:

- Employment Ordinance (Cap. 57 of the Laws of Hong Kong);
- Employees' Compensation Ordinance (Cap. 282 of the Laws of Hong Kong);
- Mandatory Provident Fund Schemes Ordinance (Cap. 485 of the Laws of Hong Kong);
- Disability Discrimination Ordinance (Cap. 487 of the Laws of Hong Kong);
- Race Discrimination Ordinance (Cap. 602 of the Laws of Hong Kong);

遵守法律

本集團的人力資源政策遵守中國香港及中國大陸適用的僱傭法律及法規，包括：

- 《僱傭條例》（香港法例第57章）；
- 《僱員補償條例》（香港法例第282章）；
- 《強制性公積金計劃條例》（香港法例第485章）；
- 《殘疾歧視條例》（香港法例第487章）；
- 《種族歧視條例》（香港法例第602章）；

- Sex Discrimination Ordinance (Cap. 480 of the Laws of Hong Kong);
- Minimum Wage Ordinance (Cap. 608 of the Laws of Hong Kong);
- Labour Law of the People's Republic of China ;
- Law of the People's Republic of China on Promotion of Employment;
- Insurance Law of the People's Republic of China;
- Labour Contract Law of the People's Republic of China;
- Minimum Wage Regulations; and
- Regulations on the Supervision of Labour Security.

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

- 《性別歧視條例》（香港法例第480章）；
- 《最低工資條例》（香港法例第608章）；
- 《中華人民共和國勞動法》；
- 《中華人民共和國就業促進法》；
- 《中華人民共和國社會保險法》；
- 《中華人民共和國勞動合同法》；
- 《最低工資規定》；和
- 《勞動保障監察條例》。

根據最新的法律法規，本集團人力資源部負責定期審查和更新相關公司政策。

Recruitment and promotion

The Group adopts a set of transparent and clear procedures to conduct its annual recruitment plan, such as 'Personnel Recruitment Plan', aiming to live up to 'Openness, Fairness, Transparency, Standardisation' in every detail. 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 references market benchmarks and has formulated 'Compensation Management Regulation' in determining its remuneration and benefit policies. As talent retention is vital to the sustainable business development, the Group constantly reviews its compensation packages and performs probationary and regular evaluations on the employee's capability and performance in the past. This ensures that all employees can be recognised by the Group appropriately with respect to their efforts and contributions.

Compensation and dismissal

Any appointment, promotion or termination of recruitment contract should be based on reasonable, lawful grounds and internal policies, such as Staff Handbooks. The Group strictly prohibits any kind of unfair or illegitimate dismissals. For those who have poor working performance or constantly make mistakes, the Group would warn verbally before issuing a warning letter. For those who remain untamed despite making the same mistakes repeatedly, the Group would dismiss the person according to relevant laws in Hong Kong and the PRC.

招聘和晉升

本集團採取一套透明清晰的程序制定年度招聘計劃，例如「人事招聘計劃」，旨在實現招聘過程的「公開，公平，透明，規範」。為吸引高素質人才，本集團根據個人過往表現，個人能力，工作經歷及職業志向，提供公平且具競爭力的薪酬及福利。本集團亦參考市場基準，製定「補償管理規例」以釐定其薪酬及福利政策。由於人才保留對於可持續的業務發展至關重要，本集團不斷審查其薪酬方案，並對員工過去的能力和表現進行試用期和定期評估。這確保了集團所有員工的工作和努力都能得到集團的認可。

薪酬及解僱

本集團任何聘用，晉升或終止勞動合同都必須符合當地法規，並有合理依據，例如參照員工手冊上的規定。本集團嚴格禁止任何形式的不公平或非法解僱。對於工作表現不佳或經常犯錯誤的員工，本集團會在發出警告信之前先給予口頭警告。而對於不斷出現同樣錯誤並未改正的員工，本集團將根據中國香港和中國大陸的相關法律對其解僱。



Working hours and rest periods

The Group has formulated its policy based on local employment laws including Regulations on Working Hours of Employees to determine working hours and rest periods for employees. Specifically, the Group has installed the attendance management system that could keep monitoring its employee's working hours, and compensate those who work overtime with overtime pay or additional days off. In addition to basic paid annual leave and statutory holidays, employees are also entitled to additional leave benefits such as marriage leave, maternity leave and compassionate leave.

Equal opportunity and anti-discrimination

As an equal opportunity employer, the Group is committed to creating a fair, respectful and diverse working environment by promoting anti-discrimination and equal opportunity in all its human resources and employment decisions. In other words, 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 policy allows zero tolerance in relation to any workplace discrimination, harassment or vilification in accordance with local ordinances and regulations. Moreover, employees are vigorously encouraged to report any incidents involving discrimination to the human resources department of the Group. The Group will then take responsibility for assessing, dealing with, recording and taking any necessary disciplinary actions on such incidents.

工作時數和假期

本集團根據當地僱傭法制定其政策，包括「國務院關於職工工作時的規定」，以確定僱員的工作時間和休息時間。本集團安裝了考勤管理系統，可以持續監控員工的工作時間，並通過加班費或額外休假來補償加班工作的員工。除基本帶薪年假和法定假日外，僱員還有權享受額外的假期福利，如婚假、產假和喪假。

平等機會和反歧視

作為平等機會僱主，本集團致力於在所有人力資源及就業決策中促進反歧視及創造平等機會，從而營造一個公平競爭、相互尊重及多元化的工作環境。本集團所有業務部門的培訓及晉陞機會、解僱及退休政策並非以僱員的年齡、性別、婚姻狀況、懷孕狀況、家庭狀況、殘疾狀況、種族、膚色、血統、民族、國籍、宗教或任何其他非工作相關因素為依據。本集團的平等機會政策，根據有關政府法例，對任何工作場所的歧視、騷擾或受害行為實施零容忍。本集團鼓勵僱員向人力資源部門報告任何涉嫌歧視的事件。本集團將有責任對相關事件進行評估、處理、記錄及採取任何必要的紀律處分。

Other benefits and welfare

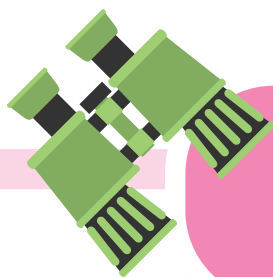
The Group cares about the wellbeing of its employees. According to national regulations, the Group provides employment injury insurance for its employees. In addition, travelling packages are arranged for its employees, which the Group believes are significant to ensure their physical and mental health. The Group values its employees and believes that employees are the creators, practitioners and trailblazers of the fulfilment of corporate values. Helping employees realise their ambitions is not merely an idea for the Group. Rather, it is the foundational attitude of the Group towards its employees every day. What is more, 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 a long-term competitiveness and success. Thus, under the guidance of corporate vision 'Leader to a better life', the Group's subsidiaries enjoyed their considerable autonomy to arrange various forms of cultural events in FY2017/2018. For instance, the Group organised 'Huabao Hiking and Cycling Activities', '2017 Christmas Party', '2018 Huabao Annual Dinner', and a plethora of meaningful events for all employees during the year under review.

In FY2017/2018, 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.

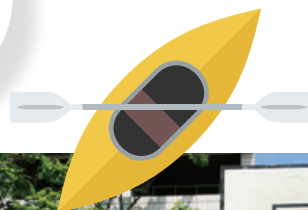
其他待遇和福利

本集團十分關心員工的福祉。根據國家規定，本集團為員工提供工傷保險。此外，本集團認為員工的身心健康至關重要，因此為員工提供旅行套餐。本集團重視員工並認為員工是實現企業價值觀的創造者、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，而是本集團每天對員工的紮實態度。更重要的是，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。因此，在「美好生活引領者」企業願景的指導下，集團的子公司充分發揮自主權，在二零一七／二零一八財年安排員工喜聞樂見的各種文化活動。例如，本集團於回顧年度內為所有僱員舉辦「華寶徒步及自行車活動」，「2017年聖誕派對」，「2018年華寶週年晚宴」及多項有意義的活動。

在二零一七／二零一八財年，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、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。



Huabao Activities 華寶活動





B.2. Health and Safety

The Group believes that health and safety at work involves both the prevention of harm, and the promotion of employees' well-being. To provide and maintain a safe, clean and environmentally-friendly working condition for employees, the Group has established strict internal safety and health policies, which are in line with relevant laws and regulations in Hong Kong and the PRC, including the:

- Occupational Safety and Health Ordinance (Cap. 509 of the Laws of Hong Kong);
- Production Safety Law of the People's Republic of China;
- Law of the People's Republic of China on Prevention and Control of Occupational Diseases; and
- Regulation on Work-Related Injury Insurance.

B.2. 健康與安全

本集團認為保證工作中的健康和安全的既涉及預防傷害，同時也涉及給員工帶來幸福。為了給員工提供及維持一個安全、整潔及環境友好的工作環境，本集團已制定嚴格的內部安全及健康政策，並符合中國香港及中國大陸的相關法律及法規，包括：

- 《職業安全及健康條例》（香港法例第509章）；
- 《中華人民共和國安全生產法》；
- 《中華人民共和國職業病防治法》；和
- 《工傷保險條例》。

The Group rigorously sticks to the instructions of the Quality Management Systems (ISO 9001:2008) and Occupational Health and Safety Management Systems (OHSAS 18001:2007) during operations, striving for zero accidents of all persons involved in different works. To ensure an infallibly healthy and safe working environment, the Group carries out the guiding principle of 'Safety first, Prevention first' and has drafted its internal operating standard called 'Health and Safety Management Regulation of Huabao International Holdings Limited', which has been put into force since 2008. On top of that, the Group has conducted the following measures in safety and health management:

本集團在營運期間嚴格遵守品質管理體系 (ISO 9001 : 2008) 和職業健康和安全管理體系 (OHSAS 18001 : 2007) 的指示，爭取實現不同工種的所有人員的事故率為零。為確保一個健康安全的工作環境，本集團貫徹「安全第一，預防第一」的指導原則，並起草了「華控國際控股有限公司安全管理暫行規定」的內部運作標準（自2008年起生效）。除此之外，本集團還在安全及健康管理方面採取以下措施：



Emergency response drills
(held by fire units)
消防部門安排的應急演習



Safety inspections
(day before holiday)
假期前一天舉行的安全大排查



Cleaning of air-conditioning systems
(once a season)
一季度一次的空調系統清潔工作



Disinfection of carpets
(at least once a month)
至少一個月一次的地毯消毒



Prohibition of smoking and
drinking liquor in workplace
工作場所嚴禁吸煙飲酒



Education through bulletins and
warning posters
通過公告和警示海報的教育



Provision of suitable Personal Protective Equipment
("PPE", such as helmets, safety ropes, gloves, etc.) to its workers on site
為現場工人提供合適的個人防護裝備（如頭盔，安全繩，手套等）

During the year under review, the Group found no work-related fatalities during its operations and was not aware of any violation of 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與工作有關的傷亡事故，亦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 formulated a set of internal regulations and policies such as 'Staff Training Regulations' for strengthening the working skills and knowledge of its employees. A complete training package has been provided to all new hires, which covers the History of Company, Corporate Governance Structure, Corporate Culture, Business Processes, and Management System. As for experienced employees, profession-oriented courses are offered according to the corporate demands and employees' expectations. Through different types of trainings, the Group strives to make sure that all employees are equipped with sufficient professional knowledge to complete their daily tasks.

B.3. 發展及培訓

本集團已製定一套內部規章及政策，例如「員工培訓管理規定」，以加強員工的工作技能及提高其知識水平。本集團為所有新員工提供了完整的培訓課程，其中包括公司歷史、公司治理結構、企業文化、業務流程和管理系統。對於老員工，本集團根據企業需求和員工期望為其提供專業的課程。通過不同類型的培訓，本集團努力確保所有員工都具備足夠的專業知識來完成日常工作。



To further enhance the professional skills of its employees and meet the needs of the Group's development goal, signing up for professional qualification examinations and external trainings is greatly encouraged. Employees who take the professional qualification examinations and obtain vocational qualification certificates could receive a reimbursement from the Group. Meanwhile, the Group also invites external organisations and experts to give relevant trainings to its employees on a regular basis. In FY2017/2018, the Group arranged a multitude of trainings, including Emergency management and Occupational health and safety. The total time each employee spent on training was recorded to be 3.5 – 4 hours on average during the year under review.

B.4. Labour Standards

The Group abides by the Employment Ordinance (Cap. 57 of the Laws of Hong Kong), Labour Law of the People's Republic of China 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 Group's human resources staff requires all job applicants to provide valid identity documents to ensure that they are lawfully employable prior to confirmation of any employment. The Human Resources Department is also responsible to monitor and guarantee the compliance of corporate policies and practice with latest laws that prohibit child labour and forced labour. Once the Group found any case against labour standards, the employment will be immediately terminated.

In FY2017/2018, the Group was not in violation of any relevant laws and regulations, in relation to the prevention of child and forced labour that have a significant impact on the Group.

為進一步提升員工的專業技能，滿足集團發展目標的需要，本集團大力鼓勵員工參加專業資格考試和外部培訓。參加專業資格考試並取得職業資格證書的員工可以獲得本集團的報銷。同時，本集團還邀請外部組織和專家定期向員工提供相關培訓。在二零一七／二零一八財年，集團安排了多項培訓，課程包括應急管理和職業健康與安全。在報告年內，平均集團每位員工的培訓總時間為3.5-4小時。

B.4. 勞工準則

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》及中國香港和中國大陸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。為打擊童工，未成年工人和強迫勞動的非法就業，本集團的人力資源工作人員要求所有求職者提供有效的身份證明文件，以確保他們在確認任何工作之前可以合法就業。本集團的人力資源部門亦須確保本集團遵守禁止童工及強制勞工的最新相關法律及規例。一旦本集團發現任何違反勞工標準的事件，就業合同將立即終止。

於二零一七年／二零一八年財政年度，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

As a socially responsible enterprise, it is crucial for the Group to maintain and manage a sustainable and reliable supply chain that brings positive impact to the environment and society. The Group monitors the quality of its suppliers and their supply chain practice on a continuous basis.

The Group has formulated its internal 'Supplier Management Procedures' to manage and evaluate the performance of its suppliers. To enhance the effectiveness and efficiency of procurement, 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 one to three qualified suppliers for each material. Since the Group has a great number of suppliers for each subsidiary under different business segments, it would be mind-bogglingly verbose to list all in the report. Thus, a distribution pattern of suppliers for one subsidiary is presented below as an example.

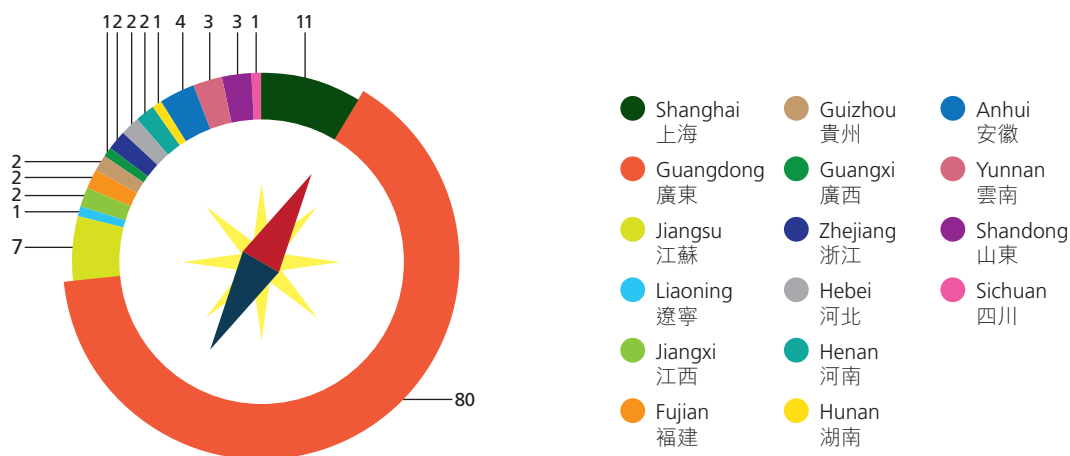
營運慣例

B.5. 供應鏈管理

作為一家有著社會責任感的企業，維持和管理一條可持續和可靠的供應鏈，並為環境和社會帶來積極影響對本集團十分重要。本集團持續監察供應商的質素及其供應鏈慣例。

本集團已製定內部「供應管理程序」以管理及評估其供應商的表現。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鍊並避免供應壟斷，本集團一般至少為每種材料保持擁有一至三名合資格供應商。由於本集團在不同業務板塊下的每個子公司有大量的供應商，在報告中一一列舉會十分冗長。因此，本集團以一個子公司的供應商的分佈模式為例，具體如下。

Number of suppliers by geographical region for
'Guangdong Golden Leaf Technology Development Co., Ltd'
廣東金葉科技開發有限公司供應商區域分佈圖



The Group commits to control the social and environmental risks that might be brought from its suppliers according to ISO 9001 and therefore has formulated its internal supplier management policies by classifying the suppliers into different groups, in order to implement differentiated management strategies towards its suppliers. Co-operation surveys are conducted regularly to minimise the potential risks and addressing any problem that may come along. Given the solid and steady relationships it has with its suppliers, the Group has not experienced any material delays, conflict or other significant issues with its suppliers in the past years. The Group believes that a mutual understanding and sense of responsibility towards each other is vital to maintaining a sustainable and sound relationship with selected suppliers.

To better reflect the specific management approach of the Group, here is the performance of each business segment in terms of their supply chain control and implementation of relevant policies.

Flavours and Fragrances business

The Flavours and Fragrances business segment includes research and development, production and sale of flavours and fragrances products. The Group adheres to 'YC/T164-2012 Tobacco Flavours Standard' in its raw material procurement. To better execute the practice regulated by the national tobacco flavours standard and to eradicate negative environmental and social impacts of the entire supply chain, the Group has established its 'Quality, Environment and Occupational Safety Management System' and formulated specific internal supplier management policies, including 'External Supplier Control Procedure' and 'Product Inspection and Test Control Procedure'.

本集團根據ISO 9001標準控制供應商可能帶來的社會和環境風險，並因此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，以盡量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供應商保持可持續及良好的關係至為重要。

為了更好地反映本集團的具體管理方法，以下詳細闡述了每個業務板塊在供應鏈控制和相關政策實施方面的表現。

香精板塊

本集團的香精業務包括研發、生產及銷售香精產品。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。為了更好地執行國家煙草香精標準規定的做法，消除整個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」和制定了具體的內部供應商管理政策，包括「外部供方控制程序」和「產品檢驗和試驗控制程序」。

质量、环境、职业健康安全管理体系		质量、环境、职业健康安全管理体系	
① 澳华达香精（广州）有限公司	① 澳华达香精（广州）有限公司	① 澳华达香精（广州）有限公司	① 澳华达香精（广州）有限公司
产品检验和试验控制程序 OWD-P-23-2017		外部供方控制程序 OWD-P-16-2017	
编制：_____		编制：_____	
审核：_____		审核：_____	
批准：_____		批准：_____	
未经澳华达许可	严禁复印外借	未经澳华达许可	严禁复印外借

During the selection of new raw materials suppliers, the Group conducts a comprehensive and thorough investigation on the stability and efficiency of potential suppliers. Notably, 'Raw Materials Information Questionnaire' 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 suppliers to submit a handful of documents to QC (Quality Control) department, including Specifications, Business License, Tax Registration Certificate, Organization Code Certificate, Food Production License, Certificate of Analysis and so on.

在選擇新的原材料供應商時，本集團對潛在供應商的穩定性和效率進行全面徹底的調查。值得注意的是，本集團採用「原材料信息調查問卷」的方式，將其發送給候選供應商以支持整個調查過程。問卷內容包括正常交付期、緊急期、最小交付量、投資規模以及僱員數量。此外，本集團要求供應商向質量管理部門提交文件，包括規格、營業執照、稅務登記證、組織機構代碼證、食品生產許可證、分析證書等。

Apart from the common practice in 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 requires 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'. Besides, according to 'Production Materials Procurement Management Regulation of Huabao Flavour & Fragrances Co., Ltd', a distinct strategy towards different suppliers is another highlight reflecting the high effectiveness and pertinency that the Group seeks to manage the supply chain. For instance, the procurement department assesses the qualified supplier for material A once a year and fills out the 'Supplier Written Assessment Form'. With respect to onsite evaluation, the QC department should conduct field evaluations for at least twice a year on the supplier for material A, with whom the Group has purchased materials normally worth over 1 million Yuan.

除了供應鏈管理的一般做法，如要求提供供應商的相關證書、供應商背景評估、要求供應商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。具體來說，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。此外，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。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」。在現場評估方面，質量管理部門應每年對與本集團購買材料A價值超過100萬元的供應商，進行至少兩次現場評估。

关于印发《华宝香精股份有限公司生产类物料供方开发及评价管理制度》的通知

公司各部门、各下属企业及分支机构：

为建立健全华宝香精股份有限公司生产类物料供方管理机制，规范生产类物料采购行为，更好地开发和培育各类新供方，遵循公平、公正、公开的原则，对合格供方的确定及评价过程实施有效控制，保证生产类物料采购活动有序进行，特制定《华宝香精股份有限公司生产类物料供方开发及评价管理制度》，现予以印发，请遵照执行。

特此通知。

华宝香精股份有限公司

关于印发《华宝香精股份有限公司生产类物料采购管理制度》的通知

公司各部门、各下属企业及分支机构：

为规范华宝香精股份有限公司生产类物料的采购行为，加强采购过程的管理与监督，确保所采购物料符合国家及行业有关标准、满足公司使用要求、质量稳定、供货及时、价格合理，保障公司生产经营的顺利进行，特制定《华宝香精股份有限公司生产类物料采购管理制度》，现予以印发，请遵照执行。

特此通知。

华宝香精股份有限公司

Tobacco Raw Materials business

The Tobacco Raw Materials business segment of the Group includes research and development, production and sale of paper-making reconstituted tobacco leaves and new materials products that are innovative, functional and applicable to tobacco industry. Cigarette capsule is one of the major products of this business segment. To make sure that the quality of all raw materials meet industry standards, the Group necessitates that suppliers must possess relevant online trading qualifications certified by State Tobacco Monopoly Administration and Tobacco Monopoly license.

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 for a sound supplier management process. Specifically, the corporate policies and relevant documents include the 'External Supplier Evaluation and Control Procedure', the 'Regulation of Procurement Method', the 'Evaluation Sheet of External Suppliers', and the 'Procurement Management System of Production Materials in Huabao International Holdings Limited'. The corporate policies regulate, for instance, that inspections must be conducted in different stages at regular intervals by the Group, including Incoming Quality Control (IQC) and Input Process Quality Control (IPQC). An incentive mechanism has been well established by the Group to encourage suppliers to better comply with relevant regulations and meet the Group's expectations in order to minimise the environmental and social risks on the supply chain.

煙用原料板塊

本集團的煙用原料業務板塊包括研發、生產及銷售造紙法煙草薄片產品及創新、具功能性等適用於煙草行業的新材料產品。煙用膠囊是該業務板塊的主要產品之一。為確保所有原材料的質量符合行業標準，本集團要求供應商必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製定了一系列內部政策。具體而言，公司政策和相關文件包括「外部供方評價控制程序」、「採購方式管理規定」、「外部供方現場評價表」、以及「華寶國際控股有限公司生產類物料採購管理制度」。例如，公司政策規定，檢查必須由本集團定期在不同階段進行，包括來料質量控制（IQC）和製程控制（IPQC）。本集團已建立激勵機制，鼓勵供應商更好地遵守相關法規及符合本集團的預期要求，以盡可能地減低供應鏈的環境及社會風險。

According to both regulatory and corporate requirements, the Group has implemented investigations on suppliers, evaluations on raw materials, negotiations of business, real-time audit, and update of market information, in order to minimise the pernicious social and environmental impact during the supply chain management. For example, in choosing its raw material suppliers, the Group especially requires:

- Certain products from suppliers must be in compliance with Good Manufacturing Practice (GMP) requirements;
- The suppliers should be certified or aligned with relevant quality management system (QMS);
- The suppliers must be legal general taxpayers.
- 供應商的部分產品必須符合良好作業規範 (GMP) 的要求；
- 供應商應獲得相關質量管理體系 (QMS) 的認證或與其保持一致；
- 供應商必須是合法的一般納稅人。

根據法律法規和公司的要求，本集團已對供應商進行調查，對原材料進行評估，開展業務談判，進行實時審計以及更新市場信息，以盡量減少供應鏈中對社會和環境的有害影響。例如，在選擇原材料供應商時，本集團還特別要求：

广东省金叶科技开发有限公司
广东金科再造烟叶有限公司

外部供方评价控制程序

文件编号	JK-QP-11
版本状态	D版1次
分发部门代号	体系覆盖所有部门
受控状态	受控文件

2017年4月20日发布 2017年4月29日实施

广东省金叶科技开发有限公司
广东金科再造烟叶有限公司

采购方式管理规定

文件编号	JK/QW05-05
版本状态	A版1次
分发部门代号	05
受控状态	

2017年5月10日发布 2017年5月15日实施

于颁布《华宝国际控股有限公司生产类物料
采购管理制度》的通知

集团总部各中心、各部门、各下属企业及分支机构：

为规范本集团的生产类物料采购行为，加强各项采购过程的管理与监督，确保所采购产品符合国家及行业有关规定、质量稳定、供货及时、价格合理、流程规范，保障各下属企业生产经营的顺利进行，特制订本制度。要求集团总部各中心、各部门及下属企业认真学习本办法并贯彻执行。

特此通知

外部供方现场评价表

评价日期：_____		评价人员：_____		部	门
序号	评价内容	分值	得分	评价人	
1	企业规模大小、行业内的地位以及经营稳定性等	4			
2	企业规模和经营年限、经营业绩、生产、经营能力与行业内的地位等	3			
3	企业信用状况及财务状况是否良好或稳定等	3			
4	管理状况：产品质量、交货及时性、交货及时性、交货及时性	3			
5	技术人员、管理人员、生产人员的素质和培训情况	4			
6	生产设备、检测设备、生产的技术能力、厂址和环保情况	5			
7	生产能力和生产现场管理情况	3			
8	提供的设备附件、工艺要求文件、检验和报告文件是否完整、适用	3			
9	是否有与物料不符物品检出、退货、处理程序	4			
10	物料入库、生产出库、退货等各个环节的单据是否齐全	3			
11	是否有明确的退货标准和退货流程、退货处理程序	3			
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65	是否有明确的退货标准和退货流程、退货处理程序	3			
66	是否有明确的退货标准和退货流程、退货处理程序	3			
67	是否有明确的退货标准和退货流程、退货处理程序	3			
68	是否有明确的退货标准和退货流程、退货处理程序	3			
69	是否有明确的退货标准和退货流程、退货处理程序	3			
70	是否有明确的退货标准和退货流程、退货处理程序	3			
71	是否有明确的退货标准和退货流程、退货处理程序	3			
72	是否有明确的退货标准和退货流程、退货处理程序	3			
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98	是否有明确的退货标准和退货流程、退货处理程序	3			
99	是否有明确的退货标准和退货流程、退货处理程序	3			
100	是否有明确的退货标准和退货流程、退货处理程序	3			

Aroma Raw Materials business

Aroma Raw Materials business segment includes research and development, manufacture and sale of aroma raw materials products that are extracted from natural materials or generated from chemical process. The selection of suppliers in this business segment is based on a number of factors. Specifically, a complete series of approval procedures for production, business license, and production license are what the Group will look through in the first place. Additionally, the Group assesses the equipment and competency of suppliers for specific items. Price, location, supply stability, and Quality Assurance System (QAS) of the suppliers will then be compared with their peers. The Group always pays great attention to the environmental and social risks during the selection of suppliers and endeavours to take into consideration plenty of sustainability factors in order to choose the best business partner.

The Group considers the result of incoming quality control as one of the most essential factors to evaluate the performance of its suppliers. Therefore, the Group has formulated 'Inspection and Test Control Procedures' to regulate the checking process. Once any defect on the raw materials was found during inspection and production process, the production safety department will report to QC and procurement department timely, which will accordingly record the issue on the 'Supplier Evaluation Report'. The Group conducts an evaluation on all suppliers from the Qualified Supplier List in terms of their performance throughout the year. Suppliers that have been found unqualified for over three times will be disqualified and removed from the list permanently.

香原料板塊

香原料板塊業務包括研發、生產及銷售香原料產品，香原料乃通過化學反應合成或天然提取的帶香物質。此業務板塊中供應商的選擇基於許多因素。具體而言，本集團將首先對生產、營業執照和生產許可展開一系列完整的審批。此外，本集團評估供應商加工生產具體產品的設備和能力，並將供應商的價格、地理位置、供應穩定性和質量保證體系（QAS）與同行進行比較。本集團在選擇供應商時始終重視其環境及社會風險，並努力將眾多可持續性因素納入其考察範圍，以選擇最佳的業務夥伴。

本集團認為質量控制的結果是評估供應商績效的最重要因素之一。因此，本集團已製定「檢驗和試驗控制程序」以規管檢查程序。一旦在檢驗和生產過程中發現原材料有任何缺陷，生產安全部門將及時向質量管理和採購部門報告，並相應地將該問題記錄在「供方評價報告」上。本集團就全年的表現對合格供應商名單上的所有供應商進行評估。被發現不合格超過三次的供應商將被取消資格並永久地從名單中刪除。

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 is in compliance with the relevant rules, regulations and standards in the PRC and Hong Kong, including:

- Product Quality Law of the People's Republic of China;
- Food Safety Law of the People's Republic of China;
- Production Safety Law of the People's Republic of China;
- Standardization Law of the People's Republic of China;
- Patent Law of the People's Republic of China;
- Trademark Law of the People's Republic of China;
- Law on Protection of Consumer Rights and Interests of the People's Republic of China;
- Tort Liability Law of the People's Republic of China;

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，本集團遵守中國大陸及中國香港的相關要求、規例及標準，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》；
- 《中華人民共和國安全生產法》；
- 《中華人民共和國標準化法》；
- 《中華人民共和國專利法》；
- 《中華人民共和國商標法》；
- 《中華人民共和國消費者權益保護法》；
- 《中華人民共和國侵權責任法》；

- Advertising Law of the People's Republic of China;
- Measures for the Management of Food Production License;
- Measures for the Administration of Food Recalls;
- National food safety standard for uses of food additives (GB 2760-2014);
- Administrative Measures for Food Safety National Standards;
- General standard for the labelling of pre-packaged foods (GB 7718-2011);
- Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong);
- Consumer Council Ordinance (Cap. 216 of the Laws of Hong Kong);
- Trade Marks Ordinance (Cap. 559 of the Laws of Hong Kong); and
- Patents Ordinance (Cap. 514 of the Laws of Hong Kong).
- 《中華人民共和國廣告法》;
- 《食品生產許可管理辦法》;
- 《食品召回管理辦法》;
- 《食品安全國家標準食品添加劑使用標準 (GB 2760-2014)》;
- 《食品安全國家標準管理辦法》;
- 《預包裝食品標籤通則 (GB 7718-2011)》;
- 《個人資料 (私隱) 條例》 (香港法例第486章);
- 《消費者委員會條例》 (香港法例第216章);
- 《商標條例》 (香港法例第559章); 和
- 《專利條例》 (香港法例第514章)。

Product responsibility has always been a major concern for the Group. To implement various measures to make high quality products and deliver top-notch services that satisfy customers' needs from diverse perspectives, the Group insists to embed 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。為了通過各種方法製造高質量的產品，提供給客戶一流服務並滿足客戶不同方面的需求，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 'Quality management systems – Requirements', GB/T 24001-2015 'Environmental management systems – Requirements with guidance for use', GB/T 28001-2011 'Occupational health and safety management systems – Requirements', the Group acts in accordance with its 'Management Manual of Product Quality and Occupational Health' to maintain a sound working environment and deliver reliable products. Also, the 'Operating Standard of Product Inspection' provides specific details and guidance to staffs who are responsible for ensuring product quality. Once any unqualified product is discovered, the QC department will lead the investigation and address the problem as soon as possible on the basis of the 'Control Procedure of Non-conforming Products'. Moreover, the Group sticks to Food Safety Management standard (ISO22000) and has set up its internal management system regarding food safety, such as 'Food Safety Validation and Control Procedures', to standardise its safe production and accelerate the implementation of contingency plans for safety accidents.

The marketing service centre is normally responsible for the collection of customers' complaints and values their feedback. Once any complaint is received, the QC department will conduct investigation and verification immediately. The substantiated complaints are then dealt with effectively and relevant staffs will be disciplined financially if necessary. The responsible departments should take corrective actions according to the 'Corrective and Preventive Action Procedures' issued by QC department and keep reporting its real-time improved effect. To better handle the complaints from customers, the Group has established 'Customer Complaint Form' to record all substantiated complaints in detail for future reference.

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)、GB/T 28001-2011(職業健康安全管理体系要求)，本集團按照「產品質量和職業健康管理說明」的要求，維護良好的工作環境並提供可靠的產品。此外，「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」，規範安全生產並加快安全事故應急預案的實施。

營銷服務中心作為通常負責收集客戶投訴的機構，十分重視客戶的反饋。一旦收到任何投訴，質量管理部門將立即開展調查和核實。經證實的投訴將得到有效的處理，並在必要時對相關工作人員進行罰款處分。相關部門應根據質量管理部門發佈的「糾正和預防措施程序」對問題進行糾正，並不斷報告其實時改進效果。為了更好地處理客戶的投訴，本集團已製定「客戶投訴表」，以詳細記錄所有經證實的投訴供日後參考。

To further protect the safety and health of customers, the Group has established its internal 'Product Recall Control Procedures', regulating that once any safety problems of the products are received, possible risks to customers' health are discovered, or any non-compliance with relevant standards is found, the Group must report to certain governmental department within 24 hours and formulate recall plan immediately. The defective products that have been recalled should be recorded and destroyed if necessary. When necessary, a visit to customers needs to be paid to resolve the problem, including the specific plan for return of goods, exchange goods and compensation.

為進一步保障客戶的安全及健康，本集團製定了內部「產品召回控制程序」，並規定一旦發現任何關於產品安全的問題、可能對客戶健康構成的風險、或者發現任何不符合相關標準的情況，本集團必須在24小時內向相關政府部門報告，並立即制定召回計劃。如有必要，應記錄並銷毀已召回的有缺陷的產品。同時，集團必要時需要通過拜訪客戶來解決相關問題，包括退貨、換貨和補償的具體計劃。

食品安全验证控制程序

YZSX/QFB24-2017

1、目的

规定验证的活动及其方法，确保对食品安全管理的单独要素和整体绩效进行验证，以对食品安全管理提供信任。

2、适用范围

适用于与食品安全相关的管理要素和管理体系整体绩效的验证活动的策划、执行和对结果的分析、利用。

3、职责

- 3.1 质量/食品安全小组负责食品安全的验证和结果的分析利用。
- 3.2 管理者代表负责食品安全验证的组织 and 结果的审核，结果利用的批准。
- 3.3 各部门参与和配合完成食品安全的验证。

4、定义

5、工作流程

5.1 单项验证的策划

- a) 危害分析的验证见《危害分析控制程序》有关规定。
- b) 基础设施和维护方案、操作性前提方案的验证见《前提方案控制程序》有关规定。
- c) HACCP 计划的验证见《HACCP 计划控制程序》有关规定。
- d) 危害水平低于确定的可接受水平的验证见 4.2

产品召回控制程序

YZSX/QFB25-2017

1、目的

当交付后的产品可能有批量的不适合（包括存在安全危害）时，能及时将有关信息通知相关方，并或实施产品召回，并迅速完全地使有关产品得到控制，避免或降低危害的影响。

2、适应范围

适用于公司任何已发出的不适合产品的信息传递和回收过程。

3、职责

- 3.1 质量/食品安全小组负责监视实施召回。
- 3.2 总经理负责召回计划的批准。
- 3.3 各部门参与和配合完成本程序的要求。

4、定义

5、工作流程

5.1 召回的时机

当公司存在受不合格产品影响的批次产品已经不在公司控制下时（如已经交付），应启动撤回程序。包括但不限于如下情形都可能涉及待召回产品，触发召回程序：

- a) 顾客的投诉（见客户要求与沟通控制程序）；
- b) 主管部门检查发现的不适合的产品；

The Group has issued internal guidelines such as Label Management Policy to ensure the compliance of its product labels with 'Administrative Provisions on Food Labelling' and other relevant regulations. For advertisement policy, any misrepresentation or exaggeration advertising is strictly prohibited. The legal department of the Group reviews the sales and marketing materials in advance to prevent any violations during its advertising practices.

本集團已發佈內標指引，例如標籤標識管理制度，以確保其產品標籤符合《食品標識管理規定》及其他相關法規。對於廣告政策，本集團嚴禁任何虛假陳述或誇大宣傳。本集團的法律部門提前審查營銷和市場材料，防止在其宣傳實踐中有任何違規行為。

The Group has been dedicated to protecting and enforcing its intellectual property rights (IPR) which is crucial to its sustainable business growth in the industry. During the year under review, the Group has successfully applied for numerous patents and many subsidiaries have achieved awards in scientific research and technology innovation, such as 'Technical Centre of Recognised Enterprise by Jiangsu Province'. Therefore, 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)', but an internal policy called 'Intellectual Property Rights Management System' has also been formulated, which provides comprehensive approach and knowledge about trademark management, proprietary technology management, business secret management and other information related with intellectual property rights. The Group actively prevents infringement of IPR and signs the confidential agreement and non-competition agreement with relevant employees who are obliged to keep trade secrets. The Group will affix legal liability of relevant staffs who have violated associated regulations of corporate intellectual property rights. The Tobacco Raw Materials business segment, for instance, has cooperated with an external law firm in Beijing that specialises in patent issues, so as to better verify any possible violation act of its intellectual property rights and take immediate steps to safeguard its legitimate rights and interests.

The Group abides by the laws in relation to customer privacy, and implements internal 'Confidential Management and Regulations' and 'Provisions on the Management of Customer Records', to ensure that its customers' rights are strictly protected. Information collected by the Group from its customers would be used only for the purpose for which it has been collected. During the reporting year, there were no substantiated complaints received concerning breaches of customer privacy and losses of customer data.

In FY2017/2018, the Group was not aware of any violation of 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.

該集團一直致力於保護其知識產權 (IPR)，並認為這對其在業內的業務可持續增長至關重要。於回顧年度內，本集團已成功申請多項專利，多家附屬公司還取得了在科研及科技創新方面的獎項，例如「江蘇省認證企業技術中心」。因此，為確保企業知識產權得到充分保護，本集團不僅遵守「企業知識產權管理規範 (GB/T 29490-2013)」，而且還制定了「知識產權管理系統」，提供有關商標管理，專有技術管理，商業秘密管理和其他知識產權管理相關的綜合方法和信息。本集團積極防止其知識產權受到侵犯，並與有義務保守商業機密的相關僱員簽訂保密協議和競業禁止協議。本集團將對違反公司知識產權相關法規的員工追究法律責任。例如，煙用原料板塊與北京一家專利領域的律師事務所合作，以便更有效地發現其知識產權相關的任何可能的違法行為，並及時採取必要措施維護其合法權益。

本集團遵守有關客戶隱私的法律法規，並實施內部「保密管理和規定」和「客戶檔案管理規定」，以確保其客戶的權利受到嚴格保護。本集團從其客戶收集的信息僅用於收集時約定的目的。在報告年度，本集團沒有收到有關違反客戶私隱和客戶數據丟失的投訴。

於二零一七年／二零一八年財政年度，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. 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, the Law of the People's Republic of China on Anti-money Laundering, 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).

The Group has formulated and strictly enforced its anti-corruption policies as stipulated in its 'Anti-fraud and Reporting Policy', 'Internal Audit Policy' and Staff Handbook to manage 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. During the year under review, no concluded legal cases regarding corrupt practices were brought against the Group or its employees.

Whistle-blowers can report verbally or in writing to the Audit Committee of the Group for any suspected misconduct with full details and supporting evidence. The Audit Committee will conduct investigations against any 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 promptly to the relevant regulators or law enforcement authorities when the management considers it necessary.

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

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）。

本集團制定並嚴格執行「反舞弊與舉報制度」，「內部審計制度」和「員工手冊」規定的反腐敗政策管理任何欺詐行為。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。於回顧年度內，無發生任何就本集團或其僱員有關貪污行為的法律案件。

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及時向相關監管或執法機關報告。

於回顧年度內，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。



Charitable Activities 公益活動



COMMUNITY

B.8. Community Investment

As a corporate citizen, the Group realises the importance of making a positive contribution to the communities where the Group operates, and always prioritises the interests of the communities, especially the local employment, as one of its social responsibilities.

社區

B.8. 社區活動投資

作為一個企業公民，本集團深知為本集團經營所在社區作出積極貢獻的重要性，並始終將社區利益放在第一位，尤其是當地就業，並將其視作其社會責任之一。

Huabao International Holdings Limited and its subsidiaries keep strengthening their relationships with local government, and are deeply concerned about social welfare. On 11th July 2017, the 'Huabao Move, Pass on the Love' activity was held by the Group to make donations to underprivileged children living in the impoverished regions of Tibet, which was given a high appraisal by local government, media and peers. Moreover, in FY2017/2018, the Group's employees actively participated in the hiking activity for fundraising which was organised by Youth Outreach in Hong Kong. Since its inception, the Group has always cared about the community development, national economy and people's livelihood. The Group believes that enterprise, communities and social civilisation are inseparable. To better fulfil its social responsibilities, the Group will keep playing a positive role in the industry and push forward its concrete efforts to pursue the harmonious and symbiotic prosperity with communities.

華寶國際控股有限公司及其子公司不斷加強與當地政府的關係，並始終不忘對社會公益的關注。2017年7月11日，本集團舉辦了「華寶行動·傳遞愛心」活動，對西藏貧困地區的貧困兒童扶貧捐贈，並受到當地政府、各界媒體和同行們的高度評價和讚許。此外，在二零一七／二零一八財年，本集團的員工積極參與由香港「協青社」組織的步行籌款活動。自成立以來，本集團一直關注社區發展和國計民生。本集團堅信企業、社區和社會文明進步緊密地聯係在一起。為了更好地履行社會責任，本集團將繼續發揮行業領導者的作用，努力推進其與社區和諧的繁榮共生。

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	Page 頁碼
A. Environmental 環境			
A1: Emissions 排放物	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。	8
	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資料。	10
	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。	10
	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。	10
	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。	10
	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。	12
	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。	13

Aspects 層面	ESG Indicators 關鍵績效指標	Description 說明	Page 頁碼
A2: Use of Resources 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。	20
	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。	20
	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。	20
	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。	21
	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。	26
	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）每生產單位佔量。	29
A3: The Environment and Natural Resources 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。	31
	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。	31

Aspects 層面	ESG Indicators 關鍵績效指標	Description 說明	Page 頁碼
B. Social 社會			
Employment and Labour Practices 僱傭及勞工常規			
B1: Employment 僱傭	General Disclosure 一般披露	<p>Information on:</p> <p>(a) the policies; and</p> <p>(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.</p> <p>有關薪酬及解僱、招聘及晉陞、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：</p> <p>(a) 政策；及</p> <p>(b) 遵守對發行人有重大影響的相關法律及規例的資料。</p>	34
B2: Health and Safety 健康與安全	General Disclosure 一般披露	<p>Information on:</p> <p>(a) the policies; and</p> <p>(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.</p> <p>有關提供安全工作環境及保障僱員避免職業性危害的：</p> <p>(a) 政策；及</p> <p>(b) 遵守對發行人有重大影響的相關法律及規例的資料。</p>	41
B3: Development and Training 發展及培訓	General Disclosure 一般披露	<p>Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities.</p> <p>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。</p>	43
B4: Labour Standards 勞工準則	General Disclosure 一般披露	<p>Information on:</p> <p>(a) the policies; and</p> <p>(b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.</p> <p>有關防止童工或強制勞工的：</p> <p>(a) 政策；及</p> <p>(b) 遵守對發行人有重大影響的相關法律及規例的資料。</p>	44

Aspects 層面	ESG Indicators 關鍵績效指標	Description 說明	Page 頁碼
Operating Practices 營運慣例			
B5: Supply Chain Management 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。	45
B6: Product Responsibility 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的資料。	52
B7: Anti-corruption 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的資料。	58
Community 社區			
B8: Community Investment 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。	59

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

