



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  
**2018**

**TABLE OF CONTENT**

**目錄**

**PAGE**  
**頁次**


I.	PREAMBLE 引言	2
II.	BOARD INCLUSIVENESS 董事會的參與	3
III.	MESSAGE FROM THE BOARD 董事會致辭	7
IV.	SCOPE OF THE REPORT AND REPORTING PERIOD 報告時期及報告範圍	8
V.	INFORMATION DISCLOSURE 信息披露	8
VI.	STAKEHOLDER ENGAGEMENT 利益相關者的參與	9
VII.	ENVIRONMENTAL SUSTAINABILITY 環境可持續發展	16
VIII.	SOCIAL SUSTAINABILITY 社會可持續發展	49
IX.	REPORT DISCLOSURE INDEX 報告披露索引	85

## 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, condiments segment, is mainly engaged in the Research and Development (R&D), production and sales of flavours and fragrances, aroma raw materials, tobacco raw materials, as well as condiments. As one of the fast-growing enterprises in China, the Group has put its focus on the analysis of market trend and industry development, thereby wisely making diversified investments around its core businesses. On 4 September 2018, the Group successfully acquired 100% interest of Jiahao Foodstuff, which further consolidated the leading role that the Group has played in establishing an industry chain with full coverage from raw materials, processing, to consumption. With such a diversified pattern of business segments and increasingly competitive edge in taste-based fast-moving products industry, the Group has always been committed to embedding sustainable development into its long-term business strategy that not only pursues return of investments and financial profits, but more importantly, stresses the harmonious relationship with the environment and society where it operates. As such, the Group has strengthened its efforts in its Environmental, Social and Governance ("ESG") related issues and implemented a variety of effective policies and measures to lower its business impact on the environment while fulfilling its social responsibilities. Aiming to forge an environmentally sound, socially responsible and economically successful corporation that pioneers in sustainable development compared to its peers in the industry, the Group keeps benchmarking the best ESG practice around the world, optimising its sustainability governance system and setting ambitious targets and metrics to promote the implementation of relevant policies within the company. Meanwhile, the Group is also dedicated to the research and development on its products and the exploration of innovative approaches to developing its business in a more sustainable way. With a strong aspiration to be the best enterprise in ESG management and an effective implementation of relevant policies during recent years in corporate sustainable development, the Group's quest for excellence and perfection is relentless, which has continuously spurred the Group to adopt globally-recognisable sustainability standards, recommendations and frameworks in its ESG management, investment decision-making process and information disclosure.

## 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、煙用原料板塊及調味品板塊，主要從事香精、香原料、煙用原料和調味品的研發、生產和銷售。作為中國快速發展的企業之一，本集團重視對市場趨勢和行業發展的研究分析，從而有效地圍繞核心產業鏈進行多元化投資。於二零一八年九月四日，本集團成功完成收購嘉豪食品的100%股權，進一步鞏固了本集團完成「原料、加工、消費」一體化的全產業鏈覆蓋的領導地位。憑藉多元化的業務板塊及於味覺系消費品市場中不斷增強的競爭力，本集團一直致力將可持續發展納入其長期業務策略，在追求投資回報和財務收益的同時，更加重視與其營運所在之環境與社會的和諧關係。因此，本集團不斷加強在環境、社會及管治（「ESG」）相關問題上的努力，實施了各種有效政策和措施，降低其業務對環境的影響，並履行其社會責任。本集團旨在打造一個與同行相比更加環境友好、負有社會責任以及高經濟效益的企業，從而領導行業的可持續發展。本集團以全球最佳ESG實踐為基準，優化其可持續發展管理體系，並製定遠大目標和指標，推動公司內部相關政策的實施。同時，本集團亦致力於其產品的研發及探索可持續業務發展的創新方法。近年來，本集團以成為ESG管理最佳企業為目標，憑藉著相關政策的有效實施，在企業可持續發展方面不斷追求卓越和完美。而這也推動著本集團在其ESG管理、投資決策過程及信息披露方面採用全球認可的可持續發展標準、建議與框架。



In strict compliance with the requirements under Appendix 27–Environmental, Social and Governance Reporting Guide to the Rules Governing the Listing of Securities on the Stock, the Group is pleased to present its third ESG Report (“ESG Report”) for the financial year throughout the nine months ended on 31 December 2018 (“FY2018”), which demonstrates the Group’s approach and performance in terms of its ESG management and corporate sustainable development.

## II. BOARD INCLUSIVENESS

To create shared value to all and lower the Group’s underlying negative impact on the environment and natural resources, the Group has been aware of the function of the Board of Directors (the “Board”) in the implementation of sustainable management approach and practice. An effective oversight of the Board and the clear articulation of the value proposition are acknowledged as the prerequisite and an important enabler of the acceleration of corporate sustainable development, without which it seems unlikely that the climate-related risks and opportunities to the Group can be timely and accurately priced. To ensure that the Board of the Group has the access to the latest ESG information in the market, can be updated of how relevant ESG policies have been implemented promptly, and assumes the full responsibility for the strategic planning and supervision of the Group’s ESG practice, the Top-down and Bottom-up approaches have been applied in the Group’s sustainability governance, which the Group believes are of paramount importance to fostering a corporate culture that allows an expeditious handling of any ESG matters and a barrier-free communication between the Board, the management and general employees.

本集團嚴格遵守聯交所證券上市規則附錄27—環境、社會及管治報告指引的規定，欣然呈列其第三份ESG報告（「ESG報告」），用以展示本集團截至二零一八年十二月三十一日止之九個月（「二零一八年財政年度」）在ESG管理和企業可持續發展方面的方針及表現。

## II. 董事會的參與

為了創造共同價值並降低集團對環境和自然資源的潛在負面影響，本集團清晰地認識到董事會在實施可持續管理方法和實踐方面所發揮的重要職能。董事會的有效監督和對價值主張的明確闡述被認為是加速公司可持續發展的先決條件和重要推動因素，而這也確保了本集團可以及時準確地衡量與氣候相關的風險和機遇。為了讓本集團董事會能夠獲知市場上最新的ESG信息，及時瞭解相關ESG政策的實施情況，以及承擔起對集團ESG實踐的戰略規劃和監督的全部責任，本集團在其可持續發展管治中採用了「自上而下」和「自下而上」的方法。本集團認為這種管理方法對於培育企業文化至關重要，讓企業可以高效地處理任何ESG事宜，並確保董事會與管理層和員工之間的無障礙溝通。

## APPROACH TO ARTICULATING 可持續發展

sustainability  
之管治架構



Top-down: decision making and leadership  
自上而下：決策及領導

### BOARD OF DIRECTORS 董事會

- Leads corporate sustainable development by raising the awareness of the needs of sustainability;  
通過提高對可持續性需求的認識來領導企業可持續發展；
- Tracks the progress of ESG indicators and metrics;  
追蹤ESG相關指標和進展情況；
- Identifies the potential opportunities and risks in its development.  
識別業務發展中的潛在機會和風險。

### MANAGEMENT 管理層

- Steers and supervises the implementation of sustainability-related practices;  
指導、監管和監測可持續發展實踐的執行情況；
- Adjusts management approaches according to the actual situation and Board's advice.  
根據實際情況與董事會的建議調整管理方法。

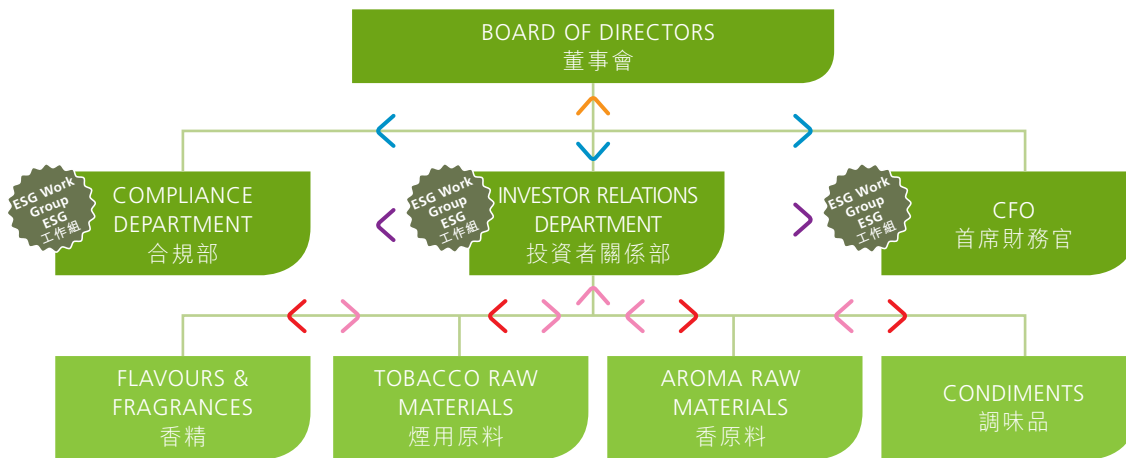
### BUSINESS UNITS 業務部門

- Executes the policies at different stages of operations;  
於不同營運階段執行政策；
- Eliminates, abates and controls the risks;  
消除、減少及管控風險；
- Reports on the practical experience.  
親身實踐經驗的匯報。

Bottom-up: experiences and feedback  
自下而上：經驗及反饋

To more efficiently manage the Group’s sustainability and ESG issues, a sustainability governance framework has been established, which clearly defines each department’s/team’s/individual’s responsibility under the oversight of the Board in corporate ESG stewardship. Specifically, an ESG Work Group consisting of a team of professionals specialising in business sustainability and corporate social responsibility (“CSR”) is the entity ensuring the effective delivery of the Group’s sustainability and ESG management throughout all business segments, and the supervision of the implementation of relevant policies. The ESG Work Group is comprised of the Investor Relations Department which is responsible for the coordination of specific ESG matters with different teams, departments and subsidiaries, and the submission of relevant information to the Compliance Department and Chief Financial Officer (“CFO”), which are another two core functional entities in the ESG Work Group that collaborate with the Investor Relations Department by providing technical support and oversight in the management of daily ESG issues of the Group.

為了更有效地管理集團的可持續發展和ESG事宜，本集團建立了可持續發展管治框架，明確了在董事會監督下每個部門／團隊／個人在企業ESG管理中的責任。具體而言，一個由企業可持續發展和企業社會責任（「CSR」）專業團隊組成的ESG工作組負責本集團所有業務部門可持續發展和ESG管理的有效實施，以及相關政策的落實。該ESG工作組由投資者關係部、合規部和首席財務官（「CFO」）組成。投資者關係部負責與不同的團隊、部門和子公司協調具體的ESG事宜，並向合規部門和CFO提交相關信息。合規部門和CFO是ESG工作組的另外兩個核心職能實體。其與投資者關係部門合作過程中提供技術支持並對日常ESG問題的管理進行監督。



All subsidiaries under different business segments have built teams for ESG data collection and internal audit. In particular, the data collection team is mainly responsible for the collection and organisation of relevant ESG information, while the internal audit team monitors the sustainability performance against well-designed criteria and measures the potential legal risks in its business operations.

不同業務板塊下的所有子公司都建立了ESG數據收集和內部審核團隊。具體而言，數據收集團隊主要負責收集和整理相關的ESG信息，而內部審核團隊則根據相關標準對可持續發展表現進行監控，並衡量其業務營運中的潛在法律合規的風險。

- Feedback from the management  
管理層的反饋
- Strategic decision making  
戰略決策
- Pass vital information  
傳遞重要信息
- Task assignment and supervision  
分配任務和監督
- Report on difficulties and obstacles in the execution  
匯報執行過程中的困難

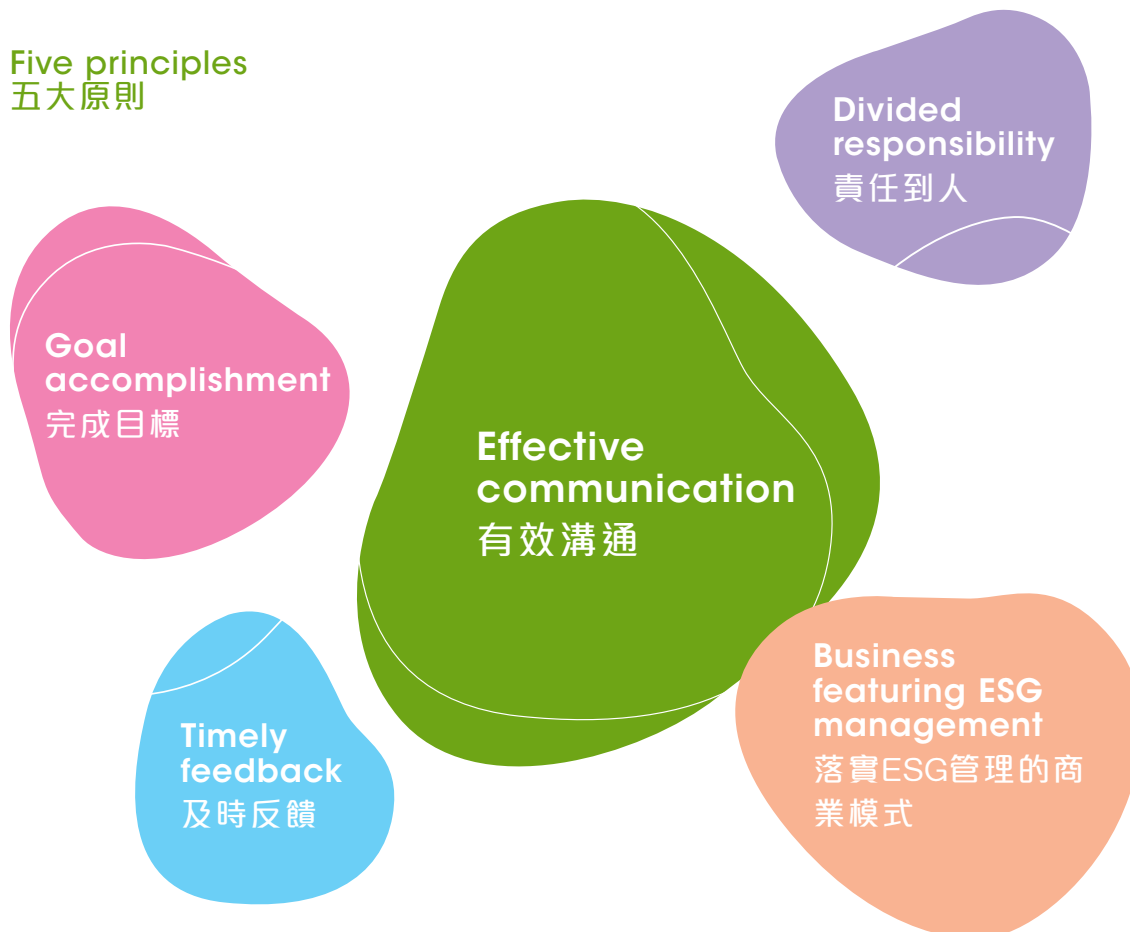
With such a multidisciplinary combination of teams in charge of the ESG-related issues, the Group aims to make sure that the following five principles are manifested in its sustainability management:

- a. Messages from the Board can effectively cascade throughout the entire organisation;
- b. Proposed goals can be successfully accomplished at a certain time period;
- c. Challenges arising from daily operations can be reported rapidly and tackled efficiently;
- d. Duties can be allocated to specific individuals/ departments/teams in an organised way; and
- e. Material ESG-related proposals, regulations and missions can be seriously incorporated into key business strategies in all subsidiaries instead of being viewed as peripheral.

本集團通過不同部門共同管理ESG相關問題的模式，旨在確保將以下5個原則體現在其可持續發展管理中：

- a. 董事會的指令可以有效地於整個公司傳達；
- b. 擬定的目標可以在規定時間段內成功實現；
- c. 日常營運過程中遇到的困難和挑戰可以迅速報告並有效解決；
- d. 有組織有條理地將責任落實到個人／部門／團隊；以及
- e. 與ESG相關的重要建議、法規和任務可以真正落實並納入所有子公司的主要業務戰略。

## Five principles 五大原則



### III. MESSAGE FROM THE BOARD

#### To those who care about our ESG development

##### A message from the Board of Huabao International Holdings Limited

#### Dear stakeholders:

The tenacity and confidence to accelerate our pace toward sustainable development has always been at the heart of our success. As an ambitious company that has made tremendous efforts in the building of corporate sustainability stewardship and the promotion of ESG concept in its business growth, we are proud of the commitment of our dedicated employees in providing high-quality products and services to the market while remaining a positive attitude to protect our environment and contribute to societal well-being. On behalf of the Board of Directors in Huabao International Holdings Limited, I am pleased to present this ESG report providing a full spectrum of our ESG performance as well as illustrating our visions to which we hold on in setting out plans for sustainable and resilient business in the future.

Nowadays, "Climate Change" has been a worldwide buzzword and exerting complex and longlasting influences on the ways we live and business models we used to rely on. To halt the devastation of climate change, it is imperative to accurately perceive the uniquely challenging climate-related risks and potential opportunities and what effects they would impose on our business in the future should the decision be made today. As such, our focus of ESG management has been particularly on the emissions generated by the company, the interrelationship between the environment, natural resources and our business development in the long term, and our product responsibility. Each subsidiary has been given specific targets with specific duties being assigned to specific personnel, who monitors the progress and conducts evaluations against a series of criteria. With the adoption of the 'Recommendations of the Task Force on Climate related Financial Disclosures', we consider the 'Mandates on and regulation of existing products and services' as a significant risk that would have a high impact on our future business. To keep resilient toward the upcoming risk, we commit to pay more attention to the capital market, invest more in the product innovation and the optimisation of manufacturing process, and strategic adjustment on the directions of research and development and human resources management.

With a strong sustainability management system, we make sure that the ESG-related risks are identified precisely, analysed scientifically, and resolved as quickly as possible. Thus, we believe that it is crucial to improve our corporate adaptability, in order to enable us to better price climate-related risks and keep competitive in the industry over a long period.

#### 尊敬的利益相關者：

以堅定的信念不懈地加快集團可持續發展步伐一直是我們取得成功的關鍵。作為一家以建立可持續發展管理體系為目標並在業務發展中為推廣ESG理念而做出巨大努力的企業，我們對我們的員工在努力為市場提供高品質的產品和服務的同時，在環境保護和促進社會福祉方面持之以恆的積極態度而感到自豪。我代表華寶國際控股有限公司董事會，欣喜地呈現此份ESG報告。報告全面披露了我們的ESG表現，並闡述了在未來我們實施可持續且高適應力的業務計劃時所堅持的企業願景。

現如今，「氣候變化」一直是世界範圍內的流行詞，對我們過去依賴的生活方式和商業模式產生了複雜而持久的影響。為了遏制氣候變化所帶來的影響，我們必須準確地認識與氣候相關的特殊風險和潛在機遇，以及當下的決策對我們將來的業務產生何種影響。因此，我們在ESG管理上重點關注公司產生的排放物，環境、自然資源和我們業務發展之間的相互關係，以及產品責任。我們對每個子公司均下達特定的目標，具體職責分配至指定的人員，由其對進度進行監督並根據一系列標準進行評估。我們根據「氣候相關財務信息披露工作組的建議」，把「現有產品和服務的要求和監管」列為一項可能對我們未來的業務產生重大影響的風險。為了保持對面臨風險的高適應力，我們將加強對資本市場的關注，更多地投資於產品創新和生產過程的優化，以及對研發和人力資源管理方向的戰略調整。

利用有效的可持續發展管理系統，我們可以精確地識別、科學地分析並盡快地解決與ESG相關的風險。因此，我們十分重視提高企業的適應性，以便可以更好地衡量與氣候相關的風險，而這對於我們保持長期的行業競爭力至關重要。

### III. 董事會致辭

#### 致關心我們ESG發展的朋友

##### 華寶國際控股有限公司董事會致辭

#### Dear stakeholders:

The tenacity and confidence to accelerate our pace toward sustainable development has always been at the heart of our success. As an ambitious company that has made tremendous efforts in the building of corporate sustainability stewardship and the promotion of ESG concept in its business growth, we are proud of the commitment of our dedicated employees in providing high-quality products and services to the market while remaining a positive attitude to protect our environment and contribute to societal well-being. On behalf of the Board of Directors in Huabao International Holdings Limited, I am pleased to present this ESG report providing a full spectrum of our ESG performance as well as illustrating our visions to which we hold on in setting out plans for sustainable and resilient business in the future.

Nowadays, "Climate Change" has been a worldwide buzzword and exerting complex and longlasting influences on the ways we live and business models we used to rely on. To halt the devastation of climate change, it is imperative to accurately perceive the uniquely challenging climate-related risks and potential opportunities and what effects they would impose on our business in the future should the decision be made today. As such, our focus of ESG management has been particularly on the emissions generated by the company, the interrelationship between the environment, natural resources and our business development in the long term, and our product responsibility. Each subsidiary has been given specific targets with specific duties being assigned to specific personnel, who monitors the progress and conducts evaluations against a series of criteria. With the adoption of the 'Recommendations of the Task Force on Climate related Financial Disclosures', we consider the 'Mandates on and regulation of existing products and services' as a significant risk that would have a high impact on our future business. To keep resilient toward the upcoming risk, we commit to pay more attention to the capital market, invest more in the product innovation and the optimisation of manufacturing process, and strategic adjustment on the directions of research and development and human resources management.

With a strong sustainability management system, we make sure that the ESG-related risks are identified precisely, analysed scientifically, and resolved as quickly as possible. Thus, we believe that it is crucial to improve our corporate adaptability, in order to enable us to better price climate-related risks and keep competitive in the industry over a long period.

#### 尊敬的利益相關者：

以堅定的信念不懈地加快集團可持續發展步伐一直是我們取得成功的關鍵。作為一家以建立可持續發展管理體系為目標並在業務發展中為推廣ESG理念而做出巨大努力的企業，我們對我們的員工在努力為市場提供高品質的產品和服務的同時，在環境保護和促進社會福祉方面持之以恆的積極態度而感到自豪。我代表華寶國際控股有限公司董事會，欣喜地呈現此份ESG報告。報告全面披露了我們的ESG表現，並闡述了在未來我們實施可持續且高適應力的業務計劃時所堅持的企業願景。

現如今，「氣候變化」一直是世界範圍內的流行詞，對我們過去依賴的生活方式和商業模式產生了複雜而持久的影響。為了遏制氣候變化所帶來的影響，我們必須準確地認識與氣候相關的特殊風險和潛在機遇，以及當下的決策對我們將來的業務產生何種影響。因此，我們在ESG管理上重點關注公司產生的排放物，環境、自然資源和我們業務發展之間的相互關係，以及產品責任。我們對每個子公司均下達特定的目標，具體職責分配至指定的人員，由其對進度進行監督並根據一系列標準進行評估。我們根據「氣候相關財務信息披露工作組的建議」，把「現有產品和服務的要求和監管」列為一項可能對我們未來的業務產生重大影響的風險。為了保持對面臨風險的高適應力，我們將加強對資本市場的關注，更多地投資於產品創新和生產過程的優化，以及對研發和人力資源管理方向的戰略調整。

利用有效的可持續發展管理系統，我們可以精確地識別、科學地分析並盡快地解決與ESG相關的風險。因此，我們十分重視提高企業的適應性，以便可以更好地衡量與氣候相關的風險，而這對於我們保持長期的行業競爭力至關重要。



#### IV. SCOPE OF THE REPORT AND REPORTING PERIOD

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

For corporate governance section, please refer to page 41-60 of the Group's 2018 Annual Report. The reporting period of this ESG report is for FY2018, unless specifically stated otherwise. If there is any conflict or inconsistency, the English version shall prevail.

#### V. 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 the implementation of sustainability practices 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 integrity. To deliver a formalised and internationally compatible ESG report that appeals to our global readership, the Group referenced GRI (Global Reporting Initiative) Sustainability Reporting Standards to enhance the integrity, international compatibility and industry comparability of the report. A complete content index and a GRI linkage table are available at the end of the ESG report for readers' convenience.

#### IV. 報告時期及報告範圍

本報告涵蓋本集團營運範圍內主要收入來源的業務板塊，包括香精業務、煙用原料業務、香原料業務、以及調味品業務。業務主要發展於中華人民共和國（中國）內地和中國香港。

關於企業管治常規資料，請參閱集團本年度年報第41-60之企業管治報告。除另有說明外，本報告涵蓋時期為二零一八財政年度。若發現任何衝突或不一致性，應以英文版本為準。

#### V. 信息披露

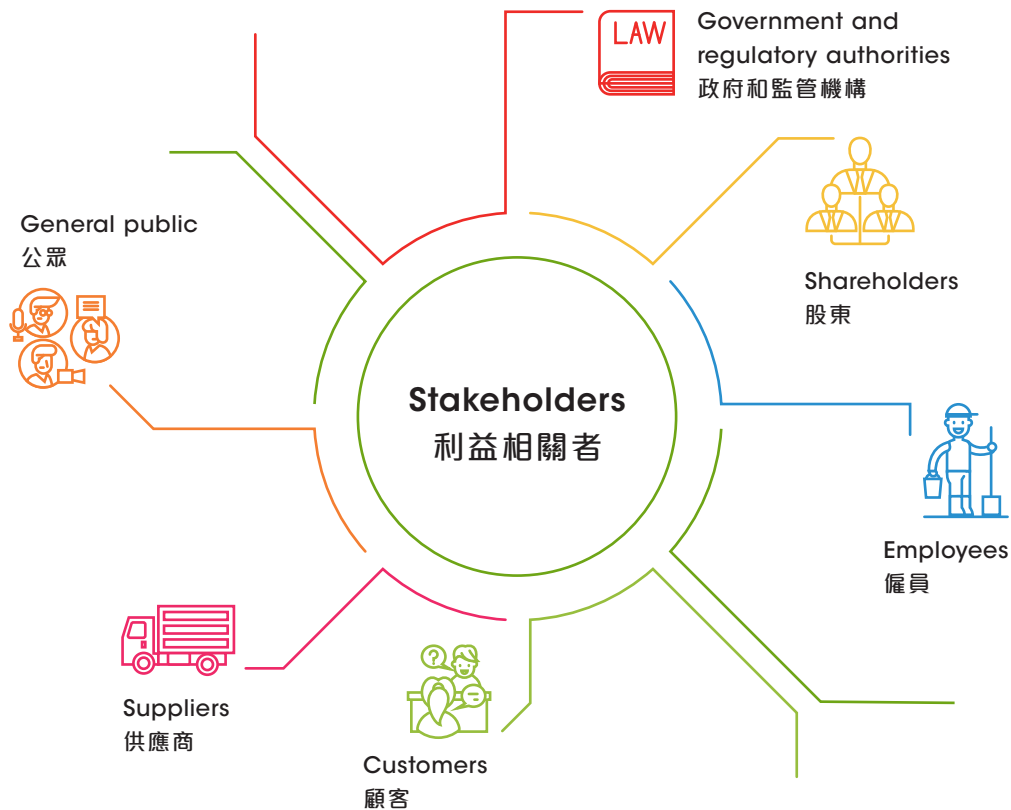
本次ESG報告的信息通過多種渠道進行收集，包括集團正式的文件和數據、綜合管理信息、相關法規的管理與執行、基於報告架構的內部定量和定性的調查問卷、以及集團旗下的子公司提供的可持續性慣例。本報告末的內容索引可供讀者檢查其完整性。為了提供一份適合全球讀者的正式和國際兼容的ESG報告，本集團參考了GRI（「全球報告倡議組織」）可持續發展報告標準以提高報告的完整性、國際兼容性和行業可比性。ESG報告末尾提供完整的內容索引和GRI對照表，方便讀者閱讀。

## VI. STAKEHOLDER ENGAGEMENT

An effective communication with both internal and external stakeholders is essential to keeping the Group adaptable to the ever-changing market in its business development and vital to delivering the Group's environmental, social and economic commitment to the long-term value creation. A stable relationship between the Group and its stakeholders with open communication channels can not only boost the level of the Group's sustainability, but also help the Group gain a better understanding of those topics material and relevant to different groups of stakeholders, thereby further controlling the underlying risks and capturing the potential opportunities.

## VI. 利益相關者的參與

與內部和外部利益相關者的有效溝通對於本集團能夠適應不斷變化的業務發展與市場至關重要，同時也對於本集團對環境、社會和經濟的承諾轉化為長期的價值創造十分關鍵。本集團通過開放的溝通渠道，與其利益相關者建立穩定的關係。這不僅可以提升集團的可持續發展水平，更可以幫助本集團對不同利益相關者重要且相關的話題進行不斷深入的瞭解，從而進一步控制隱藏的風險，抓住潛在的機遇。



Fostering a sound relationship with all stakeholders has been regarded by the Group as the premise of valuation creation for all. As such, the Group relies on its good corporate citizenship, reputational influence and strong capability in coordination to communicate and collaborate with its stakeholders effectively. Through a broad range of open communication channels in recent years, the Group has successfully garnered a deeper understanding of its stakeholders' concerns and expectations, which has facilitated the Group to better position itself in the competitive market and to make rapid and appropriate strategic adjustments.

與所有利益相關者建立良好關係被本集團視作為給予所有人創造價值的前提。因此，本集團依賴其良好的企業公民意識、聲譽影響力及出色的協調能力，與其利益相關者進行有效地溝通與合作。本集團近年來通過各種開放的溝通渠道，對利益相關者的真實關注和期望進行不斷深入瞭解，並取得了很大的成功。而這也促進了本集團在競爭激烈的市場中更加準確地定位自己，並有能力實現快速、合理地戰略調整。



With the goal to strengthen corporate sustainability management while enhancing stakeholders' awareness of ESG-related issues, the Group has put tremendous efforts into its internal and external stakeholder inclusiveness. The Group has carefully evaluated its stakeholders' genuine concerns regarding corporate ESG enhancement and United Nations Sustainable Development Goals (UN SDGs), and has been committed to resolving the problems in a proper manner based on continuous, concise and effective surveys and communications. What the Group expects to achieve more is to make its material stakeholders aware of the requirements and specifics of ESG management and the targets and progress of UN SDGs in detail.

According to the result of the survey initiated by an external sustainability consultancy agency in FY2018, the Group found that to those well-selected stakeholders, Goal 3 and Goal 4 turned out to be the two most concerned sustainability issues, which ranked top among all 17 topics under UN SDGs in terms of the degree of stakeholders' attention and interest.

- Goal 3: Good health and well-being – 'Ensure healthy lives and promote well-being for all at all ages.'
- Goal 4: Quality education – 'Obtaining a quality education is the foundation to improving people's lives and sustainable development.'

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



To address these stakeholders' concerns in the achievement of SDGs and align its business strategy with international standards and requirements, the Group plans to make solid contributions to global sustainable development in the following areas:

為了加強企業可持續發展的管理以及利益相關者對ESG相關問題的認識，本集團在其內部和外部利益相關者的參與上付出了很大努力。本集團已詳細評估其利益相關者對企業ESG提升和聯合國可持續發展目標的真正關注，並一直致力於通過持續、簡潔和有效的調查與溝通，以合適的方式解決相關問題。更重要的是，本集團希望讓其重要的利益相關者知曉ESG管理的要求和細節，以及讓其詳細瞭解聯合國可持續發展目標的具體目標和進展情況。

根據第三方可持續發展諮詢機構於二零一八財政年度的調查結果，本集團發現對於經過層層篩選的利益相關者而言，目標3和目標4在17個聯合國可持續發展目標中排名前列，被認為是兩個最受關注且感興趣的可持續發展問題。

- 目標3：良好健康與福祉－「確保健康的生活方式，促進各年齡段人群的福祉。」
- 目標4：優質教育－「獲得高質量的教育是改善人民生活和實現可持續發展的基礎。」

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



為了回應並解決利益相關者對實現可持續發展目標的關注，並使其商業戰略與國際標準和要求保持一致，本集團計劃在以下領域為全球可持續發展做出堅實貢獻：



Occupational health and safety has always been a highly important issue to a company engaged in production and manufacturing business, on which the Group has laid great emphasis for long years. Being committed to eliminating the physical and chemical risks in all its businesses through the relevant trainings, provision of suitable personal protective equipment and health benefits such as annual physical examination, the Group has established internal occupational health and safety policies and management system, ensuring that the health of all its employees, especially those in the positions that are vulnerable to occupational hazards, will not be impaired during daily operations.

對於從事生產和製造業務的公司而言，職業健康與安全一直是非常重要的問題。本集團長期以來一直非常重視這一方面，並通過相關培訓，為僱員提供合適的個人防護設備和年度體檢等健康福利，致力於消除所有業務中的物理和化學危險。本集團制定了內部職業健康安全政策和管理體系，旨在確保所有員工，特別是對於易受職業危害影響的員工，在日常營運中其健康不會受到危害。

Targets: Zero work-related injuries or incidence of occupational hazard in next five years.

目標：未來五年內工傷及職業危害發生率為零。



Goal 4 calls for global efforts to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all. As an enterprise that counts on constant innovation and contribution of the talent, a high-quality education throughout the entire company is fundamental. Thus, the Group not only provides basic training courses to employees, but listens more to the demands of frontline officers who have a better understanding of what the practical operation truly needs in terms of technical skills. Meanwhile, financially sponsoring the youths in the communities to receive higher level of education is also the Group's core task in contributing to the goal of quality education under UN SDGs.

目標4呼籲通過全球共同努力，確保包容與公平的優質教育，讓全民終身享有學習機會。作為一家依靠不斷創新和依賴人才貢獻的企業，對整個公司的高質量教育是至關重要的。因此，本集團不僅為員工提供基本培訓課程，而且更主動地傾聽一線人員的聲音，了解實際操作過程中在技術能力方面的真切需要。與此同時，在社區中為年輕人提供經濟支持以獲得更高水平的教育也是本集團在實現聯合國可持續發展目標下對優質教育目標方面做出努力的核心任務。

Targets: Keep increasing the average training hours of each employee annually by at least 2%.

目標：每年將每位員工的平均培訓時數提高至少2%。

## Materiality Assessment

As ESG risks and opportunities vary among the stakeholders of the Group involving different backgrounds, principal activities and business/operating models, the Group undertook an annual review to identify its stakeholders' main concerns and material interests in relation to the ESG issues of the Group. In FY2018, the Group engaged its stakeholders to conduct a materiality assessment survey. Specifically, the Group selected certain internal and external stakeholders based on their influence and dependence on the Group. Stakeholders chosen in the first round of evaluation were then invited to participate in an online survey to express their views on a list of ESG issues of the Group. The online survey contained numerous well-designed questions, which were believed to be material and relevant to the Group's business development and strategies from the stakeholders' standpoint. Such an objective, transparent and decision-useful materiality assessment allowed the Group to prioritise its ESG issues after mapping the results of the survey to a materiality matrix as shown below. The assessment process demonstrated the Group's emphasis on stakeholders' engagement. The results of the survey served as a powerful tool which assisted the Group to develop its action plans for more focused ESG management.

## 重要性評估

由於ESG相關的風險和機會取決於本集團利益相關者的不同背景、主要業務及業務／經營模式，本集團進行年度審核，以確定其利益相關者對本集團ESG事宜的主要關注點及重大利益。於二零一八財政年度，本集團邀請其利益相關者進行重要性評估調查。具體而言，本集團根據其影響力及對本集團的依賴程度對其內部及外部利益相關者進行挑選。首輪選中的優質利益相關者被邀請參加在線調查，並對一系列本集團的ESG問題提出看法。從利益相關者的角度而言，此次在線調查匯集了眾多與集團的業務發展及策略密切相關且十分重要的問題。通過將本次調查結果繪製成如下所示的重要性矩陣，此次客觀、透明且對決策有幫助的重要性評估讓本集團對一些ESG問題予以重視。該評估過程凸顯出本集團對於利益相關者的參與十分重視。其結果亦作為一個有力工具，促進本集團不斷實施有針對性的ESG管理行動計劃。





**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
- Employment and Labour Practices 僱傭及勞工常規
- Operating Practices 營運慣例
- Community Investment 社區投資

**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
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／服務健康和安安全
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  
產品質量控制和管理
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



Through the materiality analysis matrix, the Group identified 'Occupational health and safety', 'Protection of consumer information and privacy', 'Observance and protection of intellectual property rights', 'Health and safety relating to products/services', 'Marketing and promotion', 'Quality control and management of products' and 'Customer satisfaction' as its most important ESG issues.

### Stakeholders' Feedback

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

## VII. ENVIRONMENTAL SUSTAINABILITY

To seek long-term sustainability of the environment and community in which it operates, the Group has made tremendous efforts in controlling its emissions as well as its consumption of resources, and has complied with the relevant environmental laws and regulations in Hong Kong and the PRC in its daily operations, including but not limited to the following:

- Environmental Protection Law of the People's Republic of China;
- Environmental Impact Assessment 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 the 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;

通過該重要性分析矩陣，本集團確定「職業健康與安全」、「顧客資訊和隱私保護」、「遵守和保護知識產權」、「產品／服務健康和 safety」、「行銷和推廣」、「產品質量控制和管理」、以及「顧客滿意度」為其最重要的ESG問題。

### 利益相關者的回饋

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

## VII. 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，本集團為控制其排放物和資源消耗量付出了很大努力，並於其日常營運過程中遵守中國香港和中國內地環境相關的法律法規，包括但不限於：

- 《中華人民共和國環境保護法》；
- 《中華人民共和國環境影響評價法》；
- 《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》；

- 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 ;
- Regulations of the Management of Economical Use of Urban Water;
- Emission standard for industrial enterprises noise at boundary (GB 12348-2008);
- Emission standard of air pollutants for boiler (GB 13271-2014);
- Standard for pollution control on hazardous waste storage (GB 18597-2001);
- Emission standards for odour pollutants (GB 14554-93); and
- Standards for pollution control on the storage and disposal site for general industrial solid wastes (GB 18599-2001).
- 《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》;
- 《城市節約用水管理規定》;
- 《工業企業廠界環境噪聲排放標準》;
- 《鍋爐大氣污染物排放標準》;
- 《危險廢物貯存污染控制標準》;
- 《惡臭污染物排放標準》; 以及
- 《一般工業固體廢物貯存、處置場污染控制標準》。

This section primarily discloses the Group's policies, practices, and quantitative data on emissions, use of resources, the environment and natural resources in FY2018.

### A.1. Emissions

In FY2018, the Group has basically complied with the relevant national and local environmental laws in terms of emissions during its daily operations. In particular, the Group was not in violation of any material laws and regulations in relation to air and greenhouse gas ("GHG") emissions, discharges into water and land, generation of hazardous and non-hazardous wastes, and noise that have a significant impact on the Group. Sticking to the vision of 'innovative, coordinated, green and open development', the Group has implemented various measures to mitigate its impacts on the environment, thereby facilitating the building of ecological civilisation.

本節主要披露本集團於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

於二零一八財政年度，本集團在日常營運期間基本遵守有關排放物的相關國家及地方環境法律。具體而言，本集團沒有違反任何對本集團有重大影響的法律法規，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。本集團堅持「創新、協調、綠色、開放、共享」的發展理念，並採取各種措施減輕其對環境的影響，促進生態文明建設。


Given the nature of the Group's business, air emissions mainly came from the fuel combustion for machineries, vehicles, boilers and other operating processes. In Year 2018 (from 1st January to 31st December 2018), the air emissions of sulphur oxides ("SO<sub>x</sub>"), nitrogen oxides ("NO<sub>x</sub>") and particulate matter ("PM") amounted to 25,552.1, 35,792.0 and 1,881.8 kg, respectively. GHGs 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 were primarily due to the burning of fossil fuels and the electricity used in its industrial operations and transportation. Specifically, the Group's total GHG emissions were 84,792.2 tonnes CO<sub>2</sub>e, with an intensity of 21.30 tonnes CO<sub>2</sub>e/Million RMB. In addition, the Group also generated certain amounts of solid wastes and wastewater from its administration offices and operating sites. Precisely, a total of 958.5 tonnes of non-hazardous commercial and domestic solid wastes (with an intensity of 0.24 tonnes/Million RMB), and 51,813.0 tonnes of non-hazardous commercial and domestic wastewater (with an intensity of 13.01 tonnes/Million RMB) were discharged during the Group's operations. In terms of the hazardous wastes, it is found that the hazardous solid wastes added up to 6,641.6 tonnes, while the hazardous industrial sewage amounted to 430,793.0 tonnes. The Group's total emissions in FY2018 and Year 2018 are summarised in Table 1 below, in which a comparison with FY2017/2018 is given for reference as well. To better illustrate the GHG emissions of the Group in detail, especially from the perspective of geographical locations, business segments, use of resources, and emission scopes, a GHG emissions Sankey diagram is formulated. It visualises the patterns of corporate GHG emissions with the width of the flows representing the magnitudes of the amount of emissions.

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。於二零一八年（即2018年1月1日至12月31日），本集團分別產生25,552.1千克硫氧化物「SO<sub>x</sub>」、35,792.0千克氮氧化物「NO<sub>x</sub>」及1,881.8千克顆粒物「PM」。溫室氣體是全球氣候變化的主要因素，近年來受到「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。本集團的溫室氣體排放主要是由於化石燃料的燃燒及其工業營運及運輸過程中電力的使用。具體而言，本集團的溫室氣體排放總量為84,792.2噸二氧化碳當量，強度為21.30噸二氧化碳當量／百萬元人民幣。此外，本集團亦從其行政辦公室及營運現場產生一定量的固體廢棄物和廢水。在本集團營運期間，共計958.5噸無害商業與生活固體廢棄物（強度為0.24噸／百萬人民幣）和51,813.0噸無害商業與生活廢水（強度為13.01噸／百萬人民幣）向外界排放。本集團有害固體廢棄物共達6,641.6噸，而有害工業廢水為430,793.0噸。表一匯總了本集團二零一八財政年度和二零一八年的總排放量，以及與二零一七／一八財政年度的比較。為了更好地展現本集團溫室氣體排放的細節，特別是從地理位置、商業模塊、資源使用和排放範圍等方面，本集團繪製了溫室氣體排放桑基圖。該桑基圖利用流量的寬度代表排放量的大小，將企業溫室氣體排放的現狀更具體化地表現出來。

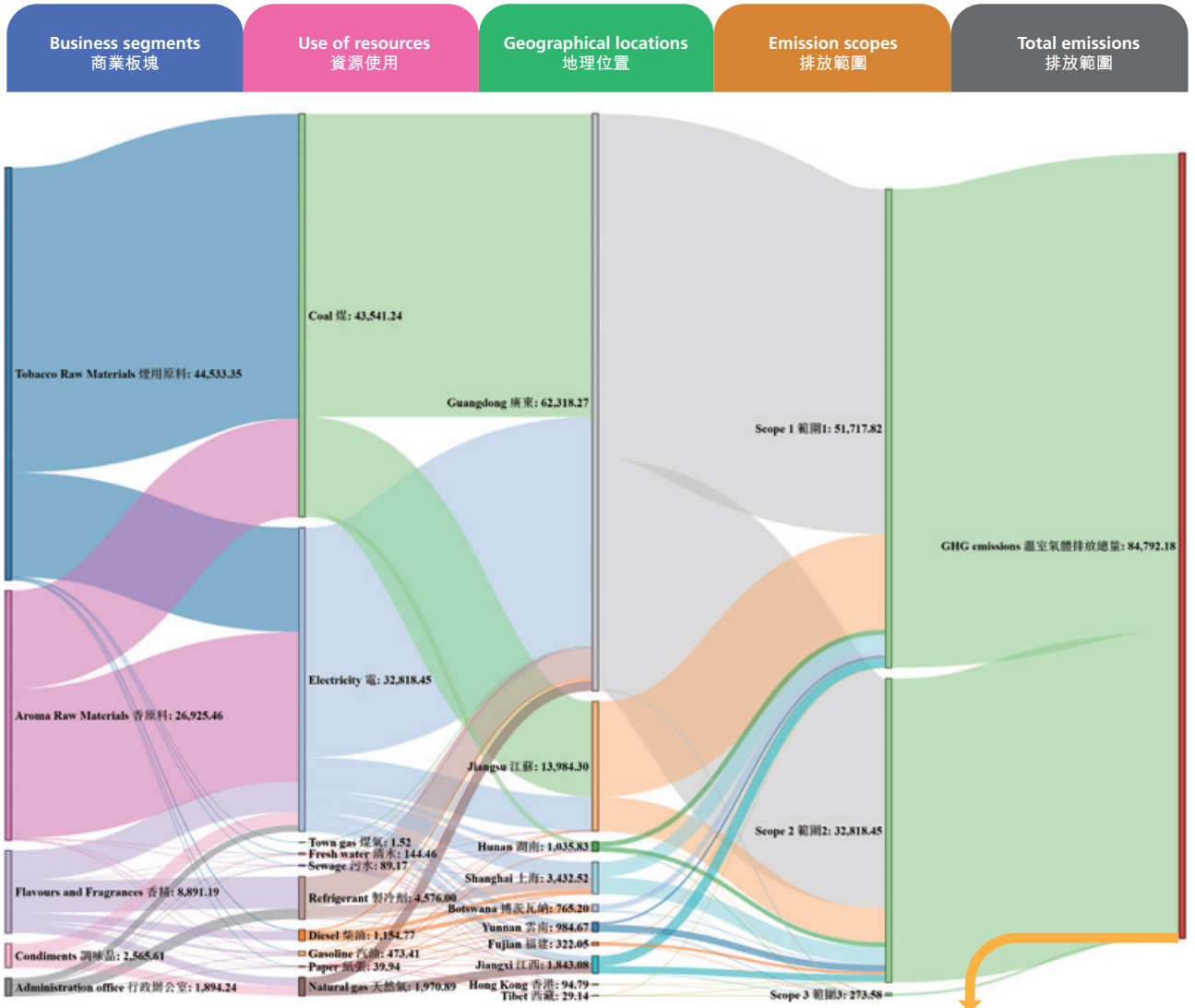
Table 1. Group's Total Emissions by Category in FY2018 and Year 2018\*\*\*\*

表一. 本集團二零一八財年與二零一八年排放信息總覽\*\*\*\*

Emission category 排放物類別	Key Performance Indicator 關鍵績效指標	Unit 單位	Amount in FY2018* 二零一八財政 年度總量*	Amount in Year 2018 二零一八年 總量	Intensity*	Intensity#
					(Unit per Million RMB) in the year ended 31 March 2018 ("FY2017/2018") 截止於二零一八年 三月三十一日財政 年度(二零一七/一八 財政年度)強度 (單位/百萬人民幣)†	(Unit per Million RMB) in Year 2018 二零一八年強度** (單位/百萬人民幣)‡
Air emissions 廢氣排放	SO <sub>x</sub> 硫氧化物	Kg 千克	19,164.1	25,552.1	6.42	3.15
	NO <sub>x</sub> 氮氧化物	Kg 千克	26,844.0	35,792.0	8.99	13.09
	PM 顆粒物	Kg 千克	1,410.8	1,881.1	0.47	0.73
GHG emissions 溫室氣體排放	Scope 1 (Direct Emissions) 範圍一(直接排放)	tonnes CO <sub>2</sub> e 噸二氧化碳 當量	38,788.3	51,717.8	12.99	13.73
	Scope 2 (Energy Indirect Emissions) 範圍二(能源間接排放)	tonnes CO <sub>2</sub> e 噸二氧化碳 當量	24,613.8	32,818.4	8.24	9.19
	Scope 3 (Other Indirect Emissions) *** 範圍三(其他間接排放)***	tonnes CO <sub>2</sub> e 噸二氧化碳 當量	205.2	273.6	0.07	0.12
	GHG removals from newly planted trees 新種植樹木減除溫室氣體	tonnes CO <sub>2</sub> e 噸二氧化碳 當量	13.2	17.6	0.004	-
	Total (Scope 1, 2 & 3) 總排放(範圍一、二及三)	tonnes CO <sub>2</sub> e 噸二氧化碳 當量	63,594.2	84,792.2	21.30	23.04
Non-hazardous waste 無害廢棄物	Solid Wastes 固體廢棄物	tonnes 噸	718.9	958.5	0.24	0.38
	Wastewater 廢水	tonnes 噸	38,860.0	51,813.0	13.01	15.22
Hazardous waste 有害廢棄物	Solid Wastes 固體廢棄物	tonnes 噸	4,981.2	6,641.6	1.67	1.43
	Wastewater 廢水	tonnes 噸	323,094.8	430,793.0	108.20	113.99

- 
- \* The total emissions in FY2018 were derived from the results in Year 2018 given the assumption that emissions from FY2018 that only covered nine months in Year 2018 were three-fourths of the annual emissions in Year 2018;
  - \*\* Intensity for Year 2018 was calculated by dividing the amount of air, GHG and other emissions by the corporate revenue of RMB3,981.536 Million for Year 2018 according to unaudited financial results for the twelve months period ended 31 December 2018;
  - # Intensity for FY2017/2018 was calculated by dividing the amount of air, GHG and other emissions by the corporate 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 covered that from paper waste disposed of at landfills and electricity used for processing fresh water and sewage by government departments;
  - \*\*\*\* The methodology adopted for reporting on GHG emissions set out above was based on "How to Prepare an ESG Report? Appendix 2: Reporting Guidance on Environmental KPIs" issued by the Stock Exchange of Hong Kong Limited.
- \* 二零一八財政年度的總排放量基於二零一八財年僅包括二零一八年九個月的假設，因此為二零一八年年度排放量的四分之三；
  - \*\* 二零一八年的排放強度是按本集團二零一八年所產生廢氣、溫室氣體或其他排放數量分別除以本集團二零一八年的收入（根據截至2018年12月31日止十二個月期間未經審核的財務業績，約為3,981.536百萬人民幣）；
  - # 二零一七／一八財政年度的排放強度是按本集團所產生廢氣、溫室氣體或其他排放數量分別除以根據本集團二零一七／一八財政年度年報中營業額和板塊信息得到的本集團收益約3,848.626百萬人民幣計算；
  - \*\*\* 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；
  - \*\*\*\* 上述溫室氣體排放報告採用的方法基於由香港聯合交易所有限公司發行的「如何準備環境、社會及管治報告？附錄二：環境關鍵績效指標匯報指引」。

Unit: tonneCO<sub>2</sub>e  
單位：噸二氧化碳當量



Assimilation of carbon dioxide into biomass through the planting of trees  
通過植樹將二氧化碳通過同化作用轉化為生物質: 17.67

### Air & GHG Emissions

Air and GHG emissions generated by the Group mainly came from the use of electricity, diesel, natural gas, town gas, gasoline, refrigerant and coal for its daily operations. Specifically, exhaust gases including SOX, NOX and PM were primarily generated during the combustion process of boilers, industrial operations and transportation. The Group complied with relevant national and local laws in controlling its exhaust gas emissions in FY2018, such as the 'Emission standard of air pollutants for boiler' (GB 13271-2014) and 'Emission limits of air pollutants in Guangdong Province' (DB44/27-2001), and 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 sulphur dioxide ("SO<sub>2</sub>") emissions from the combustion process of boilers in factories, for instance, some subsidiaries of the Group have adopted the bag filter facilities and double alkaline desulfurisation facilities. Besides, the Flavours and Fragrances business particularly regulated that the exhaust gases should be filtered through activated carbon and discharged only when it meets the standard. What is more, to lower the emissions of exhaust gases, many subsidiaries of the Group have re-designed the boilers during operations. For example, some coal-fired boilers were replaced by gas boilers that utilised natural gas, a relatively clean energy resource, for their daily operations which significantly reduced the emissions of sulphur oxides and nitrogen oxides, while some subsidiaries used central gas supply system that could eliminate the exhaust gas in a more efficient way. The Group has attached great importance to technological innovations in its emission control and deployed advanced technologies and facilities in its operations, such as the application of photocatalyst in air purification in solving the problem of exhaust pollution during special operations. Furthermore, the high-quality coal is always the first choice to the Group in the procurement, which is believed to be a foundational approach to maintaining the high operating efficiency of the equipment.

### 廢氣及溫室氣體排放

本集團產生的廢氣及溫室氣體主要來自於日常營運中電力、柴油、天然氣、煤氣、汽油、製冷劑與煤炭的使用。具體而言，包括硫氧化物、氮氧化物及顆粒物的廢氣主要在鍋爐、工業操作和運輸過程中燃燒產生。本集團於二零一八財政年度在控制其廢氣排放方面遵守相關國家及地方法律，例如《鍋爐大氣污染物排放標準》(GB 13271-2014)和《廣東省地方標準大氣污染物排放限值》(DB44/27-2001)，並實施和採取有針對性的政策和措施，以減輕廢氣排放對周邊地區的影響。例如，為了盡量減少工廠鍋爐燃燒產生的粉塵和二氧化硫，本集團部分子公司採用了布袋除塵及雙鹼法脫硫設施。此外，香精板塊特別規定廢氣應通過活性炭過濾，並只有在符合標準時方能排放。此外，為減少廢氣排放，本集團的多家子公司在營運期間對鍋爐進行改造，一部分燃煤鍋爐被使用天然氣（一種相對清潔的能源）的燃氣鍋爐所取代，用於日常營運。該舉措大大減少了硫氧化物和氮氧化物的排放。與此同時，其他一些子公司則採用了中央燃氣供應系統，以更有效的方式消除廢氣。本集團高度重視在控制排放方面的技術創新，在業務中應用先進的技術和設施，如光催化劑在解決特殊作業中對廢氣污染進行淨化問題的應用。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行的一項重要措施。



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 primary cause of the rising level of diverse kinds of GHGs, including CO<sub>2</sub>, CH<sub>4</sub> and N<sub>2</sub>O. 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**.

本集團亦十分重視對溫室氣體排放的控制。能源資源的消耗被普遍認為是各種溫室氣體（包括二氧化碳、甲烷和一氧化二氮）含量上升的主要原因。為了最大限度地從源頭減少相關溫室氣體的排放，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。

### Wastewater

### 廢水



#### Administration office

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

#### 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。該廢水直接排入市政排水系統，並由物業處理。由於廢水量很大程度上取決於用水量，本集團已採取具體措施以減少辦公室的用水量。具體措施將在以下小節「**水**」中進一步說明。



### Flavours and Fragrances business

The wastewater generated from this business segment comprised commercial and industrial sewage. The commercial wastewater was carefully treated before being discharged to the municipal drainage system. The industrial wastewater, however, was treated in a more sophisticated manner in accordance with the internal policies, such as the 'Regulation on Water Contamination Prevention'. The various subsidiaries under this business segment adopted different methods to treat wastewater, such as UASB (Up-flow Anaerobic Sludge Blanket) with bio-filer. For instance, the wastewater from several subsidiaries was normally processed first through internal wastewater treatment facilities and then discharged to the wastewater treatment work after meeting the first grade of 'Integrated waste discharge standard (GB 8978-1996)'. Specifically, the internal processing method was integrated hydrolytic acidification and biological contact oxidation. Through the rack where the suspended matter could be removed, the filtered wastewater was then pumped to the hydrolytic acidification tank, where the large molecules could be transformed into small ones. The following biological contact oxidation tank could massively reduce the concentration of COD (Chemical Oxygen Demand), BOD (Biochemical Oxygen Demand) and ammonia nitrogen in the wastewater. It is worth mentioning that in FY2018, the Group put great efforts in the instalment of efficient wastewater treatment facilities and the recycling of wastewater, such as for the water usage in cooling towers, for cleaning and in boilers, which saved large amounts of water for the Group. Meanwhile, for the wastewater generated from cleaning the reaction vessels, a sedimentation process was normally applied before it was discharged to the municipal drainage system. The floating mud during the treatment process was collected and transported to an external certified environmental organisation for disposal.

### 香精板塊

該業務板塊產生的廢水包括商業和工業廢水。商業廢水在排放到市政排水系統之前經過認真處理。工業廢水根據內部政策，如「水污染防治規定」，處理相對更為複雜。該業務板塊的各個子公司處理廢水的方法不盡相同，如利用上流式厭氧污泥床和生物過濾器等。例如，部分子公司的廢水首先通過內部廢水處理設施進行處理，在達到《污水綜合排放標準》(GB 8978-1996)的一級標準時排放到污水處理廠。具體而言，內部處理方法包括一體化水解酸化和生物接觸氧化。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。而生物接觸氧化池會極大地降低廢水中化學需氧量、生化需氧量和氨氮的濃度。值得一提的是，於二零一八財政年度，本集團在安裝高效的廢水處理設施和廢水回收方面付出了巨大努力。回收的廢水包括冷卻塔用水、清潔用水與鍋爐用水。本集團因此節省了大量水資源。同時，對於在清潔反應容器過程中產生的廢水，本集團在廢水排放到市政排水管道之前首先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作進一步處理。

In 2018, large quantities of industrial wastewater were recycle by the Flavours and Fragrances business of the Group, which equaled approximately 1,894 cubic metres.

於二零一八年，本集團香精業務積極循環利用其工業廢水，數量達到

# 1,894

cubic metres  
立方米

### Tobacco Raw Materials business

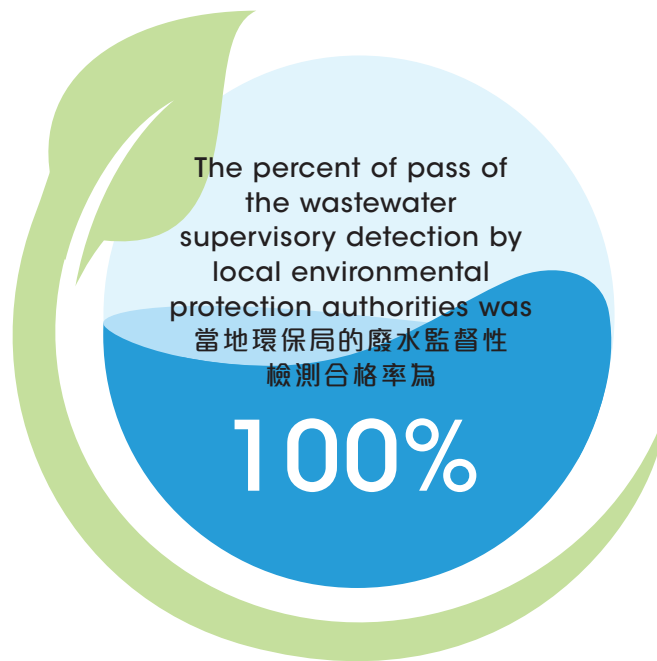
In addition to the commercial wastewater, which was handled similarly to the *Flavours and Fragrances business*, the treatment of industrial wastewater from the Tobacco Raw Materials business was paid great attention by the Group as well. Specifically, through the internal sewage network, the wastewater was drained to the wastewater treatment work inside the factory, where the pre-treatment, biochemical treatment and advanced treatment were conducted sequentially. To save the precious water resources, part of the processed wastewater was recirculated to the production line for reuse.

With the goal to significantly lower the water consumption ratio thereby reducing the generation of wastewater, the Group has taken a series of effective measures and innovative changes, including the optimisation of the production process and improvement of water recirculation system. In Year 2018, the Tobacco Raw Materials business made solid progress toward the goal and handed in a satisfactory paper with the generation of wastewater from the subsidiary of Guangdong Jinye being substantially reduced by around 7.4% as compared to last year.

### 煙用原料板塊

除了與香精業務類似的商業廢水外，本集團也十分重視煙用原料業務產生的工業廢水的處理方式。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，部分處理後的廢水循環到生產線進行再次利用。

為了大幅度降低用水率，從而減少廢水的產生，本集團采取了一系列有效的創新舉措，包括優化生產工藝和改善水循環系統。於二零一八年，煙用原料業務在實現目標方面取得了的很大進展，並提交了一份令人滿意的答卷，其中廣東金葉成功將其廢水量同比上年減少約 7.4%。



#### *Aroma Raw Materials business*

The industrial wastewater from the Aroma Raw Materials business was 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 was then discharged to natural water bodies before being verified to meet the first grade of 'Integrated Wastewater Discharge Standard' (GB 8978-1996) and relevant local standards. The sludge separated from the wastewater at preliminary stage was concentrated, dried and handled by certified organisations. The entire wastewater treatment of this business segment has adopted a combination of physio-chemical and biochemical process. It is the utilisation of the mature anaerobic process and high-efficient aeration device that has immensely enhanced the energy efficiency in the wastewater treatment.

#### *Condiment business*

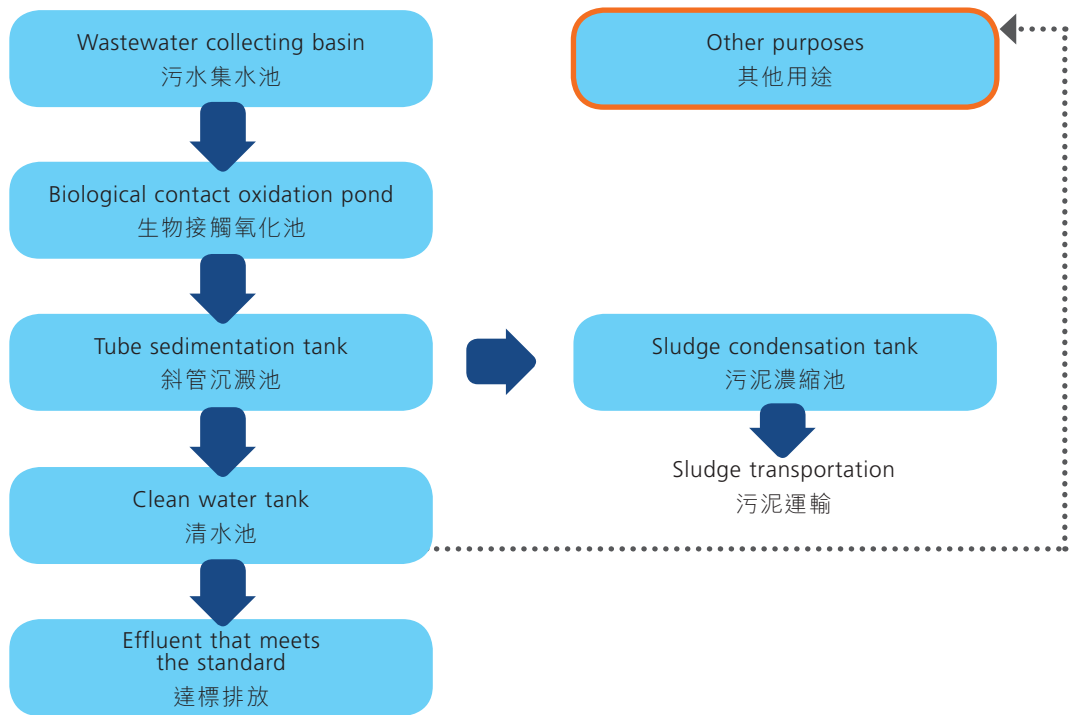
Biochemical treatment has been a primary method in wastewater purification during operations in the Condiment business of the Group. With a standard treatment process as shown below, the Group ensures that the effluent sewage meets the first grade of 'Integrated Wastewater Discharge Standard' (GB 8978-1996).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

#### *香原料板塊*

香原料板塊的工業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。

#### *調味品板塊*

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



Solid Wastes

固體廢棄物



*Administration office*

The solid waste from the offices was mainly commercial solid waste from staffs. To efficiently manage the waste, the Group has adopted various measures, such as the centralised garbage can, for the collection of waste. The Group has classified the solid waste scientifically and the sorted municipal solid waste from offices was then handled by the property management of the buildings, and disposed of at landfills by the government.

Given the commitment of the Group to Sustainable Waste Management, a variety of effective actions to reduce, reuse and recycle the materials have been taken in 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 the offices to encourage employees to take own lunch boxes 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 was well sorted, recycled and handled by the certified municipal authority. For example, the domestic wastes from the industrial park were mainly paper, glass and wood products, which were stacked at the rubbish bins and transported by the waste recycling department with special trucks twice a week. The Group has also signed the 'Domestic Waste Recycling Contract' (生活垃圾回收合同) with the municipal authority. Meanwhile, the Flavours and Fragrances business of the Group has put its focus on the recycling of certain types of solid wastes, such as packaging materials. The hazardous wastes generated by this business segment of the Group mainly included the floating sludge, which was handled by the certified external companies.

*行政辦公室*


辦公室的固體廢棄物主要為員工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棄物進行分類。辦公室經過分類的都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處理。

鑒於本集團對可持續垃圾管理的承諾，所有辦公室均採取了有效的行動減少、再利用及回收材料，具體如下：

- 通過固體廢棄物分類盡可能地對其進行回收；
- 教育所有員工減少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代替訂購外賣食品，從而減少食品包裝的浪費；
- 倡導辦公室文具的再利用；以及
- 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，由廢棄物回收部門每週兩次用特殊的卡車運輸。本集團亦與市政部門簽訂「生活垃圾回收合同」。同時，本集團的香精業務重視對某些類型固體廢棄物的回收，例如包裝材料等。本集團該業務板塊產生的危險廢棄物主要為浮泥，由合資格的外部第三方公司負責處理。



To better manage the hazardous waste from this business segment, the Group has set clear targets for the annual emission of its hazardous waste and regulated strict standards and procedures that the responsible departments need to follow in the management of hazardous waste. Specifically, the hazardous waste in the factories and offices should be collected and temporarily stored at dangerous goods storing area under the surveillance with the application of internal monitoring system in accordance with relevant policies, while the domestic waste from offices should be separately collected and stored for centralised treatment.

#### *Tobacco Raw Materials business*

The solid waste from this business segment could be mainly split into three categories: domestic waste, non-hazardous industrial waste and dangerous waste. The domestic waste was normally handled by the municipal sanitation department, while the non-hazardous industrial waste such as coal ash, cinder and mud were recycled and disposed of by the external certified organisations for other purposes, such as the manufacturing of cement and production of organic fertilisers. The dangerous waste was handled more discreetly by the organisations that have been granted the certification and permission for dangerous waste treatment.

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

為了更好地管理該業務板塊的危險廢棄物，本集團為其危險廢棄物的年度排放制定了明確的目標，並建立了主管部門在危險廢棄物管理過程中須嚴格遵守的標準和程序。具體而言，工廠和辦公室的危險廢棄物應按照相關政策進行收集並暫時儲存在危險貨物存儲區域，且採用內部監測系統進行監管。同時，辦公室的生活垃圾應與危險廢棄物分開收集和儲存，並進行集中處理。

#### *煙用原料板塊*

該業務板塊的固體廢棄物主要分為三類：生活垃圾、無害工業廢棄物和危險廢棄物。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棄物由合資格的機構回收和處理，並用作水泥和有機肥料生產等目的。危險廢棄物由已獲得危險廢棄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，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棄物的臨時倉庫中，然後由合資格的公司每年回收一次。值得一提的是，本集團已製定嚴格的標準，為設備的換油過程提供指導。例如，本集團規定廢油必須根據其特性回收，如可回收油、不可再生油和一般油。相同類別的油應收集並儲存在同一桶中，以減少容器的使用數量。容器必須清楚準確地進行標記，以供未來參考。

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

#### *Aroma Raw Materials business*

In the Aroma Raw Materials business of the Group, the domestic waste was handled by the municipal sanitation department, whilst the distillation residue (HW11) during the production process from workshops and waste activated sludge (HW12) were handled by other certified municipal departments. The industrial wastes generated from this business segment included coal ash, magnesium slag, coke and clinker, among which the magnesium slag was transported to the farmers in the neighbourhood as fertilisers, while the coke was majorly used as the fuel for boilers. Laying emphasis on the development of the concept of 'Circular Economy' within the company, which requires that high-quality, secondary raw materials can be fed back into production processes again, the Group has been committed to solid waste prevention and smartly turning waste into a resource. Meanwhile, the subsidiaries of this business segment kept accelerating its pace toward the transition to clean energy in recent years and have already achieved magnificent success in reducing its reliance on the burning of fossil fuels (an annual 7.2% drop in diesel consumption, 7.1% drop in gasoline consumption and partial substitution of biomass for coal). It is also noted that the empty barrels that were used to transport raw materials were highly encouraged by the Group to be collected by suppliers for reuse. Food waste was also an important aspect that the Group paid attention to. In particular, the companies of this business segment normally based its preparation of food on the surveys of the employees' diet preference and number of diners on a daily basis, which could effectively prevent the food waste from canteens.

To further reduce the generation of solid waste, the Group not only has set specific targets for its emissions, but also adjusted 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.

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

#### *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（HW11）和廢活性污泥（HW12）由合資格的市政部門處理。該業務板塊產生的工業廢棄物包括煤灰、鎂渣、焦炭和爐渣，其中鎂渣作為肥料將運送給與附近的農民，而焦炭主要用作鍋爐的燃料。本集團強調在公司內部大力發展「循環經濟」的理念，要求高質量的次生原料再次投入到生產過程中，並且一直致力於控制固體廢棄物的產生和有效地將廢棄物轉化為資源。與此同時，該業務板塊的子公司近年來不斷加快向清潔能源轉型的步伐，並已在減輕對化石燃料的依賴方面取得了巨大成功（柴油年消耗量下降7.2%，汽油下降7.1%，部分煤炭被生物質取代）。此外，本集團極力鼓勵原材料供應商收集並再利用用於運輸過程的空桶。食物浪費也是本集團關注的方面之一。具體而言，該業務板塊的子公司通常根據員工的飲食偏好和用餐人數提前進行調查，從而有效防止食堂的食物浪費。

為進一步減少固體廢棄物的產生，本集團不僅制定了廢棄物排放的具體目標，亦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，從而從源頭控制煤渣、二氧化硫、氮氧化物和粉塵的產生。

### *Condiment business*

The principal solid waste from the Condiment business of the Group consisted of commercial waste from offices and sludge generated from the wastewater treatment process. Both types of the waste were handled by the municipal sanitation department on a regular basis. In addition, the laboratories of this business segment generated certain types of hazardous wastes, including discard solution, chemical residue, waste activated carbon from wastewater treatment facilities and waste oil. The certified external companies with which the Group signed the contract were responsible for the handling of those hazardous wastes.

### **Noise**

Noise emissions generated by the Group during FY2018 mainly came from the running of machineries, facilities and equipment during the production processes. In compliance with the national and local regulations of the PRC in relation to noise emissions, such as the Emission Standards for Industrial Enterprises Noise at Boundary (GB 12348-2008), the Group has utilised efficacious noise-reduction facilities and taken measures to mitigate its impacts of the noise pollution on the surroundings. The Group hopes to lower its impact of noise at source through practical innovation and brand-new equipment that is notably quieter, more environmentally friendly and more efficient, such as the equipment with QPME (Quality Powered Mechanical Equipment) Labels, when compared with outmoded machineries, which might generate noise of higher decibel levels.

### *調味品業務*

本集團調味品業務的主要固體廢棄物包括辦公室的商業廢棄物和廢水處理過程產生的污泥。兩種類型的廢棄物均由市政環衛部門定期進行處理。此外，該業務板塊的實驗室會產生某些類型的危險廢棄物，包括廢棄溶液、化學殘留物、廢水處理設施中的廢棄活性炭以及廢油。本集團與合資格的外部公司簽訂合同，由其負責處理危險廢棄物。

### **噪聲**

本集團於二零一八財政年度產生的噪音排放主要來自於生產過程中機器及設備的運作。根據中國內地有關噪音排放的國家及地方法規，如《工業企業廠界環境噪聲排放標準》(GB 12348-2008)，本集團已採用有效的降噪設施並實施相關措施以減輕噪音對周圍環境的影響。本集團希望通過實用的創新技術和採用與噪音污染可達高分貝的舊機器相比，更安全、更環保、更高效的全新設備（例如帶有優質機動設備標籤的設備），從源頭減少其噪聲的影響。



## A.2. Use of Resources

In FY2018, the primary resources consumed by the Group were electricity, diesel, natural gas, town gas, gasoline, refrigerant, coal, steam, water, paper and packages made in different materials. Table 2 illustrates the amount of different resources used by the Group in FY2018 and Year 2018.

**Table 2 Total Resource Consumption in FY2018 and Year 2018**

Use of Resources 資源使用	Key Performance Indicator (KPI) 關鍵績效指標	Unit 單位	Amount in	Amount in	Intensity**	Intensity#	
			FY2018* 二零一八財政 年度總量*	Year 2018 二零一八年 總量	(Unit per Million RMB) in Year 2018 二零一八年強度** (單位/百萬人民幣)	(Unit per Million RMB) in FY2017/2018 二零一七/一八 財政年度強度 (單位/百萬人民幣)#	
<b>Energy</b> 能源	Electricity 電力	kWh'000 千千瓦時	44,574.83	59,433.1	14.9	16.7	
	Diesel 柴油	L 升	318,284.70	424,379.6	106.6	127.8	
	Natural gas 天然氣	m <sup>3</sup> 立方米	706,599.83	942,133.1	236.6	61.5	
	Town gas 煤氣	m <sup>3</sup> 立方米	1,245.00	1,660.0	0.4	0.4	
	Gasoline 汽油	L 升	150,550.50	200,734.0	50.4	56.9	
	Refrigerant 製冷劑	Kg 千克	2,400.00	3,200.0	0.8	0.7	
	Coal 煤	Tonnes 噸	12,705.53	16,940.7	4.3	4.2	
	Steam 蒸汽	m <sup>3</sup> 立方米	5,641,128.75	7,521,505.0	1,889.1	1,766.1	
	<b>Water</b> 水	Water 水	m <sup>3</sup> 立方米	687,908.10	917,210.8	230.4	216.5
	<b>Paper</b> 紙張	Paper 紙張	Kg 千克	6,239.70	8,319.6	2.1	1.6
<b>Packaging materials***</b> 包裝材料***	Plastic 塑料	Tonnes 噸	1,352.70	1,803.6	0.45	0.18	
	Paper 紙	Tonnes 噸	2,757.98	3,677.3	0.92	0.28	
	Metal 金屬	Tonnes 噸	216.90	289.2	0.07	0.04	

## A.2. 資源使用

於二零一八財政年度，本集團所消耗的主要資源為電力、柴油、天然氣、煤氣、汽油、製冷劑、煤炭、蒸汽、水、紙張及不同的包裝材料。本集團於二零一八財政年度和二零一八年使用的不同資源量具體表現如下表二。

**表二 二零一八財年與二零一八年度總資源使用量**

- \* The total resource consumption in FY2018 were derived from the results in Year 2018 given the assumption that resources consumed in FY2018 that only covered nine months in Year 2018 were three-fourths of the annual consumption in Year 2018;
- \*\* Intensity for Year 2018 was calculated by dividing the amount of resources the Group has consumed in Year 2018 by the corporate revenue of RMB3,981.536 Million for Year 2018 according to unaudited financial results for the twelve months period ended 31 December 2018;
- # Intensity for FY2017/2018 was calculated by dividing the amount of resources the Group has consumed in FY2017/2018 by the corporate revenue of RMB3,848.626 Million for FY2017/2018 according to turnover and segment information in Annual Report.
- \*\*\* Packaging materials in FY2018 and Year 2018 covered all subsidiaries under the Group's business segments due to its unremitting efforts in consistently strengthening its measurement on the weight of consumed packaging materials.
- \* 二零一八財政年度的資源消耗量基於二零一八財年僅包括二零一八年九個月的假設，因此為二零一八年年度消耗量的四分之三；
- \*\* 二零一八年的強度是按本集團二零一八年所消耗的資源量除以本集團二零一八年的收入（根據截至2018年12月31日止十二個月期間未經審核的財務業績，約為3,981.536百萬人民幣）；
- # 二零一七／一八財政年度的強度是按本集團二零一七／一八財政年度內所消耗的資源量除以根據本集團二零一七／一八財政年度年報中營業額和板塊信息得到的本集團收益約3,848.626百萬人民幣計算；
- \*\*\* 由於本集團在加強其包裝材料重量計量的不懈努力，二零一八財政年度與二零一八年使用的包裝材料量涵蓋本集團所有業務板塊的所有子公司。

Electricity

用電



The electricity consumed by the Group mainly came from the operation of electrical equipment and device in the offices and factories. All business segments of the Group have complied with relevant regulations and the Group's policies of saving electricity. Due to the unwavering efforts in electricity conservation of the Group, the total electricity consumption of the Group in Year 2018 was 59,433.1 kWh'000, which was around 7.6% lower than that in FY2017/2018. 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-consuming equipment at the end of the day;
  - Switch off all idle lights and air conditioners (e.g. most electrical equipment is 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 the offices and factories (such as air conditioner and paper shredder) regularly to keep their high efficiency;
  - Adjust the set temperature of air conditioners in the offices based on the weather;
  - Advocate the importance of energy conservation among employees;
  - Use more efficient LED bulbs for office lighting instead of energy-intensive lamps in both offices and operating sites; and
  - Encourage all employees to open curtains and utilise the natural sunlight for lighting in the offices when possible.
- 本集團所消耗的電力主要來自辦公室及工廠的電力設備及裝置的運作。本集團所有業務板塊均已遵守相關法規及集團節電政策。由於本集團在節約電力方面的不懈努力，本集團二零一八年的電力消耗總量為59,433.1千千瓦時，比二零一七／一八財政年度降低約7.6%。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，大部分電氣設備將在午餐時間關閉）；
  - 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氣設備（如空調和碎紙機），以保持其高效率；
  - 根據天氣調節辦公室空調的設定溫度；
  - 對辦公室工作的員工開展節能重要性的教育；
  - 在辦公室和工廠利用用更高效LED燈泡替換消耗大量電力的燈泡；以及
  - 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。

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

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

<p>Flavours and Fragrances business 香精板塊</p>	<ul style="list-style-type: none"> <li>• Installed a number of LED lights; 安裝許多LED燈；</li> <li>• Replaced the outmoded central air conditioning periodically to keep its high efficiency; 定期更換過時的中央空調以保持其高效率；</li> <li>• Examined and repaired the electricity supply system timely to reduce the loss of energy; 及時檢修供電系統以減少能源損失；</li> <li>• Chose energy efficient equipment in procurement; 在採購中選擇用能高效的設備；</li> <li>• Encouraged natural ventilation under 30°C; 在氣溫30度以下鼓勵自熱通風；</li> <li>• Installed electric relay to avoid unnecessary lighting caused by improper operation of the staff; 安裝繼電器，避免因工作人員操作不當而造成不必要的照明；</li> <li>• Recorded and analysed the monthly consumption of electricity in order to detect any abnormal condition. 記錄並分析每月用電量，從而識別非正常用電情況。</li> </ul>
<p>Tobacco Raw Materials business 煙用原料板塊</p>	<ul style="list-style-type: none"> <li>• Changed a number of energy-intensive lights to LED lights; 將大量高耗電燈改為LED燈；</li> <li>• Followed the relevant internal policies in electricity conservation, such as 'Administrative measures on ensuring the supply of water, electricity and gas'. 遵循內部節能政策，如「保障供水供電供氣管理辦法」。</li> </ul>
<p>Aroma Raw Materials business 香原料板塊</p>	<ul style="list-style-type: none"> <li>• Replaced most bulbs in workshops with LED lights; 用LED燈替換車間內的大多數燈泡；</li> <li>• Focused on the monitoring of its electricity consumption and installed electricity metres in all workshops and dormitories. 專注於監控每個車間的電力消耗並在車間和員工宿舍安裝電錶。</li> </ul>
<p>Condiment business 調味品板塊</p>	<ul style="list-style-type: none"> <li>• Replaced a total of 600 LED lights in Year 2018; 於二零一八年安裝600個LED燈；</li> <li>• Kept recording the electricity consumption per product in all workshops on a monthly basis; 於所有車間按月記錄單位產品的耗電量；</li> <li>• Used the air compressor with frequency conversion motor. 使用變頻空氣壓縮機。</li> </ul>

### Other energy resources

The Group consumed diesel, natural gas, town gas, gasoline, refrigerant, coal as its primary energy resources for daily operations and transportation. The Group has been dedicated to reducing the use of fossil fuel and improving the efficiency of operations, and sees it as the key to its commitment of becoming an eco-friendly enterprise. In FY2018, for instance, the Group encouraged its employees from all subsidiaries to take public transports instead of driving to work, and to utilise the electronic device for online conference in order to lower the frequency of business trips. In addition, the Group has incorporated the fulfilment of its environmental responsibility into its business strategy and taken energy conservation as its priority issue alongside financial income. Therefore, the Group commits to purchase environmentally friendly vehicles for transportation and operations, redesign the machineries to be more eco-efficient, and initiate a competitive mechanism to incentivise subsidiaries to pursue a 'low carbon and low consumption' working environment and operation process. Due to its tireless efforts, the Group is proud of its staggering decline of the consumption of diesel and gasoline in Year 2018, which as compared with that in FY2017/2018, dropped by about 13.7% and 8.3%, respectively.

### 其他能源資源

本集團日常營運和車輛運輸主要消耗的能源資源有柴油、天然氣、煤氣、汽油、製冷劑和煤。本集團一直致力於減少對燃料的使用並注重提高營運效率，將其視為本公司打造成為環保公司的關鍵。例如，於二零一八財年，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，本集團將履行其環保責任納入業務發展戰略，並將節約能源與財務收入同時放在首位。因此，本集團購買環保型車輛進行運輸及營運，對機械設備進行再設計以提高生態效益。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」的工作環境及營運過程。經過不懈努力，本集團為其於二零一八年在大幅減少柴油和汽油消耗上的成績感到自豪。與二零一七／一八財政年度相比，柴油和汽油使用量分別下降了約13.7%和8.3%。

Besides the common practices that have been implemented among all subsidiaries, here is the highlight of efforts of different business segments in controlling 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控制能源使用方面所做出的努力：

Flavours and Fragrances business  
香精板塊

- Conducted centralised disposal of obsolete device and equipment periodically to minimise its negative impact on the environment;  
定期集中處理舊設施設備，以盡量減少其對環境的負面影響；
- Replaced diesel-fired boilers with steam boilers, which could approximately reduce 18 tonnes diesel per year;  
用蒸汽鍋爐代替柴油鍋爐，每年可減少18噸柴油；
- Strengthened the routine inspection on waterpipes and prevented any leakage failure;  
加強對水管的定期檢查，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；
- Referred to internal policies, such as 'Energy Resources Management Approach' in controlling the consumption of natural resources;  
依照內部政策，如「資源、能源管理辦法」，控制其天然資源的消耗；
- 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"> <li>• Purchased the type of coal that may generate less smoke during combustion; 購買在燃燒過程中可能產生較少煙的煤；</li> <li>• 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；</li> <li>• Optimised the manual operation by training; 通過培訓優化手動操作；</li> <li>• Re-designed the boiler structure to enhance its thermal efficiency; 重新設計鍋爐結構以提高其熱效率；</li> <li>• Promoted the work of replacing coal-fired boilers with gas boilers in accordance with local regulations. 根據當地法規，落實用燃氣鍋爐代替燃煤鍋爐的工作。</li> </ul>
<p>Aroma Raw Materials business 香原料板塊</p>	<ul style="list-style-type: none"> <li>• 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；</li> <li>• 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；</li> <li>• 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；</li> <li>• Removed the begrime of heat exchanger to increase its heat exchanging rate. 清除熱交換器的積垢，提高熱交換率。</li> </ul>
<p>Condiment business 調味品板塊</p>	<ul style="list-style-type: none"> <li>• Stuck to the principle of 'promoting energy conservation and emission reduction, in order to broaden the sources of income and economise on expenditures' in its daily operations. 於日常營運中堅持「節能減排、開源節流」的宗旨。</li> </ul>

## Water

## 水



The Group prioritises water conservation among a growing number of environmental issues and follows the 3R rules – ‘Reduce, Reuse and Recycle’ in the daily operation. 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 operating sites of the Group have also implemented their uniquely effective water conservation measures very well. For instance, the Group organised formal meetings delving into more advanced and innovative ways of saving water in all factories and industrial parks. The subsidiaries, where water could be largely consumed, were incentivised to reuse the wastewater as much as possible. The employees in the offices were 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 supplier system;
- Regulate that all employees need to strictly comply with water saving policies of the Group; and
- Advocate the importance of saving water among employees through internal trainings and seminars.

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，本集團的辦公室和營運地點也很好地實施了其獨特且有效的水資源保護措施。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合理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；
- 對水龍頭、連接頭和供水系統中的其他缺陷進行定期洩漏試驗；
- 規定所有員工嚴格遵守本集團的節約用水政策；以及
- 通過內部培訓和研討會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 made by different business segments in the water conservation:

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

<p>Flavours and Fragrances business 香精板塊</p>	<ul style="list-style-type: none"> <li>• 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；</li> <li>• Recycled the steam condensate for reuse properly; 回收蒸汽冷凝水，以便重複使用；</li> <li>• Installed water metres in all workshops of factories to monitor the water consumption; 在工廠的所有車間安裝水錶，以監測水資源消耗量；</li> <li>• Produced pure water according to the order; 根據訂單生產淨化水；</li> <li>• Conducted regular maintenance on the condensate water pipeline, in order to prevent 'evaporating, emitting, dripping or leaking'; 定期保養冷凝水管，防止「跑、冒、滴、漏」；</li> <li>• 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。</li> </ul>
<p>Tobacco Raw Materials business 煙用原料板塊</p>	<ul style="list-style-type: none"> <li>• Placed 'Saving Water Resource' posters in prominent places to encourage water conservation; 在當眼位置放置「節約水資源」的海報，以鼓勵節約用水；</li> <li>• Strictly followed the relevant internal policies in water conservation, such as 'Administrative measures on ensuring the supply of water, electricity and gas'. 嚴格節約水資源的內部相關政策，例如「保障供水供電供氣管理辦法」。</li> </ul>
<p>Aroma Raw Materials business 香原料板塊</p>	<ul style="list-style-type: none"> <li>• Reused the remaining cooling water for plantation inside the industrial park; 在工業園區內重複使用剩餘的冷卻水進行種植；</li> <li>• Purchased the cooling tower with high operating efficiency to lower the discharge of condensate water; 購買運行效率高的冷卻塔，以減小冷凝水排放量；</li> <li>• Implemented the policy of quantifying water usage in all workshops and connecting the consumption of water and amount of effluent with the main annual assessment index; 對所有車間實施量化用水量的政策，並將水的消耗量和污水排放量納入主要年度評估指標；</li> <li>• Established reward and punishment system among employees; 在員工中建立獎懲制度；</li> <li>• Recirculated part of distillation wastewater to other hydrolysis processes after treatment. 將部分蒸餾廢水通過處理後回用到其他水解過程。</li> </ul>
<p>Condiment business 調味品板塊</p>	<ul style="list-style-type: none"> <li>• Recycled the condensate water in all workshops; 在所有車間實施對冷凝水的回收再利用；</li> <li>• Focused on the performance of each workshop in water intensity per product with detailed record and evaluation. 專注於對每個車間單個產品用水量表現的詳細記錄與評估。</li> </ul>

## Paper

The Group has been dedicated to saving paper in its offices by promoting the concept of 'paperless office' and has already achieved significant progress. For instance, the Flavours and Fragrances business of the Group recycled a total of 190 kg paper in Year 2018. The measures taken by the Group to save the use of paper are highlighted as follows:

- Choose suppliers with more environmentally friendly paper source, so as to reduce the amount of tree losses while consuming the same amount of paper indirectly;
- Promote the concept of paperless office and office automation, and disseminate information by electronic means (i.e. via email or e-bulletin boards) as much as possible;
- Assign responsible personnel for the management of each printer and copier;
- Set duplex printing as the default mode for most network printers when printouts are needed;
- Spread the idea of "Think before print" by using posters and stickers, such as 'Save paper and treat natural resources well' in the offices to remind the staff of avoiding unnecessary printings;
- Reconsider boxes and trays as containers beside photocopiers to collect single-sided paper for reuse; and
- Use the back of old single-sided documents for printing or draft paper.

## 紙張

本集團致力於通過推廣「無紙化辦公室」的概念在其辦公室節約紙張，並已取得很大的進展。例如，本集團的香精業務於二零一八年共回收190千克紙張。本集團為節省紙張的使用而採取的具體措施如下：

- 選擇具有更環保紙張來源的供應商，以減少在消耗相同數量紙張下樹木的損失量；
- 推廣無紙化辦公室和辦公自動化的概念，並盡可能通過電子方式（即通過電子郵件或電子公告板）傳播信息；
- 安排專人負責打印機和掃描機的管理工作；
- 當需要打印時，將雙面打印設置為大多數網絡打印機的默認模式；
- 通過在辦公室使用海報和貼紙的形式，例如「節約用紙、善待資源」，傳播「打印前請思考」的概念，提醒員工避免不必要的印刷；
- 將箱子和托盤作為容器放在複印機旁邊，用以收集單面紙張以便重複使用；以及
- 使用舊的單面文檔背面進行打印或用作草稿紙。

## Packaging materials

## 包裝材料



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

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 were widely used and recycled for packaging purpose in order to significantly diminish the amount of packaging materials in FY2018. Some subsidiaries of the Flavours and Fragrances business adopted 30L rectangular barrel rather than 30L flat barrel to take advantage of the packing space. To reduce the consumption of packaging materials, one subsidiary of the Group altered its packaging way from 8 kilograms (16 cans) per case to 16 kilograms (4 packing 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. The Flavours and Fragrances business also signed the contract with certified external parties for the recycling of waste packaging materials. Furthermore, the Group tried its utmost to convince its customers to purchase large packages instead of small ones to reduce the unnecessary waste of packaging materials.

於二零一八財政年度，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，香精業務部分子公司為利用包裝空間，採用30L方塑桶而非30L扁塑桶。為減少包裝材料的消耗，本集團的一家附屬公司將其包裝方式由每箱8公斤（16罐）改為16公斤（4個鋁箔包裝袋）。通過這種方法，該子公司的包裝材料數量已減少到之前數量的50%。香精業務同時與合資格的第三方公司簽署了回收廢棄包裝材料的合約。除此之外，本集團盡力說服客戶購買大包裝而非小包裝材料，以減少不必要的包裝材料的浪費。

	<p>The packaging materials in this business segment mainly included packaging barrels, cardboard barrels, woven bags and aluminium bags. To largely reduce the consumption of packaging materials and facilitate a better packaging material management, the Group has adhered to its internal policies, such as 'Material Requisition Work Instruction', 'Energy Resources Management Approach', 'Production Materials Procurement Management Regulation of Huabao Flavour &amp; Fragrances Co., Ltd' and further implemented the following practice as well:</p> <p>香精板塊的包裝材料主要包括包裝桶、紙桶、編織袋和鋁膜袋。為大幅減少包裝材料的使用量同時推行更好的包裝材料管理方法，本集團堅持其內部政策，如「領料過程作業指導書」、「資源、能源管理辦法」和「華寶香精股份有限公司生產類物料採購管理制度」，並進一步實施以下措施：</p> <ul style="list-style-type: none"> <li>• Purchased 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；</li> <li>• Chose packaging materials properly to avoid excessive usage and massive waste of packages; and 選擇合適的包裝材料，避免過度使用和浪費；以及</li> <li>• Partly substituted 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。</li> </ul>
Tobacco Raw Materials business 煙用原料板塊	<p>The packaging materials used in this business segment were mainly paper pulp, film bags and cartons in FY2018. To decrease its consumption of packaging materials, the Group was committed to negotiating with its customers about the packing specifications and tried to convince them to select the large size. In accordance with internal policies, such as 'Procurement Plan Management Approach', the Tobacco Raw Materials business kept improving the efficiency of its procurement process, thereby reducing the inventory and preventing the waste of packaging materials.</p> <p>於二零一八財政年度，本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。根據「採購計劃管理辦法」等內部政策，煙用原料業務不斷提高其採購的效率，從而減少庫存，防止對包裝材料的浪費。</p>



Aroma Raw Materials business  
香原料板塊

The packaging materials used by this business segment were mainly cardboard barrels, composite paper barrels, cartons, plastic tanks, 200L and 30L plastic barrels with bungs, and polyethylene bags in FY2018. In accordance with relevant internal policies, such as 'Packaging Material Management Regulation', except for the packaging materials for finished goods that were newly bought, the barrels used for transporting the materials inside the production workshops were all reused. Specifically, the barrels for the same materials were carefully washed before being reused again. The Group also educated its employees to reduce, reuse and recycle packaging materials, and promoted the prioritisation of environmentally friendly materials in the procurement.

於二零一八財政年度，本業務板塊使用的包裝材料主要是紙桶、複合紙桶、紙箱、塑料罐、200L和30L閉口塑料桶、以及聚乙烯袋。根據「包裝材料管理制度」等內部相關政策，除了新購買成品的包裝材料外，生產車間內用於運送材料的周轉桶進行重複使用。具體而言，裝同一材料的周轉桶經過清洗後再次投入使用。本集團亦教育員工減少、再利用和回收包裝材料，並鼓勵在採購中優先選擇環保材料。

Condiment business  
調味品板塊

The packaging materials in the Condiment business included glass bottles, PET (polyethylene terephthalate) bottles, metal tins, PE (Polyethylene) pipes, cartons and paper-made boxes in FY2018. According to the sales demand and its 'Procurement Management Regulation' (採購管理制度), the Condiment business ordered appropriate amounts of packaging materials from its suppliers. The waste packaging materials were disposed of by the end users as general solid waste.

於二零一八財政年度，調味品業務的包裝材料包括玻璃瓶、聚對苯二甲酸乙二酯瓶、金屬罐、聚乙烯管、紙箱和紙製盒子。根據銷售量及「採購管理制度」，調味品業務從其供應商處訂購適量的包裝材料。廢棄包裝材料由終端消費者作為一般固體廢棄物進行處理。

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

### A.3. 環境及天然資源



Through a series of measures to save electricity, water, gasoline, natural gas and all other 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 during the year under review. In FY2018, the Group's environmental impacts were lowered to varying degrees due to its unremitting efforts to create a resource-saving and eco-friendly enterprise. In particular, the total GHG emissions and non-hazardous waste from the Group were decreased, and at the same time, the dependence on the exploitation of traditional natural resources including diesel and gasoline was dramatically reduced as well. As a mature enterprise in building its environmental management system and fulfilling its social responsibilities, the Group is aware that the inadequate information about climate-related and ESG risks can lead to a mispricing of assets and misallocation of capital and can potentially give rise to concerns about corporate financial sustainability since the current markets are increasingly vulnerable to abrupt corrections, such as regulatory changes and economic instability. As such, while keeping the business operations in compliance with relevant environmental laws and regulations, the Group has put its greater focus on forward-looking analyses of its environmental impact caused by businesses and the potentially financial implications due to the upcoming climate-related crisis.

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，本集團於回顧年度內已經在建立可靠、有韌性和可持續發展的公司方面以及在成為食品添加劑和香精行業先鋒方面取得了重大進展。由於在創建資源節約型和環保型企業方面的不懈努力，本集團的環境影響得到了不同程度的降低。具體而言，本集團的溫室氣體排放總量和無害廢棄物得到了減少。同時，本集團對柴油和汽油等傳統自然資源利用的依賴程度也大幅下降。當下市場環境很容易受到監管變化和不穩定的經濟環境等突發狀況的影響。作為一家已經在建立環境管理體系和履行社會責任上相當成熟的企業，本集團充分意識到對氣候相關風險和ESG風險信息的不足會導致資產錯誤定價和資金配置不當，並可能引發對企業財務可持續性的擔憂。因此，在保證業務營運符合環境相關的法律法規的同時，本集團更加註重商業營運對環境的影響以及面臨的氣候相關風險可能給企業帶來財務上相關影響的前瞻性分析。

Major environmental impacts 主要的環境影響	Management approach 管理方法	Goal 目標
Exhaust gases generated from boilers 鍋爐的廢氣	Replacement with gas boilers in most factories 在大多數工廠替換成燃氣鍋爐	Decommission all coal-fired boilers with eco-friendly alternatives 淘汰全部燃煤鍋爐，尋求更環保的替代方案
Exhaust fumes generated from vehicles for transportation 交通運輸工具產生的尾氣	Effectively control the operation of fleet and tighten up the management of the compliance of automobile engines with relevant environmental laws and regulations 對運輸車隊使用的有效管理，以及加強對其發動機的監管，確保其滿足相關的環境法律與法規	Replace over 50% of vehicles that rely on the burning of fossil fuels with new-energy ones 將超過半數的傳統交通工具更換為新能源車輛
The greater demand of electricity for cooling due to the longer period with extremely high temperature in summer 由於夏天高溫天氣持續時間增加，用於降溫解暑的用電量需求也相應提高	Strengthen the design of ventilation in the offices and factories, and enhance the efficiency of refrigeration equipment 加強對辦公室和工廠通風系統的改造，提高製冷設備的效率	Keep at least 3% drop in corporate electricity consumption annually 集團用電量每年下降至少3%
Unpleasant odour from the wastewater treatment process that has an impact on the nearby residents 污水處理過程中產生難聞的氣味對周邊居民的影響	Raise the frequency of the maintenance and repair on sewage pipelines and improve the performance of seal facilities 提升污水管道和維修保養頻率，提高密封設備的性能	Put an end to the influence of odour upon nearby residents 消除臭味對周圍居民的影響

Despite a magnificent triumph in lowering the GHG emissions from all Scope 1, 2 and 3 and the effective control the generation of daily waste, the Group is still committed to further minimising its underlying environmental impacts in the following four areas.

儘管本集團在降低全部範圍（範圍一、二和三）的溫室氣體排放方面取得了巨大成功且有效地控制了日常廢棄物的產生，本集團仍致力於在以下三個方面進一步減少其潛在的環境影響。

#### a. Pay attention to the details

With regard to the consumption of gasoline for transportation, for example, the Group not only called on all employees to generally control their gasoline consumption during daily lives and work, but provided a comprehensive guideline leading them to align with the corporate policy scientifically and cumulatively to implement its sustainability strategy and values. Specifically, the Group regulated in detail that:

- 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.

#### b. Innovation and experiment

To further eliminate its possible repercussions on the environment, the Group will put more emphasis on the exploration of advanced technologies and the feasibility of applying them into the practice. For example, the Group installed the online wastewater monitoring system that has realised the automatic surveillance, alert and operation of the entire wastewater treatment process. Moreover, through a vast number of experiments on the recycling of industrial wastewater, the Group distributed the purified wastewater to different processes according to the water characteristics, which to large extent avoided the waste of every drop of water.

#### a. 注重細節

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使用，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，並逐漸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：

- 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。

#### b. 創新與實驗

為進一步消除其對環境造成的潛在影響，本集團將進一步重視對先進技術以及將其應用於實踐的可行性的探索。例如，本集團安裝了在線污水監測系統，實現了對整個污水處理過程的自動監測、警報和運行。此外，通過大量的工業廢水回收實驗，本集團將淨化後的廢水根據其性質循環至不同的工藝中，從而在很大程度上避免浪費每滴水。



**c. Sustainable development model**

The Group never took environmental protection as a burden for the compliance with laws and regulations, but an opportunity to change toward sustainability and maximise its economic profits for the long term. Specifically, with the replacement of coal-fired boilers with gas boilers, one subsidiary of the Aroma Raw Materials business reduced its annual emissions of sulphur oxides and nitrogen oxides by a total of 19 tonnes, which saved almost 100,000 RMB for the Group in controlling the air pollution. In addition, the investment in improving the efficiency of operations not only helped one subsidiary of the Tobacco Raw Materials business lessen its exploitation on natural resources, but contributed to the cost reduction as well.

**d. Education**

The Group valued the education and advocacy of low-carbon operation and lifestyle. Employees were tremendously encouraged to take public transport instead of private cars, thereby largely reducing their individual carbon footprint. Besides, the Group endeavoured to cultivate the good habits of diligence and frugality in terms of the use of natural resources among its employees through plenty of channels.

Moving forward, the Group will remain steadfast in sustainable development from both its offices and production sites, and allocate more funds to the research and development on environmentally sound solutions to different pollution-related problems, which are believed to be critical to the long-term success of the Group and the balance of entire ecosystem.

**c. 可持續發展模式**

本集團從未將環境保護視為其遵守法律法規的負擔，而當做是一個向可持續發展轉變並長期實現經濟利益最大化的機遇。具體而言，隨著將燃煤鍋爐更換為燃氣鍋爐，香原料業務的一家子公司將硫氧化物和氮氧化物的年排放量減少了19噸，為集團在控制空氣污染方面節省近10萬元人民幣。此外，提高營運效率的投資不僅幫助煙用原料業務的一家子公司減少對自然資源的開採，亦更有效地幫助其降低了成本。

**d. 教育**

本集團重視低碳營運和生活方式的教育和宣傳，大力鼓勵員工乘坐公共交通工具代替私家車，從而極大地減少了員工們的個人碳足跡。此外，本集團致力透過各種渠道，在員工利用自然資源方面培養其勤儉節約的良好習慣。

展望未來，本集團將持之以恆地堅持其辦公室和生產基地的可持續發展，並投入更多資金用於研究和開發針對不同污染問題的環境友好的解決方案。而這對本集團長期成功至關重要，同時也是確保整個生態系統平衡的關鍵。

## VIII. SOCIAL SUSTAINABILITY

## VIII. 社會可持續發展

### EMPLOYMENT AND LABOUR PRACTICES

### 僱傭及勞工常規

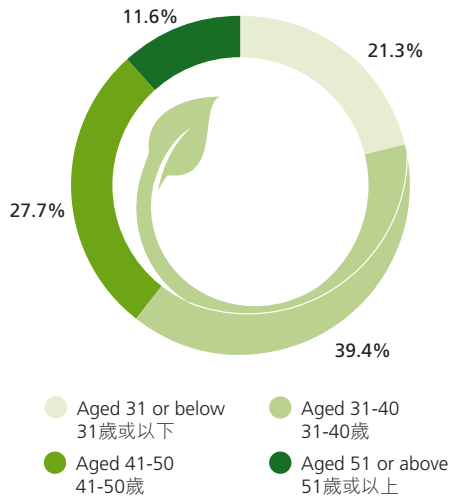
#### B.1. Employment

#### B.1. 僱傭

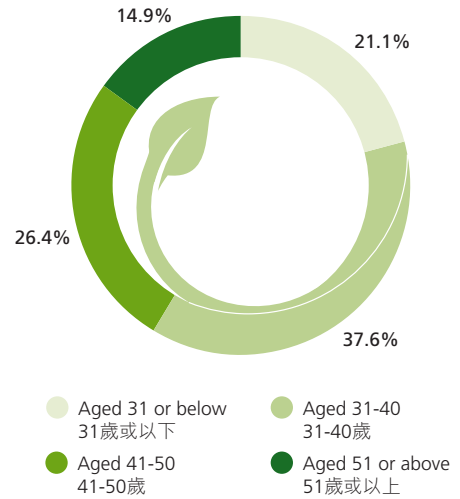
As at 31 December 2018, the Group employed a total of 3,473 employees in different regions of the world. The Group treasures employee's talent and sees it as the key in driving the success and maintaining the sustainable development of the Group. The Group strives to provide its employees with a safe and suitable platform for gaining professional knowledge and developing vocational career.

截止於2018年12月31日，本集團在全世界不同區域共有員工3,473人。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臺，以讓其獲取專業知識及發展職業生涯。

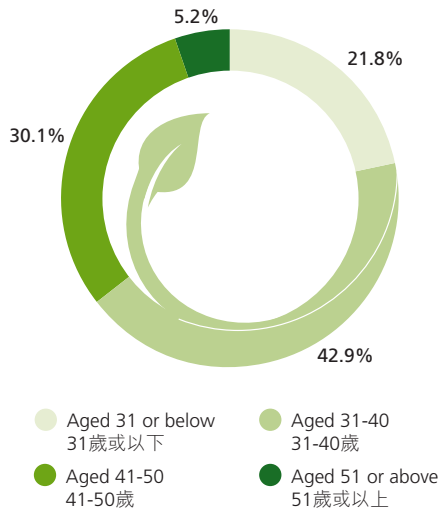
**Total employees by age of the Group**  
本集團員工年齡分佈



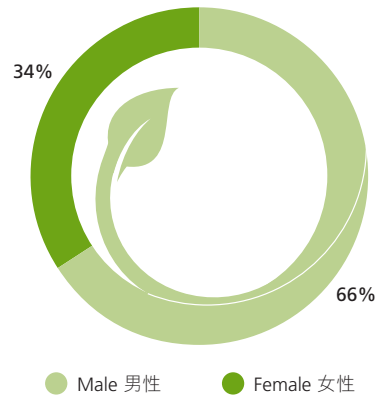
**Total male employees by age of the Group**  
本集團男員工年齡分佈



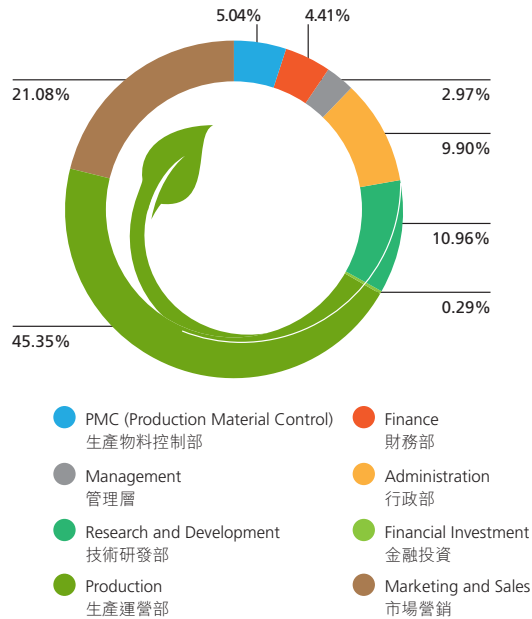
**Total female employees by age of the Group**  
本集團女員工年齡分佈



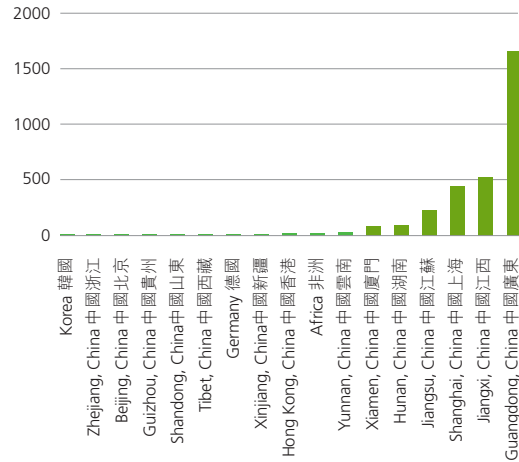
**Total employees by gender of the Group**  
本集團員工性別分佈



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



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



*Law compliance*

The Group's employment policies have been updated and adjusted to cater to social changes since the inception, and more importantly, to abide by the relevant laws and regulations. In FY2018, the Group complied with the relevant laws and regulations, including the following:

- 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*

自成立以來，本集團的就業政策為迎合社會變化和遵守相關法律法規已經進行不斷更新與調整。於二零一八財政年度，本集團已遵守相關法律及法規，包括以下各項：

- 《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.
- 《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》; 以及
  - 《勞動保障監察條例》。

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

#### *Recruitment and promotion*

As talent retention is vital to its business development in the long run, the Group periodically reviews its compensation packages and performs the probationary and regular evaluations on the capability and performance of its employees, to ensure that all employees can be recognised by the Group appropriately with respect to their efforts and contributions. The Group has adopted 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 refers to market benchmarks in relation to staff promotion and provides equal opportunities of promotion and development for eligible employees who have shown outstanding performance and potential in their positions in accordance with its 'Staff Handbook of Huabao International Holdings Limited' and 'Labour Relations Management Regulation of Huabao International Holdings Limited'.

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。

#### *招聘和晉升*

由於人才保留對長遠的業務發展至關重要，本集團會定期審查其薪酬方案，並對其僱員的能力及表現進行試用期與定期評估，以確保所有僱員的努力和貢獻能夠得到本集團合理的認可。本集團已經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、個人表現、工作經歷及職業志向，提供公平且具競爭力的薪酬及福利。本集團亦參考有關員工晉升的市場標準，並根據其「華寶國際控股有限公司員工手冊」及「華寶國際控股有限公司勞動關係管理規定」，為在其職位上表現出色及有發展潛力的合格僱員提供平等晉升及發展機會。



### *Compensation and dismissal*

Any appointment, promotion or termination of recruitment contract of the Group are based on reasonable, lawful grounds and internal policies, such as 'Staff Handbook of Huabao International Holdings Limited' and 'Compensation Management Regulation of Huabao International Holdings Limited'. Since the Group prohibits any kind of unfair or illegitimate dismissal, stringent policies regulating the procedures of dismissal of employees are in place for employee management. In particular, for employees who have violated the Group's employment policies, the Group would warn them verbally before issuing a warning in writing. For employees who keep on making the same mistakes repeatedly notwithstanding having been warned, the Group would terminate their employment contracts according to the relevant laws and regulations in Hong Kong or the PRC (as the case may be).

### *Working hours and rest periods*

Striking a proper balance between work and leisure can effectively help employees recharge their batteries while, in return, enhancing the productivity of the company. The Group has formulated its internal regulations in its Staff Handbook based on local employment laws including the 'Provisions of the State Council on Employees' Working Hours' to determine working hours and rest periods for employees. Specifically, the Group has installed the attendance management system that keeps monitoring its employee's working hours, and compensated 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.

### *薪酬及解僱*

本集團任何聘用、晉升或終止勞動合同都必須有合理依據並依照內部政策執行，例如「華寶國際控股有限公司員工手冊」和「華寶國際控股有限公司薪酬管理制度」。本集團嚴格禁止任何不公平或不合理的解僱，因此制定了嚴格的僱員管理政策規定解僱程序。具體而言，對於違反本集團就業政策的僱員，本集團會在發出警告信之前對其口頭警告。對於不聽警告而屢次出現相同錯誤的僱員，本集團將根據中國香港或中國內地的相關法律法規（根據具體情況而定）終止其僱傭合約。

### *工作時數和假期*

在工作與休息之間尋求平衡不僅可以有效地幫助僱員得到適當的休整，同時可以提高本公司的生產力。因此，本集團根據當地的就業法，包括「國務院關於職工工作時間的規定」，在其員工手冊中制定了相應政策，以擬定僱員的工作和休息時間。具體而言，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。

*Equal opportunity and anti-discrimination*

To the Group, which is an equal opportunity employer, creating a fair, respectful and diverse working environment by promoting anti-discrimination and equal opportunity in all its human resources and employment decisions should never be just a slogan. Rather, the Group hopes to implement strict policies to regulate its daily corporate practices and avoid any activities that may violate the principles of equal opportunity and anti-discrimination. Training and promotion opportunities, dismissals and retirement policies are based on factors irrespective of the employees' age, sex, marital status, pregnancy, family status, disability, race, colour, descent, national or ethnic origins, nationality, religion or any other non-job related elements in all business units of the Group. Meanwhile, the equal opportunity 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, which takes the responsibility for assessing, dealing with, recording and taking any necessary disciplinary actions in relation to substantiated cases.

*平等機會和反歧視*

作為平等機會僱主，對於本集團而言，在所有人力資源和就業決策中通過促進反歧視和平等機會，從而營造一個公平競爭、相互尊重及多元化的工作環境絕不僅僅只是一個口號。相反，本集團希望實施嚴格的政策來規範其日常的企業實踐，避免任何可能違反平等機會和反歧視原則的活動。本集團所有業務部門的培訓及晉升機會、解僱及退休政策並非以僱員的年齡、性別、婚姻狀況、懷孕狀況、家庭狀況、殘疾、種族、膚色、血統、民族或族裔、國籍、宗教或任何其他非工作相關因素為依據。本集團的平等機會政策，根據當地有關法例，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。人力資源部門將有責任對相關屬實事件進行評估、處理、記錄及採取任何必要的紀律處分。

### Other benefits and welfare

Employee well-being is a core issue that the Group endeavours to address to ensure that its employees remain physically and mentally healthy, and motivated all the time at work. According to relevant national laws and regulations, the Group has provided employment injury insurance for its employees. In addition, customised travelling packages are arranged for its employees, which the Group believes can broaden their horizons and boost their morale at work. The Group values its employees and is confident 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. It is the foundational attitude of the Group to treat, lead and grow with its employees every day. The Group firmly believes that the sense of belonging is what allows employees to be their authentic selves, and fostering this sense of belonging for employees will bring the Group a long-term competitiveness and success. Thus, under the guidance of corporate vision 'Leader to a better life', the Group's subsidiaries have taken initiatives to arrange various forms of cultural events in FY2018. For instance, the Group organised a plethora of meaningful activities for its employees to experience the fun of collaboration, learn from their peers and release their creativity in challenges, such as '2018 Christmas Party'. In addition, a labour union has been established in the Group to better represent the real needs and collective interests of employees, and at the same time, to allow the Group to organise more appealing activities for its employees.

### 其他待遇和福利

員工福祉是本集團關注的核心問題之一。本集團確保員工的身心健康，並始終對工作保持積極的態度。根據國家有關法律法規，本集團為員工提供工傷保險。此外，本集團為員工定制並安排旅行套餐，讓其開闊視野、提升士氣。本集團重視員工並認為員工是實現企業價值的創造者、實踐者和開拓者。幫助員工綻放才華、成就自我不僅是本集團的一個理念，而是本集團每天對待員工、領導員工以及和員工一同發展的基本態度。本集團堅信，歸屬感可以更好地幫助員工實現真實的自我，培養員工的歸屬感，將為本集團帶來長遠的競爭力和成功。因此，在「美好生活引領者」企業願景的指導下，本集團的附屬公司充分發揮自主權，在二零一八財政年度安排了各種形式的文化活動。例如，本集團為員工組織了多次有意義的活動，如「2018年聖誕派對」，讓其體驗合作的樂趣，向身邊人不斷學習，並在挑戰中激發創造力。此外，本集團已成立工會，從而能夠更好表達僱員的心聲及其集體利益，同時讓本集團可以為其僱員舉辦更受喜愛的活動。







In FY2018, the Group was in compliance with relevant laws and regulations in relation to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, welfare and other benefits that have a significant impact on the Group.

於二零一八財年，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、其他待遇及福利和其他對本集團具有重大影響的相關法律法規。

**B.2. Health and Safety**

**B.2. 健康與安全**



Health and safety at work involves both the prevention of harm and the promotion of employees' well-being at the workplace. As an enterprise with many production factories, providing and maintaining a safe, clean and environmentally friendly working condition for all its employees is significant. In FY2018, the subsidiaries of the Group implemented strict internal safety and health policies, such as 'Safety Management Regulation', and complied with the relevant laws and regulations in Hong Kong and the PRC, including the following:

工作中的健康和 safety 既涉及預防傷害，同時也關係到對員工福祉的促進。作為一家擁有許多生產工廠的企業，為所有員工提供和維護安全、整潔且環境友好的工作條件十分重要。於二零一八財政年度，本集團子公司實施了嚴格的內部安全與健康政策，例如「安全管理條例」，並遵守中國香港及中國內地的相關法律及法規，包括：

- 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;
- Regulation on Work-Related Injury Insurance; and
- Regulations on the Reporting, Investigation and Disposition of Work Safety Accidents.
- 《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》；
- 《工傷保險條例》；以及
- 《生產安全事故報告和調查處理條例》。

To strive for zero accidents in its operations, the Group rigorously follows the instructions of the Quality Management Systems (ISO 9001:2015) and the Occupational Health and Safety Management Systems (ISO 45001: 2018) (a new ISO standard that specifies requirements for an occupational health and safety (OH&S) management system and provides guidance for its use in place of the previous OHSAS 18001) during its operations. The Group provides medical and employment injury insurances to its staff according to the requirements under the relevant laws and regulations. To ensure an infallibly healthy and safe working environment, the Group sticks to the guiding principle of 'Safety first, Precaution first' and has implemented its internal operating standard '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:

為了爭取在營運過程中實現零事故，本集團嚴格遵循質量管理體系（ISO 9001：2015）和



職業健康和安全管理體系（ISO 45001：2018）的指示（一個新的ISO標準，用於明確職業健康與安全（OH&S）管理系統的要求，並代替以前的OHSAS 18001為其使用提供指導）。本集團根據相關法律法規的要求，為員工提供醫療和工傷保險。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）

In FY2018, the Group kept improving its Environment, Health and Safety (“EHS”) management and strengthened the supervision and control of daily operations in terms of the implementation of specific EHS policies in the factories. As such, professional teams comprised of EHS experts have been assigned in all subsidiaries of the Group to oversee the production process and attenuate the safety-related risks on site.

於二零一八財政年度，本集團不斷優化其環境、健康與安全（「EHS」）的管理，並加強對工廠實施相關EHS政策的日常監督。因此，本集團所有子公司均擁有由環境、健康與安全專家組成的專業團隊，以監管生產過程，從而控制現場安全相關的風險。



During the year under review, the Group found no work-related fatalities during its operations and was not in violation of any 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

### B.3. 發展及培訓

#### Training matters to us: 培訓對我們的重要性:

Corporate trainings act as a catalyst for progressive and continuous learning.  
企業培訓是進步和持續學習的催化劑。

Employees' weakness and deficiency of knowledge can be pinpointed and addressed.  
培訓可以發現員工的弱點和知識短板，並對其進行提高。

Self and inter-personal trust, support and collaboration within the enterprise can be cultivated effectively.  
可以有效地培養和促進企業內部的人員之間的信任、支持與協作。

Higher productivity and revenue can be achieved rapidly once individual goals are integrated with the organisational targets through communications and trainings.  
通過溝通和培訓將個人目標與組織目標相結合的方式，可以有效地幫助企業提高生產力和創造盈利。

With a high level of discipline and consistency with corporate vision, solidarity among employees and leadership can play important roles in innovation and creativity.  
通過嚴明的紀律將企業願景與培訓內容聯繫在一起，可以促進員工和領導層之間的團結協作，並在培養創新和創造力中發揮重要作用。

The Group has always been committed to designing and providing suitable training programmes to its employees and organised a multitude of trainings covering numerous topics during the year under review in accordance with its internal policy, such as 'Staff Training Regulations'. Generally, a complete training package is provided to new hires which serves to provide them with an introduction of various aspects of the Group, such as corporate culture, organisational structure, and occupational health and safety, while other job-related courses are offered to the experienced staff according to both corporate and individual needs.

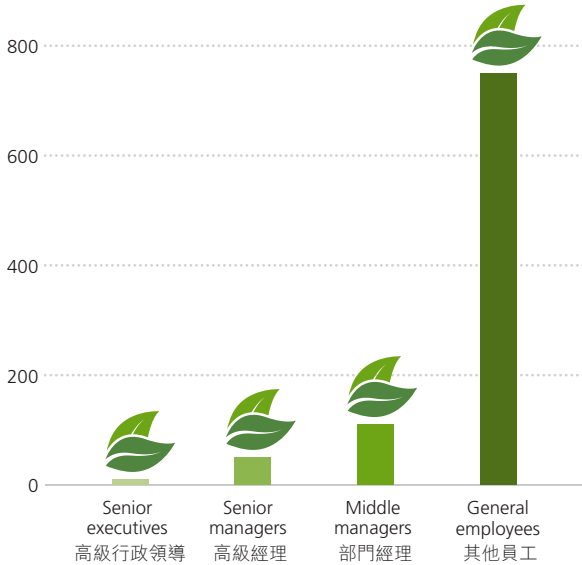
本集團一直致力於為員工設計及提供合適的培訓課程，並於回顧年度內根據其內部政策，如「員工培訓管理規定」，組織了多次主題豐富的培訓。一般而言，本集團為新入職的僱員提供一系列完整的培訓，例如企業文化、組織結構以及職業健康與安全，用於向其提供本集團各個方面的介紹，同時根據企業與個人需求為老僱員提供其他工作相關課程。



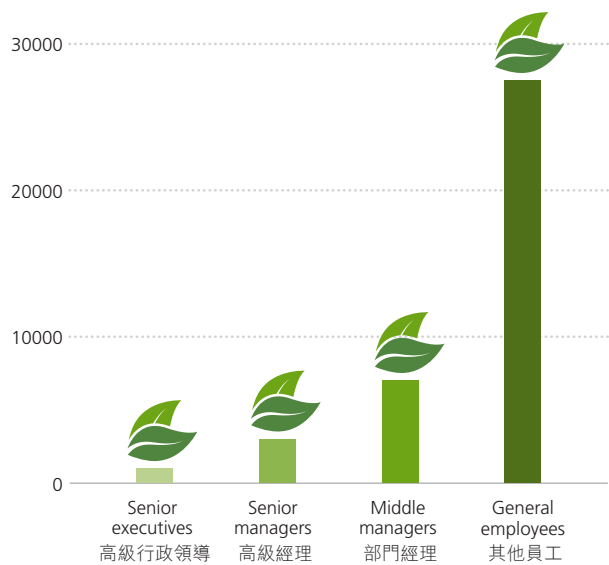
To further enhance the professional skills of its employees and meet the needs of the Group's development goal, signing up for professional qualifications examinations and external trainings is greatly encouraged. Employees who have taken the professional qualification examinations and obtained vocational qualification certificates will receive reimbursements from the Group. Meanwhile, the Group invites external organisations and experts to provide relevant trainings to its employees on a regular basis. In Year 2018, the Group arranged a large number of trainings and the time spent by each employee on trainings rose drastically to 32.7 hours, which was around 8 times higher than that in FY2017/2018.

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。於二零一八財政年度，本集團安排了大量培訓，平均每位員工的培訓時間大幅增加到32.7小時，相比於二零一七／一八財政年度高出約8倍。

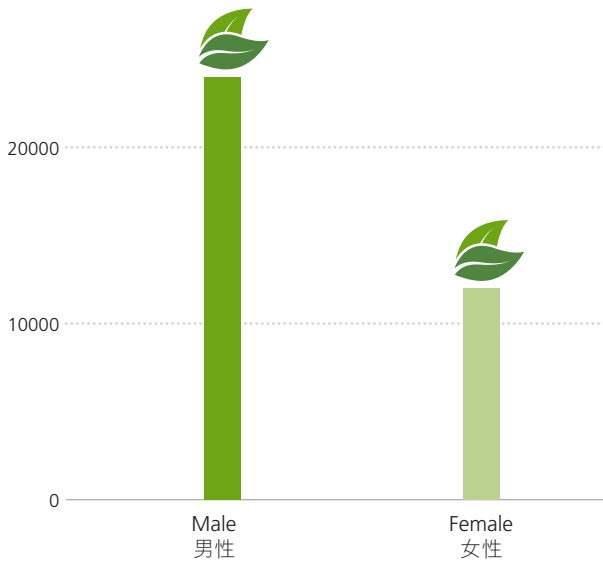
**Number of employees receiving trainings by employee category in Year 2018**  
二零一八年度員工接受培訓人數按職位分類



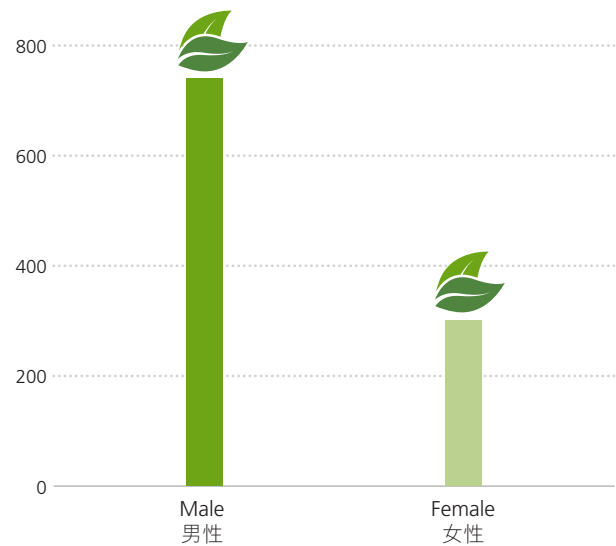
**Hours spent by employees on trainings by employee category in Year 2018**  
二零一八年度員工接受培訓時數按職位分類



**Hours spent by employees on trainings by gender in Year 2018**  
二零一八年度員工接受培訓時數按性別分類



**Number of employees receiving trainings by gender in Year 2018**  
二零一八年度員工接受培訓人數按性別分類



#### B.4. Labour Standards

In FY2018, the Group abided 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 Human Resources Department of the Group 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 relevant laws that prohibit child labour and forced labour. Once the Group finds any case against labour standards, the employment will be immediately terminated.

In FY2018, 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.

#### B.4. 勞工準則

於二零一八財政年度，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》及中國香港和中國內地的其他相關的勞工法律及法規，以禁止僱用任何童工或強制勞工。為打擊童工、未成年工人和強迫勞動有關的非法就業，本集團的人力資源部門要求所有應徵者提供有效的身份證明文件，以確保應徵者在確認任何工作之前可以合法受僱。本集團的人力資源部門亦有責任監督和確保企業政策和實踐遵守禁止童工及強制勞工相關的法律法規。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。

於二零一八財政年度，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

An effective supply chain management is the lifeblood of any company in its business growth. As a result, the Group has given serious attention to the mitigation of the environmental and social risks that may impact its supply chain, in order to maintain a reliable and stable financial income while fulfilling its environmental commitment. As a socially responsible enterprise, the Group is aware of its duties and obligations in strengthening its management and control over its suppliers, and requires them to comply with the relevant laws and regulations as well as the Group's own standards and specifications.

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 process, the Group performs site inspection to assess the background of the eligible tenderers based on factors including suppliers' reputation, service/product quality, environmental management qualification and certification, cost, production and technical capacity, business track record for past 3 years, economic disputes history with the Group, and regulation compliance. To stabilise the supply chain and avoid the monopoly of supply, the Group generally maintains at least two to three qualified suppliers for each material.

The Group has been dedicated to addressing the social and environmental risks that might be brought from its suppliers according to ISO 9001 and has formulated its internal supplier management policies by classifying the suppliers into different groups, in order to implement differentiated strategies to manage its suppliers. Co-operation surveys are conducted regularly to minimise the potential risks and resolving any problem that may come along. Given the solid and steady relationships it has with its suppliers, the Group did not experience any material delays, conflict or other significant issues with its suppliers in the past 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.

## 營運慣例

### B.5. 供應鏈管理

一個有效的供應鏈管理是任何公司業務發展的命脈。因此，本集團十分重視減輕可能影響其供應鏈的環境與社會風險，旨在維持可靠及穩定財務收入的同時，履行其保護環境的承諾。作為一家對社會負責任的企業，本集團深知其在加強對供應商的管理及控制方面所背負的責任及義務。本集團要求其供應商遵守相關法律法規，以及本集團的標準和規範。

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兩至三名合資格供應商。

本集團根據ISO 9001標準，致力於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，以盡可能地減少潛在風險並解決可能出現的任何問題。鑒於其與供應商的穩固關係，本集團於過去數年並未與供應商發生任何重大延誤、衝突或其他重大問題。本集團相信彼此之間的相互理解和責任感對於與選定的供應商保持可持續及良好的關係至為重要。

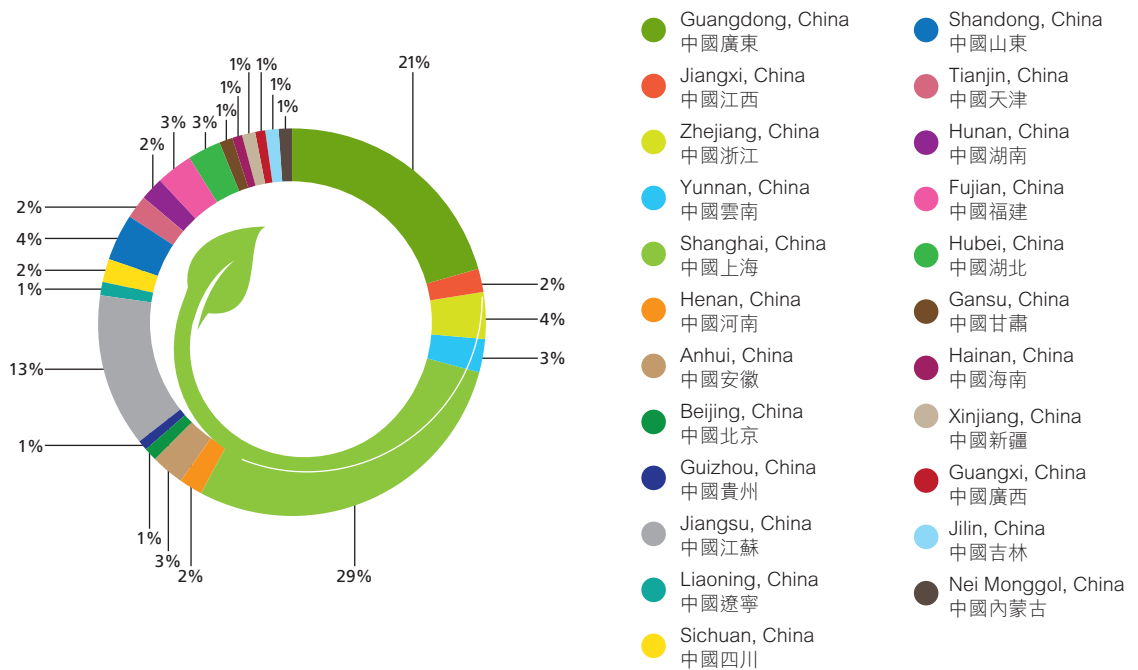
Here is the highlight of the performance of each business segment in terms of their risk management and the effectiveness of implementation of relevant policies in the supply chain management during the year under review.

以下是每個業務板塊於回顧年度內在供應鏈管理中對於風險管控以及實施相關政策的有效性方面的表現。

*Flavours and Fragrances business*

香精板塊

**Supplier distribution of the Flavours and Fragrances business of the Group by geographical regions**  
本集團香精業務供應商地域分佈



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

香精業務包括各類香精的研發、生產及銷售。本集團在原材料採購方面堅持按照《煙用香精》(YC/T164-2012)的要求。為了更有效地執行國家煙草香精標準規定的做法，消除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：

'Stock-out and Stock-in Management Regulation of Raw Material Procurement'  
(原輔材料採購出入庫管理規定)

'Procurement Management Procedures'  
(採購控制程序)

'Control Procedures of the Monitoring and Measurement of Product'  
(產品的監視和測量控制程序)


'Control Procedures of the Process, Product and Service from External Suppliers'  
(外部提供過程、產品和服務的控制程序)

'Measurement and Monitoring Procedures of Process and Products'  
(過程和產品的測量 and 監控程序)

'External Supplier Control Procedure'  
(外部供方控制程序)

'Product Inspection and Test Control Procedure'  
(產品檢驗和試驗控制程序)





During the selection of new raw material suppliers, the Group normally conducts a comprehensive and thorough investigation on the stability and efficiency of potential suppliers. Notably, the '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 the quality control (QC) department, including Specifications, Business License, Tax Registration Certificate, Organization Code Certificate, Food Production License, Certificate of Analysis, Vaccination Certificate of Animals, Imports Sanitary Certificate and so on. To maintain a stable supply chain, the Group has successfully achieved its short-term goal that 70% of its type A and type B materials have at least 2 and 3 suppliers, respectively.

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 needs the QC department to report the detail of unqualified materials to procurement department in time by adopting 'Procurement Statistical List' to record issues and follow up the corrective actions based on the 'Development and Evaluation Management Regulation of Production Material Suppliers of Huabao Flavours & Fragrances Co., Ltd'. Besides, according to 'Production Materials Procurement Management Regulation of Huabao Flavour & Fragrances Co., Ltd', the application of distinct strategies 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'. Given the onsite evaluation, the QC department conducts field evaluations for at least twice a year on the supplier for material A, from whom the materials purchased by the Group are normally worth over 1 million RMB.

在選擇新的原材料供應商時，本集團通常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、動物防疫證以及進口衛生證等。為了維持一個穩定的供應鏈，本集團成功地達成其短期目標，即70%類型A材料有至少2個供應商，70%類型B材料有至少3個供應商。

除了供應鏈管理的一般做法，如要求供應商提供相關證書、背景評估、實施完整的質量管理體系外，本集團還要求質量管理部門及時向採購部報告不合格材料的細節。具體來說，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，質量管理部門每年對本集團購買材料A並價值超過100萬元的供應商，進行至少兩次現場評估。



The Flavours and Fragrance business has also attached importance to the environmental protection in its supply chain management. In addition to requiring its suppliers to comply with relevant environmental laws and regulations, the Group is committed to purchasing the raw materials that will not cause environmental damage and are wrapped with environmentally friendly packaging materials. Not only has the Group set demands on its internal environmental performance, the emissions generated by its suppliers including wastewater, solid waste and noise also draw the attention by the Group, which requires its suppliers to provide the Environment, Health and Safety Commitment Letter before becoming the Group's credible business partners.

The Flavours and Fragrances business of the Group has set a five-year target for its supply chain management, such as shortening the delivery period of 60% raw materials to one week and increasing the quality material rate to 98.5%, and aims to constantly lower its social and environmental risks by effectively optimising its management approach based on the experience gained from diverse kinds of challenges faced in the past.

香精業務亦十分重視供應鏈管理中的環境保護。除了要求其供應商遵守相關的環境法律法規外，本集團承諾採購中購買不會造成環境污染的原材料，並採用環保包裝材料。本集團不僅對其內部的環境表現提出要求，其供應商產生的排放物（包括廢水、固體廢棄物與噪音）同樣受到本集團的高度重視。本集團要求其供應商在成為集團可信賴的業務合作夥伴之前，須提供環境、健康及安全承諾書。

本集團的香精業務在其供應鏈管理上設定了五年目標，例如將60%原材料的交貨期縮短至一周以及將合格材料率提高至98.5%，旨在從過去所面臨的各種挑戰中獲得經驗，有效地優化其管理方法，從而不斷降低其社會和環境風險。

## CASE STUDY 案例分享

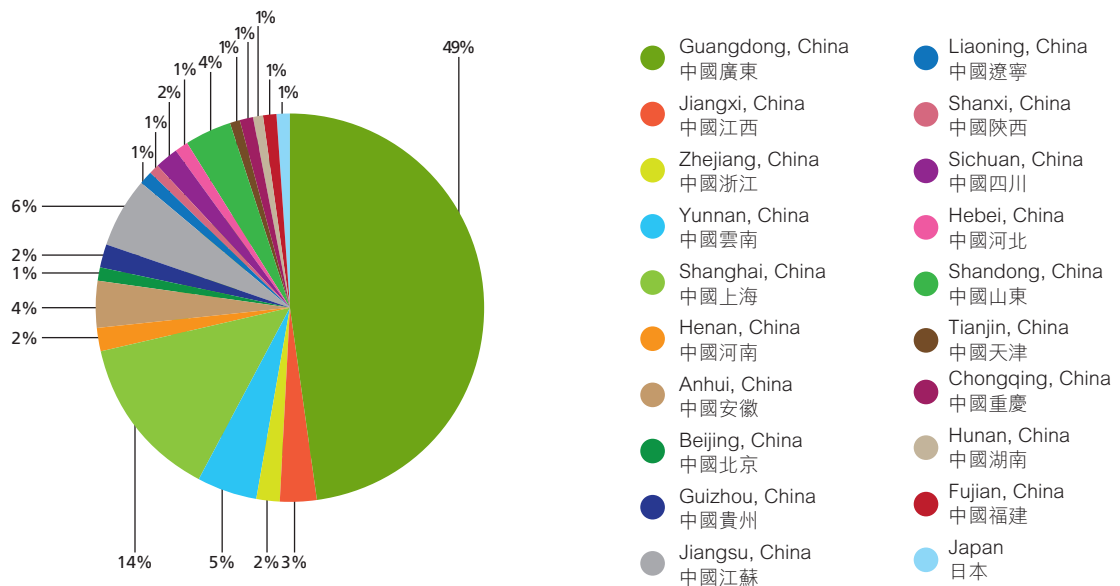
Due to the soar of order amount of one barbecue flavouring, which had risen almost threefold, the Flavours and Fragrances business of the Group had to face numerous problems caused by the sudden change, including the shortage of supply. The long delivery period and non-shared property would lead to a high risk of the excess of raw materials in inventory should more amount of this type of barbecue flavouring be substantially increased in the future. As such, the Group required the operation division to keep an eye on the demand of this merchandise in next three to six months while appropriately raising the minimum safe inventory amount, which was believed to be the optimal way to lower the risks considering all factors and potential influences. Moreover, the Group strengthened its evaluation and forecast on sales in different business divisions in order to prevent the similar cases from happening again in the future.

由於某一種燒烤調味香精的訂單量增加近三倍，本集團的香精業務不得不面對因需求量突然變化而引致的眾多問題，其中包括供應短缺。如果將來大量採購該類型的燒烤調味料，本集團則會面臨其交貨期長以及非共享屬性而導致的庫存中原料過剩的高風險。因此，本集團要求營運部門在未來三至六個月內密切關注該商品的需求，同時適當提高最低安全庫存量，而這也被認為是綜合所有因素和潛在影響後對風險降低的最佳方式。此外，本集團加強了對不同業務部門中銷售的評估和預測，以防止類似案件在未來再次發生。

Tobacco Raw Materials business

煙用原料板塊

Supplier distribution of the Tobacco Raw Materials business of the Group by geographical regions  
本集團煙用原料業務供應商地域分佈



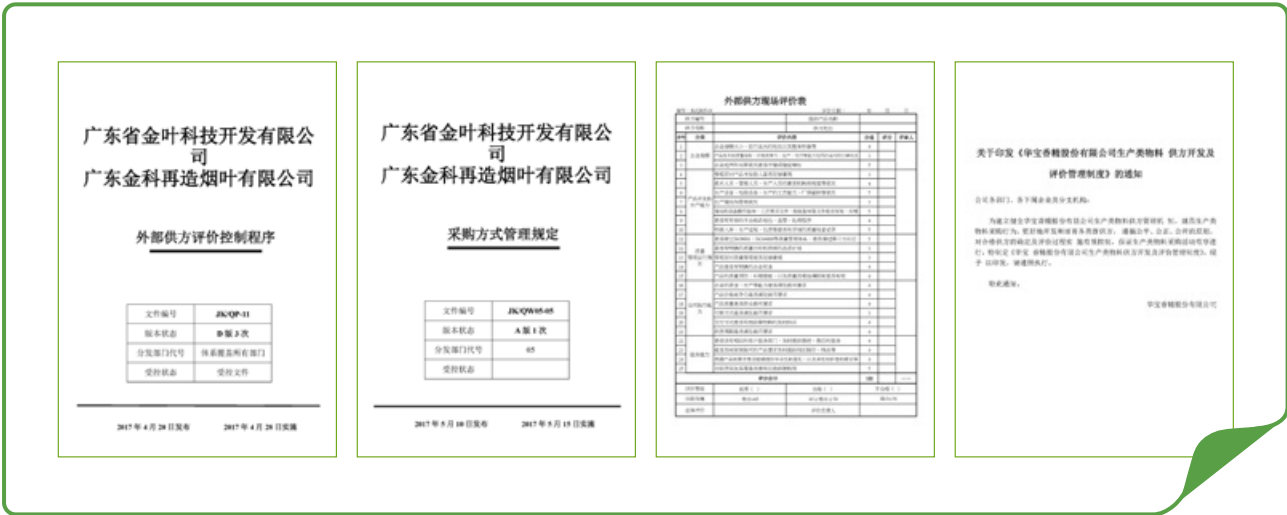
The Tobacco Raw Materials business of the Group is mainly engaged in the manufacturing, production and sale of tobacco leaves and aroma, research and development of natural plant products and new chemical materials, consultancy and trade of technology, and imports and exports of products. Cigarette capsule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

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

本集團的煙用原料板塊主要從事煙葉及香料的製造、生產及銷售、天然植物產品及新化學原料的研發、技術顧問及貿易、以及產品的進出口業務。煙用膠囊是該業務板塊的主要產品之一。為確保所有原材料的質量符合行業標準，本集團要求供應商須擁有經國家煙草專賣局和煙草專賣許可證認證的相關在線交易資格。本集團該業務板塊的供應商挑選方法可分為公開招標（以公開競標或選擇性招標方式進行）和非公開招標（包括競爭性談判、單源談判和報價諮詢）。在對供應商進行全面調查的基礎上，本集團主要審查供應商的質量管理體系證書、環境管理體系證書、危險化學品經營許可證（必要時）、社會聲譽、安全生產能力和對相關法律法規的遵守等，以盡可能地減少其對環境造成的潛在負面影響。

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

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





*Aroma Raw Materials business*

The Aroma Raw Materials business includes research and development, manufacture and sale of aroma raw materials products that are extracted from natural materials or generated from chemical process. The Aroma Raw Materials business of the Group refers to its internal policies to make sure that a sound supply chain management can be achieved, which include:

'Supplier Management Control Procedures'

(供應商管理控制程序)

'Procurement Control Procedures'

(採購控制程序)

'Supplier Control Procedures'

(供方控制程序)

'Inspection and Test Control Procedures'

(檢驗和試驗控制程序)

The selection of suppliers in this business segment is conducted in a strict set of procedures, including the verification of production license and business license. Additionally, the Group assesses the equipment and competency of suppliers for the production of specific items. Price, location, supply stability, and Quality Assurance System (QAS) of the suppliers will then be compared against their peers.

To further the implementation of relevant policies, in order to improve its supplier management, the Aroma Raw Materials business of the Group refines the management tasks and assigns specific work to different departments. For instance, the procurement department is focused more on the quality of product, market price and financial situation, while the QC department is responsible for the acceptance of products. The production department oversees the performance of products during the entire production process. Once any quality-related problem occurs, the production department reports to the QC department 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*

香原料業務包括對從天然材料中提取或從化學過程中產生的香原料產品的研發、生產和銷售。本集團的香原料業務參照其內部政策，確保實現良好的供應鏈管理。政策包括：

該業務板塊有一套嚴格地程序用於管理其供應商的挑選流程，包括對其供應商提供的生產許可證和營業執照的驗證。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)與其同行進行比較。

為進一步實施相關政策且將強對供應商的管理，本集團的香原料業務細化其管理任務，把具體工作任務落實到不同部門。例如，採購部門負責關注產品質量、市場價格和財務狀況；質量管理部門負責產品的驗收工作；而生產部門負責在整個生產過程中對產品性能的監督。一旦出現任何與質量有關的問題，生產部門會及時向質量管理部門和採購部門報告，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。

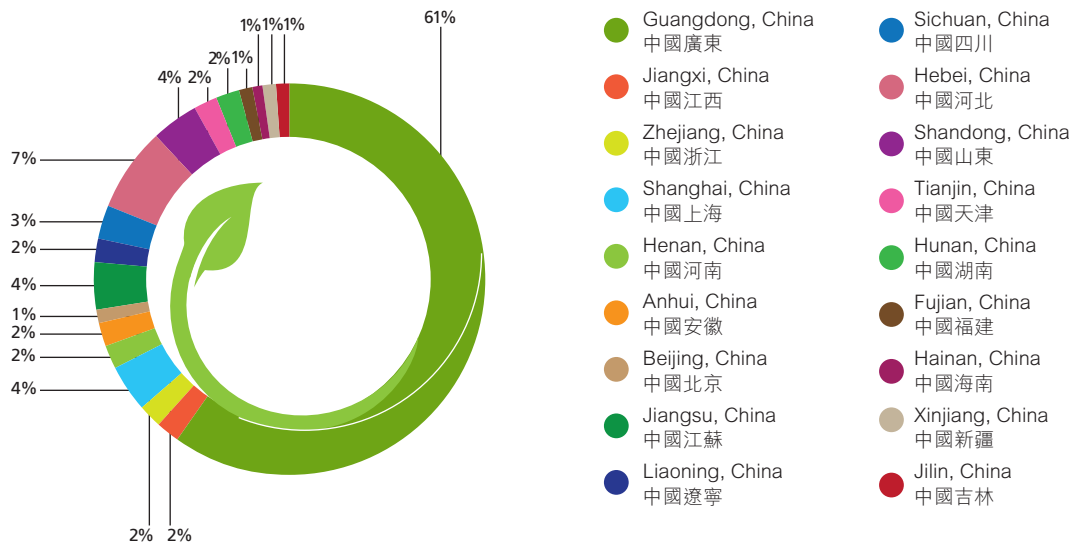
The Aroma Raw Material business also pays attention to its environmental sustainability and endeavours to spread the idea of environmental protection and sustainable development to its suppliers through various ways of communications and knowledge sharing activities. For example, the Aroma Raw Material business of the Group has set the target that 55% of its suppliers will be located in the provinces where the factories operate in three years, which can to large extent alleviate the air pollution problem caused by the transportation of goods. Also, a convention introducing advanced and efficient ways for the refinement of litsea cubeba oil is normally held in May or June every year, which the Group hopes could facilitate the exploration of a balance between environmental sustainability and stable financial income for farmers.

香原料業務對其環境可持續性也十分重視，並努力通過各種溝通渠道與知識分享活動向其供應商灌輸環保和可持續發展的理念。例如，本集團的香原料業務已設定了目標，即在未來三年內，55%的供應商將位於工廠營運的省份內，從而可以在很大程度上緩解因產品運輸而造成的空氣污染問題。此外，該業務板塊每年5月或6月通常會舉行一次大會，向當地農民介紹有關山蒼子油提煉的先進而有效的方法。本集團希望能夠通過該舉措可以尋求環境可持續性與農民穩定收入之間平衡的方法。

Condiment business

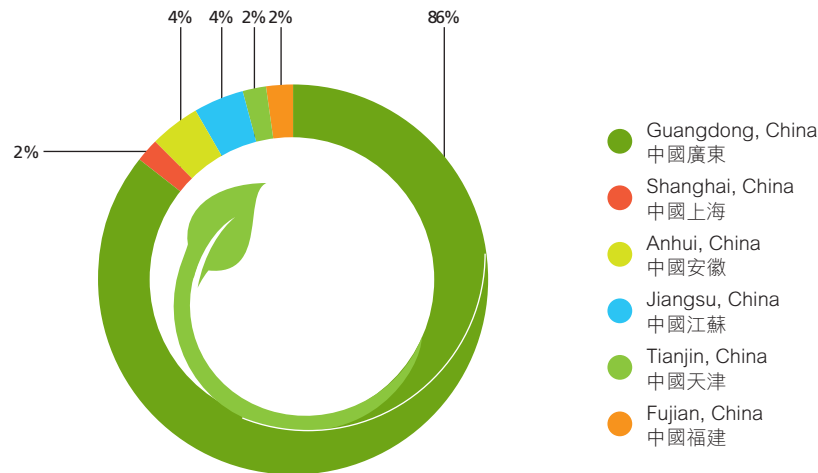
調味品板塊

Raw material supplier distribution of the Condiment business of the Group by geographical regions  
本集團調味品業務原材料供應商地域分佈



### Packaging material supplier distribution of the Condiment business of the Group by geographical regions

本集團調味品業務包裝材料供應商地域分佈



As a new business segment of the Group's growth line, gradually improving the supply chain management system in line with the Group's principle and standard is a very high priority issue and perfectly aligns with the corporate vision of 'concentric diversification strategy'. The core products of the Condiment business of the Group include chicken bouillon, wasabi paste, concentrated fruit juice and soy sauce. The major suppliers of this business segment are raw material suppliers and packaging material suppliers. In accordance with internal 'Procurement Management Regulation', the Condiment business has established a set of standard procedures to select suppliers, manage the supply process and control relevant environmental and social risks. In the selection process, the Group requires its suppliers to provide relevant certificates and licenses and submit to the QC department for verification. The price, quality and delivery capability are three major aspects that this business segment of the Group conducts its evaluation and supervision on to manage the suppliers.

In terms of the environmental policy, the Condiment business specifically puts its emphasis on the control of packaging materials. In particular, the Condiment business has replaced a vast majority of its colour cartons with normal kraft-paper ones, thereby lowering the environmental impact of colour printing. Furthermore, the Condiment business is committed to reducing the weight of cartons without compromising the quality of packaging materials, which is believed to be an effective way to slow down the consumption of natural resources. Despite a high percentage of local suppliers, the Condiment business keeps optimising the structure of its suppliers in terms of geographical locations and aims to raise the rate to 100%, in order to further lower the GHG emissions generated from the transportation of materials.

作為本集團增長線的新業務板塊，逐步完善其供應鏈管理體系並與本集團原則和標準保持一致是十分關鍵的，而這也完全符合本集團「同心多元化戰略」的企業願景。本集團調味品業務的核心產品包括雞汁、芥辣、濃縮果汁和調味汁。該業務板塊的主要供應商為原材料供應商與包裝材料供應商。根據內部「採購管理制度」，該業務板塊已經建立了一套標準程序用於選擇供應商、管理供應過程並控制相關的環境和社會風險。在供應商挑選過程中，本集團要求其供應商提供相關的證書和許可證，並提交給質量管理部門進行驗證。價格、質量和交付能力是本集團該業務板塊對供應商進行評估和監督的三個主要方面。

在環境政策方面，調味品業務特別強調對包裝材料的控制。具體而言，調味品業務已經採用普通牛皮紙代替絕大多數彩色紙盒，從而降低了彩色印刷對環境的危害。此外，調味品業務致力於在不影響包裝材料質量的基礎上，降低紙箱的重量，而這也被認為是減緩對自然資源消耗的有效方式。儘管當地供應商在本集團調味品業務的供應商中所佔比例已經很高，但調味品業務依然不斷優化供應商結構，並旨在將當地供應商比率提高至100%，以進一步降低由於材料運輸而產生的溫室氣體排放。

### B.6. Product Responsibility

With regard to the Group's health and safety, advertising, labelling and privacy matters of its products and services, the Group was in compliance with the relevant rules, regulations and standards in the PRC and Hong Kong in FY2018, 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;
- 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 standards 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).

### B.6. 產品責任

就本集團的產品及服務的健康與安全、廣告、標籤及私隱事宜而言，本集團於二零一八財政年度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》；
- 《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)；以及
- 《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, 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其需求，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), ISO14001:2015 (Environmental management systems), GB/T 28001-2011 (Occupational health and safety management system), and ISO45001:2018 (Occupational health and safety management systems – Requirements with guidance for use), the Group acts in accordance with its internal policies to maintain a sound working environment and deliver the healthy and safe products.

根據相關的國際和國家標準，如GB/T 19001-2016(質量管理體系要求)、GB/T 24001-2015(環境管理體系要求及使用指南)ISO14001:2015(環境管理體系)、GB/T 28001-2011(職業健康安全管理体系)、ISO45001:2018(職業健康安全管理体系要求及使用指南)，本集團根據其內部政策，維護良好的工作環境並提供健康安全的產品。

<b>Tobacco Raw Materials business 煙用原料業務</b>	
<b>In compliance with material standards in the industry 符合行業中重要的標準</b>	<b>Policies for quality product 確保高質量產品的政策</b>
YC/T 16-2014 Reconstituted tobacco 再造煙葉 YC/T 498-2014 The evaluation methods of sensory quality for reconstituted tobacco (paper-process) 再造煙葉(造紙法)感官評價方法	'Management Manual of Product Quality and Occupational Health' (產品質量和職業健康管理說明) 'Control Procedures of the Monitoring and Measurement of Product' (產品的監視和測量控制程序) 'Product Protection Control Procedures' (產品防護控制程序)
<b>Flavours and Fragrances business 香精業務</b>	
YC/T164-2012 Tobacco flavour 煙用香精 GB/T 22731-2017 Fragrance compound 日用香精 JJF 1070-2005 Rules of Metrological Testing for Net Quantity of Products in Prepackages with Fixed Content 定量包裝商品淨含量計量檢驗規則	'Measurement and Monitoring Procedures of Process and Products' (過程和產品的測量和監控程序) 'Inspection Control Procedures' (檢驗控制程序) 'Unqualified Product Control Procedures' (不合格產品控制程序) 'Quality Manual' (質量手冊) 'Finished Goods Inspection Control Procedures' (成品檢驗控制程序) 'Product Requirement Identification and Audit Procedures' (產品要求識別和評審程序)
<b>Aroma Raw Material business 香原料業務</b>	
GB 29938-2013 National food safety standard standards for Food Flavour 食品安全國家標準食品用香料通則	'Product Technical Standard' (產品技術標準) 'Unqualified Product Control Procedures' (不合格產品控制程序) 'Monitoring and Measuring Equipment Control Procedures' (監視和測量設備控制程序) 'Inspection and Experiment Control Procedures' (檢驗和試驗控制程序)
<b>Condiment business 調味品業務</b>	
Measures for the Safety Administration of Imported and Exported Food 進出口食品安全管理辦法 GB 28050-2011 National food safety standard standards for Nutrition Labelling of Prepackaged Foods 食品安全國家標準預包裝食品營養標籤通則	'Unqualified Product Control Procedures' (不合格產品控制程序)

The 'Operating Standard of Product Inspection' provides specific details and guidance to the 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 'Unqualified Product Control Procedures'. 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 the implementation of contingency plans for safety accidents.

The marketing service centre is normally responsible for the collection of customers' complaints. 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 the QC department and keep reporting on its progress of improvement. To better handle the complaints from customers, the Group has established 'Customer Complaint Form' to record all substantiated complaints in detail for future reference. In FY2018, all substantiated complaints filed by the Group's clients were responded and addressed timely and effectively, and more importantly, received great attention by the management of each business segment. For instance, the Condiment business has reinforced its inspection of packaging materials and allocated more workforce to the subsequent investigation team to ensure that the design of the outer packing conforms to the requirements of relevant laws and regulations.

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

營銷服務中心通常負責收集客戶的投訴。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布的「糾正和預防措施程序」對問題進行糾正，並不斷報告其改進成效。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。於二零一八財政年度，本集團客戶提交的所有實質性投訴均得到及時且有效的回應和處理，更重要的是，每個業務部門的管理層對此都十分關注。例如，調味品業務加強了對包裝材料的檢查，並為後續調查團隊安排了更多人手，以確保外包裝的設計符合相關法律法規的要求。

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, any 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 implement the recall plan immediately. The defective products that have been recalled should be recorded and destroyed if necessary. When necessary, the relevant department of the Group needs to pay a visit to its customers to resolve the problem, including the discussion of plans for the return of goods, exchange of 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，並立即實施召回計劃。如有必要，應記錄並銷毀已召回的有缺陷的產品。同時，本集團必要時需要通過拜訪客戶來解決相關問題，包括退貨、換貨和補償計劃的商討。



The Group has its internal guidelines such as 'Label Management Policy' and 'Signs and Traceability Control Procedures' to ensure the compliance of its product labels with the 'Administrative Provisions on Food Labelling' and other relevant regulations. In terms of the advertisement matters, 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.

本集團根據內標指引，例如「標籤標識管理制度與標識」和「可追溯控制程序」，用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. The Group has successfully applied for numerous patents and obtained a number of awards in scientific research and technology innovation, including patents for invention, patent for utility models and national high-tech products so far.

本集團一直致力於保護其知識產權，並認為這對其在業內的業務可持續增長至關重要。本集團截止目前已成功申請了多項專利，並在科研及科技創新方面獲得許多獎項，例如發明專利、實用新型專利、以及國家高新技術產品等。



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 the internal policies, such as 'Intellectual Property Rights Management System', 'Management Measures for Intellectual Property Rights' and 'Management Measures for Patents', have also been formulated and strictly implemented, which provide the approach and knowledge about trademark management, proprietary technology management, business secret management and other information in relation to the protection of intellectual property rights. The Group prevents the infringement of IPR and signs the confidential agreement and non-competition agreement with relevant employees who are obliged to keep trade secrets. The Group will affix legal liability of relevant staffs who have violated relevant regulations of corporate intellectual property rights. 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 by the Group concerning breaches of customer privacy and losses of customer data.

In FY2018, the Group was not in violation of any relevant laws and regulations regarding health and safety, advertising, labelling and privacy matters of its products and services that have a significant impact on the Group.

### B.7. Anti-corruption

To maintain a fair, ethical and efficient working environment, the Group abides by the local laws and regulations relating to anti-corruption and bribery, irrespective of the region where the Group operates, including the Anti-corruption law of the people's Republic of China, 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).

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)》，而且還制定並嚴格實施了「知識產權管理系統」、「知識產權管理辦法」、以及「專利管理辦法」等內部政策，為其提供有關商標管理、專有技術管理、商業秘密管理和其他知識產權保護相關的方法和信息。本集團為防止其知識產權受到侵犯，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，並立即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。

於二零一八財政年度，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. 反貪污

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

The Group has formulated and strictly enforced its anti-corruption policies, such as the 'Anti-fraud and Reporting Policy', 'Internal Audit Policy', 'Code of Conduct of Salesperson', 'Notice on Further Improving Corporate Integrity in Work' 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. What is more, the subsidiaries of different business segments of the Group have signed the Integrity Commitment Letter or Anti-bribery Commitment Letter with their suppliers, in order to make for a sound relationship with their business partners based on clean and transparent collaborations. 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.

In FY2018, the Group was not in violation of any relevant laws and regulations in relation to bribery, extortion, fraud and money laundering that have a significant impact on the Group.

## COMMUNITY

### B.8. Community Investment

Community investment channels various forms of support to low-income and underprivileged communities in order to provide capital, volunteer service, training opportunities, education, affordable housing and other resources that these communities would otherwise lack. While community investing spans a wide range of initiatives, Huabao International Holdings Limited is committed to making the communities where it operates a better place to live and particularly contributing to the development of an inclusive, upwardly mobile and environmentally conscious society. Through an effective and active engagement with the communities, the Group has mainly concentrated on providing quality education, helping impoverished individuals, eradicating hunger by offering food, improving people's health and calling for an end to gender discrimination.

本集團制定並嚴格執行其反腐政策，例如「反舞弊與舉報制度」、「內部審計制度」、「採購人員行為準則」、「關於進一步加強集團廉潔工作的通知」和員工手冊，以管理任何欺詐行為。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。此外，本集團不同業務板塊的子公司已與供應商簽訂誠信承諾書或反賄賂承諾書，以在廉潔透明的合作基礎上與業務夥伴建立良好關係。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立即向相關監管或執法機關報告。

於二零一八財政年度，本集團並沒有違反任何對本集團有重大影響的防止賄賂、勒索、欺詐及洗黑錢方面的相關法律及規例。

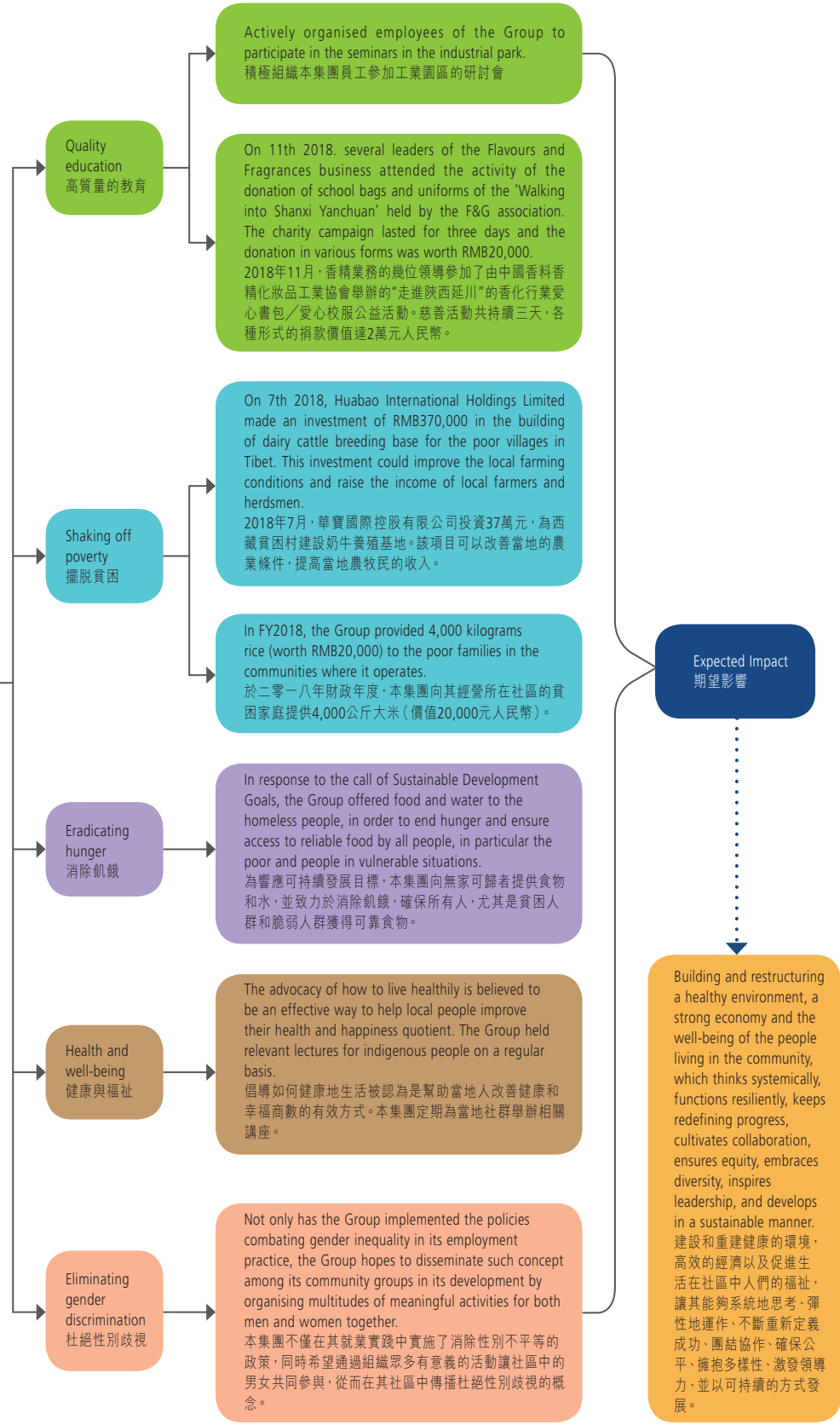
## 社區

### B.8. 社區活動投資

社區投資是通過各種方式為低收入和貧困社區提供支持，包括其所需的資金、志願者服務、培訓機會、教育、廉價住房以及其他資源。儘管社區投資涉及面十分廣泛，華寶國際控股有限公司致力於讓其經營所在的社區更好地生活，特別是為其建設成為具有包容性、積極向上且環境友好的社會方面而做出貢獻。通過與社區有效且積極的互動，本集團主要致力於提供優質教育、幫助貧困人群、提供食物消除飢餓、提高人民健康、以及呼籲停止性別歧視。

Practicing its corporate vision: "Leader to a better life", Huabao International Holdings Limited is committed to the sustainable development with its community groups and believes that a vibrant local economy and harmonious society are vital to the long-term business development of the Group.  
 華寶國際控股有限公司秉承「美好生活引領者」的企業願景，致力於社區的可持續發展，相信充滿活力的本地經濟與和諧的社會對本集團的長遠業務發展至關重要。

Corporate Social Responsibility Focus  
 企業社會責任關注



Expected Impact  
 期望影響

Building and restructuring a healthy environment, a strong economy and the well-being of the people living in the community, which thinks systemically, functions resiliently, keeps redefining progress, cultivates collaboration, ensures equity, embraces diversity, inspires leadership, and develops in a sustainable manner.  
 建設和重建健康的環境，高效的經濟以及促進生活在社區中人們的福祉，讓其能夠系統地思考、彈性地運作、不斷重新定義成功、團結協作、確保公平、擁有多樣性、激發領導力、並以可持續的方式發展。



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. Looking forward, 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.

自成立以來，本集團一直關注社區發展與國計民生。本集團認為企業、社區和社會文明是不可分割的。展望未來，本集團會更好地履行其社會責任，將繼續發揮行業領導者的作用，並努力推動集團與社區和諧共生與繁榮昌盛。

## IX. REPORT DISCLOSURE INDEX

## IX. 報告披露索引

Aspects 層面	ESG Indicators 關鍵績效指標	Description 說明	GRI Standards and Disclosures* GRI標準與披露*	Page 頁碼
<b>A. Environmental 環境</b>				
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。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 305: Emissions, and GRI 306: Effluents and Waste) GRI 103 : 管理方針 GRI 305: Emissions: Management approach disclosures guidance GRI 305 : 排放 GRI 307: Environmental Compliance: Disclosure 307-1 GRI 307 : 有關環境保護的法律遵循	16
	KPI A1.1 關鍵績效指標A1.1	The types of emissions and respective emission data. 排放物種類及相關排放數據。	GRI 305: Emissions: Disclosures 305-1, 305-2, 305-3, 305-6, and 305-7 GRI 305 : 排放	18
	KPI A1.2 關鍵績效指標A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 溫室氣體總排放量(以噸計算)及(如適用)密度。	GRI 305: Emissions: Disclosures 305-1, 305-2, 305-3, 305-4 GRI 305 : 排放	19
	KPI A1.3 關鍵績效指標A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生有害廢棄物總量(以噸計算)及(如適用)密度。	GRI 306: Effluents and Waste: Disclosure 306-2 (a) GRI 306 : 廢汗水和廢棄物	19
	KPI A1.4 關鍵績效指標A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 所產生無害廢棄物總量(以噸計算)及(如適用)密度。	GRI 306: Effluents and Waste: Disclosure 306-2 (b) GRI 306 : 廢汗水和廢棄物	19
	KPI A1.5 關鍵績效指標A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	GRI 103: Management Approach: Disclosure 103-2 GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 305: Emissions) GRI 103 : 管理方針 GRI 305: Emissions: Clause 1.2 and Disclosure 305-5 GRI 305 : 排放	22
	KPI A1.6 關鍵績效指標A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved. 描述處理有害及無害廢棄物的方法、減低產生量的措施及所成果。	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 306: Effluents and Waste) GRI 103 : 管理方針 GRI 306: Effluents and Waste: Disclosures 306-2 and 306-4 GRI 306 : 廢汗水和廢棄物	23

Aspects 層面	ESG Indicators 關鍵績效指標	Description 說明	GRI Standards and Disclosures* GRI標準與披露*	Page 頁碼
A2: Use of Resources 資源使用	General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源（包括能源、水及其他原材料）的政策。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 301: Materials, GRI 302: Energy, and GRI 303: Water) GRI 103 : 管理方針	32
	KPI A2.1 關鍵績效指標A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility). 按類型劃分的直接及／或間接能源總耗量及密度。	GRI 302: Energy: Disclosures 302-1 and 302-3 GRI 302 : 能源	32
	KPI A2.2 關鍵績效指標A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 總耗水量及密度。	Not covered by the GRI Standards GRI標準未涵蓋	32
	KPI A2.3 關鍵績效指標A2.3	Description of energy use efficiency initiatives and results achieved. 描述能源使用效益計畫及所得成果。	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 302: Energy) GRI 103 : 管理方針 GRI 302: Energy: Disclosures 302-4 and 302-5 GRI 302 : 能源	34
	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，以及提升水效益計畫及所得成果。	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 303:Water) GRI 103 : 管理方針 GRI 303: Water: Disclosure 303-3 GRI 303 : 水	39
	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）每生產單位占量。	GRI 301: Materials: Disclosure 301-1 GRI 301 : 物料	42
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。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 301: Materials, GRI 302: Energy, GRI 303: Water, GRI 304: Biodiversity, GRI 305: Emissions, and GRI 306: Effluents and Waste). GRI 103 : 管理方針	45
	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采取管理有關影響的行動。	GRI 103: Management Approach: Disclosures 103-1 and 103-2 (used together with GRI 301: Materials, GRI 302: Energy, GRI 303: Water, GRI 304: Biodiversity, GRI 305: Emissions, and GRI 306: Effluents and Waste) GRI 103 : 管理方針 GRI 303: Water: Disclosure 303-2 GRI 303 : 水 GRI 304: Biodiversity: Disclosure 304-2 GRI 304 : 生物多樣性 GRI 306: Effluents and Waste: Disclosures 306-3 (c) and 306-5 GRI 306 : 廢污水和廢棄物	45

Aspects 層面	ESG Indicators 關鍵績效指標	Description 說明	GRI Standards and Disclosures* GRI標準與披露*	Page 頁碼
<b>B. Social 社會</b>				
<b>Employment and Labour Practices 僱傭及勞工常規</b>				
B1: Employment 僱傭	General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.  有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例的資料。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 202: Market Presence, GRI 401: Employment, GRI 405: Diversity and Equal Opportunity, GRI 406: Non-discrimination) GRI 103 : 管理方針 GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI 419 : 社會經濟法規遵循	49
B2: Health and Safety 健康與安全	General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.  有關提供安全工作環境及保障僱員避免職業性危害的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 403: Occupational Health and Safety) GRI 103 : 管理方針 GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI 419 : 社會經濟法規遵循	57
B3: Development and Training 發展及培訓	General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 404: Training and Education) GRI 103 : 管理方針 GRI 404: Training and Education: Disclosure 404-2 (a) GRI 404 : 訓練與教育	60
B4: Labour Standards 勞工準則	General Disclosure 一般披露	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.  有關防止童工或強制勞工的： (a) 政策；及 (b) 遵守對發行人有重大影響的相關法律及規例。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 408: Child Labor and GRI 409: Forced or Compulsory Labor) GRI 103 : 管理方針 GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI 419 : 社會經濟法規遵循	63



Aspects 層面	ESG Indicators 關鍵績效指標	Description 說明	GRI Standards and Disclosures* GRI標準與披露*	Page 頁碼
<b>Operating Practices 營運慣例</b>				
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。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 308: Supplier Environmental Assessment and GRI 414: Supplier Social Assessment) GRI 103 : 管理方針	64
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。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 416: Customer Health and Safety, GRI 417: Marketing and Labeling, and GRI 418: Customer Privacy) GRI 103 : 管理方針 GRI 416: Customer Health and Safety: Disclosure 416-2 GRI 416 : 顧客健康與安全 GRI 417: Marketing and Labeling: Disclosures 417-2 and 417-3 GRI 417 : 行銷與標示 GRI 418: Customer Privacy: Disclosure 418-1 GRI 418 : 客戶隱私 GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI 419 : 社會經濟法規遵循	75
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。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 205: Anti-corruption) GRI 103 : 管理方針 GRI 205 Anti-corruption: Disclosure 205-3 GRI 205 : 反貪腐 GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI 419 : 社會經濟法規遵循	81
<b>Community 社區</b>				
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。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 413: Local Communities) GRI 103 : 管理方針	82

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

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



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