



HUABAO INTERNATIONAL HOLDINGS LIMITED

華寶國際控股有限公司

*(Incorporated in Bermuda with limited liability)*

*(於百慕達註冊成立之有限公司)*

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Environmental, Social and  
Governance Report

環境、社會及管治報告

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## I. OVERVIEW

### Preamble

Human beings are decisively influenced by their sense of taste and odour, which determines the history of human race that has been inherently tied to the development and usage of flavours and fragrances. Flavours and fragrances are complex mixture of aromatic components, such as essential oils, aroma chemicals and natural extracts. Subject to the intended usage and the type of flavour envisioned by product design and production, products of flavours and fragrances are normally characterised in concentrated form, diluted in solvents or bound to specific carriers. In the last century, the demand for flavourings has been increasingly growing due to the dramatic changes brought by the modernised lifestyle, revolutionary advance in applications and importantly, the shift of consumer's attitudes towards flavours and fragrances that promote health, wellness, variety and anti-aging. Over the years, the flavours and fragrances industry has rapidly developed into an important raw material industry. As a key niche market that influences global economy on various fronts, flavours and fragrances are widely used in the food, chemical, pharmaceutical, tobacco, textile, leather, etc. It creates scents and tastes for use in a broad range of products to meet the increasingly diversified expectations and needs of consumers, including prepared foods, tobacco products, personal care and household products, food condiment, perfumes, cosmetics, food and beverages.

## I. 概述

### 前言

對口味和氣味的感覺深刻地影響著人類，也決定了人類的歷史與香料和香精的開發和使用緊密相關。香精是芳香成分的複雜混合物，例如香精油、香氣化學物質和天然提取物。取決於產品設計和生產所預期的用途和調味類型，香精產品通常以濃縮、稀釋於溶劑中或與特定載體結合的方式進行呈現。於上世紀，由於現代化生活方式所帶來的巨大改變、應用領域的革命性進步、以及更重要的是消費者對香精態度的轉變（促進健康、多樣性與抗衰老性），人們對香精的需求也日益增長。多年來，香精行業已迅速發展成為重要的原材料行業。香精行業在各個方面影響全球經濟。作為重要的細分市場，香精被廣泛用於食品、化學、製藥、煙草、紡織、皮革等領域。香精所創造的氣味與口味用於各種產品，以滿足消費者日益多樣化的期望和需求，包括預製食品、煙草產品、個人護理和家用產品、食品調味品、香水、化妝品、食品 and 飲料。



Under the burgeoning trend of the development of flavours and fragrances markets, China's demand for flavours and fragrances has grown at a staggering rate in the past decade, owing to the consecutively rising amount of industrial output, product import & export, consumer consumption and capital investment, which has engendered numerous business opportunities for investment in China. With the strong support of national industrial policy, thriving economic growth that drives the development of downstream industries, standardised industrial regulations and consumers' sensitivity of the balance between health consciousness, nutrition and a stricter requirement on better tasting and convenience, the flavours and fragrances industry in China will maintain its growing momentum, with a "customer-oriented" and "technology-driven" development mode being a driving force to contribute to more opportunities in the flavour and fragrance industry.

As an industry that has a complex supply chain and whose business operations may cause profound impacts on a multitude of stakeholders including upstream suppliers and downstream consumers in its value chain, it is of paramount importance that the flavours and fragrances industry and all its participants integrate the sustainability concept into businesses. Sustainability is a multifaceted issue, which encompasses the wellbeing of natural environment, economics, health, nutrition and other related dimensions. Under the global call for achieving carbon neutrality, promoting human health and making efforts in a range of topics under the overarching sustainable development goals ("SDGs") that aim to end poverty and hunger, increase access to education, address migration, combat climate change, reduce inequality and solve the humanity's biggest challenges within 15 years, an increasing number of companies are stacking up to collaboratively pay attention to urgent sustainability concerns in order to monitor, measure and contribute to their progress of depicting the blueprint for creating a more sustainable future by 2030.

在香精市場飛速發展的趨勢下，得益於工業產值、產品進出口、消費和資本投資的連續上升，中國對香精的需求在過去十年中以驚人的速度增長，而這為在中國投資帶來了眾多商機。得利於國家產業政策的大力支持、繁榮的經濟增長帶動下游產業的發展、標準化的工業法規以及消費者對健康意識、營養和更好口味和便捷性的平衡追求，中國香精行業將繼續保持強勁的增長勢頭，通過「以客戶為導向」和「以技術為驅動」的發展模式，推動行業挖掘出更多機遇。

香精行業供應鏈較為複雜，其業務營運可能對價值鏈中的上游供應商和下游消費者等眾多利益相關者產生很大影響。因此，香精行業及其所有參與者將可持續發展理念融入其企業發展至關重要。可持續性是一個全方位、多角度的議題，包含自然環境、經濟、健康、營養和其他相關方面的福祉。在全球對實現碳中和、促進人類健康並在可持續發展目標（旨在15年內消除貧困和飢餓、提高受教育機會、解決移民問題、應對氣候變化、減少不平等並解決人類面臨的最大挑戰）總綱領的一系列主題中做出努力的呼籲下，愈來愈多的公司開始聯合起來，共同關注亟待解決的可持續性問題，以實現對2030年可持續未來藍圖的進展進行監控、衡量並做出貢獻。



2020 was a difficult year with the outbreak and widespread of the Novel Coronavirus Pneumonia pandemic (“Pandemic”), causing economies of many countries and regions across the world to fall into stagnation and recession. In times that has been severely affected by an unexpected pandemic, global businesses and individuals are grappling with the health, economic and social impacts of the crisis. The uncertainty and ripple effects of global economic depression are decelerating the pace of financing for sustainable development, which is almost put at risk of collapse. While the year 2020 was incredibly tough for countries and business industries, the steady recovery with more stringent and smarter measures including the orderly rollout of vaccines across the world has put “sustainability” in the centre for development and required private sectors to innovate to build resilience in the post-covid era. To this end, the players in flavours and fragrances industry do have a key role to play in pushing forward the integration of sustainability and should be finding ways of seizing the historic opportunity to deepen the global sustainability push to make a change.

### About Us

As a market leader in China’s flavours and fragrances industry, Huabao International Holdings Limited (the “Company”) and its subsidiaries (the “Group”), consisting of flavours and fragrances segment, aroma raw materials segment, tobacco raw materials segment and condiment segment, is mainly engaged in the R&D, production, distribution and sales of flavours and fragrances, aroma raw materials, tobacco raw materials, as well as condiment. The Group, as an industrial holdings group based on China’s taste-based consumer goods market, made diversified investments around its core businesses during recent years.

Upholding the corporate vision of “Leader to a better life” (美好生活引領者), the Group’s business development has been around its spirit of “Innovative, pragmatic, loyal and cooperative” (創新、務實、忠誠、協作) since its inception, in which “client first, value creation and shared achievements” (客戶至上、價值創造、共享共贏) have been integrated into all business operations from sourcing, production, transportation, to the sales and customer services.

2020年是艱難的一年，新型冠狀病毒肺炎疫情（「新冠疫情」）的爆發和廣泛蔓延導致全球許多國家和地區的經濟陷入停滯和倒退。受到前所未有的疫情影響，全球企業和個人正在努力應對危機所帶來的對健康、經濟和社會的影響。全球經濟蕭條的不確定性和連鎖反應正在減緩可持續發展籌資的步伐，甚至造成其瀕臨崩潰的風險。儘管2020年對於國家和各行各業而言是極為艱難的一年，但隨著包括在世界各地有序推出疫苗等更嚴格、有效措施的實施，讓經濟得以穩步復甦，同時將「可持續性」擺置發展的中心，要求私營部門進行創新以在後疫情時代提高適應力。因此，香精行業參與者在推動可持續發展的融合方面需要發揮關鍵作用，尋找方法抓住歷史機遇，為深化全球可持續發展做出改變。

### 關於我們

作為中國香精領域的市場領導者，華寶國際控股有限公司「本公司」及其附屬公司（「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。本集團作為一家基於中國味覺系消費品市場的實業控股集團，近年來圍繞核心產業鏈進行多元化投資。

本集團秉承「美好生活引領者」的願景，其業務自成立以來發展圍繞「創新、務實、忠誠、協作」的精神，將「客戶至上、價值創造、共享共贏」的理念逐步融入從採購、生產、運輸，到銷售和客戶服務的所有業務營運中。



**Huabao Flavours & Fragrances Won Three Awards at the “11<sup>th</sup> Tianma Award for Investor Relations of Chinese Listed Companies”**

華寶股份榮獲「第11屆中國上市公司投關天馬獎」三項大獎

On May 13, 2020, Securities Times released the winner list of the 11<sup>th</sup> Tianma Award for Investor Relations of Chinese Listed Companies, which was an epitome of the achievements of listed companies in corporate governance, strategic planning, corporate culture, brand public praise, investment value, investor protection and many other aspects. Huabao Flavours & Fragrances Co., Ltd. (“Huabao Flavours & Fragrances”) successfully won the three awards including “the Best Investor Relations Company Award”, “the Best ChiNext Board of Directors Award” and “the Best ChiNext Secretary of the Board Award”.

2020年5月13日，證券時報發佈了第11屆中國上市公司投資者關係天馬獎獲獎榜單。該獎項是上市公司在公司治理、戰略規劃、企業文化、品牌口碑、投資價值與投資者保護等多方面工作成果的集中體現。華寶香精股份有限公司（「華寶股份」）成功榮獲「最佳投資者關係公司獎」、「創業板最佳董事會獎」和「創業板最佳董秘獎」三項大獎。



**Shanghai H&K Flavours & Fragrances Co., Ltd. (“Shanghai H&K”) Was Awarded Three Honours at 2020 China Flavours, Fragrances and Cosmetics Industry Science and Technology Conference**

上海華寶孔雀香精有限公司（「華寶孔雀」）榮獲2020中國香料香精化妝品行業科技大會三項大獎



To further facilitate the innovative development and improve overall technological level of the flavours, fragrances and cosmetics industry, 2020 China Flavours, Fragrances and Cosmetics Industry Science and Technology Conference and the 13<sup>th</sup> Seminar themed by “Cope with Challenges and Start Again” was held in Suzhou, Jiangsu Province on August 13, 2020. At the award ceremony of the Conference, by virtue of its outstanding scientific research contribution, excellent patent innovation, Shanghai H&K was awarded the three honorary titles from CAFFCI, including “Excellent R&D Team”, “Technology Leadership Prize” and “Excellent Engineer Prize”.

為進一步推動香料香精化妝品行業創新發展、提升行業整體科技水準，2020年8月13日，「應對挑戰·再出發」2020年中國香料香精化妝品行業科技大會暨第十三屆學術研討會在江蘇省蘇州市隆重開幕。在大會頒獎典禮上，華寶孔雀憑藉突出的科研貢獻、卓越的專利創新榮膺中國香料香精化妝品工業協會頒發的「優秀研發團隊」、「科技領導獎」、「優秀工程師」三項榮譽稱號。





**Yingtian Huabao Flavours & Fragrances Co., Ltd. (“Yingtian Huabao”) Was Awarded the Honor of “2020 Top 100 Private Enterprise in Jiangxi Manufacturing Industry”**

鷹潭華寶香精有限公司(「鷹潭華寶」)榮獲「2020江西製造業民營企業100強」

On November 8, 2020, the Summit of 2020 Top 100 Private Enterprises in Jiangxi Province, sponsored by the Information Office of Jiangxi Provincial Government and the Association of Industry and Commerce of Jiangxi Province, co-sponsored by the Financial Supervision Bureau of Jiangxi Province, and organised by Nanchang Branch of Bank of Beijing, was held in Nanchang.

2020年11月8日，由江西省政府新聞辦、江西省工商聯主辦，江西省金融監管局協辦，北京銀行南昌分行承辦的2020江西民營企業100強峰會在南昌市召開。



Yingtian Huabao was awarded the honour of 2020 Top 100 Private Enterprise in Jiangxi Manufacturing Industry. This was another important honour of Yingtian Huabao after it won the 2019 Top 100 Private Enterprise in Jiangxi Manufacturing Industry and the Third Mayor Quality Prize of Yingtian in 2019.

鷹潭華寶榮獲「2020江西製造業民營企業100強」榮譽。這是鷹潭華寶繼去年榮獲「2019江西民營企業製造業100強」、「第三屆鷹潭市市長品質獎」後斬獲的又一個重要獎項。



**Huabao Flavours & Fragrances Was Awarded the “2019 Golden Bull Award of the Most Valuable Investment”**

華寶股份榮獲「2019年度金牛最具投資價值獎」

On November 19, 2020, the “2020 High-quality Development Forum of Listed Companies” and the 22<sup>nd</sup> Golden Bull Award Ceremony for Listed Companies, co-hosted by China Securities Journal and the People’s Government of Haikou, was grandly held in Haikou, Hainan Province. Huabao Flavours & Fragrances was awarded the “2019 Golden Bull Award of the Most Valuable Investment”.

2020年11月19日，由中國證券報、海口市人民政府聯合主辦的「2020上市公司高品質發展論壇暨第22屆上市公司金牛獎頒獎典禮」在海口隆重舉行。華寶股份獲得「2019年度金牛最具投資價值獎」。



**Huabao Flavours & Fragrances Was Awarded the Title of “Top 20 Private Enterprises in Tibet Autonomous Region in 2019”**

華寶股份榮獲「2019西藏自治區民營企業20強」稱號

On December 10, 2020, the “Top 20 Private Enterprises in Tibet Autonomous Region in 2019” Press Conference & Policy Information Session was held at the Tibet hall of Intercontinental Hotels & Resorts Lhasa. Huabao Flavours & Fragrances was awarded the title of “Top 20 Private Enterprises in Tibet Autonomous Region in 2019”. This award was another demonstration of Huabao Flavours & Fragrances comprehensive strength and the recognition and affirmation given by the governments at all levels of the Tibet Autonomous Region to the achievements made by the company.

2020年12月10日，「2019西藏自治區民營企業20強」發佈會暨政策宣講會在拉薩洲際酒店西藏廳隆重舉行，華寶股份榮獲「2019西藏自治區民營企業20強」稱號。此次獲獎是華寶股份綜合實力的再次展現，也是自治區各級政府對華寶股份所取得成績的認可和肯定。





**Huabao Flavours & Fragrances Won the "Golden Quality Award for Corporate Governance"**

On December 23, 2020, the "2020 High Quality Development Forum for Listed Companies & 'Golden Quality' Award Ceremony", sponsored by Shanghai Securities News, was held in Shanghai. By virtue of its perfect corporate governance system and sound, effective and transparent corporate governance practices, Huabao Flavours & Fragrances was honoured with the "Golden Quality Award for Corporate Governance".



**華寶股份榮膺「金品質·公司治理獎」**

2020年12月23日，由上海證券報社主辦的「2020上市公司高品質發展論壇暨「金品質」獎頒獎典禮」在上海舉行。憑藉完善的公司治理體系構建，以及健全、有效、透明的良好公司治理實踐，華寶股份榮膺「金品質·公司治理獎」。

To deliver on its commitments to sustainability, the Group has been aware that business sustainability has come a long way, thereby relentlessly working on advancing its strategies and operations towards a sustainable model that respects the environment and people. The Group has sought to improve competitive positioning by exploring good ways to link its sustainability visions and corporate strategy, translating the contribution to sustainability building into the achievements of better operational efficiency, capital acquisition, long-term strategic direction and sustained market growth. As problems including climate change, water scarcity, biodiversity loss, land degradation, labour rights violation, threat of sub-health and many others continue to worsen in a global scale, the Group realises that the urgency of addressing these sustainability risks pushes us to further shift our mindset from slowing the speed at which we are approaching the crisis to how to utterly change the course. To this end, the Group's roadmap for sustainable development will not just stop at the level of tinkering around the edges of the market with new products and services, but commit to leveraging the foundation of internal sustainability to lead the market to transform gradually.

為了履行對可持續發展的承諾，本集團意識到實現業務的可持續性需要長時間的努力，因此不懈地致力於打造尊重自然環境和人類可持續發展的戰略和營運模式。本集團一直尋求通過探索將可持續發展願景與企業戰略聯繫起來的好辦法，將對可持續發展的貢獻轉化為更好的營運效率、資本收購、長期的戰略方向和持續的市場增長。隨著全球範圍內氣候變化、水資源短缺、生物多樣性喪失、土地退化、違反勞工權利、亞健康威脅等眾多問題的持續惡化，本集團意識到應對可持續性風險的緊迫性是促使我們思維方式轉變的動力，即從減緩危機發生的速度轉變為徹底改變進程。為此，本集團的可持續發展路線圖不單單停留在於市場中進行新產品和服務的創新，更將致力於利用內部可持續性的基礎來引領市場逐步轉型。



**Performance Monitoring & Evaluation**

表現追蹤與評估



**Business Innovation**

商業創新



**ESG Integration**

ESG融合



**Value Chain Transformation**

價值鏈轉變





Over the years, the concept of environmental, social and governance (“ESG”) has gradually been engrained in the Group’s operations. A wide variety of ESG criteria together with financial indicators have already been used as metrics in the Group for monitoring, assessing and benchmarking its sustainability progress. Driven by its business purpose, the Group keeps maintaining good profitability while strengthening its leadership in maximising the positive impacts to both the environment and society through ESG lens. As the market is experiencing dramatic changes due to factors including technology advancement and consumer preferences, and the outbreak of the pandemic in 2020 put more uncertainties on business development, the Group has remodelled its operations to navigate the unprecedented challenges, with a clear focus on a systematic management strategy that enables it to act on its commitment to creating positive impact and value for all. In 2020, the “Outline of the 14th Five-Year Plan for National Economic and Social Development of the People’s Republic of China and the Long-Range Objectives Through the Year 2035”, which was the blueprint and action agenda for social and economic development of the country in the next five years, set the tone for the country’s commitment to building a “Beautiful China” and embarking on a new journey of comprehensively building a modern socialist country from four “New” perspectives, namely, new development stages, new development concepts, new development paradigms, and new development opportunities.

Standing at the historic moment of the intersection of China’s “Two Centennial Goals”, the Group, as one of the leading enterprises in the flavours and fragrances industry, has been and will resolutely be dedicated to grasping the opportunities under the overarching national Dual Circulation Policy by moving towards sustainability.

多年來，環境、社會和管治(「ESG」)理念已逐漸深入於本集團的營運中。本集團已採用多種ESG標準並結合財務指標，用以監測、評估和基準化分析其可持續性進展。在商業宗旨的引領下，本集團保持良好的盈利能力，同時通過從ESG角度出發，在最大程度地提高對環境和社會的積極影響，加強市場領導地位。由於技術進步和消費者喜好等因素為市場帶來的巨大變化，尤其是2020年疫情的爆發給業務發展帶來了更多不確定性，本集團重點通過系統化的管理策略，使其能夠兌現為所有人創造積極影響和價值的承諾，不斷調整其營運模式以應對前所未有的挑戰。2020年，作為未來五年於國家和社會經濟發展的藍圖和行動綱領，「中華人民共和國國民經濟和社會發展第十四個五年規劃和2035年遠景目標綱要」為國家承諾建設「美麗中國」定調，並從新的發展階段、新的發展理念、新的發展模式和新的發展機會這四個「新」角度出發，開啟全面建設現代社會主義國家的新旅程。

站在中國「兩個一百年目標」交匯的歷史性時刻，本集團作為香精行業的領先企業之一，已經並將堅決致力在雙循環的國家戰略下把握機遇，並朝著可持續發展的方向邁進。





## Huabao Sustainable Development Goals Plan (2020-2025)

In 2020, China made the ambitious pledge to hit peak carbon emissions before 2030 and for carbon neutrality by 2060. In response to the national call for greenhouse gas (“GHG”) reductions and global actions to minimise environmental footprint, the Group examined its previous environmental performance and announced an ambitious sustainability commitment with clear targets, metrics and execution plans to the year 2025, aiming to continuously lower its environmental impacts. The plan covers all four business segments of the Group as well as its administration offices. Taking FY2019 as the baseline year and FY2025 as the target year, the clear and quantitative targets by 2025 under air emissions, GHG emissions, solid wastes, energy consumption and water usage were made with reference to internationally recognised frameworks such as SBTi (“Science-Based Target Initiative”) and SDGs, and benchmarks in the industry (Appendix I).

The process of setting the goals has also been highly transparent as all targets are science-based with algorithms and rationale being presented in a stepwise manner. In addition to clear targets, the Group has introduced the accountability system in the plan, building two groups for execution, namely Group Task Force and Business Segment Task Force. The Group has selected the staff from each business segment with discretion and clearly defined the responsibilities of action supervisors, data reviewers and leaders for approval on the level of business segments. Before disseminating the plan for implementation, the Group invited external ESG advisors and internal coordinators to provide an online training, demonstrating the strict procedures and timetable for data collection, data verification, accuracy assurance, data submission, data processing and reporting. To facilitate the collaboration and engagement of the Group’s subsidiaries in pursuing efforts to accomplish the goals, relevant training programmes have been organised through Huabao Lecture, an online platform for internal knowledge sharing and skill improvement with the entire Group.

## 華寶可持續發展目標規劃 (2020至2025年)

2020年，中國做出承諾，於2030年之前達到碳達峰，並在2060年前實現碳中和。為響應國家對減少溫室氣體排放的呼籲以及全球在減少環境足跡方面的行動，本集團基於對過去環境表現的審查，宣布其長遠的可持續發展承諾，明確提出2025年目標及相關指標和執行計劃，旨在不斷降低其對環境的影響。該規劃涵蓋了本集團所有四個業務板塊及其行政辦公室，以2019財年為基準年、2025財年為目標年，並參照例如科學碳目標倡議、可持續發展目標等國際公認的框架以及行業基準(附錄I)。

目標設定的過程具有高度透明性，所有目標均以科學為基礎，並將算法和基本原理進行細化。除明確的目標外，本集團在規劃中引入問責制，建立了兩個執行小組，即集團工作組和業務板塊工作組。本集團於每個業務板塊中仔細挑選人員，明確規定了業務板塊層面的行動主管、數據審核員和批准負責人的職責。在公佈實施計劃之前，本集團邀請外部ESG專家和內部協調員進行在線培訓，介紹數據收集、數據驗證、準確性保證、數據提交、數據處理和報告的嚴格流程與時間表。為了促進本集團子公司在實現目標方面的協作和參與，本集團通過「華寶大講堂」(一個在線平台，可與整個集團進行內部知識共享和技能提升)組織了相關的培訓計劃。



In the Paris Agreement, the world's governments committed to limiting temperature rise to well-below 2 degrees Celsius (°C) and pursue efforts to limit temperature rise to 1.5°C. As the climate-related risks are increasingly posing serious threats to the planet, countries have been stepping up their efforts to deliver on the commitment to slashing carbon emissions to decelerate climate change. As an enterprise that endeavours to transition towards future-proof business model and operations, the Group believes that decoupling emissions from economic growth is possible and will be a critical component of a future low-carbon economy, which, however, requires companies to set science-based GHG emissions reduction targets that match the ambition and timelines consistent with the global and national consensus.

在「巴黎協定」中，世界各國政府承諾將溫度上升控制在2度以下，並努力將溫度上升限制在1.5度。隨著與氣候相關的風險愈加嚴重地影響著地球，各國一直在加緊努力履行對碳排放量的削減，以實現減緩氣候變化的承諾。作為一家致力於朝著面向未來的商業模式和營運流程過渡的企業，本集團認為在實現經濟增長的同時降低排放的可能性是存在的，該發展模式也將成為未來低碳經濟的關鍵組成部分。而這要求公司以科學為基礎，建立與全球和國家對氣候承諾和行動時間表相一致的溫室氣體減排目標。

## SBTi Alignment

### 結合科學碳目標倡議

To this end, the Group has adopted the method of Absolute Emissions Contraction recommended by SBTi in target-setting. The Group champions science-based target setting as a powerful way of future-proofing companies' growth in the transition to the low-carbon economy and believes it can be conducive to:

因此，本集團採用了科學碳目標倡議中的絕對減排法構建目標。本集團支持基於科學的目標設定以此作為支撐其面向未來低碳經濟轉型的有力武器，並相信這樣有利於：



Following the SBTi framework, the Group has partnered closely with its business units and socialised the target at the grass roots through training and knowledge sharing, in order to gain buy-in across all business segments. To get all levels of the Group on board and encourage all subsidiaries and individuals to take the initiative to accomplish the goals, the Group has taken each business segment as the management unit to offer what it can feasibly do to meet the target by considering the operations of its subsidiaries. Moreover, the Group gives full play to the potential and initiative of all business units and motivates them to make the needed reductions and show, through bottom-up analysis, how the target will be and have been achieved.

本集團遵循科學碳目標倡議框架，已與其業務板塊緊密合作，並通過培訓和知識共享使基層目標得到有效溝通和交流，從而獲得所有業務板塊的認可。為了使本集團的所有成員均能參與，本集團鼓勵所有子公司和個人採取積極行動實現目標，將每個業務板塊作為管理對象，通過對其子公司經營活動的分析考量，提供可行方法來實現目標。此外，本集團充分發揮所有業務板塊的潛力和主動性，激勵其進行必要的排放削減，並通過自下而上的分析來表明目標將會或已如何實現。

The Group will keep working hard to reduce our environmental footprint by recognising gaps and identifying synergies that help meet its sustainability goals and move the Group forward for people and planet.

本集團將繼續努力，通過識別差距及發揮有助於實現人類和地球可持續發展目標的協同效應，減少我們的環境足跡。



## A letter from the Board

Sustainability has been gradually integrated in the company values. The Group has unswervingly sought a sustainable business model and innovated on operational practices that create more value with less cost. The Group is one of the leading companies in the industry, especially in China, with transparent and comprehensive disclosures of its sustainability performance, and this year, the Group successfully published its fifth ESG report. Today, one thing is sure, that sustainability actions and taking care of our future generations with a production and consumption model that will not compromise their ability to meet their needs have never been such pressing and challenging. The anthropogenic activities have already made overwhelming impacts to our environment than the planet resources can sustain. Climate change, oceanic pollution, soil contamination, species extinction, gender equality, labour rights and a series of sustainability-linked topics are not abstract matters any more, but are what we are experiencing right now at every corner of the globe. The imminent sustainability crisis calls for actions from all of us, including our governments, enterprises, consumers, suppliers, community groups and all members in the society, by remaining confident, coming together in solidarity, adopting a science-based approach and taking targeted measures.

In Huabao, sustainability is more than an accolade to demonstrate our leadership. It is a part of our operations and focus topic of our strategic agenda for purposeful growth, that has long been integrated with our corporate vision, spirit, strategy and core values for business development. We believe that it takes strength to get things moving, as such we treasure the power of holistic action on promoting sustainability. Building upon our strong track record, governance foundation and dedicated teams, we plan to move towards sustainability and shape the future by leading all partners in our supply chain to make the change. Over the years, it is the organic integration of sustainability within all of our business activities and ambitious plans to drive progress in the entire value chain that keeps strengthening our competitive edge in the market. In the pursuit of being a leader in environmental sustainability, we develop towards being a trailblazer and leader in circular economy and envisage a future to be a contributor to tackling climate change as shown in our science-based carbon targets across all four business segments in the Huabao Sustainable Development Goals Plan (2020-2025). In 2019, we set up a group-wide sustainability strategy with five core pillars pushing our commitment to sustainability to be embedded deeper into our corporate culture, and steering our efforts to address the global risks on a continuous basis. This year, we have built ambitious targets and long-term execution plans for 2025 Sustainability Visions. We believe that our progress made in the past years laid the foundation for seeking innovative changes towards sustainability, and

## 來自董事會的一封信

可持續發展已逐漸融於我們的企業價值觀。本集團堅定不移地尋求可持續化的商業模式，並在經營實踐中進行創新，實現以更少的成本創造更多的價值。本集團在披露可持續發展績效的透明度與全面性方面是中國行業的領導者之一。今年，本集團成功發佈了其第五份ESG報告。當下，以一種並不會損害我們後代並以滿足其需求的生產和消費模式去踐行可持續發展，毫無疑問是緊迫且富有挑戰性的。人類的活動已經對我們生存的環境產生了嚴重的影響，已超出地球資源所能承受的範圍。氣候變化、海洋與土壤污染、物種滅絕、性別平等、勞工權利等一系列與可持續性相關的話題不再是一個抽象的話題，其正在全球每個角落不斷發生和經歷著。這種緊迫的可持續性危機要求包括政府、企業、消費者、供應商、社區團體、社會所有成員等我們所有人保持信心、團結一致、採取基於科學的方法和針對性的措施為此付出行動。

對華寶而言，可持續發展是我們領導力的彰顯。同時，它也是我們為實現有意義的增長而付出行動並納入戰略議程重點議題的一部分。可持續發展長期以來與我們的企業願景、精神、戰略和業務發展的核心價值相融合。我們相信成功需要付出不懈的努力，因此我們重視整體行動對促進可持續性的作用。依靠優秀的過往表現、健全的治理基礎和敬業的執行團隊，我們計劃通過引領供應鏈中的所有合作夥伴做出改變，朝著可持續發展和塑造未來不斷邁進。多年來，可持續發展與我們所有業務活動，以及與推動著整個價值鏈進步的長遠規劃有機地融合在一起，而正是這一種融合，不斷鞏固了我們在市場上的競爭優勢。在追求成為環境可持續性領導者的進程中，我們在「華寶可持續發展目標規劃（2020至2025）」中為所有四個業務板塊建立了科學碳目標，而這彰顯出了我們為成為循環經濟的開拓者和領頭羊而努力，並展望未來能夠成為在應對氣候變化方面的



the clear roadmap and guidance on a strategic level will streamline our procedures for action, inspire all to contribute and make us confident that we can address the challenges of the future.

Nowadays, consumers expect products that are sourced, designed, developed, produced and packaged in a sustainable manner. They are looking for products that can enhance life quality while using less resources and energy, which obviously gives more conundrums to the producers and upstream companies. In our aroma raw materials businesses, the Group focused on the research and development of technologies for the recovery of ethyl maltol from the production wastewater and for the recovery of ethyl maltol from the chlorinated hydrolysis process. The Group has always been experimenting on the development of products that contain natural ingredients and involve production processes that require less water, embody less carbon, generate less emissions and maximise the use of more recycling ideas and natural materials in production and packaging. We are convinced that this is the way forward to realise our objective to bring more sustainability elements into our development model and operations, and ultimately to influence our partners to do the same like us. In our tobacco raw materials businesses, transformation works towards sustainability have constantly been performed to make operations “greener”. For example, the Group has resolutely supported the comprehensive launch of the coal-to-gas conversion project supervised by local authorities, which will be completed in 2021 that will substantially lower the air emissions from boilers. In our administration offices, the Group has been working on the promotion of “Paperless Office” through its OA system, encouraging all staff to make use of digital technologies for internal sharing of information and materials.

Sustainability is mostly looked at through the environmental lens, but to us, it is more about addressing challenges across our value chain, and seizing opportunities to add value to society. In Huabao, we think beyond the environmental dimension by taking a holistic approach to address sustainability-related risks from a broader perspective. As being reflected in our business purpose, promoting sustainability to the Group also means having a positive impact on employees, customers, communities and our future generations, while maintaining economic vitality with steady financial growth. We understand that business activities cannot be separated from the fulfilment of social responsibilities. That is why we are an active supporter of the principles of responsible management

傑出貢獻者。在2019年，我們制定了集團範圍內的可持續發展戰略（包含五個核心支柱），這推動著我們將可持續發展承諾更深入地融進企業文化中，並指導我們不斷努力應對全球風險。今年，我們制定了2025年願景目標和執行計劃。我們相信，過去幾年中所取得的進展為我們尋求對可持續性的創新性改變奠定了基礎，而明確的戰略路線圖和指導將進一步簡化我們的行動程序，激勵所有人做出貢獻，並讓我們充滿信心迎接未來的挑戰。

如今，消費者期望以可持續的方式採購、設計、開發、生產和包裝產品，尋找可以提高生活質量的同時，減少資源和能源消耗的產品，而這顯然給生產商和上游公司帶來了更多難題。在我們的香原料業務中，本集團專注於研發技術，以從生產廢水中回收乙基麥芽酚和從氯化水解工序中回收乙基麥芽酚。本集團一直在嘗試開發包含天然成分的產品，其生產過程需要更少的水、蘊含更少的碳、產生更少的排放，並在生產和包裝中最大限度地利用更多的回收理念和天然材料。我們堅信這是實現將更多的可持續發展要素納入我們的開發模型和營運中，並最終影響我們的合作夥伴共同努力的前進之路。在我們的煙用原料業務中，本集團不斷開展向可持續發展的轉型工作，以使營運「更環保」。例如，本集團堅決支持在地方政府的監督下全面啟動煤轉氣項目。該項目將於2021年完工，將大幅降低鍋爐的廢氣排放量。在我們的行政辦公室中，本集團一直致力於通過其辦公自動化系統，推廣「無紙化辦公室」，鼓勵所有員工利用數字技術進行內部信息和材料共享。

人們多數從環境的角度看待可持續發展，但對我們而言，可持續性更多地是應對整個價值鏈中的挑戰，並抓住機遇為社會創造價值。在華寶，我們通過採取整體方法，不單停留在環境維度，而是從更廣泛的



enriched in the United Nation Global Compact. We have been persevering in creating distinctive fragrance and flavour experiences, inspiring aroma products, innovative food condiment and quality tobacco raw materials, to contribute to the well-being of people. In our flavours and fragrances businesses, the Group has partnered with external organisations and developed ingredients that can infiltrate into soybean protein, and wet and spicy snack foods, whose flavours can be enhanced without the need of marination and deep-frying, to cater to the requirements of customers on balanced diet and products with “less sugar”, “improve immunity” and “natural” labels. The increased functionalities and interestingness are well received by consumers. In the condiment businesses, Jiahao, a subsidiary of the Group, launched new products such as “Jingba Rattan Pepper Sauce”, “Jingba Tasty Gravy” and “Jingba Sour and Chilli Sauce” based on an in-depth analysis of the changing preferences of consumers, in order to bring more flavours to its customers’ dishes.

2020 was an unusual year in many respects, in which the rapidly spreading pandemic forced governments worldwide to drastically curtail public and personal life as well as economic activity, rendering global economy falling into a deep recession. Facing the current COVID-19 challenge, the Group believes that living up to this corporate social responsibility has been particularly important. Providing a secure and healthy workplace for our employees always was and still is our highest priority in our business operations. In the beginning of 2020, under the unified guidance of the central government of China in epidemic prevention and control, we responded swiftly to the national call, promptly established a pandemic prevention and control group and effectively implemented internal policies to protect our employees’ lives, safety and health, and made a significant contribution to safeguarding public health through donations. We coordinated money and goods donations from employees to express appreciation to the medical workers and volunteers on the front line to fight against the pandemic. The pandemic crisis has revealed the vulnerability of the system for business and fragility of our world we are living. Yet, we showed our perseverance in the battle without gunpowder and performed very solidly in this daunting market environment. The Group has been in search of new ways, resilient approaches and deeper meaning in business.

角度解決與可持續發展相關的風險。正如我們的商業宗旨所體現的那樣，對於本集團而言推廣可持續性也意味著在保持經濟活力和穩定財務增長的同時，為員工、客戶、社區和我們的子孫後代帶來積極影響。我們深知商業活動離不開對社會責任的踐行，而這也是我們積極支持「聯合國全球契約」中負責任管理原則的原因。我們一直致力於創造獨特的香氣和風味體驗、誘人的芳香產品、創新的食品調味品和優質的煙用原料，為人們的福祉做出貢獻。在我們的香精業務中，本集團與外部組織開展合作，研發出可以滲透進大豆蛋白類和休閒濕辣類食品並提升其風味的材料，而不需要將這類食品進行滷製和油炸，從而滿足客戶對均衡飲食和貼上「少糖」、「提高免疫力」和「天然」標籤產品的需求，在增加的功能性和趣味性上，也受到了消費者的好評。在調味品業務方面，本集團的子公司嘉豪根據對口味變化的深入分析，推出了例如「勁霸藤椒汁」、「勁霸珍珠肉汁」和「勁霸酸辣汁」等新產品，以為消費者的菜餚帶來更多風味。

2020年在許多方面都是不尋常的一年。在這一年中，疫情快速蔓延，迫使世界各國政府大幅減少公共和個人生活以及經濟活動，令全球經濟陷入嚴重衰退。面對當前的疫情挑戰，本集團認為履行企業社會責任變得尤為重要。本集團將為員工提供一個安全、健康的工作場所視作長期以來以及未來業務營運中的頭等大事。2020年初，在中央政府的防疫工作統一領導下，我們迅速響應國家號召，及時建立了防疫工作組，有效實施了內部政策，保護員工的生命、安全和健康，並通過捐贈為保障公共健康做出了很大貢獻。我們組織員工捐款捐物，向在一線抗擊疫情的醫務工作人員及志願者表達慰問。疫情危機揭示了我們的商業系統以及所生活世界的脆弱一面。然而，我們在這場沒有硝煙的戰鬥中表現出了堅韌，在動蕩的市場環境中彰顯本色。本集團一直在尋找新方式、有韌性的方法和更深層次的業務意義。



In Huabao, we work in international, interdisciplinary teams and foster long-term partnerships to gain new perspectives from the market. By taking into account the interests of different stakeholders, when making decisions and by holding our responsibility for the environment and society, we are committed to pioneering sustainable solutions for our customers, consumers and all stakeholders, and contribute to a more sustainable way of doing business. This is what unites us all across all our businesses around the world that breaks the geographic and language barriers. We respect our employees' concerns and focus on helping them to develop and bringing a sense of belonging for all of them. We keep filling open positions and will continue to invest in our people's skills and pave for their career paths. All of these will unlock the full potential of the Group and equip us with the capability of being the force for good in this world. And this is our ambition for pursuing what we have envisioned for the future:

在華寶，我們與國際跨學科團隊合作，並建立長期合作夥伴關係，以從市場中獲得新的見解。通過在決策過程中納入不同利益相關者所關注事項的考量，並承擔對環境和社會的責任，我們致力於為我們的客戶、消費者和所有利益相關者創造可持續的解決方案，並為更可持續的經營方式付出努力。這打破了地域和語言障礙，將我們遍佈全球所有業務的同事聯繫起來。我們尊重員工的關切，專注於幫助其發展，並帶給員工歸屬感。我們會繼續填補空缺職位，投資於員工的技能拓展，為其職業道路鋪平道路。這一切的付出將釋放本集團的全部潛力，使我們有能力為世界造福，而這正是我們不斷追求的未來願景：

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

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





Yet, big challenges still remain in the journey towards a sustainable future. To make our business purpose truly inclusive, we need more diverse approaches and innovative routes to the market. In 2020, we pivoted to improve our energy efficiency, lower our ecological footprint, safeguard our employees even as we strove to do the essential work of supporting our customers and just as importantly, our communities. For us, 2020 was nevertheless not just about managing crisis, it was also about continued development, innovative solutions and stronger bond with our stakeholders. In 2021 and beyond, we will continue our journey to have ESG paradigm at the essence of everything we do.

On behalf of the Board, I would like to take this opportunity to express our sincere gratitude to all of our stakeholders for their dedication and unlimited support to the Group. I cordially invite you all to comment, challenge and guide us as we transform our company towards a more sustainable low-carbon future.

CHU Lam Yiu  
Chairlady & CEO  
Hong Kong, June 2, 2021

然而，在邁向可持續未來的過程中仍然佈滿荊棘。為了打造真正具有包容性的商業宗旨，我們需要更多的方法和創新的途徑開拓。於2020年，我們努力提高耗能效率、降低生態足跡、保護員工安全、支持我們的顧客以及社區。對於我們而言，2020年不單是圍繞危機管理的一年，同時也意味著如何持續地發展、提供創新解決方案以及與利益相關者建立更加牢固的聯繫。放眼2021和未來，我們繼續我們的旅程，將ESG典範打造成我們所做工作的本質。

我謹代表董事會藉此機會向所有利益相關者表示衷心的感謝，感謝您們的奉獻精神和對本集團的無限支持，同時誠摯地邀請大家為本集團向一個更加可持續的低碳未來轉型建言獻策。

朱林瑤  
主席兼首席執行官  
香港，二零二一年六月二日





# PERFORMANCE OVERVIEW

## 表現概覽

### Business 業務



- Revenues – **RMB 3,854,058,000**  
收入 - **3,854,058,000** 元人民幣
- Employee benefit expenses – **RMB 479,931,000**  
僱員及福利開支 - **479,931,000** 元人民幣
- Implementation of "Anti-Corruption and Whistleblowing System of Huabao International Holdings Limited" and training seminar through Huabao Lecture  
「華寶國際控股有限公司反舞弊及舉報制度」的實施以及通過華寶大講堂的培訓課程

### Environmental Footprint 環境足跡



- GHG emissions – **54,485.7 tonnes CO<sub>2</sub>e**  
(Scope 1 & 2)  
溫室氣體排放- **54,485.7噸** 二氧化碳當量 (範圍一和二)
- Energy consumption – **374,005 GJ**  
能源消耗- **374,005吉焦**  
Water usage – **832,461.60 m<sup>3</sup>**  
用水量- **832,461.60** 立方米
- Waste generation – **7,907.44 tonnes** (including all non-hazardous and hazardous solid wastes)  
廢棄物產生- **7,907.44噸** (包括所有無害和有害固體廢棄物)

### Innovation 創新



- Research and development expenses – **RMB 265,041,000**  
研發支出- **265,041,000**元人民幣
- Number of newly applied patents – **over 65**  
新申請專利數目 - **超過65**個
- **Innovative products** – Jiahao launched new products such as "Jingba Rattan Pepper Sauce", "Jingba Tasty Gravy" and "Jingba Sour and Chilli Sauce"  
創新產品- 嘉豪推出了「勁霸藤椒汁」、「勁霸珍珠肉汁」、「勁霸酸辣汁」等新產品
- **Awards in innovation** – Comprehensive List of Top 100 Enterprises in China Light Industry (2019), Three honorary titles from CAFFCI, including "Excellent R&D Team", "Technology Leadership Prize" and "Excellent Engineer Prize", "Certificate of High and New Technology Enterprise", "Technology Little Giant Enterprise", etc  
創新獎項- 中國輕工業百強企業綜合榜單(2019年度)、中國香料香精化妝品工業協會頒發的「優秀研發團隊」、「科技領導獎」、「優秀工程師」三項榮譽稱號、「高新技術企業證書」、「科技小巨人企業」等

### Sourcing & Production Responsibility 採購與產品責任



- **Zero** products sold or shipped subject to recalls for safety and health reasons
- 已售或已運送產品中因安全與健康理由而召回率為零
- **Detailed record and handling of customer complaints**  
對顧客投訴的細緻記錄和處理
- Number of major suppliers – **814**  
主要供應商數目 - **814**個
- **100%** suppliers where the Group supply chain management practices were implemented  
本集團供應鏈管理實踐執行率 **100%**

### Employment 僱傭



- Total workforce – **3,458** as of 31 December 2020  
僱員總數 - 截止2020年12月31日為 **3,458** 人
- Number of employees trained – **3,411**  
受培訓僱員數 - **3,411**人
- Training time over – **93,708 hours**  
培訓時長超過 - **93,708**小時
- **Zero** case of employment practices to be involved in child or forced labour  
涉及童工或強制勞工的僱傭實踐案例數為零

### Community 社區



- Community investment – **RMB 9,160,000**  
社區投資 - **9,160,000**元人民幣
- Donated Money to Yula Village of Zhaba Township in Tibet for **Poverty Alleviation**  
向西藏查巴鄉玉拉村捐資助費助力脫貧
- Took an active part in the **poverty-alleviation fundraising for the caring and supporting fund** of Deji Kangsa Community in Lhasa Economic Development Zone  
積極參加拉薩經開區德吉康薩社區愛心幫扶基金扶貧募捐活動
- Participated in "**Love Under The Blue Sky**" charitable event that was around the topic of "Epidemic Prevention and Control, Poverty Alleviation, Youth"  
參與「藍天下的摯愛」(圍繞抗疫、脫貧、青年為主題)慈善活動



## II. REPORTING ON SUSTAINABILITY

In compliance with the requirement under Appendix 27 – Environmental, Social and Governance Reporting Guide (“ESG Guide”) of Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (“Stock Exchange”), the Group is pleased to present its fifth Environmental, Social and Governance Report for the year ended 31 December 2020 (“FY2020”), which demonstrates the Group’s approach and performance in terms of ESG management and corporate sustainable development for FY2020. For corporate governance section, please refer to the Group’s 2020 Annual Report.

The ESG Report has been prepared with reference to the latest ESG reporting regime adopted by the Stock Exchange, the Global Reporting Initiative Standards (“GRI Standards”), a globally accepted reporting instrument, SBTi, SDGs, Task Force on Climate-related Financial Disclosures (“TCFD”) and Sustainability Accounting Board Standards (“SASB”). A complete content index and a GRI linkage table are available at the end of the ESG report for readers’ convenience to check its integrity. If there is any conflict or inconsistency, the English version shall prevail.

### Boundary Setting

A clear reporting boundary helps readers to clarify the reporting scope and compare the effectiveness of the implementation of relevant ESG policies within the company over the years and across the industry. Given the business nature of the Group, the boundary of the ESG report remains the same as previous years that covers the performance and management policies of the major operations of the Group, which is aligned with the segmentation of businesses of the Group in its 2020 Annual Report under the operational control approach, including the Flavours and Fragrances business, Tobacco Raw Materials business, Aroma Raw Materials business, and Condiment business.

## II. 關於本報告

本集團遵守香港聯合交易所有限公司（「聯交所」）證券上市規則附錄27 –《環境、社會及管治報告指引》（「ESG指引」）的規定，欣然呈現其截至2020年12月31日止年度（「2020財年」）的第五份ESG報告。本報告展示了本集團於2020財年在ESG管理和企業可持續發展方面的方針和表現。有關公司治理部分，請參閱本集團的2020年度報告。

本集團在ESG報告準備過程中參考了聯交所採用的最新ESG報告方法、全球報告倡議組織標準（全球認可的報告工具）、科學破目標倡議、可持續發展目標、氣候相關財務信息披露工作組及永續會計準則委員會標準。ESG報告末尾提供了一個完整的內容索引和GRI對照表，以方便讀者檢查其完整性。如有任何衝突或不一致之處，以英文本為準。

### 邊界設定

清晰的報告邊界可向讀者闡明報告範圍，並幫助讀者比對多年來公司內部及整個行業內相關ESG政策實施的有效性。鑑於本集團的業務性質，本ESG報告按照營運控制方法，披露範圍與往年相同，涵蓋了本集團主要業務的績效和管理政策，並與本集團在其2020年度報告中保持一致，包括香精業務、煙用原料業務、香原料業務和調味品業務。



## Reporting Principles

## 報告原則

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

報告原則是編製ESG報告的基礎，因此本ESG報告的主要內容已根據原則確定、組織和呈現，並用作編製本ESG報告的基礎。



Materiality is a concept founded in long-established financial accounting procedures, which has increasingly been borrowed, adapted and applied to the disclosure of non-financial information. The Group recognises the opportunity for a well-designed materiality assessment that can facilitate better engagement with stakeholders and inform decision making. In the ESG report, a broad and inclusive materiality assessment supported by a science-based structured means called Analytical Hierarchy Process was used to identify, assess and prioritise concerns and expectations of its key stakeholder groups in terms of company's sustainable development and business impacts. Considering the opinions collected from its stakeholders, the Group went through the core steps set forth by the GRI standards and made reference to the recommended procedures set out in "How to prepare an ESG report – a step-by-step guide to ESG reporting" released by the Stock Exchange, in order to identify, evaluate and rank the ESG topics and associated economic, social and environmental impacts. The Board of Directors of the Group (the "Board") were presented with a picture, reflecting potentially material ESG issues which may impact the Group's ability to develop in a sustainable way and create value to all. This, in turn, informed the decision-makers of the Group to allocate more resources to the management of practices in corresponding areas. As a supporter of TCFD, the Group analysed the interconnections of its business operations with material physical and transition climate-related risks and opportunities as well in terms of the significance of impacts on the Group's long-term development.

重要性是建立在長期以來財務會計程序中的一種概念，而這一概念越來越多地被借用、調整並應用於非財務信息的披露中。本集團認識到細緻的重要性評估可促進利益相關者更好地參與並進行知情決策。在ESG報告中，本集團通過基於科學的結構化方法“層次分析法”，開展了廣泛而具有包容性的重要性評估，以從公司的可持續發展和業務影響方面識別、評估和優先考量其主要利益相關者群體的關注和期望。結合收集到的利益相關者的意見，本集團遵循GRI標準羅列的核心步驟，並參考了由聯交所發布的「如何準備環境、社會及管治報告-環境、社會及管治匯報指南」中給出的建議程序，對 ESG主題以及相關的經濟、社會和環境影響進行以識別、評估和排序。本集團董事會（「董事會」）通過反映出的信息，了解潛在可能影響本集團以可持續方式發展並為所有人創造價值的能力的重大ESG問題。同時，該結果也能向本集團的決策者傳遞信息，將更多資源分配給相應領域的實踐管理。作為氣候相關財務信息披露工作組的支持者，本集團對其業務營運與重要的實體和過渡氣候相關風險和機遇的相互關係進行研究，並就其對本集團長期發展影響的重要性展開分析。



## Quantitative 量化

The application of the reporting principle - Quantitative was primarily outlined in the Appendix where the Group's sustainability performance with respect to emissions, resource consumption, employment, training, health and safety and supply chain information was shown in a quantifiable way against certain KPIs in this ESG report. Meanwhile, the descriptive comparisons demonstrating the progress of the Group in sustainable development that was based on numeric data processing were made throughout the ESG Report. For instance, a Sankey Diagram depicting the patterns of the Group's GHGs profile was displayed with the specific amount in different categories as well, in order to provide the audience with a full picture of the Group's endeavours in curbing its carbon emissions.

報告原則-量化的應用主要體現於附錄中，其中針對相關關鍵績效指標，本集團在本ESG報告中以量化方式顯示了其在排放、資源消耗、僱傭、培訓、健康與安全以及供應鏈信息方面的可持續性表現。同時，本ESG報告中進行了描述性比較，藉此體現本集團以量化數據處理為基礎的可持續發展方面的進步。例如，本集團通過桑基圖的形式描繪了集團在不同類別下溫室氣體排放數據，以向讀者全面展示本集團在減少碳排放方面的努力。

## Balance 平衡

In order to present an unbiased landscape of the Group's sustainable development in FY2020, the Group objectively presented its performance and unreservedly disclosed the areas where further improvements will be made in the future, including employee turnover rate, injury rate, lost days due to work-related injury and other areas in which the Group will take corrective actions for improvement.

為了展現集團於2020財年的可持續發展情況，本集團客觀地介紹了其相關表現，並毫無保留地披露了未來將進一步改善並將採取糾正措施不斷提高的領域，其中包括員工離職率、工傷率、因工作而損失的天數等。

## Consistency 一致性

A consistent reporting framework is a prerequisite for the Group's stakeholders to access reliable information for evaluation and decision making. To streamline the whole data monitoring, management and collection process, the smart platform that made use of digital technologies devised and implemented by the Group which has been adopted for ESG data management was upgraded, in which the Group's previous ESG performance against a range of well-defined KPIs was summarised for reference. Each subsidiary and the ESG Work Group were responsible for the accuracy and consistency of the information submitted for evaluation and reporting. The Group used a consistent methodology for the calculation of GHG emissions and collation of other environmental data against the criteria that have been clearly defined under various standards. To facilitate the consistent reporting process and content for benchmarking, the same reporting scope was adopted. Meanwhile, to ensure that the vast array of ESG-related information can be presented to its readers clearly, the Group made reference to its previous reporting framework that was in line with the requirements of the ESG Guide and integrated its sustainability features and visions into disclosure.

一致的報告框架是本集團利益相關者獲得可靠信息以進行評估和決策的先決條件。為簡化整個數據監管和收集流程，本集團對其設計和應用的數字技術智能平台進行升級，用於ESG數據管理，在此基礎上，本集團以往在一系列關鍵績效指標下的ESG表現得到總結，以供參考。每個子公司和ESG工作組均需要對提交用於評估和報告的信息的準確性和一致性負責。本集團採用了一致的方法計算溫室氣體排放，並對照各種標準中已明確定義的指標來整理其他環境數據。為促進報告過程和基準化分析內容的一致性，本集團採用與以往一致的報告範圍。同時，為確保能夠清晰地向讀者提供與ESG有關的各類信息，本集團參考以往符合ESG指引要求的報告框架，並將其可持續性特徵和願景融入披露範圍。



## Stakeholder Engagement

Engaging with key stakeholders and professional experts to identify and address their concerns about the Group's sustainable development is important to the Group. Over the years, the Group has been committed to maintaining a sound and continuous relationship with all its stakeholder through efficient dialogues, which it believes is vital to keep its businesses adaptable to the ever-changing market and translating its ESG commitments into the long-term value creation.

## 利益相關者參與

與關鍵利益相關者和專家開展合作，以識別並解決其對集團可持續發展的關切對本集團而言至關重要。多年來，本集團長期致力於通過有效的對話與所有利益相關者保持良好和持續的關係，而這對於保持本集團業務適應不斷變化的市場，並將其對ESG的承諾轉化為長期價值創造十分重要。

**Stakeholders: Board, Employees, Customers, Suppliers, Industry Authorities, Community Groups, Media, Government Agencies, Professional Bodies, Public, etc.**

**利益相關者：董事會、僱員、顧客、供應商、行業監管部門、社區團體、媒體、政府機構、專業組織、公眾等**

The Group respects, considers and actively responds to the interests of its stakeholders, who are willing to share their opinions and express their concerns about the Group's development. As the understanding and fulfilment of social responsibilities involve the recognition of its stakeholders' needs, the Group has been committed to improving its sustainability strategy by consulting and engaging with both its internal and external stakeholders on a continuous basis. As impacts may change over time as the Group's activities, business relationships and macro-environmental contexts keep evolving, the Group carries out a formal annual stakeholder engagement survey with its key stakeholder representatives to seek their opinions on the Group's ESG management and sustainable development, thereby identifying its ESG impacts on an ongoing basis. The Group has involved its internal and external partners in defining, prioritising, and implementing its sustainability strategies directly and indirectly through the following means, during which the Group carefully listened to and responded to its stakeholders' concerns.

本集團尊重、考慮並積極回應願意分享意見並表達對本集團發展關切的利益相關者，本集團認為理解和踐行社會責任包含認識到利益相關者的需求，因此一直致力於通過與內部和外部利益相關者進行持續溝通與接觸來改善其可持續發展戰略。隨著集團活動、商業關係和大環境的變化，產生的影響可能隨著時間而改變，因此本集團與主要利益相關者代表開展了正式的年度利益相關者參與調查，以徵求其對集團ESG管理和可持續發展的意見，從而持續識別其ESG影響。本集團通過以下方式直接或間接地讓內部和外部合作夥伴參與其可持續發展戰略的制定、重要性分析與實施。在此期間，本集團認真聽取並回應其利益相關者的關切。






## Communication with Stakeholders

## 與利益相關者的溝通

Stakeholders 利益相關者	Expectations and Concerns 期望和關切	Communication Channels 溝通渠道
Government and regulatory authorities 政府和監管機構 	<ul style="list-style-type: none"> <li>– Law and regulation compliance 合規性</li> <li>– Anti-corruption policies 反貪污政策</li> <li>– Occupational health and safety 職業健康與安全</li> </ul>	<ul style="list-style-type: none"> <li>– Supervision on compliance with local laws and regulations 監督遵守當地法律法規</li> <li>– Workshops 專題討論會</li> <li>– Routine reports and tax payments 常規報告和納稅</li> </ul>
Shareholders 股東 	<ul style="list-style-type: none"> <li>– Return on investments 投資回報</li> <li>– Corporate governance 公司治理</li> <li>– Law and regulation compliance 合規性</li> </ul>	<ul style="list-style-type: none"> <li>– Regular reports 定期報告</li> <li>– Announcements 公告</li> <li>– Regular general meetings 定期股東大會</li> <li>– Official website 官方網站</li> </ul>
Employees 僱員 	<ul style="list-style-type: none"> <li>– Employees' remuneration and benefits 員工的薪酬和福利</li> <li>– Career development 職業發展</li> <li>– Training opportunities 培訓機會</li> <li>– Health and safety in the workplace 工作場所的健康與安全</li> <li>– Optimise the processing technology to reduce the environmental impacts during manufacturing operations 優化工藝以減少製造過程中對環境的影響</li> <li>– Upgrade facilities and launch programmes to protect the environment 升級設施並發起環保倡議</li> <li>– Collaborate with local governments in the upgrade of manufacturing equipment 與地方政府合作，升級製造設備</li> <li>– Analysis of the latest policies in different industries 分析不同行業的最新政策</li> <li>– Transition to systematic product management from a lifecycle perspective that covers green sourcing, manufacturing, packing, transportation and sales 從綠色採購、製造、包裝、運輸和銷售的全生命週期角度出發，向系統性產品管理轉型</li> <li>– In response to the support from the government on energy transformation 響應政府對能源轉型的支持</li> </ul>	<ul style="list-style-type: none"> <li>– Performance appraisal 績效評估</li> <li>– Regular meetings and training courses 定期會議和培訓課程</li> <li>– Written comments via emails, notice boards, telephone calls and team building activities with management 通過電子郵件的書面評論、公告板、電話和與管理團隊的團建活動</li> </ul>



Stakeholders 利益相關者	Expectations and Concerns 期望和關切	Communication Channels 溝通渠道
Customers 客戶 	<ul style="list-style-type: none"> <li>- Production quality assurance 生產質量保證</li> <li>- Health and nutrition of products 產品健康和營養</li> <li>- Protection of the rights of customers 保護客戶的權利</li> <li>- Customer satisfaction 客戶滿意度</li> <li>- Slow down the speed of the consumption of natural resources 減緩自然資源的消耗速度</li> </ul>	<ul style="list-style-type: none"> <li>- Customer satisfaction surveys 客戶滿意度調查</li> <li>- Face-to-face meetings and on-site visits 面對面的會議和現場調研</li> <li>- Customer service hotline and emails 客戶服務熱線和電子郵件</li> </ul>
Suppliers 供應商 	<ul style="list-style-type: none"> <li>- Fair and open procurement 公平公開的採購</li> <li>- Win-win upstream and downstream cooperation 互贏互利的上下游合作</li> <li>- Environmental protection 環境保護</li> <li>- Protection of intellectual property rights 知識產權保護</li> </ul>	<ul style="list-style-type: none"> <li>- Open tenders 公開招標</li> <li>- Suppliers' satisfaction assessments 供應商的滿意度評估</li> <li>- Telephone conferences, face-to-face meetings and on-site visits 電話會議、面對面會議和現場調研</li> <li>- Questionnaires and online engagement 問卷與在線參與</li> <li>- Industry seminars 行業研討會</li> </ul>
General public 公眾 	<ul style="list-style-type: none"> <li>- Involvement in communities 社區參與</li> <li>- Ecological impacts of the Group's operations on indigenous inhabitants 集團業務對當地居民和生態影響</li> <li>- Employment opportunities 就業機會</li> <li>- Conformance to business ethics 遵守商業道德</li> <li>- Environmental protection awareness 環保意識</li> </ul>	<ul style="list-style-type: none"> <li>- Media conferences and responses to enquiries 媒體發布會和對詢問的回應</li> <li>- Face-to-face interviews 面對面的訪談</li> </ul>



On the afternoon of April 24, 2020, an investigation delegation led by the Deputy Secretary of Jiading District Committee and Head of Jiading District, visited the Shanghai industrial park of Huabao Flavours & Fragrances. The symposium adhered to the principles of pragmatism and sincerity. The government conducted field researches to listen to the needs of the enterprise, learn about the development of the enterprise and provide policy support for the enterprise, thus inject new impetus into the development of the enterprise and enhance its confidence in development.

2020年4月24日下午，上海市嘉定區委副書記、區長一行蒞臨華寶股份上海園區調研走訪，調研會務實、坦誠，政府實地調研傾聽企業需求，瞭解企業發展情況，給企業送政策，為企業發展注入了新的動力，增強了企業發展的信心。



On June 24, 2020, the ten-people delegation of the second research group of Shanghai NPC Work Research Council visited the Shanghai Industrial Park of Huabao Flavours & Fragrances for investigation and survey. Themed by “promoting high-quality development of the manufacturing industry”, this research activity aimed to carry out investigations on the premises of enterprises and learn their development situations and difficulties, so as to provide reference for the government to make relevant policies in the next step, thus stimulating the vitality of enterprises and effectively promoting the high-quality development of manufacturing enterprises.

2020年6月24日，上海市人大工作研究會第二研究小組一行十餘人蒞臨華寶股份上海園區開展調研活動，本次調研活動課題是「推進製造業高品質發展」，旨在通過到企業實地調研，瞭解企業發展情況以及面臨的困難，為政府下一步制定相關政策提供參考，從而激發企業活力，有效推進製造業企業的高品質發展。





On July 12, 2020, the Mayor of Yingtan, Jiangxi Province and his delegation visited Jiangxi H&K Food Technology Development Co., Ltd. ("Jiangxi H&K") for investigation and survey. During the visit, Mayor CHEN listened attentively to the introduction on the company, so as to understand the company's R&D, production and sales of products, as well as the difficulties and problems that the company faced during its development.

2020年7月12日，江西鷹潭市市長一行蒞臨江西孔雀考察調研，在參觀過程中，陳市長認真聽取企業介紹，詳細瞭解企業產品研發、生產銷售情況以及發展中遇到的困難和問題。



On October 13, 2020, Botswana Investment and Trade Centre (BITC) paid a courtesy visit to F&G Botswana (PTY) Ltd. The meeting continued with a video presentation to make the officers familiar with the company and Huabao Group. Areas covered included products manufactured, skills transferred to employees, special machinery used, the company's social responsibilities, compliance with local laws, taxation, team building activities, indigenisation plan, production data, imports and exports etc.

2020年10月13日，波札那投資貿易中心(BITC)負責人一行蒞臨非洲F&G參觀指導。非洲F&G通過視頻演示，向來訪的BITC官員介紹了非洲F&G和華寶的概況，其中包括產品製造、員工培訓、專業設備使用、公司的社會責任和合規管理、納稅情況、團隊建設活動、本土化的實施，以及生產、進出口等資料。



To further facilitate the cultivation of applied talents and deepen the production-teaching integration and university-enterprise cooperation, on October 23, 2020, the "2020 University-Enterprise Cooperation Education & Teaching Meeting of the Flavours, Fragrances & Cosmetics Division" was held at the Meeting Room of the Library of Fengxian Campus of Shanghai Institute of Technology (SIT). At the Meeting, based on the business development of Huabao Flavours and Fragrances, two representatives of the company actively offered advice and suggestions on university-enterprise cooperation, and discussed with present leaders of the School and representatives of other enterprises on how to deepen the production-teaching integration and university-enterprise cooperation. Huabao Flavours and Fragrances has always been attaching great importance to cooperation between itself and universities and keeps good cooperative relationship with SIT.

為了進一步促進應用型人才培養，深化產教融合、校企合作，2020年10月23日，上海應用技術大學在奉賢校區圖書館會議室舉行「2020年香料香精化妝品學部校企合作教育教學工作會議」。會上，華寶股份代表結合公司業務發展情況積極為校企合作建言獻策，並與現場的學部領導、其他企業代表就如何深化產教融合、校企合作展開熱烈討論。一直以來，華寶股份都非常重視校企合作工作，並與上海應用技術大學保持著良好的合作關係。





## Materiality Assessment

## 重要性評估

### 1 - CONTEXT ASSESSMENT 背景評估



Make assessments on 評估

- business activities 商業活動
- business relationships 商業關係
- economic conditions 經濟狀況
- societal issues 社會問題
- environmental challenges 環境挑戰
- responsibility in relation to the international standards and agreements 關於國際標準和協議的責任
- responsibility to the laws and regulations 合規責任
- vision and mission, strategy, business model, and policy commitments for responsible business conduct 願景與任務、戰略、商業模型以及負責任商業實踐的政策承諾

### 2 - IMPACT IDENTIFICATION 影響識別



Identify both positive and negative impacts 識別正面和負面影響

### 3 - SIGNIFICANCE EVALUATION 重要性評估



Determine the severity and likelihood of negative impacts, and the scope and scale and likelihood of positive impacts 確定負面影響的嚴重性和可能性，以及正面影響的範圍、規模以及可能性

### 4 - IMPACT PRIORITISATION 影響重要性排序



Set a threshold to determine the topics that are material under the approval by the Board 設置閾值以確定在得到董事會批准後的重要議題





As ESG risks and opportunities vary among the stakeholders of the Group involving different backgrounds, principal activities and business/operating models, the Group has followed the steps according to the recommendations of GRI standards to identify the material topics. To identify its environmental and social impacts thoroughly and objectively, the Group aims to gain a better understanding of its stakeholders' concerns and has engaged its stakeholders to conduct a materiality assessment survey. Specifically, the Group referenced ISO 26000 (Guidance on Social Responsibility) and chose its stakeholders against criteria including legal obligations, power of influence, significance in the value chain and willingness for engagement. The selected stakeholders 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 tailor-made 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. The assessment process demonstrated the Group's emphasis on stakeholders' engagement. The results of the survey served as a powerful tool that assisted the Group to develop its action plans for more focused ESG management.

As a fair and proper process based on engaging the most relevant and material stakeholders is central to the accuracy of the materiality assessment, the Group utilised the Analytic Hierarchy Process ("AHP") for the weighting of stakeholders in terms of the considerations of Vulnerability, Influence, Legitimacy, Willingness for engagement, Contribution and Necessity of involvement. The pairwise comparisons were performed among seven stakeholder groups including Suppliers, Customers, Managerial staff, General employees, Independent Non-executive Directors, Executive Directors and Government Agencies, respectively. The final outcome was generated with a permissible limit of Consistency Ration ("CR") (below 10%) and the weights of each stakeholder group were applied in the survey results of the stakeholder engagement (Appendix II).

由於ESG相關的風險和機遇取決於本集團利益相關者的不同背景、主要活動及業務／經營模式，因此本集團遵循GRI標準的推薦步驟識別關鍵議題。為全面客觀地識別其環境和社會影響，本集團旨在對其利益相關者的關切有更好的了解，同時邀請了其利益相關者參與重要性評估調查。具體而言，本集團參照ISO 26000(社會責任指南)中的原則，根據包括法律義務、影響力、價值鏈的重要性和參與意願等標準選取利益相關者。本集團進而邀請選擇的利益相關者參加在線調查，以表達其對本集團一系列ESG問題的看法。在線調查由精心設計的問題組成，並且從利益相關者的角度而言與本集團的業務發展和戰略密切相關。通過將本次調查結果繪製成如下所示的重要性矩陣，此次客觀、透明且對決策有幫助的重要性評估讓本集團對相關ESG問題予以重視。該評估過程凸顯出本集團對於利益相關者參與的重視。其結果亦成為促進本集團不斷實施有針對性的ESG管理行動計劃的有力工具。

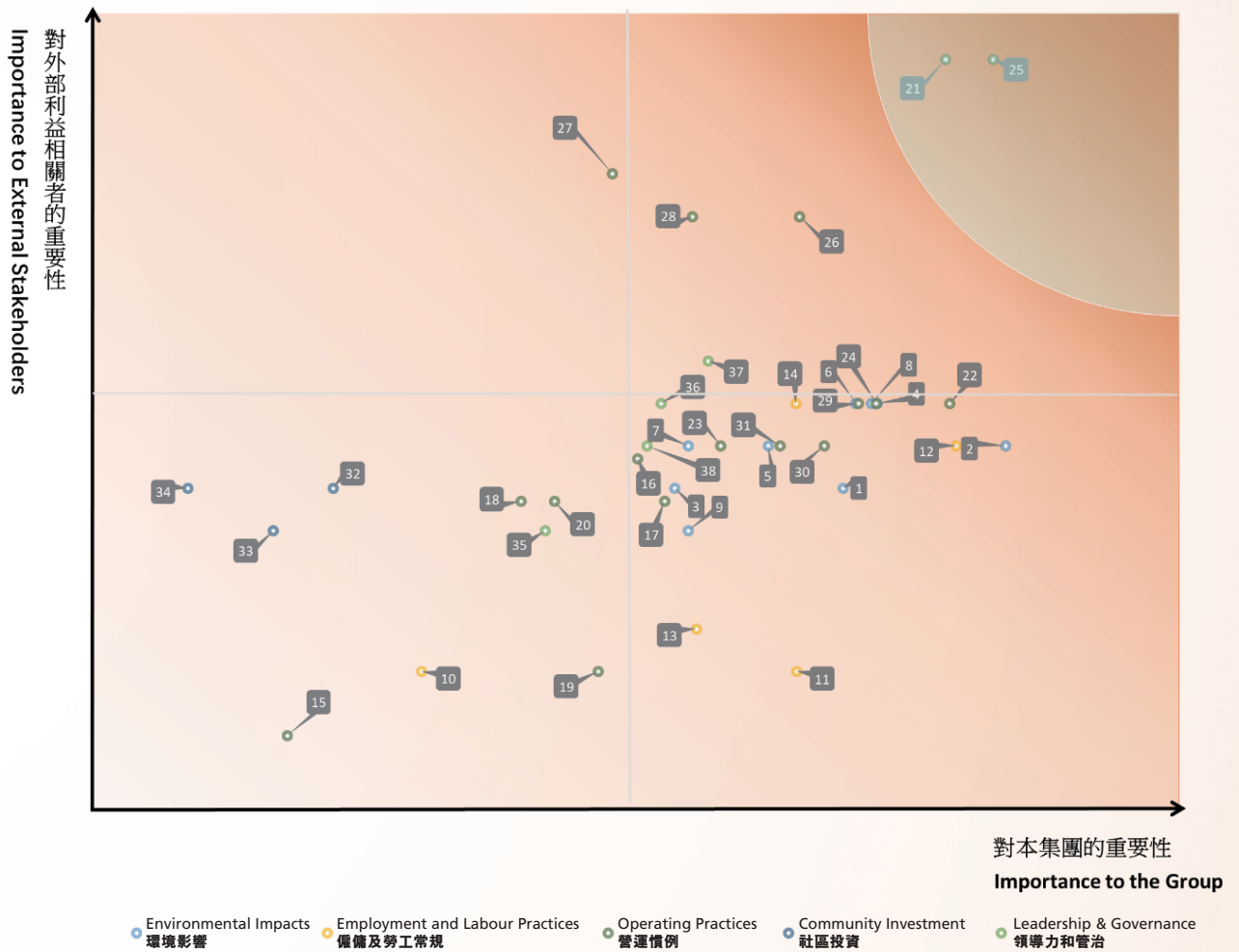
本集團認為，對於重要性評估的準確性而言，以最相關和最重要的利益相關者參與為基礎的公平、合理的流程是至關重要的。因此，本集團採用「層級分析法」，對利益相關者就易受影響性、影響力、合理性、參與意願、貢獻度和包含必要性進行權重分配。供應商、顧客、經理、普通僱員、獨立非執行董事、執行董事以及政府機構七個利益相關者群體之間進行成對比較。最終結果在合理的一致性比率(「CR」)限制範圍內(低於10%)得出且每個利益相關者群體的權重都應用於利益相關者參與的調查結果中(附錄II)。



Through the materiality analysis, the Group identified “Health and safety relating to products/services” and “Product quality assurance and recall percentage” as the ESG issues that were of greatest significance to the Group’s sustainable development.

通過重要性分析矩陣，本集團將「產品／服務健康和 safety」以及「產品質量保證和召回率」確定為對其可持續發展十分重要的ESG議題。

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





# MATERIALITY ASSESSMENT OUTCOME

## 重要性評估結果





### III. INTEGRATING SUSTAINABILITY

#### Our Approach to Sustainability

Clear governance and management structures enable the Group to deliver on its commitments to sustainability. At the foundation of its sustainability work lies its sustainable business purpose, underpinned by its policies that cover specific topics or areas of work and define responsibilities and accountability. To meet its strategic objectives and in particular, to execute according to the Huabao Sustainable Development Goals Plan (2020-2025), the Group seeks to allocate resources appropriately, make use of standard KPIs to measure its progress, and evaluate its efforts. As one of the renowned enterprises in the industry of taste-based fast-moving consumer goods, the Group believes that genuine sustainability should start from embedding the sustainability business purpose throughout the entire organisation and giving play to the strength of each business segment, division and individual to identify, evaluate and address the potential ESG impacts. With appropriate sustainability strategy and governance structure for management, the Group ensures that its sustainability policies and actions can be implemented effectively, and potential ESG-related risks and opportunities can be spotted and controlled timely.

### III. 深耕可持續發展

#### 我們的可持續性方式

清晰的治理和管理架構令本集團有能力履行對可持續發展的承諾。本集團可持續性工作的基礎在於其可持續發展商業宗旨，由涵蓋各類議題或工作領域，並定義相關職責和責任制落實的政策作為支持。為了實現其戰略目標，尤其貫徹落實「華寶可持續發展目標規劃（2020至2025年）」，本集團尋求對資源的合理分配，利用標準化的關鍵績效指標衡量取得的進展及評估付出的努力。作為味覺系快速消費品行業中的知名企業之一，本集團認為真正的可持續性始於將可持續性商業宗旨融入整個組織，並發揮每個業務板塊、部門和個人的能力來識別、評估和解決潛在的ESG影響。憑藉其合理的可持續發展戰略和管理層治理架構，本集團確保可以有效地實施其可持續發展政策和行動，並及時發現和管控與ESG相關的潛在風險和機遇。



The Board is responsible for overseeing the Group's ESG affairs and ensures its businesses are operated responsibly and ethically that conform to the relevant laws, regulations and corporate core values. By learning and adopting the key findings from the Leadership Role and Accountability in ESG and Making inroads into good Corporate Governance and ESG management issued by the Stock Exchange, the Board fulfils the overall responsibility for the Group's ESG strategy, reporting and determining the management approach to sustainability. All management teams are directly or indirectly delegated by the Board with the power to supervise the daily business operations. To discharge the duty of both the Board and the management to lead the Group's towards a sustainable and resilient future, the Group believes that a thorough understanding of the Group's internal environmental and social impacts, together with the comprehensive knowledge of the latest sustainability trend and advanced tools for managing businesses through ESG lens is vital. To ensure that the Board, the management as well as general staff are equipped with the right skills and competencies to act on the sustainability goals and ESG policies, relevant training programmes with regular ESG Newsletters that summarise material industry news, changes to regulatory frameworks and academic research in sustainability are organised, through which the Board and the management have the easy access to the latest ESG information in the market, can be updated of how relevant ESG policies have been implemented promptly, and assume the full responsibility for the strategic planning and supervision of the Group's ESG practices. Furthermore, the stakeholder engagement that has been performed continuously and materiality assessment that is undertaken annually is the process that the Board relies on to identify and prioritise the relevant ESG risks. In FY2020, the Group set a clear sustainability roadmap, in which the ambitious ESG goals and metrics that are closely linked to the Group's business operations have been built. To monitor the progress against the strategic targets, an execution plan with a well-organised management task force structure has been formed.

董事會負責監督本集團的ESG事務，並確保其業務符合相關法律、法規和企業核心價值，以負責任和合乎道德的方式運行。通過學習和應用聯交所發佈的「在ESG方面的領導角色和問責性」和「邁向良好的企業管治及ESG管理」中的重要發現，董事會履行本集團ESG戰略、報告並確定可持續性管理方法的全面責任。由董事會直接或間接委派的管理團隊負責監督日常業務營運。為履行董事會及管理層領導本集團邁向可持續和有韌性未來的責任，本集團相信，在管理業務中透過ESG清晰地了解本集團的內部環境和社會影響，並全面認識最新的可持續發展趨勢和領先技術是至關重要的。為確保董事會、管理層以及普通員工具備合適的技能，有能力根據可持續發展目標和ESG政策採取行動，本集團通過定期的ESG新聞通訊等相關培訓計劃對重大行業新聞、監管框架變化和可持續性學術研究進行總結，使董事會和管理層可以輕鬆獲取市場上最新的ESG資訊，及時了解有關ESG政策的實施方式，並對戰略規劃和集團ESG實踐監督履行全部責任。此外，持續地開展利益相關者參與並每年進行重要性評估是董事會用於識別相關ESG風險並確定其優先級的方法。2020財年，本集團制定了明確的可持續發展路線圖，其中建立了與集團業務營運緊密相關的長遠ESG目標和指標。為了監控戰略目標實現進度，本集團已制定執行計劃以及組織完善的管理工作團隊架構。



## Management Task Forces For Sustainability Goals 可持續發展目標管理工作組

### The Group Task Force 集團工作組

that is chaired by Board members is responsible for overseeing and reviewing the progress of plan, and providing insights for improvement.  
由董事會成員主持，負責對規劃進程進行監督和回顧並提供改進建議；

As the Group has promoted the implementation of accountability system across the entire organisation, defining the clear roles of the Board, the management and the task force in ESG matters is important to facilitate a mindset shift towards resilience-building across the business.

### The Business Segment Task Force 業務板塊工作組

that is comprised of the senior management teams of various business segments is responsible for supervising the communication of targets throughout the Group, implementing actions to pursue the goals and reporting on the progress to the Group Task Force.  
由各業務板塊的高級管理團隊組成，負責對集團內部目標的溝通進行指導，執行追尋目標達成的行動以及向集團工作組匯報進程

隨著本集團在整個組織內部促進問責制的落實，明確ESG事務中董事會、管理層和工作組所扮演的角色對於促進業務中的思維方式向韌性建設轉變十分關鍵。





## Board 董事會

- Oversee the assessment of the Group's environmental and social impacts; 監督本集團對環境和社會影響的評估；
- Adjust the business model and development plans based on the analysis of the implications of the evolving ESG risks and opportunities to adapt to the market needs and regulatory environment; 根據對不斷變化的ESG風險和機遇所帶來影響的分析，調整業務模式和發展規劃，以適應市場需求和監管環境；
- Propose and examine long-term sustainability plans, strategies and targets with an evaluation of attainability and monitor the progress through well-defined KPIs; 提出並審查長期可持續發展規劃、戰略和目標，評估其可行性，並透過設立的關鍵績效指標監控進度；
- Enforce the materiality assessment and approve the outcome of the final delivery; 執行重要性評估並批准最終結果；
- Foster a corporate culture and business purpose from the top-down to facilitate the integration of the ESG considerations and sustainability mindsets in the operations; 從上到下樹立企業文化和商業宗旨，以促進在營運中納入ESG考量因素和可持續性思維方式；
- Review the sustainability performance on a semi-annual basis and make comparisons with the performance of the corresponding period of previous years; and 每半年對可持續發展表現進行審查，並與以往同期水平進行比較；以及
- Push forward the improvement of the accountability system. 推進問責制的完善。

## Management 管理層

- Ensure and track the effective implementation of corporate policies in sustainability management; 確保並跟蹤可持續發展管理中企業政策的有效實施；
- Overcome the challenges in addressing environmental and social risks by optimising operational models and process; 通過優化營運模式和流程，克服在應對環境和社會風險方面的挑戰；
- Facilitate the collaboration of different business divisions and departments in the Group's sustainability building process; and 在集團可持續發展過程中促進不同業務單位和部門的協作；以及
- Report the progress of sustainable development to the Board for review and further instructions. 向董事會報告可持續發展進度，以供審核和進一步的指示。

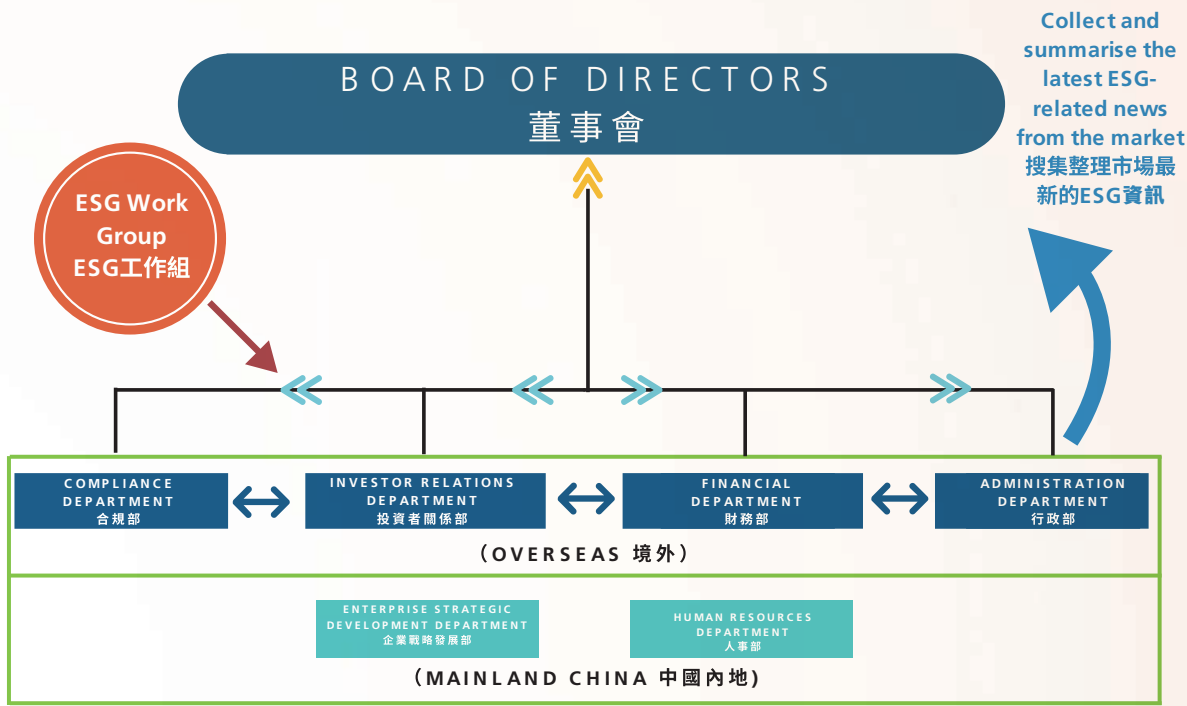
## ESG Work Group ESG工作組

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

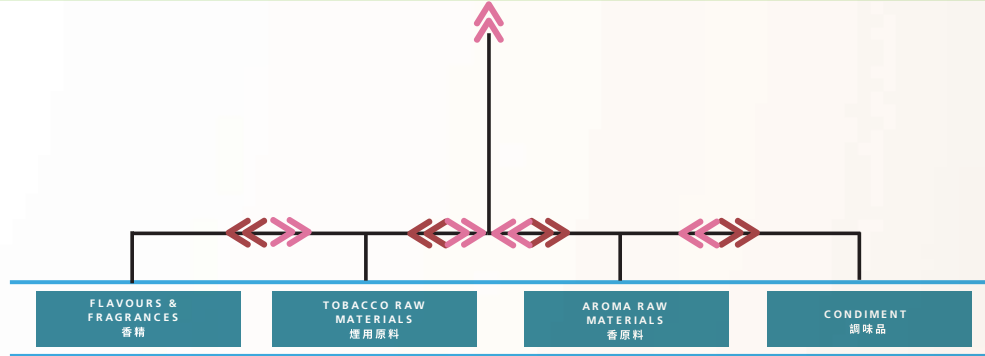
一個由業務可持續發展和企業社會責任專業團隊組成的ESG工作組負責本集團所有業務部門可持續發展和ESG管理的有效實施。該ESG工作組由投資者關係部、合規部、行政部與財務部組成。投資者關係部負責與不同的團隊、部門和子公司協調具體的ESG事宜，並向合規部門和財務部提交相關信息。合規部門和財務部是ESG工作組的另外兩個核心職能實體。其與投資者關係部門合作過程中提供技術支持並對日常ESG問題的管理進行監督。行政部未來負責幫助整理市場中最新的ESG新聞，包括時政、學術研究和文章，並將重要信息整理分派給董事會進行內部培訓。

Meanwhile, to ensure the overall accountability and the sustainability commitment from the top can be translated to the management and then to the operational teams of the Group, an integrated 'Top-down' and 'Bottom-up' approach has been formed in the Group's sustainability governance, which the Group believes is vital to fostering a corporate culture that allows an expeditious handling of ESG matters and a barrier-free communication among the Board, the management and general employees.

同時，為了確保高層設立的整體問責制和可持續發展承諾可以有效傳導給管理層和集團的營運團隊，本集團在其可持續發展治理中採取「自上而下」和「自下而上」的一體化方法。本集團認為該方法對於樹立企業文化至關重要，可提高ESG事宜的處理效率，並在董事會、管理層和普通員工之間實現無障礙的溝通。



Collect and summarise the latest ESG-related news from the market  
搜集整理市場最新的ESG資訊



- All subsidiaries under different business sectors should establish ESG data collection and internal supervision teams;
- The data collection team is responsible for collecting and sorting out relevant information about its sustainable development performance and progress towards sustainable development goals in accordance with the requirements of the Group;
- The internal supervision team effectively monitors its sustainable development performance in accordance with relevant standards, evaluates potential legal compliance risks in its business operations, and monitors the progress of policy implementation and data management;
- The function units of each subsidiary of the Group, including the production, environment, safety and health team, operation team, product safety and warehouse management, etc., provide consulting services and expertise for the effective operation of the sustainable governance framework and ESG policy to ensure that the instructions and strategic thoughts issued from the senior level can be effectively implemented.
- 不同業務板塊下的所有子公司應該建立ESG數據收集和內部監管團隊；
- 數據收集團隊負責按照集團要求，收集和整理其可持續發展表現和目標進展的相關信息；
- 內部監管團隊根據相關標準對其可持續發展表現進行有效監控，衡量其業務營運中的潛在法律合規的風險，監測政策執行和數據管理進度；
- 本集團各子公司的各職能部門，包括生產環境安全健康團隊、營運團隊、產品安全和倉庫管理等，為可持續管治框架和ESG政策的有效運行提供諮詢服務和專業知識，以確保上級下達的指令和戰略思想能夠有效貫徹。

- 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 THIS MULTIDISCIPLINARY GROUP IN CHARGE OF THE ESG-RELATED ISSUES, THE GROUP AIMS TO MAKE SURE THAT THE FOLLOWING PRINCIPLES CAN BE MANIFESTED IN ITS SUSTAINABILITY MANAGEMENT.**

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

Effective Communication 有效溝通	Business Featuring ESG Management 落實ESG管理的商業模式	Mature Risk Management 成熟的風險管理機制	Stakeholder Engagement 利益相關者參與
Accountability System 問責制	Timely Feedback 及時反饋	Board Leadership 董事會領導	

### Working Towards SDGs

The 2030 Agenda for Sustainable Development is the world's blueprint to achieve a better and more sustainable future for all, which addresses the pressing global challenges including poverty, inequality, climate change, environmental degradation, and peace and justice. As an enterprise that aims to put sustainable development and contribution to the SDGs at the heart of business purpose, strategy, decision making and daily operations at all levels within the organisation, its sustainability strategy focuses on closely aligning its ESG impacts with the widely recognised sub-targets and well-defined indicators for progress tracking under SDGs. The Group is aware that this interlinkage and its approach set out for promoting sustainability building allow the Group to better capture the implications on a wide scope of SDGs and the actual effects on society as well as the environment in its operations.

By following the five steps set out in the SDG Compass, the Group has been committed to integrating SDGs into its sustainable development and, therefore, anchored its ESG management and performance within the framework of all 17 SDGs as it has a profound understanding that all business segments of the Group could and should enrich and improve their current processes, procedures and policies through the integration of international norms, or standards related to international norms, in order for us to positively impact the environment in which our societies are established. In doing this as demonstrated below, the Group can use the SDGs as an overarching framework to shape, steer, communicate and report its strategies, performance, policies, metrics and activities, enabling the Group to capitalise on a range of benefits, including:

- Identify future business opportunities and undertake self-assessment for gap analysis;
- Map out the Group's actions on global sustainable development and maximise the value of corporate sustainability to support both internal decision making and external reporting requirements;
- Use globally standardised and harmonised indicators to communicate more consistently and effectively with its stakeholders about the Group's ESG impact and performance.

### 向可持續發展目標前行

「2030年可持續發展議程」是為所有人創造更美好、更可持續未來的世界藍圖。其旨在解決緊迫的全球挑戰，包括貧困、不平等、氣候變化、環境惡化及和平與公正。作為一家致力於將可持續發展及為可持續發展目標做出貢獻視為各個層面商業宗旨、戰略、決策和日常營運的核心的企業，本集團的可持續發展戰略著眼於將其ESG影響，與被廣泛認可的可持續發展目標下用於進度跟蹤的子目標和指標緊密結合起來。本集團意識到，這種相互聯繫及其為促進可持續性建設而設定的方法，使本集團能夠更好地把握其營運對可持續發展目標的廣泛影響以及對社會和環境的實際影響。

通過遵循「可持續發展目標指南針」中列出的五個步驟，本集團致力於將可持續發展目標納入其可持續發展中。本集團深刻認識到其所有業務板塊能夠也應該通過結合國際規範或與國際規範相關的標準改善其當前的流程、程序和政策，因此將其ESG管理和表現與所有17個可持續發展目標框架聯繫起來，以讓我們能夠對所處社會和環境產生積極影響。如下所述，本集團利用可持續發展目標作為總體框架來制定、指導、交流和報告其戰略、表現、政策、指標和活動，幫助其實現：

- 識別未來商機並進行自我評估以進行差距分析；
- 制定集團在全球可持續發展方面的行動，並將企業可持續性價值最大化，以支持內部決策和外部報告要求；
- 使用全球標準化和統一的指標，與利益相關者就集團的ESG影響和表現進行更加一致、有效的溝通。



# SDG ALIGNMENT 可持續發展目標定位



To further enhance its corporate governance and ESG reporting framework and to align its objectives with the ambitious targets under SDGs, thereby shifting to a more efficient manner of operations, the Group has evaluated its business together with its stakeholders' concerns on corporate sustainability stewardship with reference to all 17 SDGs, and tangibly mapped the relevance of its business operations and prospects with SDGs as set out below.

為進一步完善公司治理和ESG報告框架，並使其目標與可持續發展目標下的長遠要求保持一致，進而向更加有效的營運方式轉變，本集團已結合其利益相關者就17個可持續發展目標對企業可持續發展管理的關注，對業務進行評估，並切實將其業務營運和前景與可持續發展目標的相關性展示如下。

Definition 定義	Our Policies/Commitments/Targets 我們的政策/承諾/目標	Metrics for Evaluation (Highlight) 評估指標(亮點)
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End poverty in all its forms everywhere  
在全世界消除一切形式的貧困

Under the national initiative to eradicate extreme poverty in China, the country has reached a major milestone in the fight to end absolute poverty. Building on the victory, China is moving on to push for rural vitalisation along with renewed endeavours to consolidate achievements scored in the fight against poverty and fully promote the strategy of rural vitalisation. In response to the ambitious goals set in the 14th Five-Year Plan of China, the Group aims to contribute to lifting more people out of penury and improving people's living conditions.

在消除極端貧困的全國努力下，中國在消除絕對貧困的鬥爭中已取得了里程碑式的成功。在此基礎上，中國將繼續推動鄉村振興，不斷努力鞏固在消除貧困和全面推廣鄉村振興戰略方面取得的成就。為響應中國「十四五」規劃中設定的宏偉目標，本集團致力於幫助更多的人擺脫貧困以及改善人們的生活條件。

In FY2020, the Group proactively devoted itself to poverty alleviation in regions where its businesses were operated. For example, on January 16, Huabao Flavours & Fragrances took an active part in the poverty alleviation fundraising for the caring and supporting fund of Deji Kangsa Community in Lhasa Economic Development Zone, donating RMB 100,000 and being honoured with a certificate granted by Chairwoman Yuan.

2020財年，本集團積極致力於其業務開展地區的扶貧工作。例如，1月16日，華寶股份積極參與拉薩經開區德吉康薩社區愛心幫扶基金的扶貧募捐活動，捐贈善款10萬元，並獲得了袁董事長頒發的證書。

- The frequency and quality in the implementation of the Group's communication strategies and policies through engagement and consultation with its indigenous people; 本集團通過與當地居民接洽和協商，執行其溝通策略和政策的頻率和質量；

- Donations and activities in which the Group participated to eliminate poverty. 本集團參與的有關消除貧困的捐款和活動。



Definition 定義	Our Policies/Commitments/Targets 我們的政策/承諾/目標	Metrics for Evaluation (Highlight) 評估指標 (亮點)
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End hunger, achieve food security and improved nutrition, and promote sustainable agriculture  
消除飢餓、實現糧食安全、改善營養狀況和促進可持續農業

As an enterprise engaged in the design and production of flavours and fragrances, additives, ingredients and condiment that are widely used in the food products, the Group has focused its efforts on catering to the needs of "less harmful", "low fat" and "less sugar" in its products, in particular under the pandemic that brought health to the forefront of product selection. The Group has invested more resources in the R&D of natural, healthy and nutritious products to help improve the health of consumers and to meet their everchanging preferences. The Group is committed to leading the taste-based fast-moving products industry towards the mission of "making life greener, more nutritious and healthier".

作為從事被廣泛用於食品的香精、添加劑、成分和調味品的設計和生產型企業，本集團致力於滿足「減害」、「低脂」及「減糖」的產品需求，尤其在新冠疫情下，健康成為產品選擇過程中最重要的問題。本集團投入了更多資源進行天然、健康和富有營養的產品研發，以幫助改善消費者的健康狀況並滿足其不斷變化的喜好。本集團致力於引領味覺系快速消費品行業向實現「更加綠色、營養和健康生活」的使命邁進。

Moreover, the Group has relentlessly been working on raising the awareness of employees on health issues including nutrition through training, counselling and other workplace programmes.

此外，本集團還通過培訓、諮詢和其他工作場所計劃，不懈地致力於提高員工對包括營養在內等健康問題的認識。

- Number of nutrition-oriented products that the Group has developed through research and innovations;  
本集團通過研究和創新開發的以營養為導向的產品數量；
- Number of physical health-related issues that are caused by malnutrition is reported during the reporting year.  
在報告年度內，由於營養不良而引起的與身體健康相關問題的報告數量。



Ensure healthy lives and promote well-being for all at all ages  
確保健康的生活方式，促進各年齡段人群的福祉

In FY2020, the pandemic has shown the vulnerability of the global system in public health emergency, resulting in the loss of millions of human lives and widespread economic downturn, which prioritised health in the global agenda to pursue sustainability. Since the outbreak, the Group's leaders at all levels have attached great importance to the situation of the pandemic. In order to ensure the life safety and health of every employee, a leadership team and an epidemic prevention emergency team were quickly established that continuously tracked its employees' travel history, oversaw the prevention and control measures, procurement and sufficiency of epidemic prevention materials, and formulated guidelines and manuals for epidemic prevention and control, such as Notice on Epidemic Prevention and Control During the Spring Festival, Notice on Issuing Guidance Opinions on Coordinating the Epidemic Prevention and Control and Production, Implementation Plan for Epidemic Prevention and Control of Industrial Enterprises and Resumption Plan of work.

2020財年，新冠疫情的爆發顯示出全球系統在公共衛生緊急情況中的脆弱性，導致數百萬人失去生命並造成大範圍的經濟衰退，與此同時，這也使健康成為追求可持續發展全球議程中的重要議題。自疫情爆發以來，本集團各級領導高度重視疫情發展。為了保障每位員工的生命安全和健康，本集團迅速成立了領導團隊和防疫應急小組，不斷追蹤員工的出行史，監督防疫措施以及防疫物資的採購和充足性，並制定了例如「關於做好春節期間疫情防控的通知」、「關於發布統籌做好疫情防控及生產經營指導意見的通知」、「工業企業防控疫情實施方案」以及「復工方案」等防疫指南和手冊。

- Benefits that are standard for full-time employees of the Group including:
  - Life insurance;
  - Health care;
  - Parental leave;
  - Retirement provision;
  - etc.
 本集團全職員工的標準福利包括：
  - 人壽保險；
  - 健康保健；
  - 育嬰假；
  - 退休金；
  - 等
- Types of injury, injury rate (IR) and work-related fatalities suffered by the Group's employees arising in the course of employment.  
在僱用過程中，本集團員工遭受的傷害類型、工傷率及與工作有關的死亡事故。



Definition 定義	Our Policies/Commitments/Targets 我們的政策/承諾/目標	Metrics for Evaluation (Highlight) 評估指標(亮點)
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After work resumed, the Group focused on business development as well as epidemic prevention and control. The Group comprehensively built a strict system of epidemic prevention measures, and resolutely responded to the national call and instructions to win the battle against the pandemic. The Group always puts the health and wellbeing of its employees in the first place, with a series of internal policies with regard to occupational health and safety being effectively implemented, including Safety Management Regulations, Accountability System of Occupational Disease Prevention and Control, Environmental and Occupational Health and Safety Management Control Procedures for New, Renovated, and Expanded Projects, and Education and Training System of Occupational Disease Prevention and Control. The Group is committed to ensuring good indoor environments with exceptional air quality, thermal comfort and a secure workplace to its employees, offering employees programs and benefits that support their health and wellness such as health insurance.

復工後，本集團專注於業務發展以及疫情防控。本集團全面建立了嚴格的防疫措施體系，堅決響應全國抗擊疫情的號召和指示。本集團始終將員工的健康和福祉放在首位，有效執行了一系列有關職業健康和安全的內部政策，包括安全管理規定、職業病危害防治責任制度、新、改、擴建項目環境和職業健康安全管理控制程序以及職業病防治宣傳教育培訓制度。本集團致力於為員工提供良好的室內環境、卓越的空氣質量、舒適感以及安全的工作場所，並為員工提供健康計劃和福利，例如健康保險等。

Targets: No accidents on any accident level specified in the Regulations on the Reporting, Investigation and Disposition of Work Safety Accidents and any scale listed below:

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

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

- 造成人員死亡的事故；
- 造成財產損失10萬人民幣及以上的事故；
- 造成3人及以上重傷的事故；
- 造成輕傷和重傷合計10人及以上的群傷事故。



Definition 定義	Our Policies/Commitments/Targets 我們的政策/承諾/目標	Metrics for Evaluation (Highlight) 評估指標 (亮點)
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Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all  
確保包容和公平的優質教育，讓全民終身享有學習機會

Central to keeping business competitive in the market is the absorption of state-of-the-art knowledge. The Group is dedicated to proactively launching training programs that equip its employees with expertise in improving the quality of their daily tasks and the products while making all staff feel respected and engaged as well as educating its employees at all levels to behave ethically. In FY2020, the Joint Trade Union in Shanghai Industrial Park of Huabao Flavours & Fragrances held a gardening therapy activity themed by "New Flowerpot for Cactus", aiming to enrich and relax its employees in learning and games, thus helping them effectively improve both work efficiency and spare-time life quality. In response to the implementation of the new Securities Law of the People's Republic of China ("Securities Law") and the reform of the registration-based IPO system on ChiNext and to further improve the standard operation level, Huabao Flavours & Fragrances invited external lawyers and PRC financial advisors in mainland China to carry out a relevant training on June 4<sup>th</sup>, which interpreted the core changes and specific modifications of the new refinancing policies, and the laws and regulations related to fundraising for relevant staff of the Group.

學習最新知識是保持業務市場競爭力的核心。本集團致力於積極開展培訓計劃，使員工在提高日常任務和產品質量方面具備專業技能，讓全體員工受到尊重和具有參與感，並教育各級員工遵循道德操守。2020財年，華寶股份上海園區聯合工會舉行了以“刺球的新衣”園藝治療減壓活動，旨在通過學習和遊戲豐富員工生活，讓其得到放鬆員，從而幫助其有效地提高工作效率和閒暇時間的生活質量。為響應新《中華人民共和國證券法》（《證券法》）實施及創業板註冊制改革，進一步提高公司規範運作水準，華寶股份邀請外部境內律師及中國財務諮詢機構於6月4日開展相關培訓，剖析了再融資新政的核心變化和具體修改，也分析了募集資金相關的法律法規。

Further, the Group plans to expand its training and capacity building scope to its business partners who are expected to become more skilled and knowledgeable workforce to lead to higher motivational and professional levels in projects. For instance, the Environmental Impact Management and Control Procedures of Related Parties is one of the policies that the Group has implemented to train its suppliers about the Group's environmental policies and other environmental issues, so as to encourage them to consciously protect the environment.

此外，本集團計劃將培訓和能力建設的範圍擴大至其業務合作夥伴，希望其技術更加熟練、知識更加淵博，進而激勵其對項目的投入度和專業水準。例如，本集團實施「對相關方環境施加影響管理控制程序」等政策，向其供應商提供有關本集團的環境政策和其他環境問題的培訓，鼓勵其自覺保護環境。

Average hours of training that the Group's employees have undertaken during the reporting year, by:

- Gender;
  - Employee category (full-time or part-time);
  - Position type; etc;
- 本集團員工在報告年度內接受的平均培訓時數，按以下類別：
- 性別；
  - 員工類別（全職或兼職）；
  - 職位類型；等

Details on the type of policies implemented and/or training provided along the value chain during the reporting year.

報告年度內為其價值鏈執行政策以及/或提供培訓類型的詳細信息。



Definition 定義	Our Policies/Commitments/Targets 我們的政策/承諾/目標	Metrics for Evaluation (Highlight) 評估指標 (亮點)
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Achieve gender equality and empower all women and girls  
實現性別平等，  
增強所有婦女和  
女童的權能

As an enterprise that embraces decent work and human rights within the value chain, the Group is committed not only to eliminating any form of gender discrimination within the Group through sound employment policies, including the working time policy that enables both men and women to reconcile work and family responsibilities, but also emphasising the practices of its business partners, ensuring the same principles being applied to its subcontracted workforce as would be applied to their own employees.

本集團追求在其價值鏈中推廣體面工作和人權保護，不僅致力於通過健全的就業政策（包括使男性和女性兼顧工作和家庭責任），消除集團中任何形式的性別歧視，而且強調其業務合作夥伴的行為準則，確保將相同的原則像其應用於自己的員工一樣，同樣應用於分包員工隊伍。

The Group's Human Resources Department keeps reviewing the gender equality within the Group regularly and taking corrective actions where needed to improve the gender balance amongst employees and executive management. The Group has established robust and accessible processes to prevent and prohibit gender-based discrimination and taken remedial actions where incidences occur according to its Employee Handbook. In FY2020, the female employees of the Group received a total of approximately 35,049 hours of training and the training time for each female staff amounted to 30 hours on average, which was higher than male employees.

本集團的人力資源部定期審查本集團內的性別平等情況，並在必要時採取糾正措施，以提高員工與執行管理層中的性別平衡。本集團已建立健全、透明的流程，防止和禁止性別歧視，並根據其「員工手冊」對相關問題採取補救措施。於2020財年，本集團的女性員工共接受了約35,049小時的培訓，而每位女性員工的培訓時間平均為30小時，高於男性員工。

- Total number of employees that have been entitled to parental leave by gender; 按性別分列的有權請育嬰假的僱員總數；
- The frequency of periodic equal pay reviews/ audits, with items reviewed/ audited including basic pay, overtime and bonuses; 定期進行同工同酬審查/審計的頻率，所審查/審計的項目包括基本工資、加班費和獎金；
- Number of suppliers/ subcontractors identified as having been involved in any dispute of gender discrimination cases. 被確定參與任何性別歧視爭端的供應商/分包商的數量。





Definition 定義	Our Policies/Commitments/Targets 我們的政策/承諾/目標	Metrics for Evaluation (Highlight) 評估指標(亮點)
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Ensure availability and sustainable management of water and sanitation for all  
為所有人提供水和環境衛生並進行進行可持續管理

As water shortages and quality are increasingly a global sustainability issue, the Group believes that investments in improving water efficiency and sanitation facilities are a prerequisite to deliver on the SDGs and has set ambitious and appropriate short-term and long-term water targets in evaluating the performance of its various business segments as being demonstrated in its 2025 Huabao Sustainable Development Goals, with detailed policies being in place for implementation, including Energy Conservation and Resource Management Procedures, Environmental and Occupational Health and Safety Objectives and Management Plan Control Procedures, and Measures for the Administration of Sufficient Water, Electricity and Gas Supply.

由於缺水和水質問題日益成為全球可持續性問題，本集團認為提高用水效率和加強衛生設施的投資是實現可持續發展目標的先決條件，並已制定遠大且合理的短期和長期用水目標，用以評估各業務板塊的表現（如華寶2025年可持續發展目標所述）。為此，本集團制定了詳細的實施政策，包括「節約能源資源管理程序」、「環境和職業健康安全目標和管理方案控制程序」及「保障供水供電供氣管理辦法」等。

In addition, the Group is committed to improving water efficiency by strengthening wastewater treatment and recycling. For example, F&G Botswana (Pty) Ltd. of the Group employs an advanced sewage treatment system to recycle and reuse the wastewater from factories, which could save around 100 cubic meters of water every year. In FY2020, Guangdong Jinye recycled a total of approximately 8,500 cubic meters of wastewater and established a reviewing system for water and power control after work, in pursuit of appropriate water-saving targets.

此外，本集團致力於通過加強廢水處理和循環利用提高用水效率。例如，本集團的非洲F&G採用了先進的污水處理系統，用以回收和再利用工廠廢水，每年可節省約100立方米的水資源。為了實現合理的節水目標，廣東金葉於2020財年共回收利用了約8,500立方米的廢水，並建立了下班後水電控制審查系統。

- Group-wide water accounting (total water withdrawal data across operations); 集團範圍內的用水核算（各營運的總取水量）；
- Average hours of training on hygiene and awareness building of water conservation; 關於衛生和節水意識建設的平均培訓時間；
- Details of projects of the application of water-saving technologies, facilities or development of awareness campaigns in which the Group has either held or engaged. 本集團舉辦或參與的節水技術應用、設施建設或開展宣傳活動的項目細節。



Definition 定義	Our Policies/Commitments/Targets 我們的政策/承諾/目標	Metrics for Evaluation (Highlight) 評估指標(亮點)
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Ensure access to affordable, reliable, sustainable and modern energy for all  
確保人人獲得負擔得起的、可靠和可持續的現代能源

As the energy landscape is shifting away from fossil fuels towards sustainable alternatives on the global level, the Group is committed to assessing the available refurbishment and retrofitting interventions related to environmental risks, and selecting appropriate and cost-effective solutions that optimise energy efficiency and minimise its GHG emissions of operations and materials used in both its office operations and production process. For example, the offices of the Group monitor the on-site energy consumption by comparing the actual usage with the planned amount on a monthly basis, based on which corrective actions are made timely to avoid unnecessary energy waste. The Quality, Environment, Health, Food Safety and HACCP Management Policy for instance, specifically requires the Equipment Department to adopt "green lighting", which is a lighting system (such as compact fluorescent lamps, high-pressure sodium lamps, low-pressure sodium lamps) composed of electric light sources, lighting devices, accessories and dimming control devices with high efficiency, long life, safety and stable performance, in order to achieve energy conservation.

隨著全球範圍內的能源格局從化石燃料向可持續替代能源轉型，本集團致力於評估與環境風險相關可行的翻新和改造措施，並選擇合適且具有成本效益的解決方案，以優化能源效率，並最大程度地減少在辦公室營運和生產過程中的溫室氣體排放量和資源消耗。例如，本集團的辦公室通過每月將實際使用量與計劃使用量進行比較，監控現場能耗，並根據結果及時採取糾正措施，避免不必要的能源浪費。同時，本集團的「質量、環境、健康、食品安全和HACCP 管理方針」特別要求設備部採用「綠色照明」(一種由高效、耐用且安全穩定的電光源、照明裝置、附件和調光控制裝置組成的照明系統，如緊湊型熒光燈、高壓鈉燈、低壓鈉燈等)，以實現節能。

- Total energy consumption within the Group in joules; 本集團內的總能源消耗，以焦耳為單位；
- Initiatives in which the Group has participated collectively with partners or are solely launched by the Group to push for energy conservation and renewable energy application. 由本集團與合作夥伴共同參與或僅由本集團發起的以促進節能和可再生能源應用的倡議。



Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all  
促進持久、包容和可持續經濟增長，促進充分的生產性就業和人人獲得體面工作

The Group perseveres in ensuring that the basic labour rights (e.g. appropriate hours of work and adequate rest periods, job security and healthy workplace, supporting employment promotion and stability) can be protected and promoted through the development, refinement and implementation of internal policies, including Labour Relations Management Regulations of Huabao International Holdings Limited and Employee Handbook.

本集團堅持通過制定、完善和執行內部政策，包括「華寶國際控股有限公司勞動關係管理規定」和「員工手冊」，保護和促進基本勞工權利(例如適當的工作時間和充足的休息時間、工作安全和健康的工作場所、支持倡導就業和穩定)。

Meanwhile, the Group is committed to extending its ethical standards to all its service providers and subcontractors which are required to abide by applicable laws relating to the workers' rights. The Group's supplier selection and supply chain management policies clearly regulate that all selected suppliers be required to comply with national laws and regulations in terms of respect for labour rights and other social risk factors. During the audit process, any suppliers who have been involved in any potential risks of violating basic labour rights including freedom of association, collective bargaining and industrial relations, limiting hours of work, providing adequate rest periods, creating a healthy working environment, supporting employment promotion and maintaining employment stability will not be considered in collaboration.

同時，本集團致力於將其道德標準擴展至所有服務提供商和分包商，要求其必須遵守與勞工權利有關的適用法律。本集團的供應商選擇和供應鏈管理政策明確規定，所有選擇的供應商在尊重勞工權利和其他社會風險因素方面均須遵守國家法律和法規。在審核過程中，本集團拒絕與任何涉及違反基本勞工權利及潛在風險的供應商合作，包括結社自由、集體談判和勞資關係、工作時限、提供充足的休息時間、創造健康的工作環境以及支持就業促進和維持就業穩定。

- Average working hours per week, including overtime; 每周平均工作時間，包括加班；
- Ratio of the basic salary and remuneration of women to men for each employee category (full-time or part-time), by significant locations of operation; 按重要營運地點分列的每個僱員類別(全職或兼職)的女性和男性基本工資和薪酬的比率；
- Number of suppliers that have been involved in the lawsuits and disputes of salary payment, recruitment, dismissal or working conditions and accommodation. 涉及工資支付、招聘、解僱或工作條件和住宿訴訟及糾紛的供應商數量。



Definition 定義	Our Policies/Commitments/Targets 我們的政策/承諾/目標	Metrics for Evaluation (Highlight) 評估指標 (亮點)
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**9** INDUSTRY, INNOVATION AND INFRASTRUCTURE



Build resilient infrastructure, promote inclusive and sustainable industrialisation, and foster innovation  
建設具有適應力的基礎設施，促進包容性和可持續的工業化，推動創新

With the implications of global warming being more immediate and obvious, the Group is committed to fighting climate change. In doing so, through its investments, general policy and engagement, it has been taking actions to preserve the living conditions of the communities that would be most affected by global warming and anticipate and address the potential climate-related risks and opportunities in business and operations, including both physical and transition risks such as massive flooding, frequently intense precipitation, extreme heat, etc. For instance, the Group's business has a stable demand for pulp. With the impact of imminent climate change, pulp that is derived from wood may experience price fluctuations. Since it is the main resource in the tobacco raw materials business, the Group has been vigorously exploring new businesses and reducing the demand for paper pulp by finding a suitable alternative.

隨著全球變暖所帶來的影響更加直接與明顯，本集團致力於應對氣候變化。為此，本集團通過其投資、基本政策和參與，一直採取行動以保護深受全球變暖影響社區的生活條件，並預測和應對業務和營運過程中與氣候相關的潛在風險和機遇，其中包括實體風險和過渡風險，如洪澇、頻繁的強降雨、極熱天氣等。例如，本集團的業務對紙漿有穩定的需求。隨著氣候變化的影響，紙漿來源於木材，存在價格變動。由於紙漿是煙用原料業務的主要材料，因此本集團一直在積極探索新的業務，並通過尋找合適的替代品來減少對紙漿的需求。

The Group is aware that a transformative shift towards sustainable development requires a significant and equitable investment in training and technology innovation in operations. Over the years, the Group has launched a great many new products through R&D and innovated in energy efficiency, equipment safety, smart metering and circularity measures. In order to standardise the patent management, promote technological innovation, form core independent intellectual property rights, advance production progress and improve the market competitiveness and economic benefits, the Group has formulated and implemented internal policies strictly, including Patent Management Measures (Trial), Intellectual Property Management System, Intellectual Property Management Measures (Trial).

本集團意識到，在營運中向可持續發展轉型需要加強對培訓和技術創新方面的合理投資。多年來，本集團通過研發推出許多新產品，並在能效、設備安全、智慧計量和循環舉措方面進行創新。為規範專利管理、促進科技創新、形成核心自主知識產權、促進生產進步、提高市場競爭力和經濟效益，本集團嚴格制定和實施內部政策，包括「專利管理辦法(試行)」、「知識產權管理制度」以及「知識產權管理辦法(試行)」。

- Information on scenario-analysis of climate-related impacts on the Group's business operations;  
對本集團業務營運的氣候相關影響情景分析的詳細信息；
- Investment in equipment upgrade, R&D, retrofitting through innovation towards energy efficiency and clean technology;  
通過提高能效和清潔技術創新，對於設備升級、研發和改造的投資；
- Information on the innovative products launched during the reporting year.  
報告年度內推出的創新產品信息。



Definition 定義	Our Policies/Commitments/Targets 我們的政策/承諾/目標	Metrics for Evaluation (Highlight) 評估指標 (亮點)
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Reduce inequality within and among countries  
減少國家內部和國家之間的不平等

The Group has been committed to taking the initiative to bring a common understanding of eliminating discrimination and promoting equality to all employees in the workplace, and to influence the society to respect the female and eradicate any potential bias. The Group has been working with NGOs and local governments to help indigenous underprivileged people through financial support to create job opportunities, provide educational resources and lifting impoverished people out of poverty.

本集團致力於積極在工作場所倡導讓所有員工達成消除歧視和促進平等的共識，以及影響社會尊重女性並消除任何潛在偏見。本集團一直與非政府組織和地方政府合作，通過財政支持幫助當地貧困人口創造就業機會，提供教育資源，使其擺脫貧困。

On 10 December 2020, the Group participated in the "CAFFCI Schoolbag Public Benefit Activity in Guizhou" that was held in Libo, Guizhou. More than 7,800 school bags and supplies were donated to the lovely students at local primary schools. Respecting every employee and providing equal opportunities for employee development is the core values of the Group. The Group is committed to ensuring non-discrimination across all its business operations including remuneration and benefits, and will be extending its policy to the entire value chain.

2020年12月10日，本集團參加了在貴州荔波舉行的“走進貴州-香化協會愛心書包公益活動”。活動中共向當地小學可愛的學生們捐贈出7,800多個書包和用品。本集團尊重每位員工並為其發展提供平等機會，而這正是本集團的核心價值觀。本集團致力於確保其所有業務（包括薪酬和福利）不存在歧視，並將該政策擴展至整個價值鏈。

- Amount of financial donations made by the Group to support the vulnerable groups; 本集團為支持弱勢群體的捐款金額；
- Total number and rate of new employees hired by the Group during the reporting period by region. 報告期內本集團按地區分列的新員工總數和比例。



Make cities and human settlements inclusive, safe, resilient, and sustainable  
建設包容、安全、有抵禦災害能力和可持續的城市和人類住區

Under the "dual circulation" strategy which will be the national core concept for future advancement, the Group is committed to understanding and addressing the impact of business activities on adjacent communities, and benchmarking its own operations with leading practices from industry groups in environmental and social stewardship, to support local economic development.

在「雙循環」未來國家發展核心概念的戰略下，本集團致力於理解和應對商業活動對鄰近社區的影響，並以行業組織中在環境和社會方面的領先實踐為基準，衡量自己的營運，支持地方經濟發展。

In June 2020, the mayor of Francistown and his delegation visited F&G Botswana (PTY) Ltd. and fully recognised its contribution to the development of Botswana's economy, society and communities. As a benchmarking enterprise for local China-invested enterprises, F&G Botswana (PTY) Ltd. was awarded the honorary title of "Private Business Growth Awards of Botswana" by the government department of Botswana for three successive years.

2020年6月，博茲瓦納弗朗西斯敦市市長及其代表團訪問了非洲F&G，充分肯定非洲F&G對當地經濟和社會社區發展所做的貢獻。作為當地中資企業的標杆，非洲F&G連續3年獲得博茲瓦納政府部門頒發的「博茲瓦納私營經濟增長貢獻獎」。

- Participation and investment in supporting the development of local infrastructure and economy. 對支持當地基礎設施建設和經濟發展的參與和投資。



Definition 定義	Our Policies/Commitments/Targets 我們的政策/承諾/目標	Metrics for Evaluation (Highlight) 評估指標 (亮點)
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Ensure sustainable consumption and production patterns  
採用可持續的消費和生產模式

In response to Goal 12, the Group focuses on resource conservation and efficiency improvement. Energy is a vital shared resource to all human beings. Building on the sustainable access to energy to keep production operations running efficiently and stably, the Group sees energy resources not just as essential to produce quality products, but an area where its circularity measures can be significantly scaled up to promote resource reduction, recycling and reuse. Energy management has long been regarded as an important part of the Group's sustainability strategy and actions. Over the years, many subsidiaries of the Group have been ISO 50001 certified. Further, the Group has strengthened internal training on energy conservation among employees, linked the practical energy conservation targets and solutions to its production, as well as standardised the procedures for production and operations through policies, including Energy Conservation and Resource Management Procedures.

為響應目標12，本集團專注於資源節約和效率改善。能源是全人類的重要共享資源。本集團在以可持續的方式獲取能源的基礎上使生產營運高效穩定地運轉，並將能源不單視作生產優質產品所必不可少的元素，同時是可以極大拓展其循環措施以促進資源節約、回收和再利用的領域。長期以來，能源管理一直被視為本集團可持續發展戰略和行動的重要組成部分。多年來，本集團的許多子公司已通過ISO 50001認證。此外，本集團加強關於內部節能方面的員工培訓，將實際的節能目標和解決方案與其生產聯繫起來，並通過包括「節約能源資源管理程序」在內的政策規範其生產和營運程序。

- Percentage of recycled input materials used by the Group in its operations;  
本集團在營運中使用再生原料的百分比；
- Total energy consumption within the Group in joules;  
本集團內的總能源消耗，以焦耳為單位；
- Total volume of water recycled and reused by the Group;  
本集團循環和再利用的總水量；
- Total amount of paper recycled by the Group.  
本集團回收的紙張數量。

By following its stakeholder communication strategies and policies, including Information Exchange, Negotiation and Communication Control Procedures, the Group encourages factory teams, office staff and external professionals to share ideas and knowledge through training and dialogues, aiming to launch more energy-saving and recycling schemes across the Group.

通過遵循利益相關者的溝通策略和政策，包括「信息交流、協商和溝通控制程序」，本集團鼓勵工廠團隊、辦公室工作人員和外部專業人員通過培訓和對話的方式分享看法和知識，旨在於整個集團範圍內發起更多有關節能和循環利用計劃。

Since energy efficiency retrofits have shown attractive returns on investment, the Group will keep committed to securing a strategic and circularity-oriented approach to planning and managing its production, performing office operations and making business decisions with regard to resource efficiency, including energy, raw materials, water and other resources.

由於能效改造已顯示出可觀的投資回報，本集團因此將繼續致力於通過戰略層面和以循環為導向的方法，計劃和管理其生產、管理辦公室營運以及就包括能源、原材料、水等資源在內的資源效率進行業務決策。



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Take urgent action to combat climate change and its impacts  
採取緊急行動應對氣候變化及其影響

To the Group, tackling climate change is an urgent mission. The goal of the Paris Agreement to limit global warming to well below 2°C above preindustrial levels is ambitious and requires every industry to make a timely transition towards an energy-efficient and zero-carbon future. In response to the national pledge to achieve carbon peak by 2030 and carbon neutrality by 2060, the Group sees the building of a future-proof business model as an imperative for long-term business success, and as one of the leading enterprises in the industry, the Group has set appropriate but ambitious carbon targets with reference to SBTi, a joint initiative intended to increase corporate ambition on climate action by mobilising companies to set GHG emission reduction targets consistent with the level of decarbonisation required by science, and made assessments on the potential business implications of climate-related risks and opportunities with reference to TCFD framework.

對本集團而言，應對氣候變化是一項緊急的任務。「巴黎協定」將控制全球溫升於相比工業化前水平2°C以下作為目標。這一偉大目標要求每個行業及時向節能和零碳未來過渡。為響應國家2030年實現碳達峰以及2060年實現碳中和的承諾，本集團將建立面向未來的業務模型視為實現長期業務成功的必要條件。作為該行業的領先企業之一，本集團已參照科學碳目標倡議（一項聯合計劃，旨在通過動員公司設定與科學要求的脫碳水平相一致的溫室氣體減排目標，增強企業對氣候行動的抱負）設定了合理而長遠的減碳目標，並參考氣候相關財務信息披露工作組框架，評估與氣候相關的風險和機遇帶來的潛在商業影響。

Among a number of climate risk adaptation and mitigation solutions, tree-planting has invariably been an effective way that Group takes to sequester carbon as well as bring amenity benefits to the local communities. Since its inception, the Group has planted approximately 8,252 trees in total, which are equivalent to the offset of approximately 190 tonnes GHGs.

在眾多適應和緩解氣候風險的解決方案中，植樹一直是本集團進行碳存儲並為當地社區帶來舒適的有效途徑。自成立以來，本集團共種植了約8,252棵樹，相當於抵消約190噸的溫室氣體。

- GHG emissions intensity ratio for the Group;  
本集團溫室氣體排放強度；
- GHG emissions breakdown of the Group by Scope 1 and Scope 2;  
按範圍1和範圍2劃分的本集團溫室氣體排放明細；
- Comparison of GHG emissions performance of the Group for the reporting year with the previous financial year.  
本集團報告年度內溫室氣體排放表現與上一個財政年度的比較。



Conserve and sustainably use the oceans, seas and marine resources for sustainable development  
保護和可持續利用海洋和海洋資源以促進可持續發展

The Group contributes to the protection of marine and coastal ecosystems through improved waste and wastewater management. To take the responsibility for waste and wastewater generated, as well as other sources of pollution as a result of business activities, the Group has set up and strictly implemented internal policies including Environmental and Occupational Health and Safety Practice Control Procedures of Related Parties, Environmental and Occupational Health and Safety Monitoring and Measurement Control Procedures and Environmental Laws and Regulations and Other Requirements to Identify and Evaluate Control Procedures. In compliance with relevant regulations, the Group resolutely eliminates any instances of illegal dumping or discharge of waste that may contaminate water bodies.

本集團通過改善廢棄物和廢水管理，為保護海洋和沿海生態系統做出貢獻。本集團積極應對因商業活動而產生的廢棄物和廢水及其他污染源，制定並嚴格執行了內部政策，包括「相關方環境和職業健康安全行為控制程序」、「環境和職業健康安全監測和測量控制程序」以及「環境法律法規和其他要求識別評價控制程序」。根據有關規定，本集團堅決杜絕任何可能污染水體的非法廢棄物傾倒或排放。

- Total volume and detailed recordings of the Group's waste and sewage discharged by:  
- Destination;  
- Quality; and  
- Treatment method.  
本集團通過以下方式排放的廢棄物和污水的總量：  
- 目的地；  
- 質量；和  
- 處理方法。



Definition 定義	Our Policies/Commitments/Targets 我們的政策/承諾/目標	Metrics for Evaluation (Highlight) 評估指標(亮點)
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Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss  
保護、恢復和促進可持續利用陸地生態系統，可持續管理森林，防治荒漠化，制止和扭轉土地退化，遏制生物多樣性的喪失

The Group aims to preserve land biodiversity by increasing vegetated areas through tree planting and partnering with professional organisations and stakeholders to promote the conservation of terrestrial ecosystems while attaining the goal of building a "Beautiful China" as part of China's ecological and environmental civilisation. The Group has formulated Laws and Other Requirements, Evaluation Control Procedures, based on which the technical departments select and confirm the applicability of various laws, regulations, standards and requirements to set up the List of Laws and Regulations and Main Pollutants and the Emission Standards for Implementation. The Group ensures that relevant environmental laws, regulations and requirements can be communicated efficiently and accurately among employees who are required to comply. The Group's development strategy has been built around a people-centred concept and adherence to 'safety first, ecology first and green development'.  
本集團旨在通過植樹造林增加植被面積，並與專業組織和利益相關者合作，以促進對陸地生態系統的保護，實現作為中國生態和環境文明一部分的「美麗中國」建設，進而實現保護土地生物多樣性的目標。本集團制定「法律與其他要求、評價控制程序」，要求技術部門在此基礎上選擇並確認各種法律、法規、標準和要求的適用性，以制定「法律、法規清單」及「主要污染物及其執行排放標準」。本集團確保相關環境法律、法規和要求能夠在員工之間有效、準確地傳達，並要求其需要遵守相關政策。本集團的發展戰略以人為本，堅持發揚「安全第一、生態優先、綠色發展」的理念。

- Total number of trees planted directly or contributed to indirectly by the Group;  
本集團直接或間接種植的樹木總數；
- Details of the engagement in which the Group has worked with external organisations/individuals to encourage and support initiatives to preserve land biodiversity, including sustainable forest management practices.  
本集團與外部組織/個人合作以鼓勵和支持旨在保護土地生物多樣性方面的倡議細節，包括可持續森林管理實踐。



Definition 定義	Our Policies/Commitments/Targets 我們的政策/承諾/目標	Metrics for Evaluation (Highlight) 評估指標(亮點)
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Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels  
創建和平、包容的社會以促進可持續發展，讓所有人都能訴諸司法，在各級建立有效、負責和包容的機構

Through the adoption and implementation of adequate internal control, anti-corruption policies, ethics and compliance programs, the Group demonstrates a zero-tolerance approach to corruption and bribery in any form at top management and leadership levels, and across the entire organisation. The Regulations on Outgoing Audit Management, Anti-Fraud and Reporting System, Employee Handbook and a series of internal policies of the Group have regulated the behaviour of its employees in work and collaboration with external parties. All employees of the Group should sign the Employee Integrity and Self-Discipline Commitment and submit it to the Group for the record. The Group has issued and strictly implemented internal systems including the Procurement Price Management Measures, Procurement Budget and Payment Management Measures, and Procurement Staff Code of Conduct to standardise the procurement procedures with the Group's suppliers.

通過採用和實施適當的內部控制、反腐敗政策、道德操守和合規計劃，本集團在高層管理人員、領導層以及整個組織中對腐敗和賄賂行為零容忍態度。本集團的「離任審計管理規定」、「反舞弊與舉報制度」、「員工手冊」等一系列內部政策，規範其員工的工作行為以及與外部各方的協作。本集團所有員工均應簽署「員工廉潔自律承諾書」，並將其提交本集團備案。本集團已頒布並嚴格執行「採購價格管理辦法」、「採購資金預算及付款管理辦法」、「採購人員行為準則」等內部系統，用以規範集團向供應商的採購程序。

In FY2020, the Group organised a seminar called Anti-Fraud System through Huabao Lecture, in which all employees of the Group were encouraged to watch and learn the concept and form of fraud, anti-fraud mechanism, anti-fraud work content and remedial measures, penalties and rewards.

2020財年，本集團通過「華寶大講堂」開展了名為「反舞弊制度」的研討會，鼓勵全體員工觀看和學習舞弊的概念與形式、反舞弊工作機制、反舞弊工作內容以及舞弊的補救措施、處罰及獎勵。

- Total number and percentage of governance body members and general staff of the Group that have received training on anti-corruption; 接受過反腐敗培訓的本集團治理團隊成員和一般職員的總數和百分比；
- Details of the total number and nature of confirmed incidents of corruption of the Group during the reporting year; 報告年度內本集團已確認腐敗事件的總數和性質的詳細信息；
- Number of anti-corruption training provided for the Group's staff. 本集團員工接受的有關反貪污的培訓數目。





Definition 定義	Our Policies/Commitments/Targets 我們的政策/承諾/目標	Metrics for Evaluation (Highlight) 評估指標(亮點)
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**17** PARTNERSHIPS FOR THE GOALS



Strengthen the means of implementation and revitalise the global partnership for sustainable development  
加強執行手段，重振可持續發展全球夥伴關係

With years' experience of community investment and engagement, the Group has translated its social commitments into actions through making appropriate plans, launching meaningful programmes and putting the welfare of people in the community at heart, in particular making efforts in poverty alleviation. In response to the call of national policies, the Group, since the beginning of 2018, has earnestly performed its obligations and responsibilities as a listed company, launching the "Yak Breeding Base for Poverty Alleviation of Gupa Village, Naqu County – 'Dairy Farming' Assistance Project, thanks to the contact and coordination of the Working Crew in Gupa Village of Tibet People's Government in Shanghai. At present, this Project has been implemented and created values for local headsmen, and Gupa Village overcame poverty at the end of 2019. On October 10, the Village Committee Cadre Representative of Gupa Village, Naqu County wrote a letter of thanks to the Group, expressing their gratitude to the Group for assisting the villagers in constructing Yak Breeding Base to eradicate poverty.

憑藉多年來在社區投資和參與方面的經驗，本集團已通過制定合理的方案，發起有意義的活動以及把社區居民的福祉放在首位，將其社會承諾轉化為行動，其中尤其體現在扶貧方面所付出的努力。為響應國家政策的呼聲，本集團自2018年初開始認真履行作為上市公司的義務和責任，通過西藏自治區人民政府駐上海辦事處駐古帕村工作隊的聯絡與協調，開展了「那曲鎮古帕村扶貧犛牛養殖基地——華寶香精股份有限公司「奶牛養殖」幫扶項目」。目前，該專案已經落地並為當地牧民創造了收益，古帕村也於2019年年底實現了脫貧目標。10月10日，那曲古帕村村委會村幹部代表給華寶股份寫感謝信，感謝華寶股份援建的犛牛養殖基地，幫助村民脫貧致富。

During the pandemic in which people's wellbeing was seriously threatened, protecting the prosperity and welfare of community groups remained a high priority to the Group. In the post-pandemic era, the Group is committed to improving the mobilisation of resources through cooperating with the national and local governments and actively participating in joint development programmes that respond to the needs and interests of disadvantaged people.

在疫情給人們健康造成嚴重威脅的時候，保護社區團體的繁榮與福祉一直是本集團的重中之重。在後疫情時代，本集團致力於與國家和地方政府展開合作，提高資源分配和調度，積極參與聯合發展計劃，旨在滿足弱勢群體的需求和利益。

- Amount of investment in or manpower allocated to the programmes in supporting the development of local communities.

為支持當地社區發展，投資和人力貢獻的總數。



#### IV. ENVIRONMENTAL SUSTAINABILITY

Under a series of ambitious and aggressive plans for green and low-carbon development in China, the Group has sought long-term sustainability of the environment and community in which it operates, made tremendous efforts in controlling its emissions as well as its consumption of resources, and complied with the relevant environmental laws and regulations in Hong Kong, the PRC and other operating regions in its daily operations, including but not limited to the following:

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

This section primarily discloses the Group's policies, practices, and quantitative data on emissions, use of resources, the environment and natural resources in FY2020.

#### Minimising our emissions

In FY2020, the Group has complied with the basic relevant national and local environmental laws in terms of emissions during its daily operations. In particular, the Group was in compliance with the material laws and regulations in relation to air and GHG emissions, discharges into water and land, generation of hazardous and non-hazardous wastes, and noise that have a significant impact on the Group. Sticking to the vision of sustainable development, the Group has implemented various measures to mitigate its impacts on the environment, thereby facilitating the building of ecological civilisation.

#### IV. 環境可持續發展

在中國一系列綠色和低碳發展的宏偉計劃下，本集團尋求環境和所在社區的長期可持續發展，在控制排放和資源消耗方面付出很大努力，並在日常營運中遵守香港、中國內地及其他經營地區的相關環境法律法規，包括但不限於以下各項：

本節主要披露本集團於2020財年有關排放物、資源使用、環境及天然資源的政策、常規及量化數據。

#### 減少我們的排放

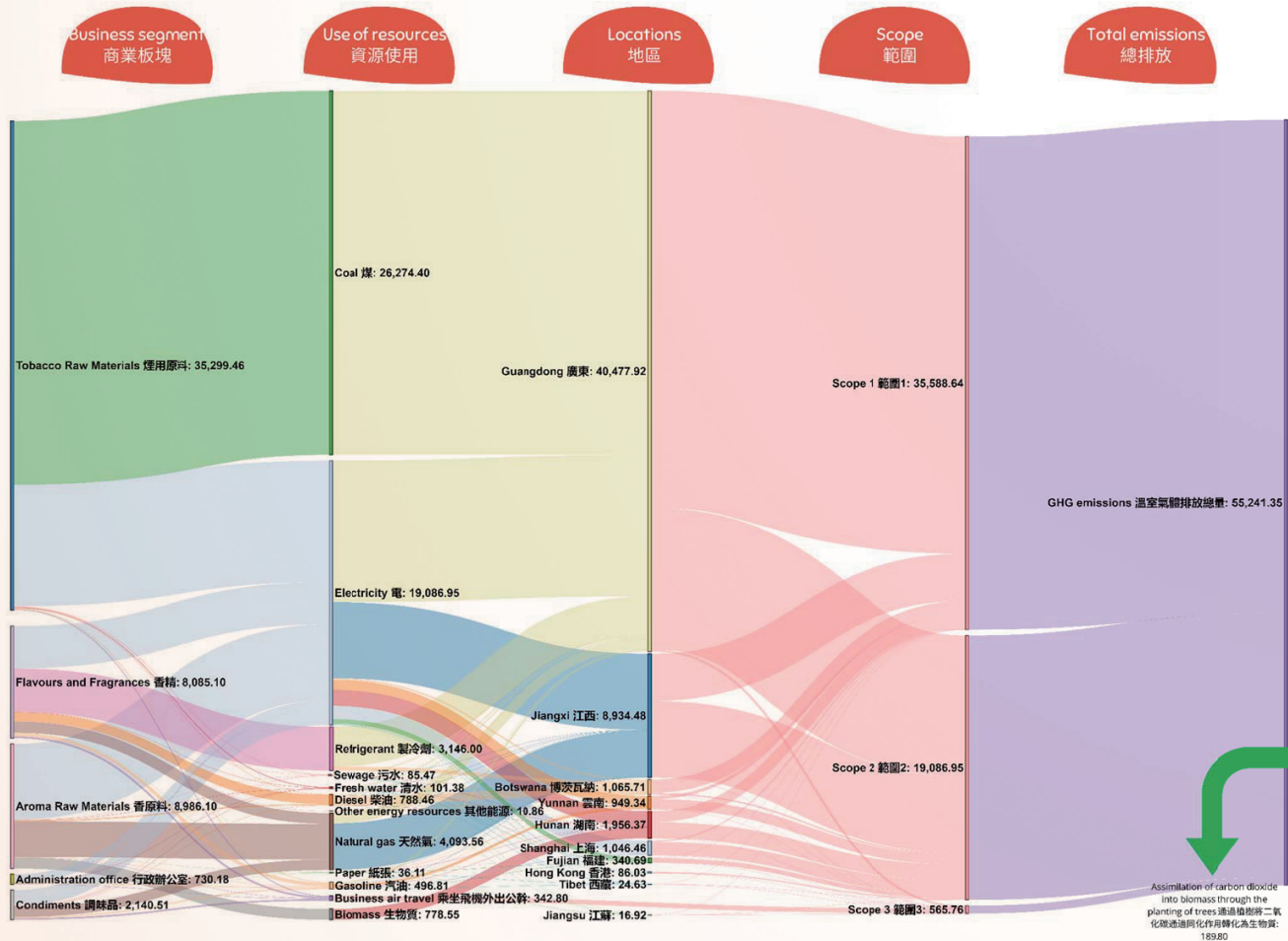
於2020財年，本集團於日常營運中已基本遵守相關的國家及地方環境法律，尤其是遵守有關廢氣及溫室氣體排放、向水及土地排污、有害和無害廢棄物的排放以及噪音等對本集團有重大影響的重要法律法規。本集團堅持可持續發展理念，已實施一系列舉措減少對環境的影響，從而促進生態文明建設。



Given the nature of the Group's business, air emissions mainly came from the fuel combustion for the operations of boilers, machinery, vehicles and other operating processes. In FY2020, the air emissions of sulphur oxides ("SO<sub>x</sub>"), nitrogen oxides ("NO<sub>x</sub>") and particulate matter ("PM") amounted to approximately 26,232.1, 45,227.3 and 3,276.1 kg, respectively. In 2020, China has made a pledge to achieve carbon peak by 2030 and carbon neutrality by 2060, emphasising the need for a "green revolution". In FY2020, the GHG emissions from the Group were primarily due to the combustion of fossil fuels and the purchase and consumption of electricity in the manufacturing operations and transportation. Specifically, the Group's total GHG emissions were approximately 55,051.5 tonnes CO<sub>2</sub>e, with an intensity of 14.28 tonnes CO<sub>2</sub>e/Million RMB. The Group also generated certain amounts of solid wastes and wastewater from its offices and factories. Precisely, a total of approximately 1,033.2 tonnes of non-hazardous commercial and domestic solid wastes (with an intensity of 0.27 tonnes/Million RMB), approximately 6,723.7 tonnes of industrial wastes (with an intensity of 1.74 tonnes/Million RMB) and approximately 150.5 tonnes of hazardous solid wastes were generated during the Group's operations in FY2020. In terms of the sewage, a total of approximately 558,591.9 m<sup>3</sup> wastewater including approximately 106,573.0 m<sup>3</sup> of commercial and domestic wastewater, approximately 97,980.0 m<sup>3</sup> non-hazardous industrial wastewater and approximately 354,038.9 m<sup>3</sup> of hazardous industrial wastewater were generated during the Group's operations. The Group's total emissions in FY2020 are summarised in Table 1 in the Appendix III of the ESG Report, in which the figures in FY2019 (the financial year from January to December of 2019) are provided for comparison as well. To better illustrate the GHG emissions of the Group in detail, especially from the perspective of geographical locations, business segments, use of resources, and emission scopes, a GHG emissions Sankey diagram is formulated. It visualises the patterns of corporate GHG emissions with the width of the flows representing the magnitudes of the amount of emissions.

鑒於本集團的業務性質，廢氣排放主要來自鍋爐、機械設備、車輛和其他操作過程的燃料燃燒。於2020財年，硫氧化物（「SO<sub>x</sub>」），氮氧化物（「NO<sub>x</sub>」）和顆粒物（「PM」）廢氣排放量分別約為26,232.1、45,227.3以及3,276.1千克。2020年，中國承諾將實現2030年碳達峰以及2060年碳中和，強調「綠色變革」的需要。於2020財年，本集團的溫室氣體排放主要是由於化石燃料的燃燒以及製造和運輸過程中電力的購買和消耗。具體而言，本集團的溫室氣體總排放量約為55,051.5噸二氧化碳當量（「CO<sub>2</sub>e」），強度為14.28噸CO<sub>2</sub>e/百萬人民幣。本集團也在其辦公室及工廠產生一定數量的固體廢棄物及廢水。具體而言，2020財年本集團營運過程共產生約1,033.2噸無害商業和生活固體廢棄物（強度為0.27噸/百萬人民幣）、約6,723.7噸工業廢棄物（強度為1.74噸/百萬人民幣）以及約150.5噸有害固體廢棄物。在污水方面，本集團營運期間共產生約558,591.9立方米廢水，其中包括約106,573.0立方米商業和生活廢水、約97,980.0立方米無害工業廢水以及約354,038.9立方米有害工業廢水。本ESG報告附錄III表1匯總了本集團2020財年的總排放量並提供了2019財年（2019年1月至2019年12月）的數據以供比較。為了更好地展現本集團溫室氣體排放的細節，特別是從地理位置、商業板塊、資源使用和排放範圍方面，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。

Unit: Tonnes Carbon Dioxide Equivalent  
單位：噸二氧化碳當量





### Air & GHG Emissions

Air and GHG emissions generated by the Group mainly came from the purchase and use of electricity, diesel, natural gas, town gas, gasoline, refrigerant, biomass and coal for its manufacturing operations and transportation process. Specifically, the exhaust gases including SO<sub>x</sub>, NO<sub>x</sub> 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 FY2020, such as the 'Emission standard of air pollutants for boiler' (GB13271-2014) and 'Emission limits of air pollutants in Guangdong Province' (DB44/27-2001), and implemented effective policies to mitigate the impacts of air emissions on the surrounding areas. It has been integrated in the Group's sustainability goals to transition towards lower-carbon economy, as aligned with the national carbon neutrality target.

To this end, the Group has grouped its emissions and energy consumption based on the scopes set out in the GHG Protocol, and taken drastic actions to mitigate its GHG emissions.

為此，本集團根據溫室氣體核算體系列出的範圍對其排放物和能源使用進行分類，並採取有效行動減少其溫室氣體排放。

#### Scope 1 範圍一

improve energy and process efficiency in many of its facilities  
於眾多設備中提高能源和過程效率

#### Scope 2 範圍二

explore the feasibility to switch to renewable energies wherever it can  
探索向利用可再生能源轉型的可行性

#### Scope 3 範圍三

encourage its business partners in the value chain to be environmentally conscious  
鼓勵價值鏈中商業合作夥伴提高環保意識

#### Carbon offset 碳抵消

Compensate for its GHG emissions through offsetting programmes including tree planting  
通過包括植樹等活動抵消溫室氣體排放

### Flavours and Fragrances business

In FY2020, the Flavours and Fragrances business segment particularly regulated that the exhaust gases be collected in a unified manner, filtered through activated carbon and discharged only when it meets the standard. A qualified third party was invited to examine the boiler exhaust gas annually. The Flavours and Fragrances business formulated a daily inspection record table and organised daily inspections to monitor the operations of the system. A quarterly sampling inspection by the third-party organisation should be carried out to test the emission performance. According to the environmental assessment requirements and discharge permits, the Flavours and Fragrances business actively adopted clean energy such as natural gas as fuels for operations, and ensured the quality of gas meets the requirements and has minimal impact on the atmospheric environment.

### 香精業務

2020財年，香精業務板塊規定廢氣須統一收集，通過活性炭過濾並僅在符合標準時方可排放。本集團邀請合格的第三方每年對鍋爐廢氣進行檢查。香精業務制定了每日檢查記錄表，並組織了每日巡查以監視系統的運行情況。第三方機構每季度進行季度抽樣檢查，以檢測排放表現。根據環境評估要求和排放許可，香精業務積極採用天然氣等清潔能源作為營運燃料，確保氣體質量符合要求且對空氣環境的影響達到最小。



#### Tobacco Raw Materials business

In FY2020, the Tobacco Raw Materials business segment implemented internal policies to ensure that its air emissions meet the Integrated Emission Standard of Air Pollutants (GB16297-1996) and Ambient Air Quality Standards (GB3095-2012). The Tobacco Raw Materials business appropriately arranged production, lowered the number of production line changes and prepared operating procedures to reduce emissions. To minimise the emissions of dust and sulphur dioxide from the combustion process of boilers in factories, the business adopted the bag filter facilities, double alkaline desulfurisation facilities and other desulfurisation processing techniques. According to the requirements of government authorities, the business segment re-designed and selected the boilers with good performance in energy efficiency during operations, and replaced coal-fired boilers with gas boilers for daily operations that significantly reduced the emissions of SO<sub>x</sub> and NO<sub>x</sub>.

#### Aroma Raw Materials business

In FY2020, the aroma raw materials business currently had two RTO (“Regenerative Thermal Oxidizer”) incinerators installed. The unorganised and organised air emissions from each workshop were uniformly transported to the RTO incinerators for combustion treatment through pipelines, and the exhaust gas was then discharged after it met the standard. Specifically, the exhaust gas was collected and passed through pre-treatment equipment to remove acid gas, dust, water mist and other impurities, and then through a three-stage filter to screen particulates. The treated exhaust gas was adsorbed and purified by the zeolite runner, and emitted through chimneys. Meanwhile, when the zeolite runner moved to the desorption zone, the exhaust gas desorbed by the high temperature gas entered the RTO under the traction of the desorption fan for incineration and oxidation. The incinerated gas passed through a two-stage spraying facility for treatment before being emitted through the chimney. The RTO incinerators were also installed with an online monitoring system for performance tracking, which is currently in the debugging stage.

#### 煙用原料業務

2020財年，煙用原料業務板塊執行內部政策，以確保其廢氣排放符合《大氣污染物綜合排放標準》(GB16297-1996)和《環境空氣質量標準》(GB3095-2012)。煙用原料業務板塊合理安排生產，減少了轉產次數，並制定了操作程序以減少排放。為最大程度減少工廠鍋爐燃燒過程中產生的粉塵和二氧化硫(SO<sub>2</sub>)排放，本業務採用了布袋除塵及雙鹼法脫硫設施等脫硫處理技術。根據政府部門的要求，該業務板塊重新設計和選擇在運行過程中具有較高能效的鍋爐，並用燃氣鍋爐代替了燃煤鍋爐進行日常運行，從而極大減少了SO<sub>x</sub>和NO<sub>x</sub>的排放。

#### 香原料業務

2020財年，香原料業務目前安裝有兩台蓄熱式熱力焚化爐。各車間無組織和有組織氣體通過管道統一輸送至蓄熱式熱力焚化爐進行燃燒處理，尾氣達標排放。具體而言，廢氣被收集後經過預處理設備除去酸性氣體、粉塵、水霧等雜質，後通過三級篩檢程式來過濾顆粒物雜質。經處理的廢氣被沸石轉輪吸附淨化，並通過煙囪排空。同時，沸石轉輪轉動到脫附區時，通過高溫氣體脫附的廢氣在脫附風機的牽引下進入蓄熱式熱力焚化爐進行焚燒氧化，焚燒完的氣體再經過兩級噴淋，通過煙囪排空。蓄熱式熱力焚化爐還安裝有線上監控系統，用於進行性能追蹤，該系統目前處於調試階段。



The storage and production workshops of the business segment adopted airtight micro-negative pressure and the production exhaust gas must be treated with 3-level spray absorption plus activated carbon adsorption before being emitted. The emissions should comply with standards including Emission Standards for Odour Pollutants (GB14554-1993).

The business segment focused its efforts on technological innovations in its emission control. It installed GXG2800 three-in-one filter dryers, DN2500 exhaust gas spray absorption towers, SZG1000 titanium double-cone rotary vacuum dryers, SPBZ-L-360 vertical water jet vacuum pumps, 300 m<sup>2</sup> advanced condensers, UV photocatalyst industrial exhaust gas purification equipment and activated carbon purification machines, in order to prevent the air pollution caused by the open solid-liquid separation process and the operations of centrifugal solid-liquid separation equipment in the workshop during the synthetic process of intermediate alpha-ethyl furan carbinol, while removing the odour through drying.

The business segment set up a regular inspection system to monitor and evaluate the performance of emission control. The inspection covered whether the exhaust gas fan was running according to the requirements; whether there was an offensive odour at the sampling port of the empty pipe after photolysis; whether there was an odour near the wastewater storage tank, pre-treatment workshop or hazardous solid waste storage area; whether there was any leakage of organic solvent gas around the workshop; etc.

#### Condiment business

The condiment business segment purchased advanced gas-fired boilers to replace the original diesel-fired boilers to reduce exhaust gas emissions. The business segment has set relevant targets to reduce the emissions of exhaust gas per unit of product on a yearly basis. Due to the substitution of gas boilers for coal-fired and diesel-fired ones, the air emissions per unit of output was lowered in FY2020.

The Group has been unwaveringly committed to controlling its GHG emissions and in response to the global and national call for accelerating climate actions in various business sectors, the Group has set clear carbon targets and stepped up its efforts to minimise the emissions at source and to lower the risks of ineluctable GHG emissions from all three scopes during daily operations by effectively implementing its relevant policies, which are further described in the next subsection under **Electricity** and **Other energy resources**.

該業務板塊的存儲和生產車間採用密閉微負壓，生產廢氣須採取三級噴淋吸收加活性炭吸附方式處理達標後排放。排放物應符合包括《惡臭污染物排放標準》(GB14554-1993)等標準。

該業務板塊致力於排放控制方面的技術創新，安裝了GXG2800三合一過濾乾燥機、DN2500廢氣噴淋吸收塔、SZG1000鈦雙錐迴轉真空乾燥機、SPBZ-L-360型立式環保水噴射真空泵機組、300平方翅片式冷凝器、UV光觸媒工業廢氣淨化設備和活性炭淨化機等設備，解決了中間體 $\alpha$ -乙基呋喃甲醇合成工藝中敞開式固液分離工序和車間離心固液分離設備造成的廢氣污染，同時通過乾燥去除了臭味。

該業務板塊建立定期巡查制度，以監控和評估排放控制的表現。巡查涵蓋了廢氣風機是否按規定正常運行；光解後排空管取樣口是否有惡臭味；廢水貯池、預處理車間、危險固廢貯存處附近是否有惡臭味；車間周圍是否有有機溶劑氣體洩漏等。

#### 調味品業務

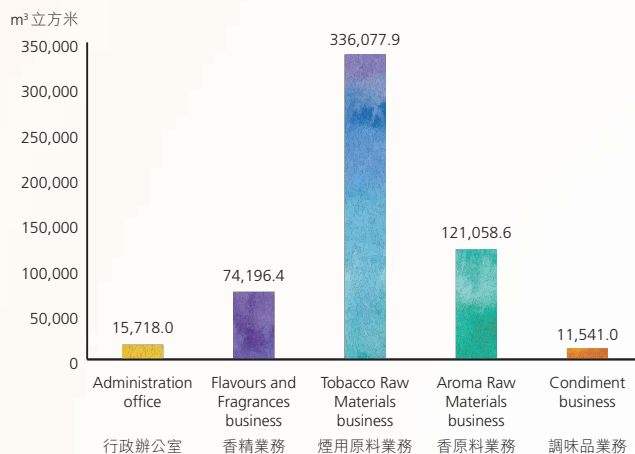
調味品業務板塊購買先進的燃氣鍋爐取代原來的柴油鍋爐，以減少廢氣排放。該業務板塊建立了每年減少單位產品的廢氣排放量目標。由於用燃氣鍋爐代替了燃煤和柴油鍋爐的舉措，該業務板塊2020財年單位產量的廢氣排放量得以降低。

為響應全球和國家對各業務領域加速氣候行動的呼籲，本集團持之以恆地致力於控制其溫室氣體排放，建立了明確的碳目標，通過有效執行相關政策，努力從源頭降低排放並從三個範圍降低日常營運中不可避免而產生的溫室氣體排放風險，具體將在下一小節「**用電**」和「**其他能源資源**」中進一步說明。



## Wastewater

### Wastewater Among Business Segments of the Group



## 廢水

### 本集團各業務板塊廢水

#### Administration office

In FY2020, the wastewater generated from the administration offices of the Group was mainly commercial wastewater from the office buildings, which was directly discharged into the municipal drainage system and handled by the property management of the buildings. Since the amount of wastewater highly depends on the amount of water used, the Group has adopted specific measures, further described in the next subsection under **Water**, to reduce its water consumption in the offices.

#### Flavours and Fragrances business

The wastewater generated from this business segment consisted of commercial, domestic and industrial sewage. The commercial and domestic wastewater was treated before being discharged to the municipal drainage system. The major type of industrial wastewater from the business segment was from the process of reactor cleaning and tank washing. The wastewater was treated in accordance with the internal policies, such as the 'Regulation on Water Contamination Prevention'. In FY2020, the business segment adopted different methods for wastewater treatment, such as UASB (Up-flow Anaerobic Sludge Blanket) with bio-filer, to ensure that the wastewater meets the first grade of Integrated waste discharge standard (GB 8978-1996) and local regulations, such as the Integrated wastewater discharge standard (DB31/199-2018) in Shanghai, before being discharged. The common internal processing methods included the integrated hydrolytic acidification and biological contact oxidation. The discharged wastewater was examined regularly through purchased testing equipment, and submitted to the qualified third-party organisation for test.

#### 行政辦公室

於2020財年，本集團行政辦公室產生的廢水主要來自辦公室大廈的商業廢水。該廢水直接排入市政排水系統，並由大廈物業處理。由於廢水量很大程度上取決於用水量，本集團已採取具體措施以減少辦公室的用水量。具體措施將在以下小節「水」中進一步說明。

#### 香精業務

該業務板塊產生的廢水包括商業、生活和工業廢水。商業和生活廢水在排放到市政排水系統之前皆經過處理，而該業務板塊的工業廢水主要來自反應器和缸清洗過程。工業廢水根據內部政策，如「水污染防治規定」進行處理。於2020財年，該業務板塊採取不同方法處理廢水，如利用上流式厭氧污泥床和生物過濾器，確保廢水達到《污水綜合排放標準》(GB8978-1996)的一級標準和當地政策，如《上海市污水綜合排放標準》(DB31/199-2018)後排放。一般的內部處理方法包括一體化水解酸化和生物接觸氧化。排放的廢水通過購買的檢驗設備定期自檢，並送檢合資格的第三方組織進行檢驗。



F&G (Botswana) (Pty) Limited of the Group saved around 100 m<sup>3</sup> wastewater in FY2020 with its robust wastewater treatment and recycling system.

#### Tobacco Raw Materials business

The Tobacco Raw Materials business segment focused on moisture-proof work and carried out inspections and maintenance on boilers regularly to ensure that the wastewater from boilers were harmless and met the requirements. The business segment has built internal sewage treatment work which is connected to the municipal drainage network. Through the internal sewage network, the wastewater was drained to the wastewater treatment work, where three-phased treatment processes including the pre-treatment, biochemical treatment and advanced treatment were performed sequentially. The unified connection to the municipal drainage network allowed the business segment to switch from directly discharging to ditches to a more standardised treatment process.

According to the Water quality - Determination of pH value - Glass electrode method (GB/T6920-1986), Water Quality - Determination of Suspended Substance - Gravimetric Method (GB11901-1989), Water quality - Determination of the chemical oxygen demand - Dichromate method (HJ828-2017) and other standards, the business segment engaged with the qualified third-party organisation to conduct tests on the wastewater samples in terms of the pH value, COD, BOD, colour and sulphide concentrations. In FY2020, the wastewater of the business segment met the relevant requirements, including the first standard of the second period in the 'Discharge limits of water pollutants in Guangdong Province' (DB 44/26-2001).

#### Aroma Raw Materials business

Given the production nature, the wastewater from the Aroma Raw Materials business was normally treated through a series of stages. Meanwhile, the advanced oxidation treatment system before the evaporation of high-salt wastewater, the biochemical treatment system after the evaporation of effluent is mixed with low-salt water and the advanced treatment system of biochemical effluent were commissioned for wastewater treatment. The advanced oxidation treatment system before the evaporation of high-salt wastewater included LDF pre-oxidation, LEM-LDF catalytic oxidation and LEC electrocatalytic oxidation. The biochemical treatment system after the evaporation of effluent is mixed with low-salt water included air flotation degreasing device and IC high-efficiency anaerobic reaction. The advanced treatment system of biochemical effluent included LCO ozone catalytic oxidation and BAF aeration biological filter. The processed wastewater was discharged to natural water bodies after being verified to meet the first grade of the 'Integrated Wastewater Discharge Standard' (GB 8978-1996) and relevant local standards. The sludge separated from the wastewater at the preliminary stage was concentrated, dried and handled by certified organisations.

本集團非洲F&G主要通過應用其強大的廢水處理和回收系統，其於2020財年共節約100立方米水資源。

#### 煙用原料業務

煙用原料業務板塊注重防潮防濕工作，並進行定期對鍋爐檢查維護，確保鍋爐產生的廢水無害化且達標。該業務板塊已建立了內部污水處理廠，連接市政排水網絡。通過內部污水管網，廢水被排入污水處理廠，依次進行初步處理、生化處理和深度處理三級處理。與市政排水網絡的統一連接使該業務板塊能夠從直接向溝渠排放轉向更加標準化的處理程序。

根據《水質pH值的測定玻璃電極法》(GB/T6920-1986)、《水質懸浮物的測定重量法》(GB11901-1989)、《水質化學需氧量的測定重鉻酸鹽法》(HJ828-2017)等標準，本集團與專業第三方機構合作對廢水樣品的pH值、COD、BOD、顏色和硫化物濃度方面進行測試。於2020財年，該業務板塊的廢水滿足相關要求，包括《廣東省水污染物排放限值》(DB 44/26-2001)第二時段一級標準的要求。

#### 香原料業務

鑒於生產性質，香原料業務的廢水通常經過多個階段進行處理。同時，高鹽廢水蒸發前的高級氧化處理系統、蒸發出水與低鹽水混合後的生化處理系統以及生化出水的深度處理系統投入使用，用於廢水處理。其中高鹽廢水蒸發前的高級氧化處理系統包括LDF預氧化、LEM-LDF催化氧化及LEC電催化氧化；蒸發出水與低鹽水混合後的生化處理系統包括氣浮除油裝置及IC高效厭氧反應器。生化出水的深度處理系統包括LCO臭氧催化氧化及BAF曝氣生物濾池。經處理的廢水再經過驗證，在符合《污水綜合排放標準》(GB8978-1996)和相關地方標準的一級標準後方可排入自然水體。在初始階段中被分離出的污泥會被濃縮、弄乾，並由合資格的機構進行處理。





## Wastewater Treatment Stages 污水處理階段



- 1 Adsorptive decolourisation of macroporous resin**  
大孔樹脂的吸附脫色
- 2 Grating grease separation**  
格柵油脂分離
- 3 Flotation**  
氣浮
- 4 Vacuum negative pressure distillation and desalination**  
真空負壓蒸餾和脫鹽
- 5 pH adjustment**  
pH調節
- 6 Fibre rotary disc filtration**  
纖維轉盤式過濾
- 7 Iron-carbon microelectrolysis Fenton Oxidation**  
鐵碳微電解-芬頓氧化反應
- 8 Neutralisation**  
中和
- 9 Intermediate adjustment**  
中間調節
- 10 Up-flow anaerobic sludge Blanket**  
上流式厭氧污泥池
- 11 Biological sedimentation**  
生物沉澱
- 12 Membrane bioreaction**  
膜生物反應



The business segment has carried out a number of experiments on wastewater recycling. After the adsorption and distillation of highly concentrated and salty wastewater, most of the water was circulated back to the chlorination process, while the rest entered the production line. For the organic wastewater in medium concentration, a small portion of water which was through the biochemical treatment, static precipitation and purification was directly recirculated to the production line, whereas most water was used as cooling water and vacuum pump water. In the meantime, the distilled condensate was circulated back to the boilers. By optimising the production process of workshops, the business segment has minimised the amount of production wastewater, and strengthened the recycling of production water as well as reducing the use of water resources. In order to comprehensively improve the sewage treatment capacity, the business segment signed an agreement with qualified external organisations to further build the second phase of sewage treatment station.

#### Condiment business

The condiment business segment has taken a comprehensive approach to managing our wastewater. Recognising the importance for the global environment of moving from a linear “take-make-waste” production model to a circular model, the business segment has put efforts on water recycling, such as the recirculation of purified wastewater to the production process and cooling towers. 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 business segment has also implemented a strict monitoring system on the energy and water consumption ratios in every workshop, and linked the results to their annual performance appraisal.

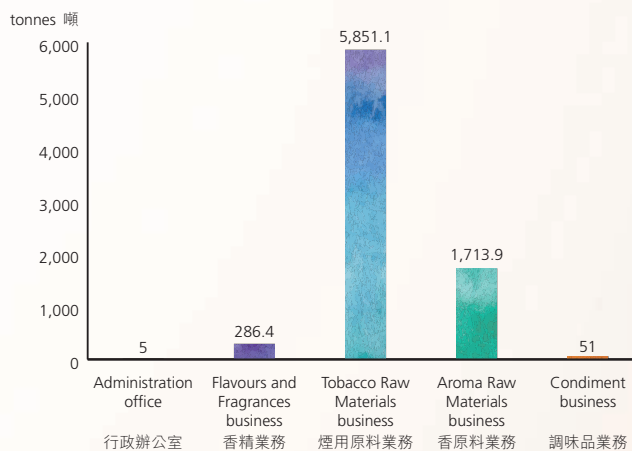
該業務板塊已進行多次廢水回收利用實驗。大部分高濃度和高鹽分的廢水在進行吸附和蒸餾後被循環回氯化工藝，其餘的則進入生產線。對於中等濃度的有機廢水，在經過生化處理、靜態沉澱和純化後的一小部分水將直接再循環至生產線，而大多數則用作冷卻水和真空泵水。同時，冷凝水亦被循環回鍋爐重複利用。通過優化車間的生產流程，該業務板塊最大限度地減少了生產廢水的產生，並加強了生產用水的循環利用，減少水資源使用。為全面提高污水處理能力，該業務板塊與有資質的外部機構簽訂協議，新增設二期污水處理站。

#### 調味品業務

調味品業務板塊採用綜合方法來管理其廢水。該業務板塊認識到從線性的「索取-製造-浪費」生產模式轉變為循環生產模式對全球環境的重要性，因此致力於水的循環利用，例如將淨化後的廢水再循環至生產過程和冷卻塔。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。該業務板塊還在每個車間均保持對能源及水消耗比率的詳細記錄，其結果將被納入車間的年度績效考核。

## Solid Wastes

Solid Waste Among Business Segments of the Group



## 固體廢棄物

本集團各業務板塊固體廢棄物



Administration office

行政辦公室



As part of its commitment to operational excellence and premium products, a circular thinking has been integrated into the ways the Group's offices operate, which advocates the 3R Principle in waste management, namely Reduce, Reuse and Recycle. The solid waste from the offices of the Group was mainly commercial solid waste from staff. To efficiently manage the waste, the Group has taken a number of measures. In response to the mandatory waste classification policy that has been implemented in many cities of China, the Group has embraced trash sorting and classified the solid waste scientifically. The sorted municipal solid waste from offices was then handled by the property management of the buildings and disposed of at landfills by the governmental department.

作為我們對卓越營運和優質產品承諾的一部分，本集團一直將循環思維納入辦公室營運方式中，倡導在廢棄物管理中心執行3R原則，即減少、重用和回收。本集團辦公室產生的固體廢棄物主要為員工產生的商業固體廢棄物。為有效管理廢棄物，本集團已採取多項措施。為響應中國許多城市已實施的強制性垃圾分類政策，本集團支持並科學地對固體廢棄物進行了分類。經過分類的辦公室城市固體廢棄物由大廈的物業管理部門處理，並由政府部門運往垃圾堆填區處置。

#### Flavours and Fragrances business

#### 香精業務

The domestic waste from the Flavours and Fragrances business segment was mainly paper, glass and wood products from the industrial park, 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' with the municipal authority. The packaging materials from the business segment, such as plastic barrels, were recycled by the qualified third-party organisations for further treatment and reuse and part of the waste vegetable leaves from canteens were fermented in the internal self-built recycling ponds. The subsidiaries of the business segment have obtained the registration receipt of discharge of stationary pollution sources and not received any penalties from the environmental authority.

香精業務板塊的生活垃圾主要包括工業園區的紙張、玻璃和木製品，被堆放在垃圾箱中，由廢棄物回收部門每週兩次用特殊的卡車運走。本集團還與市政部門簽訂「生活垃圾回收合同」。該業務板塊的包裝材料，如塑料桶，由合格的第三方機構回收，以進一步處理和重複使用。食堂的部分蔬菜廢葉通過內部自建的回收池進行發酵處理。該業務板塊的子公司已獲得固定污染源排污登記回執，未受過環保部門任何處罰。

The Group has set up relevant policies, including Solid Waste Management Regulation, Environmental Management Operating Procedures, Management Regulation on Precursor Chemicals and Warehouse Management Rules, that define the duties of each department, classify the category of recyclable and unrecyclable wastes and introduce the standard treatment process, to manage its hazardous waste. The special hazardous waste was stored and controlled in the warehouse under strict surveillance. The Group has partnered with qualified third-party organisations for the transportation and disposal of hazardous wastes. The treatment process of hazardous solid wastes was in compliance with the relevant standards and rules. The business segment has also researched and adopted new materials and processes to reduce the generation of wastes that may impact the environment.

本集團制定了相關政策，包括「固體廢棄物管理規定」、「環境管理作業程序」、「易制毒化學品的管理規定」以及「倉庫管理制度」，對每個部門的職責進行定義，對可回收廢棄物和不可回收廢棄物進行分類，並引入標準化的處理程序管理其有害廢棄物。特殊有害廢棄物在倉庫中存儲和管控，受到嚴格監視。本集團已與合資格的第三方組織進行合作，其負責有害廢棄物的運輸和處理。有害固體廢棄物的處理過程符合有關標準和規定。該業務板塊還研究並採用新型材料和工藝，以減少廢棄物的產生，保護環境。



#### Tobacco Raw Materials business

The industrial wastes from the Tobacco Raw Materials business segment such as coal ash, cinder and mud were recycled and disposed of by the external qualified organisations for other treatment, such as the manufacturing of cement and production of organic fertilisers. The hazardous waste was treated discreetly by the certified organisations that have permission for the disposal of hazardous waste.

Expired materials were registered and reported in the National Hazardous Waste Disposal System and the waste packaging materials were collected regularly for recycling. 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**. During the year under review, the business segment recycled a total of approximately 5,210.7 tonnes domestic and commercial solid waste.

#### Aroma Raw Materials business

In the Aroma Raw Materials business, the hazardous waste included the distillation residue (HW11) during the production process from workshops, waste activated sludge (HW12) and waste activated carbon from the process of adsorbing the air pollutants, which were handled by the relevant municipal departments and qualified organisations. The general industrial wastes included coal ash, magnesium slag, coke and clinker, among which the magnesium slag was transported to the farmers in the neighbourhood as fertilisers, while the coke was mainly used as the fuel for boilers.

#### 煙用原料業務

煙用原料業務板塊的工業廢棄物包括煤灰、煤渣和泥漿，由合資格的第三方進行回收和處理，並作其他用途如水泥和有機肥料生產等。有害廢棄物由已獲得有害廢棄物處理許可的合資格機構進行謹慎處理。

過期物資在國家危廢處理系統中填報，而廢棄的包裝材料被定期回收。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。於回顧年度內，該業務板塊共回收了約5,210.7噸生活和商業固體廢棄物。

#### 香原料業務

香原料板塊的有害廢棄物包括車間生產過程中的蒸餾殘渣(HW11)、廢活性污泥(HW12)及用作空氣污染物吸附的廢棄活性炭由合資格的市政部門和公司處理，一般工業廢棄物則包括煤灰、鎂渣、焦炭和爐渣，其中鎂渣將作為肥料運送給附近的農民，而焦炭則主要用作鍋爐的燃料。



## REGULAR INSPECTION SYSTEM

### 定期巡查制度

A comprehensive, full-day environmental supervision system should be established

須建立全方位、全天候環保監查制度

Each department is responsible for corresponding environmental inspections within the defined scope, while the integrated department is responsible for the work in office buildings, canteens, and gates

各部門負責相應環保巡查範圍，綜合部負責範圍為公司辦公樓、食堂、門崗範圍

The environmental protection department must have full-time environmental inspectors, while all departments and workshops should have part-time environmental inspectors

環保部門須有專職環保監查人員，各部門、各車間班組須有兼職環保巡查人員

All departments should conduct inspections strictly in accordance with the inspection requirements

各部門須嚴格按規定的巡查內容進行巡查

The inspection items included :

巡查項目包含：

whether the hazardous solid waste is well packaged with clean, odourless materials and clearly labelled;

有害廢棄物是否包裝好，外包裝是否乾淨，無味，有清晰的標籤；

whether the domestic rubbish bin is accidentally mixed with raw and auxiliary materials, intermediates, finished products, etc.;

生活垃圾箱是否混入原輔材料、中間體、成品等；

whether the semi-finished products and finished products scattered on the ground are removed in time;

散落在地的半成品、成品是否及時清除；

whether all kinds of raw and auxiliary materials, packaging bags, packaging barrels and equipment meet the requirements of "5S";

各類原輔材料和包裝袋、包裝桶、設備等是否按「5S」要求做到。

whether general solid waste and hazardous solid waste are classified according to relevant regulations;

一般固體廢棄物和有害固體廢棄物是否按相關規定分類定置；

whether the flammable and explosive hazardous solid waste is labelled and stored under surveillance, etc.

是否對易燃易爆的有害廢棄物貼上標籤和存放監管等。



The policy of 2020 Targets and Indicators was formulated and implemented to strengthen the waste management. In particular, there were clear targets for the emissions of exhaust gas, discharge of wastewater and generation of solid waste and given the concerted efforts of its employees, a solid progress in waste management has been achieved.

To further reduce the generation of solid waste, the business segment also focused on the optimisation of operational process and product innovations. The Group adjusted the formula of the synthetic and hydrolytic reagent to further lower the generation of magnesium slag. Meanwhile, the GXG2800 three-in-one filter dryer was used to remove the liquid organic solvent in the synthesis process, thereby achieving waste reductions substantially.

#### Condiment business

The Condiment business segment generated general industrial waste including waste paper boxes, plastic and glass bottles that were recycled by professional recycling companies for further treatment, and a small amount of hazardous waste including the organic solvent waste, waste mineral oil, waste lamp tubes, discarded packaging barrels and containers and laboratory waste such as discard solution, chemical residue, waste activated carbon from wastewater treatment facilities and waste oil. The qualified organisations with which the Group entered into the agreement were responsible for the handling of the hazardous wastes according to the standard waste treatment methods according to 'Hazardous Waste Utilisation and Disposal Process'. During the year under review, the business segment recycled 2 tonnes plastic and 10 tonnes metal.

該業務板塊建立並實施「2020年度目標、指標」政策，以加強廢棄物管理，尤其對廢氣排放、廢水排放和固體廢棄物的產生設立明確目標。通過全體員工的共同努力，該業務板塊的廢棄物管理有了堅實的進步。

為了進一步減少固體廢棄物的產生，該業務板塊還專注於優化操作流程和產品創新。本集團調整合成和水解試劑的配方，從而進一步減少鎂渣的產生。同時，本集團使用GXG2800三合一過濾乾燥機在合成過程中去除了液態有機溶劑，從而大幅地減少了廢棄物的產生。

#### 調味品業務

本集團調味品業務板塊的一般工業廢棄物包括廢紙箱、塑料瓶和玻璃瓶，由專業的回收公司進行回收以進行進一步處理，以及少量的有害廢棄物，包括有機溶劑廢物、廢礦物油、廢燈管、廢棄包裝桶與容器以及實驗室廢棄物（例如廢液、化學殘留物、廢水處理設施產生的廢棄活性炭和廢油）。與本集團簽訂協議的合格機構負責按照「危險廢物利用、處置工藝」的標準廢棄物處理方法處理有害廢棄物。於回顧年度內，該業務板塊回收了2噸塑料和10噸金屬。



### Noise

Noise emissions generated by the Group during FY2020 mainly came from the operations of machinery, facilities and equipment during the manufacturing processes. In compliance with the national and local regulations of the PRC in relation to noise emissions, such as the Emission Standards for Industrial Enterprises Noise at Boundary (GB12348-2008), the Group has implemented its internal policies including Noise Management Regulation and utilised efficacious noise-reduction facilities and other measures to mitigate its impacts of the noise pollution on the surroundings.

In FY2020, the Group did not receive substantiated complaints concerning noise from its nearby residents.

### Energy & Resources

In FY2020, the primary resources consumed by the Group were electricity, diesel, natural gas, town gas, gasoline, refrigerant, biomass, coal, steam, water, paper and various packaging materials. Table 2 in Appendix III illustrates the amount of different resources used by the Group in FY2020 and FY2019.

### Electricity

The electricity consumed by the Group mainly came from the operation of electrical equipment and device in the offices and factories. In FY2020, the electricity consumption of the Group in FY2020 was 35,568.9 MWh.

### 噪聲

本集團於2020財年產生的噪音排放主要來自於生產過程中機器設備的運作。根據中國內地有關噪音排放的國家及地方法規，如《工業企業廠界環境噪聲排放標準》(GB12348-2008)，本集團已執行內部政策，包括「噪聲管理規定」，利用有效的降噪設備和其他措施減輕噪聲污染對周邊環境的影響。

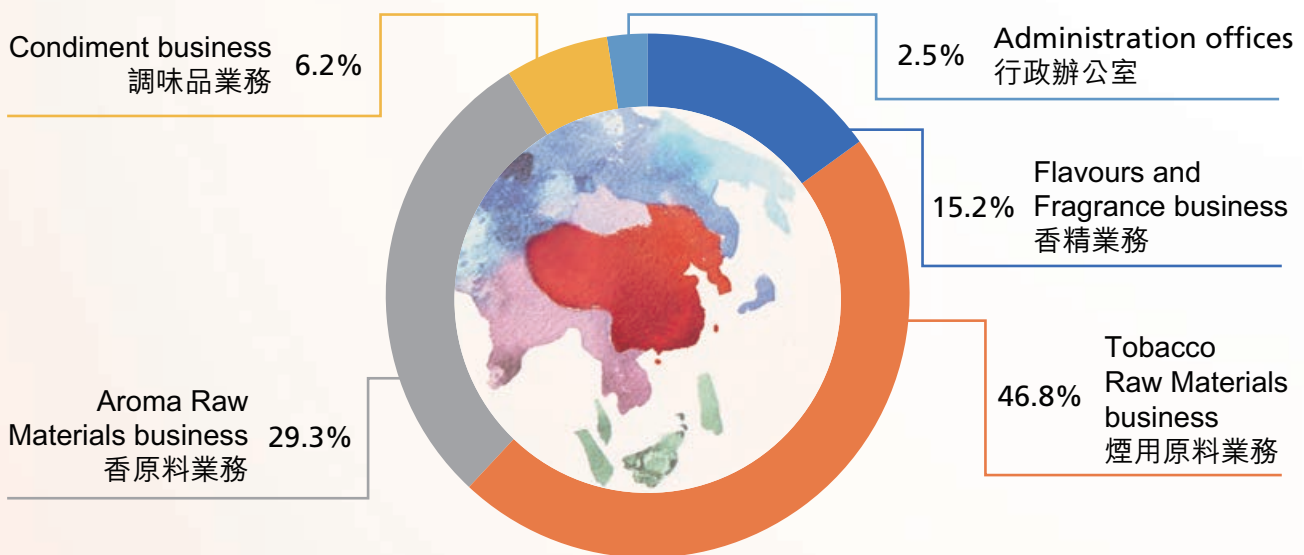
於2020財年，本集團並無收到來自附近居民的任何關於噪音污染的實質投訴。

### 能源與資源

於2020財年，本集團所消耗的主要資源為電力、柴油、天然氣、煤氣、汽油、製冷劑、生物質、煤炭、蒸汽、水、紙張及不同的包裝材料。本集團於2020財年和2019財年使用的不同資源量具體表現於附錄III表二。

### 用電

本集團所消耗的電力主要來自辦公室及工廠的電力設備及裝置的運作。於2020財年，本集團的電力消耗總量為35,568.9兆瓦時。





The Group has integrated 'Saving Electricity' into its business strategy and operations. In particular, the Group's offices have implemented the following practices:

- Turn off all lights, electronic device and other power-consuming equipment at the end of the day;
- Switch off all idle lights and air conditioners;
- Place 'Save electricity and turn off the light when you leave please' posters to encourage employees to conserve energy;
- Substitute more efficient LED bulbs for office lighting instead of energy-intensive lamps in both offices and operating sites; and
- Encourage employees to maximise daylight usage.

The Group encourages its subsidiaries to adhere to the Group's policy and take the initiative to act on electricity conservation.

本集團已將「節約用電」的口號納入其業務發展策略和營運，並特別於辦公室中實施以下措施：

- 在一天結束時關閉所有燈、電子設備和其他耗電設備；
- 關閉所有閑置的燈和空調；
- 張貼「節約用電，離開時請關燈」的海報，鼓勵員工節約能源；
- 在辦公室和營運地點利用更高效的LED燈泡替換耗電燈泡；以及
- 鼓勵所有員工充分利用自然光。

本集團鼓勵其子公司遵守集團政策，並主動採取節電行動。

<p><b>Flavours and Fragrances business</b> 香精板塊</p>	<ul style="list-style-type: none"> <li>• Examined, maintained 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>• Used energy-saving water pumps, circulating cooling towers and other equipment and facilities to save energy; 使用節能水泵、循環冷卻塔和其他設備節約能源；</li> <li>• Prohibited the unauthorised use of high-power appliances; 嚴禁在未經批准的情況下使用高能耗電器；</li> <li>• Installed electric relay to avoid unnecessary lighting caused by improper operation of the staff; 安裝繼電器，避免因工作人員操作不當而造成不必要的照明；</li> <li>• Recorded and analysed the monthly consumption of electricity in order to detect any abnormal condition; 記錄並分析每月用電量，從而識別非正常用電情況；</li> <li>• Obtained energy management system certification and environmental management system certification, and performed energy audits and control in accordance with recommendations; 獲得能源管理系統認證和環境管理系統認證，並根據推薦進行用能審查和控制；</li> <li>• Formulated and implemented the Environmental and Occupational Health and Safety Management Control Procedures for New, Renovated, and Expanded Projects, Resource and Energy Management Measures, Environmental Impact Management and Control Procedures of Related Parties, Environmental and Occupational Health and Safety Objectives and Management Plan Control Procedures, Environmental and Occupational Health and Safety Monitoring and Measurement Control Procedures, Hazard Source Identification and Evaluation Control Procedures and Corrective and Preventive Measures on Non-conformity Control Procedures, among relevant internal policies, to minimise the impact of operations on the environment through risk identification, prevention, correction and continuous monitoring. 建立並實施內部相關政策，包括「新、改、擴建項目環境和職業健康安全控制程序」、「資源能源管理辦法」、「對相關方環境施加影響管理控制程序」、「環境和職業健康安全目標和管理方案控制程序」、「環境和職業健康安全監測和測量控制程序」、「危險源識別評價控制程序」、「不符合糾正措施和預防措施控制程序」，以通過風險識別、防範、糾正和持續監控，減少營運對環境的影響。</li> </ul>
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<p><b>Tobacco Raw Materials business</b> 煙用原料板塊</p>	<ul style="list-style-type: none"> <li>• Changed energy-intensive lights to LED lights; 將高耗電燈改為LED燈；</li> <li>• Implemented relevant internal policies in electricity conservation, such as Measures for the Administration of Sufficient Water, Electricity and Gas Supply; 遵循內部節能政策，如「保障供水供電供氣管理辦法」；</li> <li>• Established the review system for power off after work; 建立下班後斷電審核制度；</li> <li>• Regulated that all workshops under facility maintenance adjust the usage of electricity and water use to the minimum. 規定所有車間在設備維護過程中將用電和用水量調至最低。</li> </ul>
<p><b>Aroma Raw Materials business</b> 香原料板塊</p>	<ul style="list-style-type: none"> <li>• Focused on the monitoring of its electricity consumption and installed electricity metres in all workshops and dormitories; 專注於監控每個車間的電力消耗並在車間和員工宿舍安裝電錶；</li> <li>• Maintained, repaired and upgraded the power grid in the factory to prevent circuit ageing problem; 保養、維修和升級廠區內的電纜，防止電路老化問題；</li> <li>• Implemented the reward and punishment mechanism for electricity consumption among employees; 對員工實施用電獎懲機制；</li> <li>• Integrated high-efficiency energy-saving equipment in project expansion and transformation; 在擴建和改造過程中採用高效節能設備；</li> <li>• Made use of waste heat of steam of condensed hot water; 利用蒸汽冷凝熱水的餘熱；</li> <li>• Replaced original facilities with energy-efficient ones, such as titanium reactor, titanium double-cone rotary vacuum dryer, titanium tube condenser and graphite condenser; 用鈦材反應釜、鈦材雙錐回轉真空乾燥器、鈦列管式冷凝器和石墨冷凝器替換原有設備；</li> <li>• Scaled up the use of renewable energy by installing solar panels and used solar-powered road lighting; 通過安裝太陽能板和在道路照明採用太陽能路燈擴大可再生能源的使用；</li> <li>• Formulated power consumption control statistics to monitor and analyse energy consumption in workshops and departments; 制定用能消耗統計報表以監測和分析車間和部門的能耗；</li> <li>• Enhanced energy-saving awareness of employees through training. 通過培訓提高員工的節能意識。</li> </ul>
<p><b>Condiment business</b> 調味品板塊</p>	<ul style="list-style-type: none"> <li>• Promoted the civilised behaviour of 'Save electricity, Turn off lights'; 提倡「人走燈滅」的文明行為；</li> <li>• Kept recording the electricity consumption of each product in all workshops on a monthly basis; 於所有車間按月記錄單位產品的耗電量；</li> <li>• Set appropriate energy-saving and emission-reduction targets and formulated plans; 設立合理的節能減排目標和計劃；</li> <li>• Standardised the procurement and carried out annual audits on energy efficiency. 採購標準化並對能效進行年度審核。</li> </ul>



### Other energy resources

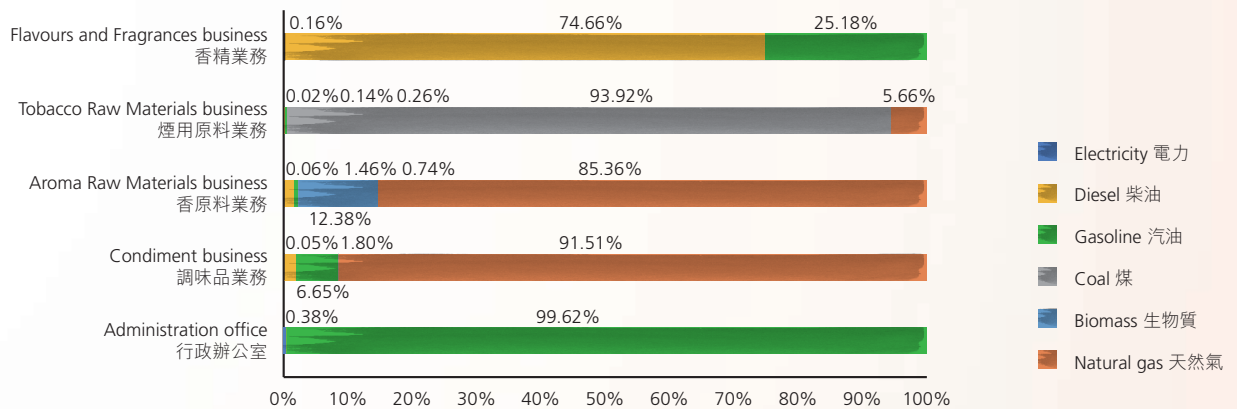
In FY2020, the Group consumed diesel, natural gas, town gas, gasoline, refrigerant, biomass, coal and steam as its primary energy resources for operations and transportation. To manage the emissions and operating costs associated with the combustion of fossil fuels for energy, the Group has employed an improved energy management strategy grounded in data and focused on energy efficient solutions, technologies and remained its commitment to maximising the use of clean energy. In FY2020, the total energy consumption of the Group in FY2020 was approximately 374,005 GJ (including electricity), among which the Flavours and Fragrance business, Tobacco Raw Materials business, Aroma Raw Materials business, Condiment business and the Group's administration offices accounted for 3.3%, 75.6%, 16.5%, 4.4% and 0.2% respectively.

### 其他能源資源

於2020財年，本集團消耗柴油、天然氣、煤氣、汽油、製冷劑、生物質、煤炭和蒸汽作為日常營運和運輸的主要能源。為了管理與化石燃料燃燒相關的排放和營運成本，本集團以數據為基礎，採用了有效的能源管理策略，著重於節能解決方案與技術，並一直致力於加大對清潔能源的應用。2020財年，本集團的總能源消耗約為374,005吉焦（包含電力），其中香精業務、煙用原料業務、香原料業務、調味品業務和本集團行政辦公室分別佔3.3%、75.6%、16.5%、4.4%以及0.2%。

### ENERGY CONSUMPTION AMONG BUSINESS SEGMENTS OF THE GROUP

本集團各業務板塊能源消耗





The Group encourages its subsidiaries to adhere to the Group's policy and take the initiative to act on the improvement of energy efficiency and transformation towards green and low-carbon operational models.

本集團鼓勵其子公司遵守集團政策，主動採取行動以提高能源效率，並向綠色和低碳營運模式轉變。

<p><b>Flavours and Fragrances business</b> 香精板塊</p>	<ul style="list-style-type: none"> <li>Replaced diesel-fired boilers with gas-fired boilers; 用天然氣鍋爐代替柴油鍋爐；</li> <li>Installed the energy-saving heating device on the boilers; 在鍋爐上安裝節能加熱裝置；</li> <li>Input warm or hot water to the boiler at the preliminary stage when possible; 盡可能在初始階段向鍋爐注入溫水或熱水；</li> <li>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；</li> <li>Adjusted the boiler type according to the demand requirement; 根據需求調整鍋爐類型；</li> <li>Delivered materials to the oast house for pre-treatment; 在烘乾室對材料進行初步處理；</li> <li>Examined and repaired the energy supply lines timely; 及時檢查和修復能源供應線；</li> <li>Planned the best driving route in advance in fleet management; 在車輛管理中心提前規劃最佳行駛路線；</li> <li>Required drivers to develop a good driving habit, including keeping a proper speed, avoiding unnecessary braking and overtaking and reducing the idling time of vehicle engines; 要求駕駛員養成良好的駕駛習慣，包括保持合適的速度、避免不必要的煞車和超車，以及減少發動機空轉時間；</li> <li>Installed automatic control device on steam pipelines. 在蒸汽管道上安裝自動控制裝置。</li> </ul>
<p><b>Tobacco Raw Materials business</b> 煙用原料板塊</p>	<ul style="list-style-type: none"> <li>Required the Public Service Department to carry out the daily inspection and regular repair and maintenance work on main steam pipelines (from the boiler to the point where steam is taken from the main steam pipeline by each workshop); 要求公共服務部門對主蒸汽管道（從鍋爐到各車間從主蒸汽管道抽取蒸汽的點）進行日常檢查和定期維修保養工作；</li> <li>Regulated that the boiler shift supervisor be notified when the abnormal instantaneous fluctuation of steam flow is found in each workshop and adjust the boiler operation timely; 規定在各車間發現瞬時蒸汽流量異常波動時，應通知鍋爐班長並及時調整鍋爐運行；</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> </ul>



<p><b>Aroma Raw Materials business</b> 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, the glass-lined sheet condenser in the hydrolysis process with the graphite condenser and the glass-lined sheet condenser in the distillation and desalting process with the titanium tube condenser to enhance the heat exchange efficiency; 將搪玻璃雙圓錐旋轉式真空乾燥機換成鈦制，搪玻璃片式冷凝器更換為石墨冷凝器，蒸餾除鹽工序的搪玻璃片式冷凝器更換為鈦列管式冷凝器，提高冷凝設備的熱交換效率；</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>Integrated “Green Procurement” into the purchase of equipment; 在設備採購中採用「綠色採購」理念；</li> <li>Maintained the energy supply pipelines regularly to keep their high efficiency and prevent energy leakage; 定期維護能源供應管道，保持高效率，防止能量滲漏；</li> <li>Removed the begrieme of the heat exchanger to increase its heat exchanging rate. 清除熱交換器的積垢，提高熱交換率。</li> </ul>
<p><b>Condiment business</b> 調味品板塊</p>	<ul style="list-style-type: none"> <li>Adhered to the principle of ‘promoting energy conservation and emission reduction, in order to broaden the sources of income and economise on expenditures’ in its daily operations; 於日常營運中堅持「節能減排、開源節流」的宗旨；</li> <li>Automatically controlled the input amount of natural gas according to the amount of steam; 根據蒸汽用量來自動控制進天然氣量；</li> <li>Maintained a barrier-free communication channel within the Group to manage the use and shutdown of facilities. 在集團內維持無障礙溝通渠道，以對設施的使用和關閉進行管理。</li> </ul>



## Water

Water is widely used in our manufacturing facilities and for production processes.

## 水

本集團生產設備和過程中廣泛使用水資源。

### OUR WATER STRATEGY DRIVES OUR ACTIONS TO ENSURE THAT WATER IS MANAGED SUSTAINABLY AS A SHARED RESOURCE.

我們的用水策略推動著我們採取行動，確保將水作為共享資源進行可持續管理。

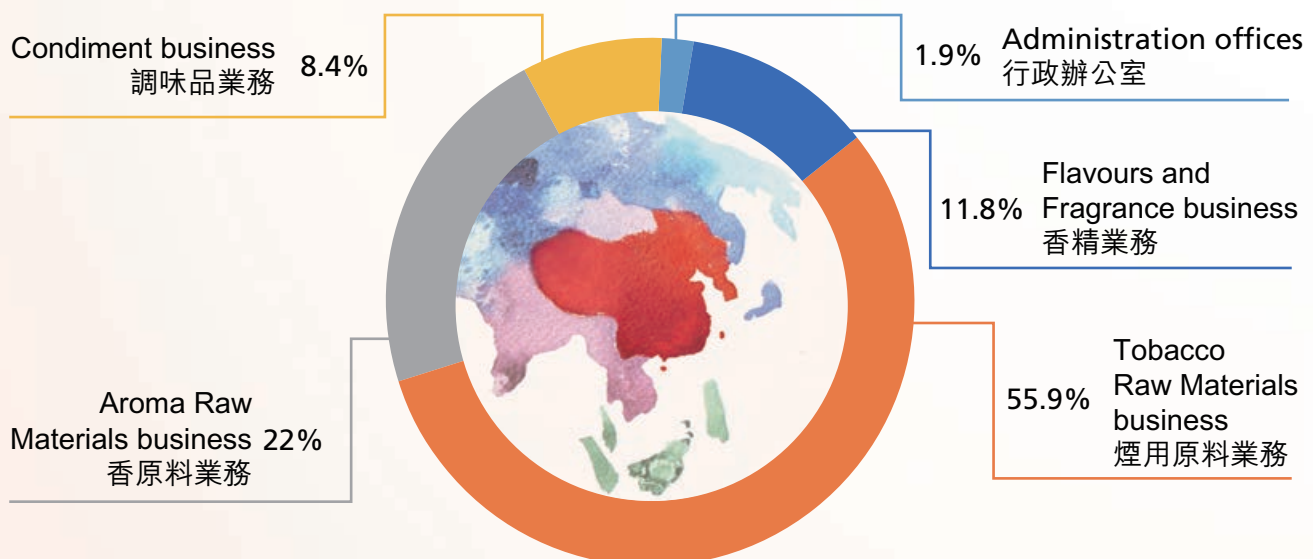
Across its portfolio, the Group has made progress in controlling and reducing its water footprint over time;  
本集團多年來已全方位地控制和降低其水足跡取得進展：

The improvement is driven by the continued application of water-saving initiatives at its facilities, including water recycling programmes;  
本集團通過對其設施持續採用節水措施，包括水循環利用項目，進行提高。

The Group keeps tracking its performance in water withdrawal for all subsidiaries in factories and office buildings. A 2025 goal to reduce water use intensity has been established as overarching guidance for all business segments of the Group to improve water efficiency.  
本集團一直跟蹤其所有子公司的工廠和辦公樓在取水方面的表現。降低用水強度已在本集團2025年目標中明確確立，並為其所有業務板塊提高用水效率提供總體指導。

In FY2020, the Group did not face any problem in sourcing water and its reductions in water footprint across all four business segments are mapped out below. During the year under review, the total water consumption of the Group was 832,461.6 m<sup>3</sup>.

於2020財年，本集團並未發現求取適用水源的任何問題，其在降低所有四個業務板塊的水足跡如下圖所示。回顧年度內，本集團用水總量為832,461.6立方米。





The Group encourages its subsidiaries to adhere to the Group's policy and take the initiative to act on the improvement of water efficiency.

本集團鼓勵其子公司遵守集團政策，並主動採取行動以提高用水效率。

<p><b>Flavours and Fragrances business</b> 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面；</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 the 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>• Utilised the domestic wastewater after treatment for planting with drip irrigation; 利用處理後的生活污水進行滴灌種植；</li> <li>• Selected water-saving equipment during procurement; 採購過程中選用節水設備；</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> </ul>
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<p><b>Tobacco Raw Materials business</b> 煙用原料板塊</p>	<ul style="list-style-type: none"> <li>Strictly followed the relevant internal policy of Measures for the Administration of Sufficient Water, Electricity and Gas Supply in water conservation; 嚴格落實節約水資源的內部相關政策，例如「保障供水供電供氣管理辦法」；</li> <li>Filled out the Exceptional Water Use Application Form and submitted the form to the Public Service Department for approval if abnormal water usage in each workshop or department is needed; 若車間或部門中需要任何非正常用水，須填寫「非正常用水申請表」並將其提交給公共服務部門批准；</li> <li>Inspected the main water pipe, water supply equipment of pump rooms and water tank regularly; 定期檢查主管、泵房供水設備和水箱；</li> <li>In the management of drinking water, designated specific employees to manage the procurement and use of bottled water; 在飲用水管理中，指定人員管理瓶裝水的採購和使用；</li> <li>Organised video training programmes in environmental protection and water conservation. 組織有關環境保護和節水的視頻培訓活動。</li> </ul>
<p><b>Aroma Raw Materials business</b> 香原料板塊</p>	<ul style="list-style-type: none"> <li>Purchased the cooling tower with high operating efficiency to lower the discharge of condensate water; 購買運行效率高的冷卻塔，以減少冷凝水排放量；</li> <li>Recirculated part of distillation wastewater to other hydrolysis processes after treatment; 將部分蒸餾廢水通過處理後回用到其他水解過程；</li> <li>Reused steam condensate and biochemically treated wastewater to supplement vacuum and cooling tanks, to flush toilets and for planting; 重複利用蒸汽冷凝水和經生化處理後的廢水，用以補充真空和冷卻水箱、沖廁和種植；</li> <li>Replaced water-intensive faucets in the production workshop; 在生產車間更換耗水量大的水龍頭；</li> <li>Set targets to strengthen relevant education in workshops by posting water-saving banners and arranging lectures on water-related laws and regulations; 通過張貼節水標語和安排與水有關法律和法規的講座，設定目標以加強對車間的相關教育；</li> <li>Organised the activity of "I offer advice for water conservation in production workshops and solicited employees' suggestions on water conservation"; 在生產車間組織「我為節約用水獻計獻策」活動，並徵求員工對節約用水的建議；</li> <li>Performed the analysis of water use efficiency and total water withdrawal. 進行用水效率和總取水量的分析。</li> </ul>
<p><b>Condiment business</b> 調味品板塊</p>	<ul style="list-style-type: none"> <li>Recycled the condensate water in the workshops; 在所有車間實施對冷凝水的回收再利用；</li> <li>Focused on the performance of each workshop in water intensity per product with detailed record and evaluation; 專注於對每個車間單個產品用水量表現的詳細記錄與評估；</li> <li>Adopted advanced techniques to increase water recycling efficiency. 採用先進技術提高水回收效率。</li> </ul>



## Paper

The Group has long been promoting the concept of 'Paperless Office' and 'Office Automation' and encouraging its employees to use less paper in the workplace. In FY2020, all business segments of the Group brought in draconian and effective measures in an effort to lower its consumption of paper.

## 紙張

本集團一直致力於推廣「無紙化辦公」和「辦公自動化」的概念並鼓勵員工在工作場所減少用紙。於2020財年，本集團所有業務板塊均採取嚴格而有效的措施，以減少紙張消耗。

<p><b>Flavours and Fragrances business</b> 香精板塊</p>	<ul style="list-style-type: none"> <li>Posted the reminder of "Save paper and resources" on the printers in departments and put boxes nearby with instructions for the collection of waste paper; 在各部門的打印機上張貼「節約用紙，善待資源」的提醒，並在附近放置紙盒，標明收集廢紙的使用說明；</li> <li>Designated employees responsible for the management of each printer and copier with detailed record of printing and copying content, number of sheets, user, date, etc; 每台打印機和複印機均安排指定的員工負責管理，並詳細記錄打印和複印內容、頁數、用戶、日期等；</li> <li>Used double-sided printings for document sharing and circulating within the company; 使用雙面打印用於公司內部文檔共享和傳閱；</li> <li>Minimise printing if not necessary and recycle paper trays and paper. 如有必要，最大程度地減少打印量並回收紙盤和紙張。</li> </ul>
<p><b>Tobacco Raw Materials business</b> 煙用原料板塊</p>	<p>The business segment implemented internal policies including Administration Office Materials Management Regulations, which clearly stipulated the procedures of paper procurement, goals of saving paper and improving use efficiency. The announcement of internal affairs was via LED screens, websites, emails and other digital means. 該業務板塊實施了內部政策，包括「行政辦公物資管理規定」，其中明確規定了紙張採購的程序、節約紙張的目標及提高使用效率。內部事務公告通過LED屏幕、網站、電子郵件和其他數字方式進行。</p>
<p><b>Aroma Raw Materials business</b> 香原料板塊</p>	<ul style="list-style-type: none"> <li>Implemented the principle of "Resolutely not to print those that are not printable, try not to print those that are not necessary, and print as little as possible for those that must be printed"; 實行「不可印的堅決不印，可印可不印的盡量不印，必須印的盡量少印」原則；</li> <li>Developed the habit of reading on the computer instead of printing it out among employees; 培養員工在電腦上閱讀而代替打印出來閱讀的習慣；</li> <li>Regulated that all kinds of drawings being carefully reviewed for accuracy before being printed; 規範所有圖紙在印刷前均經過仔細檢查以確保準確性；</li> <li>Transformed the original "use-discard" mode into the "use-recycle" mode, and placed the used single-sided paper and double-sided paper separately for recycling and reuse. 將原來的「使用－丟棄」模式轉換為「使用－回收」模式，並將用過的單面紙和雙面紙分開放置，以進行回收和再利用。</li> </ul>
<p><b>Condiment business</b> 調味品板塊</p>	<ul style="list-style-type: none"> <li>Applied "OA" procedures and reduced paper-based approvals; 應用「辦公自動化」程序並減少在紙張上的批復；</li> <li>Set duplex printing as the default mode for most network printers when printouts are needed; 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；</li> <li>Used the back of old single-sided documents for printing or as draft paper. 使用舊的單面文檔背面進行打印或用作草稿紙。</li> </ul>





## Packaging materials

As regulatory and public concerns around single-use packaging waste are driving significant changes in fast-moving product packaging, the Group has proactively put efforts to improve both the sustainability of its packaging and to fundamentally rethink to design its packaging systems from linear to circular economy. To raise the utilisation efficiency of packaging materials, the Group's business subsidiaries has adopted effective measures at different stages from procurement to sales.

## 包裝材料

由於監管和公眾對於一次性包裝廢棄物的關注不斷上升，正推動快速消費品包裝材料的重大變化，因此本集團積極致力於提高包裝的可持續性，並從根本上考慮重新設計其包裝制度，從線性經濟向循環經濟過渡。為提高包裝材料的利用效率，本集團的子公司在從採購到銷售的各個階段均採取了有效措施。

<p><b>Flavours and Fragrances business</b> 香精板塊</p>	<p>The major packaging materials in the Flavours and Fragrances business included plastic barrels made of HDPE, cardboard barrels, iron barrels, woven bags and aluminium bags. The business segment has worked on purchasing reusable or recyclable packaging materials, and selected the product packaging approach that can eliminate the excessive use of materials for packing and massive waste. The business segment also launched projects of "paper instead of plastic" in new packaging materials. The business signed the contract with qualified external organisations 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. The business has further standardised its packaging specifications that enable the recycling and reuse of packaging barrels.</p> <p>香精業務的主要包裝材料為高密度聚乙烯塑料桶、紙桶、鐵桶、編織袋和鋁膜袋。該業務板塊致力於購買可重複使用或可回收的包裝材料，並選擇能有效避免過度包裝和浪費的產品包裝方式。該業務板塊同時開展「以紙代塑」項目，探索新型包裝材料。該業務板塊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，本集團亦盡力說服客戶購買大包裝而非小包裝，以減少不必要的浪費。該業務不斷將其包裝規格標準化，以實現對包裝桶的回收和重複使用。</p> <p>The business segment has implemented internal policies in the management of packaging materials, such as Material Requisition Work Instruction, Resource and Energy Management Measures, Production Materials Procurement Management Regulation and Guidelines of the Stock-in and Stock-out Procedures of Raw Materials, Packaging Materials and Finished Goods.</p> <p>該業務板塊在管理包裝材料中實施內部政策，包括「領料過程作業指導書」、「資源能源管理辦法」、「生產類物料採購管理制度」以及「原材料、包裝材料及成品出入庫作業指導書」。</p>
<p><b>Tobacco Raw Materials business</b> 煙用原料板塊</p>	<p>The packaging materials used in this business segment were mainly the paper pulp, film bags, cartons and plastic barrels. The Group conducted strict management of the stock-in and stock-out of packaging materials according to the actual demand. The business segment adopted the approach of centralised recycling that collected recyclable packaging products for treatment and reuse. In accordance with internal policies, such as Procurement Plan Management Approach, the business implemented a series of measures regulating the procurement of packaging materials including the formulation, verification, approval, execution, adjustment and addition of procurement plans, aiming to improve the efficiency of its procurement process and preventing the waste of packaging materials.</p> <p>該業務板塊使用的包裝材料主要是紙漿、薄膜袋、紙箱以及塑料桶。本集團根據實際需求執行嚴格的包裝材料出入庫管理。該業務板塊採取集中回收的方法，收集可回收的包裝產品，作進一步處理和重用。根據「採購計劃管理辦法」等內部政策，該業務板塊實施了一系列規範包裝材料採購的措施，包括制定、驗證、批准、執行、調整和添加採購計劃，旨在不斷提高其採購的效率，從而防止對包裝材料的浪費。</p>



<p><b>Aroma Raw Materials business</b> 香原料板塊</p>	<p>The packaging materials used by this business segment were mainly cardboard barrels, composite paper barrels, cartons, plastic tanks, plastic barrels with bungs and polyethene bags. In accordance with relevant internal policies, such as Packaging Material Management Regulation, the barrels used for transporting the materials or semi-finished products inside the production workshops excluding those for finished goods that were newly bought, were all reused. The Group also educated its employees to reduce, reuse and recycle packaging materials, and gave priority to the environmentally friendly materials in the procurement.</p> <p>該業務板塊使用的包裝材料主要是紙桶、複合紙桶、紙箱、塑料罐、閉口塑料桶以及聚乙烯袋。根據「包裝材料管理制度」等內部相關政策，除了為成品新購買的包裝材料外，生產車間內用於運送材料的周轉桶都進行重複使用。本集團教育員工減少、再利用和回收包裝材料，並於採購中優先選用環保材料。</p>
<p><b>Condiment business</b> 調味品板塊</p>	<p>The packaging materials in the business segment included glass bottles, PET (polyethylene terephthalate) bottles, metal tins, plastic barrels, PE (Polyethylene) pipes, cartons and paper-made boxes. According to the sales demand and its Procurement Management Regulation and Supplier Control Procedures, the business ordered appropriate amount of packaging materials from its suppliers and strictly controlled the amount of packaging materials during procurement, in order to avoid unnecessary waste. The business segment also encouraged its suppliers and business partners to recycle the packaging cartons and iron drums, and maximise the reuse rate.</p> <p>該業務板塊的包裝材料包括玻璃瓶、聚對苯二甲酸乙二酯瓶、金屬罐、塑料桶、聚乙烯管、紙箱和紙製盒子。根據銷售量、「採購管理制度」及「供方控制程序」，該業務從其供應商處訂購適量的包裝材料，並在採購過程中嚴格控制包裝材料的購買數量，以減少不必要的浪費。該業務板塊同時鼓勵其供應商和商業夥伴回收包裝紙箱和鐵桶，以及提高重用率。</p>

### Respecting the environment and conserving our natural resources

Respecting the environmental and natural resources in our services and operating processes is the essential of the Group's sustainability principles and the fulfilment of its corporate vision to be the leader to a better life. To this end, the Group believes that its long-term business success and ESG improvement should take account the megatrends of the world in sustainable development, especially benchmarking the leading practices in managing its overall impacts on environment and natural resources, thereby capitalising on the opportunities brought by sustainability within the wider context of sustainable development.

### Sustainability Progress

In FY2020, the Group's major environmental impacts were air emissions and GHG emissions during operations and transportation, consumption of various types of energy and water resources, and the generation of solid waste and sewage during operations. As compared with the performance in FY2019, the Group made some progress in its emissions and waste control, and improved its energy efficiency by strictly implementing its internal policies, while identifying some areas where improvement measures will be taken to address the potential risks.

### 尊重環境與保護自然資源

在我們的服務和營運過程中，尊重環境和自然資源是本集團可持續發展原則的根本，也是實現我們踐行「美好生活引領者」這一企業願景的關鍵。為此，本集團認為其長期業務成功和ESG提升應將全球可持續發展的大趨勢納入考量，尤其是在管理其對環境和自然資源的整體影響方面，應以先進實踐為基準，從而抓住在更廣泛的可持續發展所帶來機遇。

### 可持續性進展

2020財年，本集團的主要環境影響包括生產營運和運輸過程中的廢氣排放和溫室氣體排放、對各種能源和水資源的消耗以及營運期間產生的固體廢棄物和廢水。與2019財年的表現相比，本集團在排放和廢棄物控制方面取得了一些進展，通過嚴格執行內部政策提高了能源效率，同時識別出存在潛在風險的領域並將採取改善措施。



## Air and GHG emission control 廢氣和溫室氣體排放管控

In FY2020, the Group further strengthened its monitoring of air pollutants from industrial operations among its subsidiaries and included the air emissions from the aroma raw material business segment into reporting, which caused the surge of the total SO<sub>x</sub> and NO<sub>x</sub> emissions. Nevertheless, the total amount of SO<sub>x</sub>, NO<sub>x</sub> and PM in FY2020 still declined by 19.9% as compared with that in FY2019, should the same scope be applied.

In FY2020, as the Group pursued efforts to further assess its entire value chain emission impact and identify where to focus from a bigger picture, the indirect GHG emissions from business air travel by employees were recorded and analysed for generating its GHG profile. Despite the expanding scope, the total GHG emissions and intensity of the Group fell dramatically by 30.5% and 23.6% respectively. The substantial drop was primarily attributed to the successful control of energy consumption, in particular the effectiveness of policy implementation in electricity conservation in the Group.

2020財年，本集團進一步加強對子公司工業經營中產生的空氣污染物的監測，並將香料業務板塊的廢氣排放納入報告範圍，導致總SO<sub>x</sub>和NO<sub>x</sub>排放量上升。若採用相同範圍，2020財年的SO<sub>x</sub>、NO<sub>x</sub>和PM總量則比2019財年下降了19.9%。

2020財年，隨著本集團努力進一步評估其整個價值鏈的排放影響，並從更廣泛的角度識別重點所在，記錄並分析了員工因公務差旅所產生的間接溫室氣體排放，並用作披露其溫室氣體概況。儘管範圍有所擴大，但本集團的溫室氣體總排放量和強度卻分別大幅下降了30.5%和23.6%，其主要原因在於對能源消耗的成功管控，尤其得益於本集團在節電方面政策的有效實施。

## Solid waste management 固體廢棄物管理

In FY2020, the amount and intensity of domestic and commercial wastes generated by the Group went up by 18.5% and 28.6% respectively, whilst the effective policy implementation in industrial waste management made for a drop of approximately 20% in the amount of production and hazardous solid waste. The increase in the generation of domestic and commercial wastes was mainly due to the growing amount of waste generated by Jiangxi Xianghai Biological Technology Co., Ltd, a subsidiary of the Aroma Raw Materials business segment of the Group.

2020財年，本集團產生的生活垃圾和商業廢棄物的數量和強度分別上升了18.5%和28.6%，而工業廢棄物管理中政策的有效實施，令生產和有害固體廢棄物的數量下降了約20%。生活和商業廢棄物產生量的增加主要是由於本集團香原料業務板塊的子公司江西湘海生物科技有限公司所產生的廢物量有所增加。

## Water stewardship 水資源管理

In FY2020, the amount of water withdrawn by the Group fell by around 5%, which together with the reinforced wastewater recycling projects and initiatives taken across the business segments of the Group, resulted in a drop of 83,953.4 m<sup>3</sup> wastewater generation as compared to that in FY2019. During the year under review, the Group recycled a total of 314,050 m<sup>3</sup> wastewater.

2020財年，本集團的取水量下降了5%左右，再加上本集團各業務板塊加強對廢水進行回收的項目和舉措，本集團與2019財年相比廢水量減少了83,953.4立方米。於回顧年度內，本集團共回收314,050立方米廢水。

## Use of packaging materials 包裝材料的使用

In FY2020, the total packaging materials that the Group consumed accounted to 10,151.1 tonnes, which was 12.8% higher than that in FY2019, in which the use of plastic and paper ascended whereas the consumption of metal and other types of packaging materials declined. The rise in plastic material consumption for packaging purposes was caused by the surge of usage from the Aroma Raw Materials business segment. Due to the launch of innovative products by Jiahao, the subsidiary of the Condiment business segment of the Group, the paper-made packaging materials were vastly consumed, which contributed to the total amount of paper packing materials keeping an upward tendency.

2020財年，本集團消耗的包裝材料總量為10,151.1噸，比2019財年增長12.8%，其中塑料和紙張的使用量有所上升，而金屬和其他類型包裝材料的消耗量則有所下降。用於包裝目的的塑料材料消耗量的增長是由於香原料業務板塊的使用量激增所致。由於本集團調味品業務板塊的子公司嘉豪推出了創新產品，因此其消耗大量紙製包裝材料，而這使得集團紙製包裝材料的總量得到增加。

## Energy management 能源管理

In FY2020, the total energy consumption plummeted by around 30% as compared with that in FY2019. Under the unified leadership of the Group and with a series of internal policies including Energy Conservation and Resource Management Procedures and Environmental Impact Management and Control Procedures of Related Parties being implemented among different business segments effectively, the Group has made a success in improving its energy efficiency and transitioning towards the employment of clean energy. During the year under review, the intensity of the Group's principal energy resources including electricity, natural gas and coal declined by 5.2%, 49.1% and 10.3% respectively. While diesel consumption slightly increased in FY2020, the amount of gasoline went down by approximately 2.2% given the sound fleet management of the Group.

Facing the global increasingly severe energy crisis, the Group embraces the vision of a global community of shared future and accelerates its transition towards a green and low-carbon model that is in alignment with the national development strategy. In operations, the Group has taken a basket of appropriate energy-saving measure, including retrofitting, retro-commissioning and sustainable management measures, in order to minimise its impacts on the environment. In addition, the Group advocates the recycling practices in operations, such as incorporating facilities that encourage recycling in workshops and launching recycling programmes, in an effort to conserve energy and natural resources. During the year under review, the Group strengthened its data monitoring by comprehensively classifying the amount of various forms of fossil fuels in terms of the engine sizes of vehicles and facilities, in order to have a more accurate and science-based analysis of its environmental impacts.

與2019財年相比，本集團2020財年的總能耗下降了約30%。在集團的統一領導下以及通過制定一系列內部政策在不同業務板塊的有效實施，包括「節約能源資源管理程序」和「對相關方環境施加影響管理控制程序」，本集團在提高能源效率和向使用清潔能源過渡方面取得了進展。於回顧年度內，本集團主要能源資源強度，包括電力、天然氣及煤炭分別下降5.2%、49.1%和10.3%。儘管在2020財年柴油的消耗量略有增加，但由於本集團對車隊的良好管理，其汽油量下降了約2.2%。

面對日益嚴峻的全球能源危機，本集團支持人類命運共同體的願景並加速向符合國家發展戰略的綠色低碳模式過渡。在營運中，本集團已採取了一系列合理的節能措施，包括革新、重新校驗和可持續管理措施，以最大程度地減少對環境的影響。此外，本集團提倡營運中的回收舉措，例如在車間內建立鼓勵回收利用的設施並啟動回收計劃，以節約能源和自然資源。於回顧年度，本集團根據車輛和設施的發動機型號，對各種化石燃料的用量進行全面分類，加強了其數據監控，從而對其環境影響能夠進行更加準確和科學的分析。



## Actions

As being introduced above, the Group is aware that thoughtful manufacturing should be striving to deliver quality products to its customers with due considerations of the environmental benefits brought by enhanced energy efficiency and optimised production process. Over the years, the Group has set up, implemented and improved its internal policies to manage its practices towards environmental sustainability. For instance, the Group's subsidiaries have either obtained ISO50001 Energy Management System and ISO14001 Environmental Management System certifications or relentlessly sought to standardise its operations according to these requirements. Meanwhile, the Group has a set of comprehensive policies, systems and professional teams in place to identify potential environmental risks and supervise the corrective actions to be taken. For example, the Group's subsidiaries have on-site supervisors and inspectors who take the responsibility for overseeing the replacement of the absorption liquid in the towers and checking whether organic solvents and other gases are emitted outside the raw material warehouses, storage tank areas or workshops.

## Combatting climate change

As most countries around the globe are gradually putting forward clear and ambitious zero carbon commitments, customers, investors, authorities and a wider society are accelerating this trend and their expectations of the Group and the industry of taste-based fast-moving consumer goods to deliver more solutions and visibility are rising rapidly. For instance, an increasing number of investors are mapping physical risks for current portfolios and potential acquisitions, and incorporating adaptation and mitigation measures for assets at risk. Meanwhile, the risks including water scarcity, food security, extreme heatwaves, technology advancement, regulatory requirement and supply chain instability associated with climate change may pose different levels of financial and reputational risks to business enterprises. As such, climate action and policy, to the Group, have already been seen as a strategic imperative and the cornerstone in its long-term development plan.

In FY2020, the Group set a long-term carbon goal to 2025 with reference to the Paris Agreement. In line with its climate commitment, the Group has analysed the implications of both physical and transition climate-related risks and opportunities on its business development by adopting the TCFD framework.

## 行動

如上所述，本集團認識到一個全方位的製造過程應在努力為客戶提供優質產品的同時，充分考慮到提高能效和優化生產工藝所帶來的環境效益。多年來，本集團已建立、實施和改善其內部政策，以管理其實現環境可持續性的實踐。例如，本集團的子公司已獲得ISO50001能源管理體系和ISO14001環境管理體系認證，或根據其要求不斷尋求標準化的營運。同時，本集團擁有一套全面的政策、系統和專業團隊，以識別潛在的環境風險並對其採取的糾正措施進行監督。例如，本集團的子公司安排現場監督員和檢查員，負責監督塔中吸收液的更換並檢查有機溶劑和其他氣體是否散發到原料倉庫、儲罐區或車間之外。

## 應對氣候變化

隨著全球大多數國家／地區逐漸作出明確且遠大的零碳承諾，客戶、投資者、監管機構以及更廣泛的社會群體正加速這一趨勢，對本集團和味覺系快速消費品行業在提供更多解決方案和透明度方面的期望也正在不斷提高。例如，越來越多的投資者在其當前投資組合和潛在收購中考量實體風險，並對含有風險的資產採取適應和緩解措施。同時，與氣候變化相關的水資源短缺、糧食安全、極熱天氣、科技進步、監管要求和供應鏈不穩定性等風險可能會給商業企業帶來不同程度的財務和聲譽風險。因此，對於本集團而言，氣候行動和相關政策已被視為其長期發展規劃中的戰略要務和重點。

2020財年，本集團參照「巴黎協定」，設立了2025年的長期碳排放目標。根據其對氣候的承諾，本集團通過採用氣候相關財務信息披露工作組框架，分析了與氣候相關的實體和過渡風險與機遇對業務發展的影響。



### Example Scenario - Adaptation

#### 情景案例-適應

The Group's Tobacco Raw Materials business has a stable demand for paper pulp. With the impact of climate change, the paper pulp that is derived from wood may experience fluctuations in price. To mitigate the risk, the Group has been vigorously developing new businesses and exploring the possibilities of finding substituents for paper pulp.

本集團的煙用原料業務對紙漿的需求穩定。在氣候變化的影響下，源自木材的紙漿可能會存在價格波動。為降低風險，本集團一直在大力發展新業務，並探索紙漿替代品的可能性。

Similarly, the sourcing price of energy, raw materials and packaging materials may also arise as a result of climate change. To alleviate the impacts on its businesses, the Group has advocated the practices in energy conservation, application of renewable energy and re-designed the packaging approach towards simplicity. To address the risks of supply shortage and price surge due to the interruptions of climate change to the supply chain, the Group has developed its countermeasures through better communications with its suppliers and bulk procurement for reserve and adapting to the unpredictable price.

同樣，能源、原材料和包裝材料的採購價格也可能由於氣候變化而上升。為減輕對業務的影響，本集團提倡節約能源與應用可再生能源的做法，並改變包裝設計以達到簡化的目的。為應對由於氣候變化而導致的供應鏈中斷，造成供應短缺和價格上漲的風險，本集團已制定對策，通過與供應商更好地溝通和批量採購進行儲備，以適應不可預測的價格。

### Example Scenario - Mitigation

#### 情景案例-減緩

As climate events are threatening both business conditions and society in general, it is the responsibility of an enterprise like the Group to be a good steward and to contribute to averting the consequence of climate change. The release of GHGs into the atmosphere due to the burning of fossil fuels and human activities has accelerated global warming. As such, the Group has been dedicated to capturing and sequestering carbon to offset its own GHG emissions through tree planting. Since its establishment, the Group has contributed to approximately 8,000 trees, which were equivalent to approximately 58.6 tonnes of waste recycled instead of landfilled or approximately 6,533 incandescent lamps switched to LEDs according to the evaluation of the GHG Equivalencies Calculator of the United States.

氣候事件正威脅著整個商業環境和社會。對於本集團而言，緩解氣候危機所造成的後果和守護我們的商業環境與社會是必須肩負起的責任，並會為此做出貢獻。由於化石燃料燃燒和人類活動所導致的溫室氣體排放加速了全球變暖。因此，本集團一直致力於通過植樹截存碳，以抵消自身的溫室氣體排放。自成立以來，本集團共種植約8,000餘棵樹，相當於回收了約58.6噸廢棄物，避免其運往垃圾填埋場，或將約6,533盞白熾燈轉換為LED燈（根據美國溫室氣體當量計算器的評估）。



## V. CARING ABOUT OUR PEOPLE

As part of its corporate sustainability strategy, the Group believes that an inclusive corporate culture should be founded on equal opportunity, fairness and respect for every employee. The Group is committed to building a diverse workplace of talented people with the full range of skills, good attitudes, experiences in various realms and innovative ideas to deliver positive changes for the company, consumers and a wider society. As of 31 December 2020, the Group employed a total of approximately 3,458 employees in the mainland of the PRC, Hong Kong, Germany, Botswana, the United States, Korea, Indonesia and Vietnam.

### Law compliance

The Group's employment policies and practices abide by the relevant laws and regulations. In FY2020, the Group complied with the relevant laws and regulations, including the following:



## V. 關愛我們的員工

作為企業可持續發展戰略的一部分，本集團認為包容性的企業文化應建立在平等機遇、公平和尊重每一位員工的基礎上。本集團致力於建立一個由具有各種技能、良好態度以及在各領域中富有經驗和創新思想的人才組成的多元化工作場所，從而為公司、消費者和整個社會帶來積極的變化。截至2020年12月31日，本集團在中國內地、香港、德國、博茨瓦納、美國、韓國、印度尼西亞和越南共有約3,458名員工。

### 遵守法律

本集團的僱傭政策和實踐遵守相關法律法規。於2020財年，本集團已遵守相關法律及法規，包括以下各項：



### Supporting good employment

The Human Resources Department of the Group is responsible for the reviewing and updating of relevant company policies on a regular basis in accordance with the latest laws and regulations. The Employee Handbook, together with a series of internal policies including the Labour Relations Management Regulations of Huabao International Holdings Limited, establish the Group's standards for creating and maintaining an employment process and workplace that is respectful, inclusive and secure. As being vividly outlined from the Group's corporate logo, it is the Group's internal quality that strives to integrate all internal positive factors and excellent resources, promote the harmony and beauty of all employees, and demonstrate our confidence and determination to work together and press ahead sustainable development.

### Recruitment and promotion

The Group periodically reviews its compensation packages and performs 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.

### 支持良好的僱傭

本集團人力資源部負責根據最新的法律法規，定期審查和更新相關公司政策。本集團「員工手冊」在內的一系列內部政策，包括「華寶國際控股有限公司勞動關係管理規定」，建立了集團創造和維持一個相互尊重、包容和安全工作場所的僱傭流程標準。正如集團標誌清晰描繪出的一樣，其勾勒出公司融合內部一切積極因素和優秀資源的內在品質，促進全體員工和諧、和美，彰顯出我們銳意開拓可持續發展的信心和決心。

### 招聘和晉升

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。

**'Internal Recruitment First' (先內後外) &  
'Conscientious, Professional, Capable and Resourceful'  
(有道德、有境界、有能力、有辦法)**

The Group has adopted a set of transparent and clear procedures for recruitment. The recruitment process follows a strict series of procedures including preliminary screening, rounds of exams, filling out 'Candidate Registration Form', background investigation, onboarding procedures and signing Labour Contract, Confidentiality Agreement and Non-competition Agreement. In principle, the recruitment adopts the Relative Challenge System. The Group provides equal opportunities for promotion and development for eligible employees who have shown outstanding performance and potential in their positions based on the principles of 'Legality, Honesty and Fairness'.

本集團已採取一套透明清晰的程序進行招聘。招聘程序遵循一系列嚴格的步驟，包括初步篩選、數輪考試、填寫「應聘人員登記表」、背景審查、入職程序以及簽署「勞動合同」、「保密協議」和「競業限制協議」。原則上招聘採用「親屬迴避制度」。本集團基於「合法、誠信和平等協商」的原則，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**

The Group has established a value distribution mechanism and internal incentive mechanism with Huabao characteristics, to provide employees with a highly competitive salary, in accordance with its Compensation Management Regulation. The Group requires its employees not to divulge their own salary information with others or to inquire about others' salary. To better manage the compensation of employees, the Group makes use of the balanced scorecard and has set up strict policies in the cycle, method, scoring and result application of performance appraisal of employees.

The termination of recruitment contract of the Group is based on reasonable, lawful grounds and internal policies. The Group has set up complete procedures for work handover that ensures the dismissal or voluntary resignation will not impact business operations. The Group prohibits any kind of unfair or illegitimate dismissal, thus policies regulating the procedures of dismissal of employees are in place for management. The Group's Employee Handbook has specified the details and disciplinary actions on any practices of employees that have violated the Group's policies. For the employees whose behaviour is characterised as the serious violation of the Group's regulations or serious dereliction and malpractices that have caused significant damages to the Group, which are clearly defined in the policy, the Group will terminate the labour relationship with the corresponding employee after investigation and verification in accordance with relevant laws and regulations.

### **Working hours and rest periods**

In accordance with local employment laws including the 'Provisions of the State Council on Employees' Working Hours', the Group's policy in managing the working hours and rest periods of employees clearly specifies the working time, attendance requirements and disciplinary actions. For example, employees who work overtime should fill out the 'Overtime Application Form' for approval before execution. Employees who have worked overtime can take working days off once the application is approved. The Group has standardised the leave application procedures in the policy to ensure that the working hours and rest periods are under efficient management.

### **薪酬及解僱**

本集團參照「薪酬管理制度」，建立了具有華寶特色的價值分配機制和內部激勵機制，為員工提供具有競爭力的薪資。本集團要求其僱員不得與他人洩露自己的工資信息或詢問他人薪資。為更好地管理員工薪酬，本集團利用平衡計分卡，在員工績效考核的周期、方法、評分和結果應用方面建立了嚴格的政策。

本集團的勞動合同終止基於合理合法依據並依照內部政策執行。本集團已制定完整的工作交接程序，以確保解僱或自願辭職不會影響業務營運。本集團禁止任何形式的不公平或不正當解僱，因此制定了嚴格的員工解僱程序管理政策。本集團的「員工手冊」詳細列明有關違反本集團政策的員工行為和紀律處分。對於行為被認為嚴重違反本集團規定或嚴重瀆職和有不正當行為並對本集團造成重大損害的員工，本集團將依據政策中列明的規定，根據相關法律法規進行驗證，在調查後終止與該員工的勞動關係。

### **工作時數和假期**

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」，在其管理員工工作時數和休假的政策中明確工作時長、考勤要求和紀律處分。例如，加班的員工應填寫「加班申請表」並在執行前提交批准。一旦申請獲得批准，已加班的員工可以申請額外休假。同時，本集團已在政策中規範請假程序，以確保員工的工作和休息時間可以得到有效管理。





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

As an equal opportunity employer, the Group has been committed to creating a fair, respectful and diverse working environment by promoting anti-discrimination and equal opportunity in all its human resources, and strictly implementing relevant policies to regulate its daily corporate practices and avoid activities that may violate the principles of equal opportunity and anti-discrimination. Training and promotion opportunities, dismissals and retirement policies are based on factors irrespective of the employees' age, sex, marital status, pregnancy, family status, disability, race, colour, descent, national or ethnic origins, nationality, religion or any other non-job related elements in all business units of the Group. Employees are vigorously encouraged to report any incidents involving discrimination to the Human Resources Department via the grievance mechanism of 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**

作為平等機會的僱主，本集團致力於在所有人力資源中促進反歧視和平等機會，從而營造一個公平競爭、相互尊重及多元化的工作環境，並實施嚴格的政策來規範其日常的企業實踐，避免任何可能違反平等機會和反歧視原則的活動。本集團所有業務部門的培訓及晉升機會、解僱及退休政策並不會以僱員的年齡、性別、婚姻狀況、懷孕狀況、家庭狀況、殘疾、種族、膚色、血統、民族或族裔、國籍、宗教或任何其他非工作相關因素為依據。本集團鼓勵僱員通過申訴機制向人力資源部門報告任何涉嫌歧視的事件。人力資源部門將負責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。

**“The Group respects every employee, provides equal opportunities for their development, combines the career aspirations of employees with the development of the Group, unifies personal interests and corporate interests, and achieves the growth and progress of the Group and employees together.”**

**「公司尊重每一個員工，為員工的發展提供平等的機會，將員工的發展目標，與企業的發展結合起來，將個人的利益和企業的利益統一起來，實現公司和員工的共同成長與進步。」**

### **Other benefits and welfare**

Employee's welfare is an important aspect of the Group's endeavours to pursue sustainability. The Group has provided social insurance and provident fund to its employees. The provision of corporate benefits for employees are stipulated in the Group's policies the include birthday gift, heatstroke prevention benefits, holiday benefits, communication subsidies, annual health examination, red packets, staff dormitories, free working meals, shuttle bus service, recreational activities, reimbursement of long-distance family visit expense. Meanwhile, the Group's reward and punishment system encourages its employees to pursue excellence and motivates them to fulfil their potential to be better.

### **其他待遇和福利**

員工的福祉是本集團努力追求可持續發展的核心。本集團為員工提供社會保險和公積金。本集團政策中列明的給予員工的企業福利包括生日禮物、防暑降溫費、假日福利、通訊補貼、年度體檢、紅包、員工宿舍、免費工作餐、班車服務、娛樂活動及報銷長途探親費。同時，本集團的獎懲制度鼓勵員工追求卓越，並激勵他們發揮自己的潛力，以求變得更好。



The Group regards its employees as the creators, practitioners and trailblazers of the fulfilment of the Group's corporate values and has persevered in facilitating the building of a sound work environment where all employees can share ideas and express concerns. The Group advocates the concept of Healthy Work and Healthy Life among its employees, arranging a number of cultural and sports activities such as sports competitions and excursions for its employees, and in particular generously rewarding the employees who have made exceptionally outstanding performance. The "Huabao" monthly magazine and corporate website are also the platforms where the Group's employees at all levels can exchange knowledge, which further enriches the lives of employees and promotes the development of the Group's corporate culture.

**The United Trade Union in Shanghai Industrial Park of Huabao Flavours & Fragrances Was Awarded the 2019 Star-level "Exemplary Home of Staff" (Three-star Level) of Jiading District, Shanghai**

In March, 2020 the United Trade Union in Shanghai Industrial Park of Huabao Flavours & Fragrances was awarded the title of the 2019 Star-level "Exemplary Home of Staff" (Three-star level) by the Federation of Trade Unions of Jiading District, Shanghai. Since establishment in September 2018, with the guidance, support and concern from the superior Trade Union and the company, the United Trade Union has been carrying out a variety of work tasks, e.g. recreational and sports activities, training, learning activities, which have been well received by the company and the employees.

本集團將員工視為實現集團企業價值觀的創造者、實踐者和開拓者，並堅持不懈地促進營造良好的工作環境，使所有員工可以分享想法並表達關切。本集團在員工中倡導「健康工作、健康生活」的概念，為員工安排了很多文體活動，例如體育比賽和短途旅行，特別是給予表現出色的員工很多獎勵。「華寶」月刊和企業網站也是本集團各級員工交流知識的平台，進一步豐富了員工的生活，促進了集團企業文化的推廣。

**華寶股份上海園區聯合工會榮獲上海市嘉定區2019年度星級（三星級）「先進職工之家」稱號**

2020年3月，華寶股份上海園區聯合工會榮獲由上海市嘉定區總工會頒發的2019年度星級（三星級）「先進職工之家」稱號。聯合工會自2018年9月成立以來，上級工會、公司給予了大力指導和支持，在他們的關心下，工會各項工作有序開展，文體、培訓、學習等活動舉辦得有聲有色，受到了公司及員工的一致好評。

# 光榮榜

## 2019年度嘉定區三星級先進職工之家

華寶香精股份有限公司上海園區聯合工會  
山特維克礦山工程機械(中國)有限公司工會  
迅達(中國)電梯有限公司上海地區工會



**The Joint Trade Union of Shanghai Industrial Park of Huabao Flavours & Fragrances Held a Gardening Therapy Activity Themed by “New Flowerpot for Cactus”**

On July 17, 2020 the Joint Trade Union in Shanghai Industrial Park of Huabao Flavours & Fragrances held a gardening therapy activity themed by “New Flowerpot for Cactus” at the North Upper Hall. This activity was one under the mental health service project for employees themed by “Warm Jiading and Vibrant Classes” – “Love Jiading and Bright Future” in 2020 Jiading Industrial Park, which aimed to satisfy staff’ mental health requirement and improve their quality. Employees participating in the activity took a break from work and forgot all worries. Under the gardening therapist’s guidance, the employees used their minds, painted flowerpots, planted cactus with their own hands, and experienced the gardening therapy.

**華寶股份上海園區聯合工會舉行「刺球的新衣」園藝治療減壓活動**

2020年7月17日，華寶股份上海園區聯合工會在北上廳舉行「刺球的新衣」園藝治療減壓活動。本次活動項目是2020年嘉定工業區「暖嘉園·燃課堂」——「心嘉定·心未來」職工心理服務專案，旨在滿足職工心理健康需求與提高職工素質。參加活動的員工暫時放下工作，拋開煩惱，在園藝治療師的指導下，動動手腦，親手塗鴉花盆，種植仙人掌，來了一場園藝治療減壓體驗。



**Huabao Flavours & Fragrances Held the Award Ceremony for “2020 President Recommendation Booklist Reading Activity: The Indispensable China” and “Busy-themed Photography Contest”**

In June, 2020 the Award Ceremony for “Huabao 2020 President Recommendation Booklist Reading Activity: The Indispensable China” & “Busy-themed Photography Contest” was held at the Beishang Hall of Huabao Shanghai Industrial Park. The reading activity & photography contest was jointly organised by the HR Department, Administration Department and the United Trade Union. Through the activity, the company hoped to encourage employees to learn more, improve and enrich themselves, and advocate the positive and optimistic attitude towards work and life.

**華寶股份舉行「2020總裁推薦書單《中國優勢》讀書活動、‘忙’主題攝影比賽」頒獎儀式**

2020年6月，「華寶股份2020總裁推薦書單《中國優勢》讀書活動」，以及「‘忙’主題攝影比賽」頒獎儀式在華寶股份上海園區北上廳舉行。本次讀書活動、攝影比賽由人資部、行政部與聯合工會共同組織開展，希望藉此激勵員工學習提升、充實自己，宣導積極樂觀的工作、生活態度。

**2020 Autumn Employee Event of the Joint Labour Union of Huabao Shanghai Park under the Theme of “Forging Ahead by Navigating the Wind and Waves” Ended Successfully**

From September 25 to 26 2020, 2020 Autumn Employee Event organised and planned by the Joint Labour Union of Huabao Shanghai Park under the theme of “forging ahead by navigating the wind and waves” was held at Taihu Lake, Suzhou. Nearly 80 employees from Huabao Shanghai Park were attracted to participate in the Event.

**「乘風破浪·砥礪前行」華寶股份上海園區聯合工會2020秋季員工活動圓滿落幕**

2020年9月25日-26日，由華寶股份上海園區聯合工會組織策劃的「乘風破浪·砥礪前行」2020秋季員工活動在蘇州太湖舉行，活動吸引了來自華寶股份上海園區近80名員工報名參加。



2020 was a special year for everyone, because the sudden COVID-19 outbreak has disrupted the pace of people's life and work. In order to stimulate the morale of employees and create a positive corporate atmosphere, the two committees of the Joint Labour Union, with the strong support of the Group, organised and planned this Event to encourage all employees to jointly overcome the difficulties, forge ahead by navigating the wind and waves and spare no efforts in pursuing their dreams. This Event was held in two days, consisting of team building games, self-service barbecue, bonfire party and 20-kilometer cycling around the lake, etc.

2020對於每一個人來說都是特殊的一年，突如其來的疫情打亂了人們生活、工作的節奏，為激發員工的鬥志，營造積極向上的企業氛圍，在公司領導的大力支持下，聯合工會兩委組織策劃了此次活動，大家一起乘風破浪，共克時艱，砥礪前行，奮起追夢。本次活動共分兩天舉行，分別設置了團建遊戲、自助燒烤、篝火晚會、20公里環湖騎行等環節。



### Huabao Flavours & Fragrances Organised a Delegation to Participate in the "Run Together" 2020 Shanghai Employee Family Marathon

On October 25, 2020, the "Run Together" 2020 Shanghai Employee Family Marathon, with the distance of 4,219.5 km, which was one of the important events of Third Shanghai Citizens Sports Meeting, kicked off in Shanghai Jiabei Country Park. All runners in this Event were family-based. Huabao Flavours & Fragrances actively organised a delegation to participate in the Event.

#### 華寶股份參加「同心同行」2020上海市職工家庭馬拉松活動

2020年10月25日，作為上海市第三屆市民運動會重要項目的「同心同行」2020上海市職工家庭馬拉松在上海嘉北郊野公園歡樂開跑。本次活動以家庭為單位組織參賽，全程4,219.5公里，華寶股份積極組織代表隊參加此次活動。

### Jiangxi H&K Held Its First Skill Competition for Employees

In order to improve its employees' skills, elect and motivate excellent skilled personnel, play the leading role of model employees, and to accomplish the aim of "facilitating learning by competition and creating excellence", Jiangxi H&K held its First Skill Competition for Employees. There were 7 items in total in the Competition, including packaging, wiring, forklift, manual filling, ingredient, aroma evaluation and type-in. The professional and standard operating methods, perfect and efficient quality standards, and superior operating speed were the three highlights of the competition.

#### 江西孔雀舉辦第一屆職工技能競賽

為提高員工崗位技能水準，評選和激勵優秀技能人員，發揮榜樣的模範帶頭作用，達到「以賽促學」、「創先爭優」的目的，江西孔雀於近日舉辦了「江西孔雀第一屆職工技能競賽」。本次比賽共設立了7個項目，包含打包、接線、叉車、手工灌裝、配料、香氣測評、統計錄入。專業規範的操作手法、完美高效的品質標準，力求超越的作業速度是本次比賽的三大看點。





### Huabao Flavours & Fragrances Shanghai Industrial Park Organised the Flower Art Training Activity

#### 華寶股份上海園區組織開展花藝培訓活動

On November 27, 2020, Huabao Flavours & Fragrances Shanghai Industrial Park invited professional flower art teachers to bring a wonderful flower art training session for employees, thus making everybody get relaxed and cultivate their taste after busy and toilsome work.

2020年11月27日，華寶股份上海園區邀請專業花藝老師為員工們帶來了一場美麗的花藝培訓課，讓大家在忙碌、勞累的工作之餘放鬆身心，陶冶情操。



### "Remember the Past and Expect the Future": the Trade Union Federation of Huabao Shanghai Industrial Park Held an Activity to Welcome the Arrival of the New Year 2021

The annual activity to welcome the arrival of the New Year was held as expected. The Trade Union Federation has prepared gifts for all - the "four-piece suit" for welcoming the New Year, which represented the warm blessings of a joy and peaceful new year and all wishes could come true.

#### 「往昔，可憶；未來，可期」華寶股份上海園區聯合工會舉辦2021迎新活動

一年一度的迎新活動在大家的翹首期盼中如約而至，聯合工會為大家準備了禮物——迎新「四件套」，寓意新一年平安快樂、心想事成。



This year, Huabao Flavours & Fragrances crafted a special envelop and card, wishing prosperity to all colleagues, and wishing the New Year is worth being expected for everyone. The company hoped that its meticulous preparation and considerate design can bring all employees the warmest move in this winter, and enable them to feel the blessings from their close colleagues and Huabao.

In FY2020, 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.

今年，華寶股份精心為大家定制了一份特殊的信封和卡片，寓意事業、生活紅紅火火，亦祝福大家新的一年值得每一個人期待。華寶股份希望精心的準備、用心的設計能帶給員工今冬最溫暖的感動，並且讓他們感受到來自于朝夕相處同事的祝福，來自華寶的祝福。

於2020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。



Promoting health, safety and wellbeing

促進健康、安全與福祉

## PRINCIPLES OF ENVIRONMENTAL AND OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT

### 環境與職業健康安全管理原則

#### Compliance 合規

Comply with the laws, regulations and other requirements in environmental and occupational health and safety related to the Group's environmental factors and hazards.

遵守與公司環境因素和危險源有關的環境及職業健康安全法律法規及其他要求。

#### Policy 政策

Implement pollution prevention, hazard source identification and risk control, and continuously improve performance in environmental and occupational health and safety.

實施污染預防、危險源辨識及風險控制，持續不斷地改進環境及職業健康安全績效。

#### Awareness 意識

Strengthen employees' awareness of environmental protection and occupational health and safety, and promote the understanding of the Group's environmental and occupational health and safety policies.

加強公司員工的環境保護及職業健康安全意識，促進相關方對本公司環境及職業健康安全方針的認識和理解。

As an enterprise in the taste-based fast-moving industry, the physical and mental health of employees is a priority and key to the Group's long-term success. In FY2020, the subsidiaries of the Group implemented strict internal safety and health policies, such as Safety Management Regulation, Occupational Hazards Prevention and Control Accountability System, Education and Training System of Occupational Disease Prevention and Environmental and Occupational Health and Safety Management Manual, and complied with the relevant laws and regulations in Hong Kong and the PRC, including the following:

作為味覺系快速消費品行業的一家企業，員工的身心健康是集團長期成功的重中之重。2020財年，本集團的子公司實施了嚴格的內部安全健康政策，例如「安全管理規定」、「職業病危害防治責任制度」、「職業病防治宣傳教育培訓制度」及「環境及職業健康安全手冊」，並符合香港和中國內地的相關法律法規，包括：

Occupational Safety and Health Ordinance (Cap. 509 of the Laws of Hong Kong)  
《職業安全及健康條例》(香港法例第509章)

Production Safety Law of the People's Republic of China  
《中華人民共和國安全生產法》

Law of the People's Republic of China on Prevention and Control of Occupational Diseases  
《中華人民共和國職業病防治法》

Fire Control Law of the People's Republic of China  
《中華人民共和國消防法》

Special Equipment Safety Law of the People's Republic of China  
《中華人民共和國特種設備安全法》

Regulation on Work-Related Injury Insurance  
《工傷保險條例》

Regulation on the Safety Management of Hazardous Chemicals  
《危險化學品安全管理條例》

Regulations on the Reporting, Investigation and Disposition of Work Safety Accidents  
《生產安全事故報告和調查處理條例》



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

The Group has rigorously implemented its internal policies and followed the instructions of the Quality Management Systems (ISO 9001:2015) and the Occupational Health and Safety Management Systems (ISO 45001: 2018) during its operations. In addition to the provision of medical and employment injury insurances to its staff, the Group ensures that the fundamental elements of the production safety are strictly met according to the relevant laws and regulations, including:

本集團嚴格執行內部政策，並於營運中遵循質量管理體系(ISO9001：2015)和職業健康與安全管理體系(ISO45001：2018)的指引。本集團為其員工提供醫療和工傷保險，並根據相關法律法規嚴格遵守安全生產的基本要素，包括：

### FUNDAMENTAL ELEMENTS OF THE PRODUCTION SAFETY

#### 安全生產的基本要素



The Group has set up a series of occupational safety-related policies including the Health and Safety Management Regulation of Huabao International Holdings Limited and Emergency Plan for Production Safety Accidents for internal management, and formulated and kept amending its Environmental and Occupational Health and Safety Management Manual to improve the management of occupational health and safety. The Safety Management Committee is the highest authority of the Group supervising the corporate safety management. The Chief Executive Officer of the Group is the director of the committee, and other members in the leadership are composed of the heads of various departments of the Group and the staff responsible for safety affairs.

「華寶國際控股安全管理暫行規定」和「安全生產事故應急預案」用於內部管理，並不斷修訂其《環境及職業健康安全管理手冊》，以改善職業健康與安全的管理。安全管理委員會是本集團監督企業安全管理的最高監管機構。該委員會主任由本集團的首席執行官擔任，而領導層的其他成員則由集團各部門的負責人和負責安全事務的人員組成。



**Safety Management Committee**  
安全管理委員會

- Study, advocate and supervise the Group and all departments to earnestly implement national laws, regulations, policies and principles on production safety; 研究、倡導和監督集團及各部門認真貫徹執行國家有關安全生產的法律、法規、政策和原則；
- Co-ordinate the annual arrangement of safety work, hold regular safety meetings and listen to the reports about the implementation of safety-related issues in the Group at meetings; 協調安全工作的年度安排，定期舉行安全會議，並在會議上聽取關於集團安全相關問題執行情況的報告；
- Discuss the major issues in relation to the safety work of the Group and control the capital allocation to the management of safety affairs; 討論與本集團安全工作有關的首要問題，控制對安全事務管理的資金分配；
- Supervise the staff responsible for production safety in all departments to implement the production accountability system and ensure the safety and health of employees; 監督各部門負責安全生產工作的員工執行生產責任制，並確保員工的安全和健康；
- Organise the safety audit work and reward or punish the main responsible person in each department based on the audit results. 組織安全審核工作，並根據審核結果獎勵或懲處各部門主要負責人。

**Administration Department**  
行政部門

- Implement the national and corporate policies in relation to production safety and supervise the safety management work under the leadership of the Safety Management Committee; 在安全管理委員會的領導下，執行有關安全生產的國家和企業政策並監督安全管理工作；
- Responsible for the daily work assigned by the Safety Management Committee and assume the responsibility of the Group's safety work and production safety-related accidents; 負責安全管理委員會的日常工作，並負責本集團的安全工作和生產安全事故處理；
- Build the Group's safety accountability and management system and formulate the Group's safety policies; 建立本集團的安全責任制和管理制度，制定本集團的安全政策；
- Carry out regular inspections on the safety work of the Group, put forward suggestions for improving the safety management, and take corrective measures to minimise the potential safety-related risks in all departments; 定期對本集團的安全工作進行檢查，提出改善安全管理的建議，並採取整改措施，最大限度地減小各部門存在的安全隱患；
- Formulate safety assessment indicators and report to the Safety Management Committee based on the evaluation, analysis and summarisation of safety accidents and the follow-up measures that have been taken. 制定安全評估指標，並根據對安全事故的評估、分析和總結以及已採用的後續措施向安全管理委員會報告。

To ensure the effective implementation of the Group's occupational health and safety strategy and requirements, the business segments and subsidiaries of the Group have taken the initiative to establish internal management systems that supervise the health and safety work. For instance, Huabao Flavours & Fragrances has delegated the representatives of the safety management team and safety operation team, and required that they fulfil their respective responsibilities:

為確保有效執行本集團的職業健康與安全戰略與要求，本集團的業務板塊和子公司已主動建立監督健康與安全工作的內部管理體系。例如，華寶股份任命安全管理團隊和安全運營團隊的代表，並要求他們履行各自的職責：

**Representative of Safety Management Team**  
安全管理團隊代表

- Fully responsible for the establishment, implementation, maintenance and continuous improvement of the company's environmental and occupational health and safety management system; 全面負責公司環境及職業健康安全管理體系的建立、實施、保持和持續改進；
- Report to the top management of the implementation of the environmental and occupational health and safety management system and the effectiveness of the system as a basis for continuous improvement; 向最高管理者匯報環境及職業健康安全管理體系運行情況和體系的有效性，為持續改進環境和職業健康安全管理體系提供依據；
- Organise internal audits on the environmental and occupational health and safety management system and prepare materials for review by the management; 組織內部環境及職業健康安全管理體系審核，準備管理評審資料；
- Internally responsible for coordinating the operation of the system, and externally responsible for the liaisons related to the environmental and occupational health and safety management system. 對內負責協調體系運行，對外負責與環境及職業健康安全管理體系相關的各种聯絡。

**Representative of Safety Operation Team**  
安全營運團隊代表

- Review the practicability and effectiveness of the policy, and participate in setting the company's goals and indicators; 評審政策的適宜性、有效性，參與設定公司的目標和指標；
- Clarify own responsibilities and serve as the intermediary for both the management and general employees for better communication; 明確自身的職責並作為管理層和一般僱員兩方的傳聲筒，便於其溝通；
- Participate in the supervision, inspection and review the operation of the system, and urge the implementation of corrective and preventive measures within the responsibility scope; 參與監督稽查，審核體系運行情況，並敦促落實與自己職責相關的糾正預防措施；
- Engage in management reviews, evaluate the performance of the organisation, participate in discussions to establish the company's future targets, indicators and reforms. 參與管理評審，評價組織的績效，參與討論確立公司未來的目標、指標和改進。





**Jiangxi Emergency Management Department Visited Jiangxi H&K to Carry out Safe Production Survey and Inspection**

On May 25, 2020, Jiangxi Emergency Management Department, visited Jiangxi H&K to carry out safe production survey and inspection. At the onsite meeting, Jiangxi H&K introduced the overall situation of the company for leaderships of the Inspection Team, and stated that the company would conscientiously carry out a variety of safe production deployment tasks by the Province and the City, constantly improve the company's system of responsibility in safe production, strengthen the field control, ensure the input for safe production, search and modify potential safety hazards, and guarantee the orderly and healthy production and operation of the company.

**江西省應急管理廳蒞臨江西孔雀開展安全生產調研、檢查工作**

2020年5月25日下午，江西省應急管理廳蒞臨江西孔雀開展安全生產調研、檢查工作。在現場會上，江西孔雀向檢查組領導一行介紹了公司整體情況，並表示公司將認真貫徹、落實省、市各項安全生產工作部署，提高全員安全意識，不斷完善安全生產責任制，強化現場管理，確保安全生產投入，查找並整改安全隱患，保障公司生產經營有序、健康開展。





### Jiangxi H&K Organised Fire Emergency Drill

In order to carry out the safety production policy of "safety first, prevention as primary, and comprehensive treatment", and to enhance both fire prevention awareness and ability of emergency management of the employees, Jiangxi H&K organised a fire emergency drill for all employees in June. This drill simulated the evacuation and fire extinguishing after a fire happens. In order to improve the effect of this drill, personnel from the Security Department explained and demonstrated how to use dry powder extinguisher in details, and arranged all employees to carry out practical operation. A series of drills enhanced all on-site personnel's awareness of emergency response.

### 江西孔雀組織開展消防應急演練

為進一步貫徹「安全第一、預防為主、綜合治理」安全生產方針，提升員工消防意識和應急處理能力，六月，江西孔雀組織全體員工開展了消防應急演練。本次演練模擬火災發生時撤離、消防滅火情形進行。為了提升演練效果，安全部門人員詳細講解並示範了乾粉滅火器的使用，並讓全體員工逐個進行實操演練，一系列的演練使得現場參與人員在應急處置方面有了更深刻的認識。



### Owada Flavours Technology (Guangzhou) Co., Ltd. ("Guangzhou Owada") Carried out the Training on Environmental Protection and Safety Emergency Knowledge

On 14 August, 2020, Guangzhou Owada organised a training session on environmental protection and safety emergency knowledge for its staff. Guangzhou Owada also organised the staff to attend the training session on "Learn a Lesson from Accidents and Pay Attention to Emergency Disposal" by one deputy chief engineer of China Chemical Safety Association via live video streaming. Contents of the training session included the requirements of laws and regulations on emergency disposal, what mistakes had been made in emergency disposal for accidents in recent years, what principles shall be complied with for emergency disposal.

### 廣州澳華達開展環保、安全應急知識培訓

2020年8月14日，廣州澳華達組織全體員工進行了環保、安全應急知識培訓，同時還組織全體員工通過網路直播課的方式參加了中國化學品安全協會副總工程師關於「吸取事故教訓、重視應急處置」課程的培訓。培訓的內容包括法律法規對應急處置有哪些要求、近年的事故中應急處置犯了哪些錯誤、崗位應急處置應遵守哪些原則。



### Jiangxi H&K Organised the Training Session on Fire Safety

In October, 2020, Jiangxi H&K invited the inspector of Yujiang Fire Prevention Station to carry out a training session on fire safety, so as to build a professional Safety Production Working Group. The training session aimed to enhance all the members' fire safety culture in the aspects including fire prevention, preliminary fire extinction, evacuation and rescue, and firefighting drill. The instructor explained a lot of actual firefighting cases in this training session, leaving deep impression on the employees. Meanwhile, he also demonstrated how to properly use firefighting appliances and introduced the notes for household fire on the site.

### 江西孔雀組織開展消防安全培訓活動

2020年10月，江西孔雀邀請余江消防支隊教官來公司開展消防安全培訓活動，竭力打造具有專業化素養的安全生產小組，從防火、初期滅火、疏散救援、消防演練等各方面提升全員消防安全素養。本次消防培訓，教官結合了大量消防真實案例，教育過程生動難忘，同時現場指導大家正確使用滅火器具，並向大家介紹了家庭火災的注意事項。

### Jiangxi H&K Held the First Safety Knowledge Contest

In order to further promote the popularisation of safety culture and knowledge, create a good atmosphere for all employees to learn safety knowledge, and effectively improve the company's safety management level and employees' safety awareness, Jiangxi H&K held the First Safety Knowledge Contest according to the unified deployment and requirements of the company's "Safety Committee". Four teams from eight departments of the company participated in the Contest. All the contestants reacted quickly and showed their rich safety management knowledge reserve and high professional quality. After fierce competition, the joint competition team composed of the Production Workshop II and Technology Department II won the first prize, and the joint competition team formed by the Finance Department and General Management Department won the second prize.

### 「競賽爭高低，安全入人心」江西孔雀舉辦首屆安全知識競賽

為深入推進安全文化知識的普及，營造全員學習安全知識的良好氛圍，切實提高公司安全管理水準和員工安全意識，在公司「安委會」的統一部署和要求下，江西孔雀於舉行首屆安全知識競賽。本次競賽共有來自公司八個部門組成的四支競賽隊參賽，現場各隊選手反應迅速，競相展示出了豐富的安全管理知識儲備和較高的專業素養。最終由生產二車間和技術二部組成的聯合競賽隊獲得此次競賽的第一名，第二名則被財務部和綜合管理部組成的聯合競賽隊摘得。



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

於回顧年度內，本集團並未發現任何違反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和法規以及對本集團有重大影響的行為。



## Response to the COVID-19 Pandemic

In 2020, the consequences of the pandemic profoundly affected public health, the economic and social disruption that threatened long-term livelihoods and wellbeing of millions. Facing the significant challenges and extreme uncertainties brought by the global public health emergency, the Group, under the guidance of the central government of China, has been resolutely fighting against the pandemic and determined to protect the health of its employees, customers and communities.

In response to the national call for and regional instructions on the epidemic prevention and control, the Group reacted quickly and flexibly, setting up response leadership group and task force on different levels responsible for the oversight and supervision of practices and formulating and implementing internal policies including the Notice on Strengthening the COVID-19 Epidemic Prevention and Control, Notice on Issuing Guidelines for the COVID-19 Epidemic Prevention and Control, Notice on Epidemic Prevention and Control During the Spring Festival, Notice on Issuing Guidance Opinions on Coordinating the Epidemic Prevention and Control and Production, Implementation Plan for Epidemic Prevention and Control of Industrial Enterprises, Resumption Plan of work, Emergency Plan for the COVID-19 Epidemic Prevention and Control and Work Plan for Epidemic Prevention and Control. The Group has taken a range of effective measures to minimise the infection risks and adapt to the impacts of pandemic, such as introducing new work shift models, restricting or partially discontinuing unnecessary travel and paying attention to hygiene and cleaning cycles.

All departments, subsidiaries and personnel should adhere to the Group's epidemic prevention and control policies and perform their own duties to protect employees' health and maintain business operations. The offices, factories and other operating sites of the Group have been equipped with temperature monitoring device and personnel responsible for temperature measurement and registration in the entry. Online registration was required for external personnel entering the workplace with the presentation of health codes. The Group strictly implemented the social distance rules and required everyone to wear masks when entering the factory. The disinfection was performed frequently with designated personnel responsible for the management.

## 應對新冠疫情

2020年，新冠疫情嚴重影響了公眾健康，並對經濟和社會造成破壞，為數百萬人的生活和福祉帶來長遠的負面影響，面對全球公共衛生突發事件帶來的重大挑戰和極度不確定性，本集團在中國政府的指導下堅決打贏抗疫阻擊戰，決心保護其員工、客戶和社區的健康。

為響應國家關於疫情防控的呼籲和地方指示，本集團迅速相應，靈活應對，在各級設立了應對領導小組和工作組，負責對措施進行監督和指導，並制定與實施以下內部政策：「關於加強新型冠狀病毒感染的肺炎防控工作的通知」、「關於發布新型冠狀病毒感染的肺炎疫情防控工作指引的通知」、「關於做好春節期間疫情防控的通知」、「關於發布統籌做好疫情防控及生產經營指導意見的通知」、「工業企業防控疫情實施方案」、「復工方案」、「新型冠狀病毒感染的肺炎疫情防控工作應急預案」以及「疫情防控工作方案」。本集團已採取一系列有效措施以最大程度降低感染風險並適應疫情所帶來的影響，例如引入新的輪班機制、限制或部分中止不必要的差旅、關注衛生和清潔週期等。

所有部門、子公司和人員均應遵守本集團的防疫政策，並履行各自職責以保護員工的健康並維持業務營運。本集團的辦公室、工廠和其他經營場所均配備了溫度監控裝置和安排溫度測量和登記人員。本集團要求外部人員在進入工作場所前出示健康碼並進行在線註冊。本集團嚴格執行社交距離規定，要求每個人入廠時都戴口罩。本集團安排指定人員負責對高頻次消毒進行管理。



## Strengthening development and training

Sticking to the principle of 'we cultivate the types of talents that are most needed in the market', the Group encourages its employees to be the first and has been committed to designing and providing suitable training programmes to its employees on different levels, in order to improve the knowledge level of employees, enhance the professional competence of the post, cultivate excellent personal qualities, ultimately strengthen the core competitiveness of the enterprise and lay the foundation for a learning organisation. In view of the continuous emergence of excellent business management knowledge, experience, methods, tools and cases in the Group, to better promote its learning culture, the Group has built internal communication and training platforms to continuously improve the knowledge and skills of its employees at all levels. In accordance with the requirements in the 'Staff Training Regulations' and Employee Handbook, the Group has organised a variety of training courses for its employees.

During the year, the Group has invested in the development of online courses given the rising E-learning trend and advancement of supporting technologies. The Group has made full use of the online learning platforms such as Huabao Lecture and Quantum College, where all its employees have the access to numerous resources for learning and can share knowledge and improve skills. In FY2020, the Group invited external experts to provide its employees with a special training course on "Environmental, Social and Corporate Governance", in which the fundamentals of ESG, current SDGs progress, sustainability challenges and risks in China, leading practices in ESG management and useful tools for formulating sustainable strategies were introduced, to help employees understand the importance of environmental protection and better fulfil their social responsibilities. The Group also invited technical and management personnel from various business sectors of the Group to share the latest R&D, production and market trends in the industry with colleagues via Huabao Lecture, enhancing its employees' sense of belonging to the Group and confidence in the Group's business.

## 加強發展及培訓

本集團堅持「市場需要哪種人才，我們就培養哪種人才」的原則，鼓勵員工「爭做第一」並長期以來致力於為各級員工設計和提供合適的培訓方案，以提高員工的知識水平，增強崗位的專業能力，培養優秀的個人質素，從而增強企業的核心競爭力並為打造倡導學習型企業奠定基礎。本集團不斷發掘出色的業務管理知識、經驗、方法、工具和案例，為更好地促進其學習文化，本集團建立了內部溝通和培訓平台，以不斷提高其各級員工的知識和技能。根據「員工培訓管理規定」和「員工手冊」中的要求，本集團為其員工舉辦了各種培訓課程。

於年度內，本集團對在線課程進行投資與開發，以順應在線學習新潮流以及輔助科技的進步。本集團充分利用在線學習平台，例如「華寶大講堂」和「量子大學」，讓所有員工均可接觸大量資源進行學習，並能夠分享知識和提高技能。2020財年，本集團邀請外部專家為其員工提供有關「環境，社會與公司管治」的特別培訓課程，其中包括了ESG基礎知識、當下可持續發展目標的進展、中國可持續發展面臨的挑戰與風險、ESG管理的先進實踐以及介紹了用於制定可持續發展戰略的有用工具，以幫助員工了解環保的重要性並更好地履行其社會責任。本集團也邀請來自本集團各業務領域的技術及管理人員，通過「華寶大講堂」與同事分享行業最新研發、生產及市場趨勢，以增強員工對本集團的歸屬感，對集團業務充滿信心。



**Huabao Flavours & Fragrances Carried out Publicity and Training on “Rational Investment”**

May of 2020 was the first “Awareness Month Activity on Fighting Illegal Securities and Futures” set by the China Securities Regulatory Commission (CSRC), which aimed to launch activities and advocate rational investment philosophy all over the country, in a fixed period every year. Huabao Flavours & Fragrances actively responded to the activity and propagandised it by posting up publicity posters, displaying public slogans with LED screen, etc., in its headquarters and main subsidiaries.

**華寶股份開展「理性投資」宣傳和培訓活動**

2020年5月是中國證監會設立的首個「防範非法證券期貨宣傳月」，旨在通過每年固定日期在全國範圍內集中開展活動，宣導理性投資理念。華寶股份積極回應活動，通過在公司總部及多個主要子公司辦公場所張貼宣傳海報、LED螢幕播放公益標語等方式進行宣傳。

To better implement the publicity and education, Huabao Flavours & Fragrances carried out an internal training session themed by “Rational Investment, Keep Far Away from Illegal Securities and Futures Trap” on May 21, 2020, and over 70 persons including the leading management of the company, and persons in charge of all departments and subsidiaries participated in the training session in person or attended it via video conferencing.

為更好地落實宣教工作，華寶股份於2020年5月21日開展了以「理性投資，遠離非法證券期貨陷阱」為主題的內部培訓活動，公司領導、各部門和各子公司負責人等70多人分別通過現場會議或視頻直播形式參加培訓。

**Huabao Flavours & Fragrances Held a Very Successful Training Session on Post Qualification for Quality Control of Tobacco Flavours**

In July, 2020, the Technology Centre and HR & Administration Department of Huabao Flavours & Fragrances successfully organised and completed the training on post qualification for quality control of tobacco flavours, which lasted for over one month.

**華寶股份煙用香精品質控制崗位資格培訓圓滿落下帷幕**

2020年7月，由華寶股份技術中心聯合人事行政部開展的為期一個多月的煙用香精品質控制崗位資格培訓工作圓滿落下帷幕。



During the period from June 18 to June 29, 2020, the training session was launched on both the offline and online platform of Yingtan Huabao, and over one hundred employees participated in the training session. Training lecturers shared with the participants from different perspectives including production of flavours, basic knowledge related to flavours, customer communication, quality standard and control, and how to smell flavours respectively, bringing them a knowledge feast.

2020年6月18日-6月29日，煙用香精品質控制崗位資格培訓在鷹潭華寶線下線上雙平臺陸續開課，百餘名員工參加了培訓學習。技術中心導師分別從香精生產、香精基礎知識、客戶溝通、品質標準與品質控制、聞香等煙用香精品質控制的多個維度展開了精彩的講解，帶給參訓人員一場知識學習的盛宴。

During the period from July 21 to July 23, 2020, the qualification exam was organised by the company in Shanghai, Yingtan, Guangzhou, Hong Kong and Yuxi, to check the participants’ learning of knowledge. Participants who pass the exam will obtain the post qualification certificate granted by the company.

2020年7月21日-7月23日，公司在上海、鷹潭、廣州、香港、玉溪各地相繼組織了現場考試，檢驗學員的學習成果，考試通過者將獲得公司頒發的崗位資格證書。



### Eliminating child and forced labour

In FY2020, 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 illegal employment on child labour, underage workers and forced labour, the Human Resources Department of the Group requires all job applicants to provide valid identity documents and other materials including academic transcript, qualification/professional certificate and photos to ensure that they are lawfully employable prior to the confirmation of the employment according to the requirements in the Employee Handbook, which strictly regulates the procedures for the background check and document verification. The Human Resources Department is also responsible for monitoring and keeping the compliance of corporate policies and practice with relevant laws that prohibit child labour and forced labour. Once the Group finds any case against labour standards, the employment will be immediately terminated.

In FY2020, the Group was not in violation of material relevant laws and regulations, in relation to the prevention of child and forced labour that have a significant impact on the Group.

### 消除童工和強制勞工

於2020財年，本集團遵守《僱傭條例》(香港法例第57章)、《中華人民共和國勞動法》及香港和中國內地的其他相關的勞工法律及法規，以禁止僱用任何童工和強制勞工。為打擊與童工、未成年工人和強迫勞動有關的非法就業，本集團的人力資源部門根據「員工手冊」中規定的背景審核和材料審驗程序，要求所有應徵者提供有效的身份證明文件及包括學位成績、資格與專業證書和照片等其他材料，以確保應徵者在確認任何工作之前可以合法受僱。本集團的人力資源部門也有責任監督和確保企業政策和實踐遵守禁止童工及強制勞工相關的法律法規。本集團一旦發現任何違反勞工標準的事件，將立即終止就業合同。

於2020財年，本集團在防止童工或強制勞工方面，並無違反任何對本集團有重大影響的相關法律及規例。



## VI. DRIVING OPERATIONAL EXCELLENCE

### Responsible Sourcing

A central pillar of the Group to become a leader in sustainable business practices is engaging with our suppliers to achieve responsible and sustainable supply chain practices. The Group's business has a significant, global supply chain. Being committed to lowering the social and environmental risks in its supply chain management, the Group endeavours to forge a resilient, stable and eco-friendly supply chain. In good partnership with its suppliers, the Group has built a collaborative platform and maintains sound communications with its business partners to forge an integrated supply chain that enables the Group to foster an ethical, transparent and sustainable value chain while providing its downstream clients with high-quality products.

### Risk Management

The Group has formulated internal policies in controlling the operating risks in its supply chain management, such as the 'Supplier Management Procedures'. To enhance the effectiveness and efficiency of the procurement process, the Group normally performs on-site inspections 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.

## VI. 推動卓越營運

### 負責任的採購

本集團成為可持續業務實踐領導者的中心支柱是通過與我們供應商的合作，以實現負責任的可持續供應鏈。本集團的業務擁有重要的全球供應鏈。本集團為降低其供應鏈管理中的社會和環境風險，致力於建立一個有韌性、穩定和環境友好的供應鏈。通過與供應商的良好合作關係，本集團打造合作平台，與業務夥伴保持良好的溝通，目標建立一條將商業道德、透明化且可持續性集為一體的供應鏈和價值鏈，不斷為下游客戶提供高質量產品。

### 風險管理

本集團已制定內部政策以控制供應鏈管理中的風險，如「供應商管理程序」。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，通常進行現場檢查，以評估合格投標人的背景。為追求一個穩定的供應鏈並避免供應壟斷，本集團一般至少為每種材料保持擁有兩至三名合資格供應商。





## Building a resilient supply chain

- The Group has strengthened the early warning system of the supply chain that allows it to predict operational uncertainties and adjust business strategies timely from two aspects. The first one is the business dimensions of operations in the supply chain, which refer to the transaction flow, logistics, capital flow and information flow, while the second one is the upstream and downstream partners at different tiers of the supply chain.
- The Group leverages its early warning system to identify and evaluate potential supply risks. Normally, the Group signs an annual supply contract with the supplier with higher risks by determining the procurement quantity in advance to ensure a stable supply. For medium- and high-risk raw materials that are frequently purchased and used in large quantities, the safety stocks and delivery cycles should be appropriately adjusted to deal with unpredictable situations such as the pandemic.
- The Group's green procurement principles have accelerated the localisation of suppliers with whom the Group partners. The Group gives priority to local suppliers in choosing its business partners and has scaled up its efforts in the research and development about how to genuinely embed the concept of 'circular economy' into its supply chain management, thereby reducing its environmental impacts from a broader scope. To augment its positive influence on the environment and natural resources, the Group keeps optimising the procurement process and working closely with its suppliers in different areas to find sensibly sustainable solutions that incorporate environmentally beneficial operations and materials.
- The Group has established more strategic collaborations with core suppliers to share resources, R&D capabilities, competitive advantages and benefits.

## 打造一條富有韌性的供應鏈

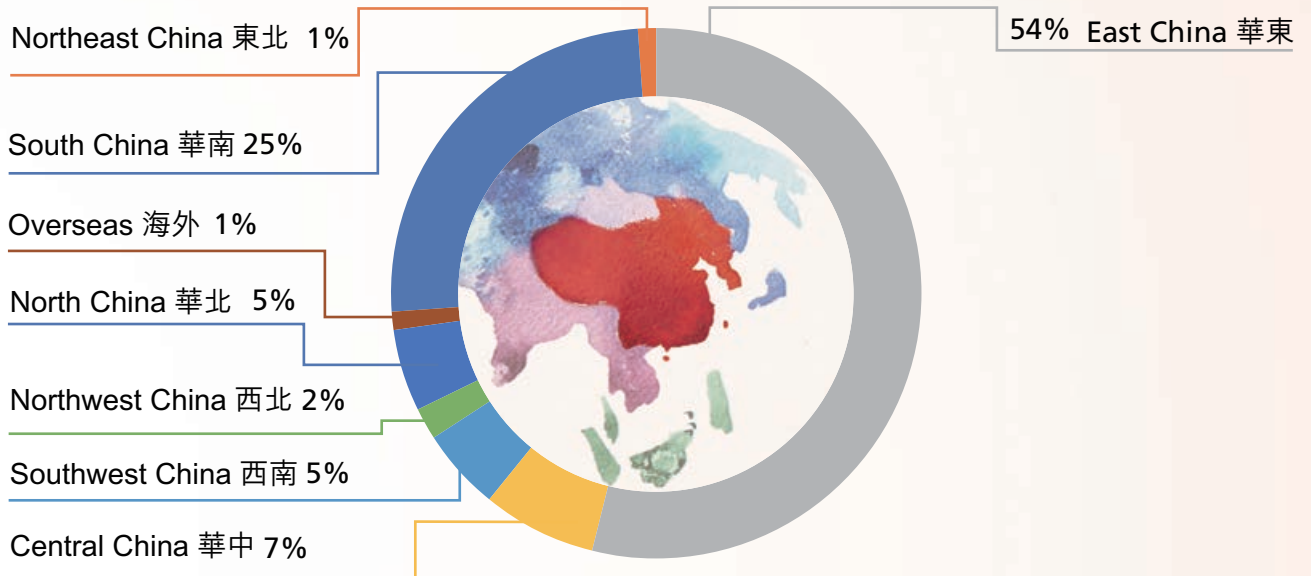
- 本集團加強供應鏈預警體系，從兩方面的資訊回饋預判具體的營運不確定性，從而及時調整策略。一是供應鏈營運的業務維度，即交易流、物流、資金流和資訊流；二是供應鏈的上下游級數。
- 本集團結合預警體系，識別與評估潛在供應風險。通常而言，本集團與風險系數較高的供應商簽訂年度供貨合同，提前確定採購數量，保障後續供應；對採購頻率較高且使用量較大的中高風險原料，本集團對其安全庫存及交貨週期進行適當調整，以應對如疫情危機可能造成的不可預知情況。
- 本集團的綠色採購原則加速合作供應商的本土化進程。本集團在選擇業務合作夥伴時優先考慮本地供應商，並通過加大研發力度，努力將「循環經濟」概念真正納入其供應鏈管理，從而從更廣泛的範圍減少對環境的影響。為了提升對環境和自然資源的積極影響，本集團不斷優化採購流程，並與不同領域的供應商緊密合作，以尋求合理的可持續解決方案，其中包括對環境有益的營運和材料。
- 本集團與核心供應商建立了更多戰略合作關係，以實現對資源、研發能力、競爭優勢與收益的共用。



Flavours and Fragrances business

香精業務

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



Given the solid and steady relationships it has with its suppliers, the Group did not experience any material delays, conflict or other significant issues with its suppliers in the past. The Group believes that a mutual understanding and a sense of responsibility towards each other is crucial to maintaining a sustainable and sound relationship with selected suppliers.

鑒於其與供應商的穩固關係，本集團於過去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。

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

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



According to the annual demand, the procurement plan is drawn up and the appropriate manufacturer or distributor is selected according to the risk level and price of the raw material. The reasonable inventory and capital consumption rate are controlled by the approach of batch delivery. The professional logistics company entrusted by the supplier is responsible for the transportation of goods, while the quantity and quality inspections are performed by the warehouse department and the Quality Control (“QC”) Department. The Group has also established the Supplier Evaluation Mechanism and conducted a comprehensive and thorough investigation of the stability and efficiency of potential suppliers. Specifically, the ‘Raw Materials Information Questionnaire’ is adopted, which covers the investigation of the normal delivery period, emergency period, minimum delivery volume, investment size and number of employees. Furthermore, the Group demands its suppliers to submit a handful of documents to the QC Department, including Production Specifications, Occupational Health and Safety Commitment Letter, Business License, Tax Registration Certificate, Organisation Code Certificate, Food Production License, Certificate of Analysis, Vaccination Certificate of Animals and Imports Sanitary Certificate for verification and evaluates the suppliers’ qualification and competency in terms of the product quality, product price, timely delivery rate and technical support. The qualified suppliers that meet the Group’s internal standards can eventually cooperate with the Group. The Audit Department and Legal Affairs Department are the main units responsible for the oversight and supervision of the entire procurement.

根據年度需求，本集團制定採購計劃，並根據原材料的風險水平和價格選擇合適的製造商或分銷商。本集團應用分批交貨的方法保持合理的庫存量和資本佔用率。供應商委託的專業物流公司負責貨物的運輸，而倉庫部門和質量管理部門負責對數量和質量的檢查。本集團同時建立了供應商評估機制，對潛在供應商的穩定性和效率進行全面調查評估。具體而言，本集團在調查過程中採用「原材料信息調查問卷」，其中涵蓋正常交貨期、應急階段、最小交貨量、投資規模和員工數量等。此外，本集團要求供應商向質量管理部門提交包括生產規格、職業健康與安全承諾書、營業執照、稅務登記證、組織機構代碼證、食品生產證、分析證書、動物防疫證以及進口衛生證等文件以進行驗證，並在產品質量、產品價格、交貨及時率和技術支持等方面進一步評估供應商的資質和能力。符合本集團內部標準的合格供應商方可最終與本集團進行合作。審計部和法務部主要負責對採購過程的監管。



## 'Product Quality, Continuous Supply, Legal Compliance' 產品質量、持續供應、法律合規

The business segment splits the raw materials into different types which are managed under different strategies. For aroma raw materials, the product is internally supplied and the price per unit is determined by the Market Service Centre with contracts being signed on a yearly basis and orders being placed on demand on a monthly basis. For solvents such as Propylene Glycol, the demand is reported to the Procurement Department every quarter, which is responsible for negotiating with more than two suppliers to determine the price and the supplier for cooperation. For suppliers with high product supply (quality) risks and annual procurement of more than RMB1 million, the QC department is invited to perform an on-site audit every two years.

The Group is committed to maintaining communications with its suppliers via interview, online surveys, emails and phone calls. To ensure a stable, secure and effective partnership, the Group signs a procurement contract with corresponding suppliers immediately after determining the supplier and the price, and the contract will be uploaded to the Group's OA system, and then stamped and confirmed by the directors. During the pandemic, the Group has strengthened its communication with suppliers that enabled them to stock up in advance.

The Flavours and Fragrances business considers environmental factors during the procurement. The main raw materials purchased by the Group are natural materials and materials with no harm to the environment. Suppliers are required to provide products and services that meet national and local laws and regulations concerning product quality, production safety and environmental protection. The Group normally checks and verifies the green enterprise certificates of its suppliers and reviews the materials of training in which its suppliers participated in the past. The priority in procurement is normally given to enterprises that have been certified as excellent in environmental protection by the Group and the contract that the Group signs with suppliers will specify the terms in the area of environmental protection. The Group has established a comprehensive material tracing mechanism for the monitoring and recording of the source of each product. In FY2020, the majority of raw materials in the Flavours and Fragrances business were sourced locally and the Group will further leverage its technological advantage to mobilise local farmers, expand local production, increase local economic benefits, and drive local farmers to live better.

該業務板塊將原材料分為不同的類型，並根據不同的策略進行管理。對於香原料，產品由內部提供，採購單價由市場服務中心確定，每年簽訂合同並每月按需下訂單。對於諸如丙二醇之類的溶劑，需求會每季度報告給採購部，其負責與兩個以上的供應商進行談判，以確定價格和合作單位。對於具有高產品供應（質量）風險且年採購額超過100萬元人民幣的供應商，本集團邀請質量管理部門每兩年進行一次現場審核。

本集團致力於通過訪談、在線調查、電子郵件和電話與供應商保持溝通。為確保穩定、安全和有效的合作關係，本集團在確定供應商和價格後立即與相應的供應商簽訂採購合同，合同將被上傳到本集團的辦公自動化系統中，並由董事蓋章確認。在疫情期間，本集團加強了與供應商的溝通，使其能夠提前進行庫存。

香精業務在採購過程中會考慮環境因素。本集團採購的主要原材料為天然以及對環境無害的材料。供應商須提供符合國家和地方有關產品質量、生產安全和環境保護法律和法規的產品和服務。本集團通常會檢查並核實供應商的綠色企業證書，並會審查其供應商過去參加過的培訓材料。本集團在採購過程中優先選擇經集團認證為環保表現卓越的企業，並在與供應商簽訂的合同中列明環保條款。本集團建立了全面的物料追蹤機制，以監控和記錄每種產品的來源。2020財年，香料業務的大部分原材料均為本地採購。本集團將進一步利用其技術優勢發動當地農戶，擴大本地生產，提高當地經濟效益，並帶動本地農民致富。



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

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

In FY2020, the implementation rate of the supplier management policies of the Flavours and Fragrances business of the Group was nearly 100%.

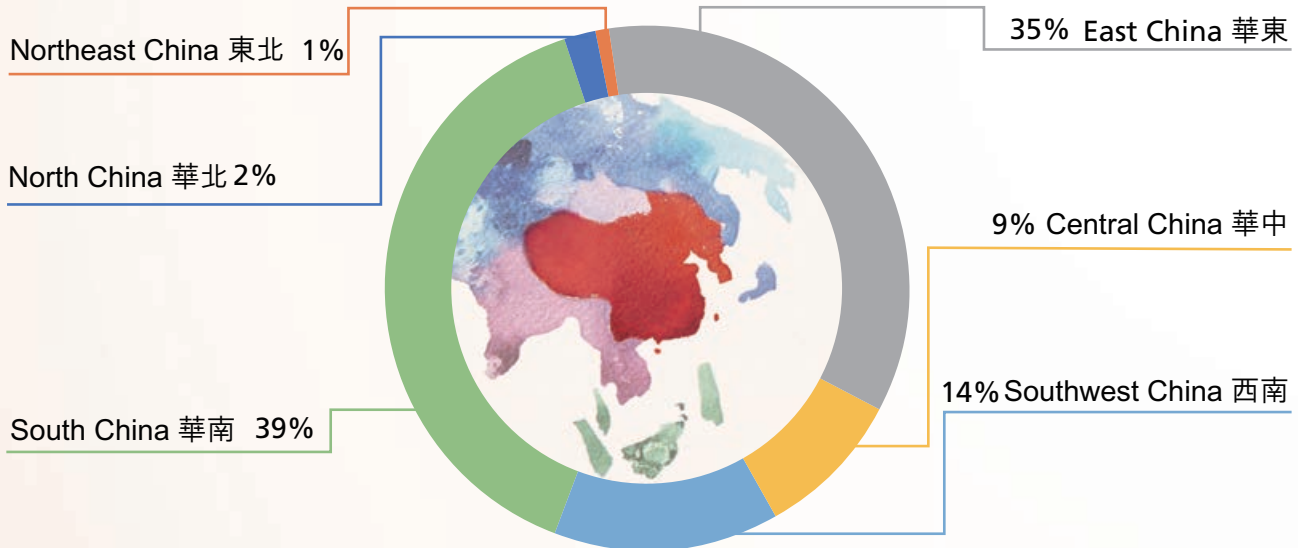
於2020財年，本集團香精業務的供應商管理政策的實施幾乎涵蓋其所有供應商。

*Tobacco Raw Materials business*

*煙用原料業務*

**Distribution of suppliers in Tobacco Raw Materials business by geographical locations**

煙用原料業務的供應商按地理位置分佈



The Tobacco Raw Materials business of the Group is mainly engaged in the manufacturing, production and sale of tobacco leaves and aroma, research and development of natural plant products and new chemical materials, consultancy and trade of technology, and imports and exports of products. The primary suppliers of the Tobacco Raw Materials business segment include suppliers of the additives for production, packaging and storage materials, and production raw materials. The supplied products include tobacco powder and stems. The business segment adheres to the 'Q, C, D, S' principle, namely quality, cost, delivery and service, 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。煙用原料業務板塊的主要供應商包括生產添加類、包裝和儲存類物料以及生產消耗類物料供應商，其提供的產品包括煙末類和煙梗類。本集團該業務板塊遵循「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：



The Group regulates that its suppliers have relevant online trading qualifications certified by State Tobacco Monopoly Administration and Tobacco Monopoly license. The selection of suppliers in this business segment can be split into open tender, which is conducted in the ways of open bidding or selected bidding, and non-open tender, which consists of competitive negotiation, one-source negotiation and inquiry for quote. Based on the comprehensive investigations on the suppliers, the Group mainly inspects its suppliers' Quality Management System certificate, Environmental Management System certificate, Operating Licenses for Hazardous Chemicals (if necessary), social reputation, competency in safe production and the compliance with relevant laws and regulations, in order to minimise the potentially detrimental risks.

本集團要求其供應商須擁有經國家煙草專賣局和煙草專賣許可證認證的相關在線交易資格。本集團該業務板塊的供應商挑選方法可分為公開招標（以公開競標或選擇性招標方式進行）和非公開招標（包括競爭性談判、單一源談判和報價諮詢）。在對供應商進行全面調查的基礎上，本集團主要審查供應商的質量管理體系證書、環境管理體系證書、危險化學品經營許可證（必要時）、社會聲譽、安全生產能力和對相關法律法規的遵守等，以盡可能地減少其潛在負面影響。



The Market Service Department is responsible for the reviewing and evaluation of the suppliers' qualifications. The General Management Department is responsible for organising the qualification review and assessment work of suppliers that provide office supplies, IT consumables, labour protection appliances, etc. The Procurement Department is mainly in charge of the qualification review and assessment of suppliers who provide production materials, while the QC Department is responsible for

市場服務部負責審查和評估供應商的資格；綜合管理部負責提供辦公用品、IT消耗品和勞保用品等供應商的資格審查和評估工作；採購部主要負責對提供生產材料的供應商進行資質審核和評估；而質量管理部門負責提供生產材料供應商的質量管理體系的評估工



the evaluation of the quality management system of suppliers that provide production materials. The Procurement Department carries out an audit and evaluation of the suppliers that are listed in the Qualified External Supplier Catalogue and fills out and submits the Written Evaluation Sheet of External Suppliers to the manager for approval. For the qualified suppliers that need rectification, the Procurement Department notifies the supplier in writing and decides whether the partnership will be continued according to the rectification results, whereas for the unqualified suppliers, the Procurement Department immediately selects alternative suppliers and delists the qualified supplier from the Qualified External Supplier Catalogue.

The Group has established an internal system for selecting new suppliers with reference to environmental and social standards, and formulated a list of environmental and social criteria to ensure that the suppliers' performance in fulfilling social and environmental responsibilities meets the laws and regulations where they operate. The Group has also set up the environmental and social assessment and investigation mechanisms on the basis of the quality and environmental assessment system, for determining and evaluating the actual and potential impacts of its supply chain on the environment. The Group has performed audits, training and counselling to improve its supplier's environmental and social risk management level and taken measures to encourage its suppliers to prevent, mitigate and remedy negative environmental and social impacts. When choosing a supplier, the Group gives priority to environmentally friendly and resource-saving suppliers. The Market Service Department has formulated a Green and Environmentally Friendly Procurement Material List for the selection of materials and suppliers. The Group performs inspections on the incoming materials and suppliers from environmental perspectives, which is an important criterion in its supplier evaluation. In terms of the implementation of local procurement policy, the business segment is committed to gradually expanding from non-core areas to core areas.

In FY2020, the implementation rate of the supplier management policies of the Tobacco Raw Materials business of the Group was nearly 100%.

作。採購部對「合格外部供方名錄」中所列供應商進行審核和評估，填寫並提交給經理「外部供方書面評價表」批准。對於需整改的合格供應商，採購部會以書面形式通知供應商，並根據整改結果決定是否繼續合作。對於不合格供應商，採購部門須立即選擇其他供應商，並將其從「合格外部供方名錄」中除名。

本集團參照環境和社會標準，建立了新供應商選擇的內部制度，並制定了環境和社會標準清單，以確保供應商在履行社會和環境責任方面的表現符合其經營所在地的法律法規。本集團還在質量和環境評估體系的基礎上建立了環境和社會評估與調查機制，以識別和評估其供應鏈對環境的實際和潛在影響。本集團通過審計、培訓和諮詢，提高其供應商的環境和社會風險管理水平，並採取措施鼓勵其供應商消除和降低負面的環境和社會影響，以及採取補救措施。在選擇供應商時，本集團優先考慮環保和資源節約型供應商。市場服務部已制定「綠色環保採購物料清單」，以選擇物料和供應商。本集團從環境角度出發，對進料和供應商進行檢查，而這是本集團供應商評估的一項重要標準。該業務板塊致力於將其本地採購政策從非核心領域逐步擴展到核心領域。

於2020財年，本集團煙用原料業務供應商管理政策的覆蓋率接近100%。



Aroma Raw Materials business

香原料業務

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



The Aroma Raw Materials business includes research and development, manufacture and sale of aroma raw materials products. The products of the business segment are mainly based on natural products. The whole sourcing process from raw materials and crude products, all the way to processed materials for production is traceable. Through the supplier general meetings, the qualifications of suppliers are reviewed by the Group to ensure that the final goods provided to customers are reliable based on the traceability of all materials. The Group has implemented its internal policies to make sure that a sound supply chain management can be achieved, including:

香原料業務包括研究、開發、製造和銷售香原料產品。該業務板塊的產品主要以天然產品為基礎。從原始產品的採購到加工原材料的整個過程均可追溯。本集團通過舉辦供應商大會，對供應商的資質進行審查，以確保向客戶提供的最終商品可靠且其中所有物料的可追溯性。本集團執行其內部政策以確保實現良好的供應鏈管理，其中包括：





Supplier Management Control Procedures  
(供應商管理控制程序)

Environmental Impact Management and Control Procedures of Related Parties  
(對相關方環境施加影響管理控制程序)

Labelling, Traceability and Product Recall Control Procedures  
(標識和可追溯性和產品召回控制程序)

Incoming Raw Material Inspection Process  
(進貨原料檢驗流程)

Procurement Control Procedures  
(採購控制程序)

Inspection and Test Control Procedures  
(檢驗和試驗控制程序)

The Group assesses the equipment and competency of suppliers for the production of special items. A comprehensive investigation of the suppliers in terms of their business license, production capability and cost is normally carried out, and the Group requires its suppliers to have relevant qualification certificates and qualifications for the production, and with no records in business operations that have caused major environmental pollution or adverse social impacts. The suppliers who meet the requirements are listed as qualified suppliers after the approval by the general manager. For the long-term suppliers, an annual performance review is required to determine whether the collaboration will be continued. It is the policy of the Group that suppliers should have a stable and effective quality management system and environmental management system. The evaluation and background check of candidate suppliers are normally conducted through 'sample review' and 'on-site visit'. The Group maintains a good communication with its suppliers through phone calls and interviews.

The Group resolutely rejects unqualified products and all batches of raw materials should be sampled and tested in the warehouse according to national standards and industry standards. The Procurement Department is responsible for examining the product quality, market price and financial status of suppliers, while the QC department is responsible for the acceptance of products. The Production Department oversees the performance of products during the entire production process. Once the quality-related problem occurs, the Production Department reports the matter to the QC Department and Procurement Department timely, which will accordingly record the issue via the 'Supplier Evaluation Report'. The Group conducts evaluations on all suppliers from the Qualified Supplier List in terms of their performance throughout the year. Suppliers that have been determined unqualified for over three times will be disqualified and removed from the list permanently.

本集團評估供應商生產特殊產品的設備和能力。本集團通常對供應商的營業執照、生產能力和成本進行全面調查，要求其供應商具有相關的生產資格證書和資質，並且經營活動中沒有任何造成重大環境污染或產生不利社會影響的記錄。符合條件的供應商經總經理批准將列為合格供應商。對於長期合作的供應商，需要進行年度績效審查，以確定是否將與其繼續合作。本集團政策規定供應商應具有穩定且有效的質量管理體系和環境管理體系。候選供應商的評估和背景審查主要通過「審查樣品」和進行「現場調研」。本集團通過電話和訪談與供應商保持良好的溝通。

本集團堅決拒絕不合格產品，要求所有批次的原材料均應按照國家標準和行業標準在倉庫進行抽樣檢測。採購部門負責關注產品質量、市場價格和財務狀況；質量管理部門則負責產品的驗收工作；生產部門負責監督整個生產過程中產品的性能。一旦發生任何與質量相關的問題，生產部會立即將此問題報告給質量管理部和採購部，通過「供應方評價報告」將問題進行記錄。本集團根據全年表現對合格供應商名單中的所有供應商進行評估。三次或以上被判定為不合格的供應商將被取消供應資格並從名單中永久刪除。



**On-site Visit, Annual Evaluation, Sampling Inspection, Quality Check and Acceptance of In-Coming Goods.**  
**現場訪問、年度評估、審查樣品、質量檢查、入庫產品驗收**

The Group gives priority to the suppliers that have been certified under ISO 14001 Environmental Management System and provides training materials on environmental protection and basic knowledge of the environmental management to relevant suppliers, who are also required to ensure that their employees have received the necessary training on environmental protection. The Group has incorporated environmental standards into its supplier selection and supervision system, put forward environmental requirements for suppliers and performed evaluations of suppliers to ensure that they have developed environmental awareness and environmental management system.

In FY2020, the implementation rate of the supplier management policies of the Aroma Raw Materials business of the Group was nearly 100%.

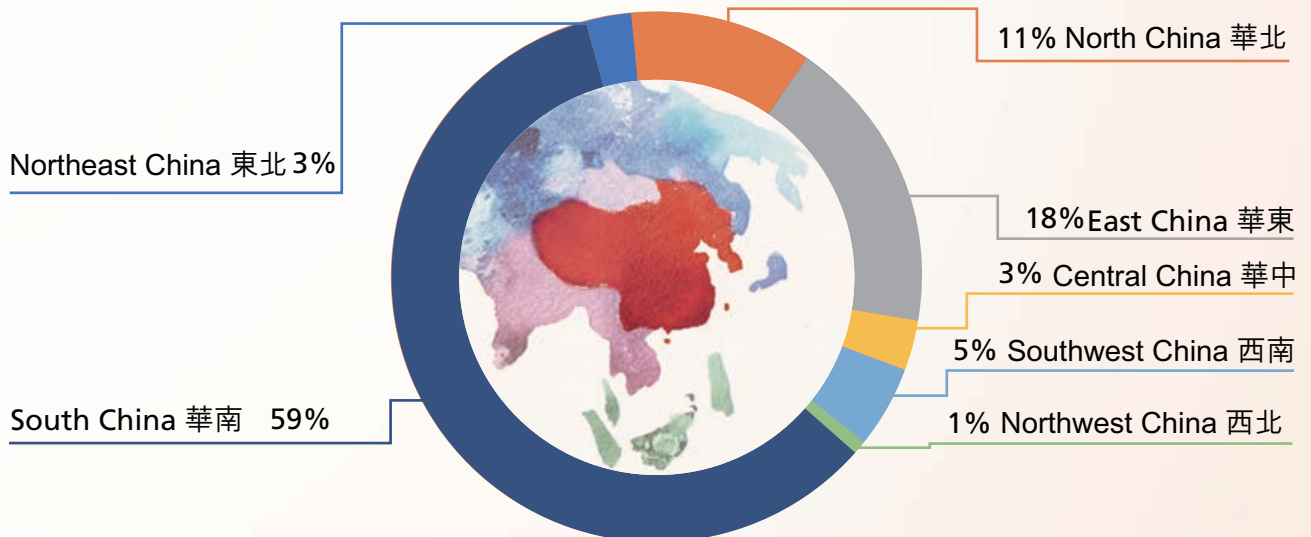
本集團優先考慮已通過ISO 14001環境管理體系認證的供應商，並向相關供應商提供有關環境保護和環境管理基礎知識的培訓材料。供應商還須確保其員工接受了環保相關必要的培訓。本集團已將環境標準納入其供應商的選擇和監督體系，對供應商提出環境要求，並對其進行評估，以確保其樹立環保意識並建立環境管理體系。

於2020財年，本集團香原料業務供應商管理政策的覆蓋率接近100%。

*Condiment business*

*調味品業務*

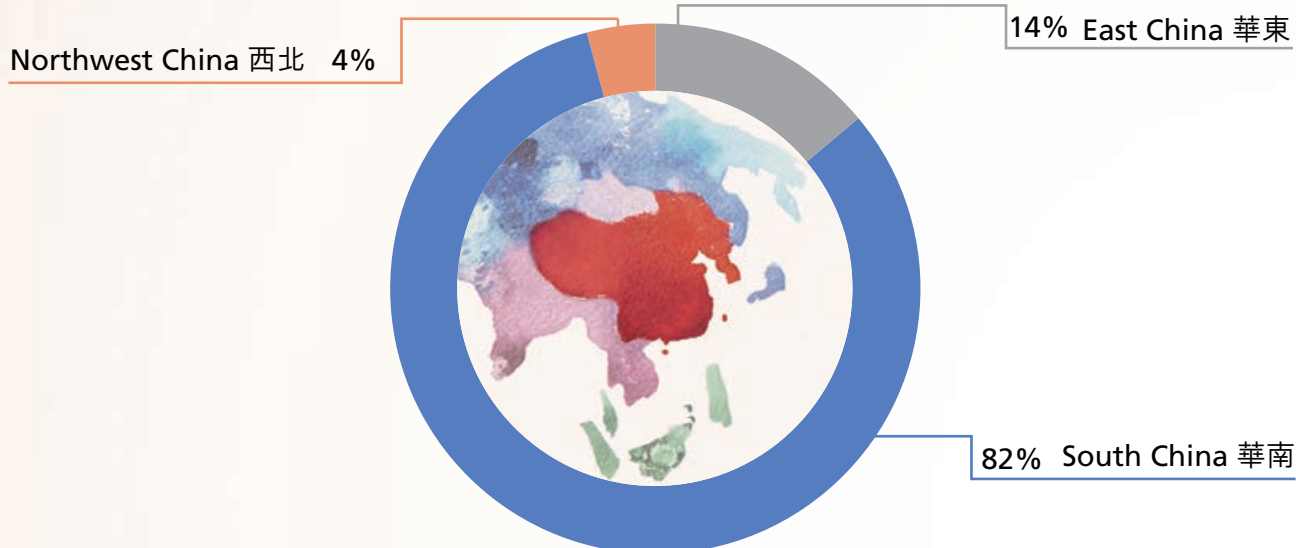
**Distribution of raw materials suppliers in Condiment business by geographical locations**  
**調味品業務的原材料供應商按地理位置分佈**





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

調味品業務的包裝材料供應商按地理位置分佈



The core products of the Condiment business include chicken bouillon, wasabi paste, concentrated fruit juice and soy sauce. The major suppliers of this business segment are suppliers of raw materials and suppliers of packaging materials. The Group requires its suppliers to provide relevant certificates and licenses to the QC Department for verification. The price, quality and delivery capability are three major aspects of the business segment in supplier evaluation and supervision.

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。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。

Procurement Management Regulation  
(採購管理制度)

Annual Framework Contract  
(年度框架合同)

Qualified Supplier Catalogue  
(合格供應商名錄)



The Group communicates with its suppliers via various channels including meetings, online conferences, surveys and business agreements. During the pandemic, the timely dialogue with suppliers, appropriate stocking up and timely re-deployment ensured the stability and safety of its supply chain. A series of criteria have been adopted as important indicators against which the Group evaluates and selects its suppliers, including the qualification of suppliers, product quality assurance, cost, labour practices, environmental protection, safety and business history. The Group has set up policies regulating that the practice of all its suppliers meet relevant laws and regulations and its internal standards.

The business segment puts its emphasis on the control of packaging materials. In particular, the business segment has replaced a majority of its colour cartons with normal kraft-paper ones, thereby lowering the environmental impact of colour printing. The Condiment business is committed to reducing the weight of cartons without compromising the quality of packaging materials. The business segment has set the goal of having over two suppliers for 90% of its materials in three years. In FY2020, the implementation rate of the supplier management policies of the Condiment business of the Group was nearly 100%.

本集團通過舉行會議、在線會議、市場調研和商業協議等各種渠道與供應商進行溝通。疫情期間，本集團與供應商的及時對話、合理庫存和及時地重新調度，確保了其供應鏈的穩定性和安全性。本集團已採用一系列標準作為重要指標，以評估和選擇其供應商，包括供應商的資格、產品質量保證、成本、勞動慣例、環境保護、安全和業務歷史。本集團已制定政策，規範其所有供應商的行為均符合相關法律法規和內部標準。

該業務板塊將重點放在包裝材料的控制上。具體而言，該業務板塊將其大部分彩色紙盒替換為普通牛皮紙紙盒，降低彩色印刷對環境的影響。此外，調味品業務致力於在保證包裝材料質量的前提下減輕紙箱重量。該業務板塊設立三年內其90%的材料擁有兩個以上供應商的目標。2020財年，本集團調味品業務供應商管理政策的覆蓋率接近100%。



## 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 FY2020, including:

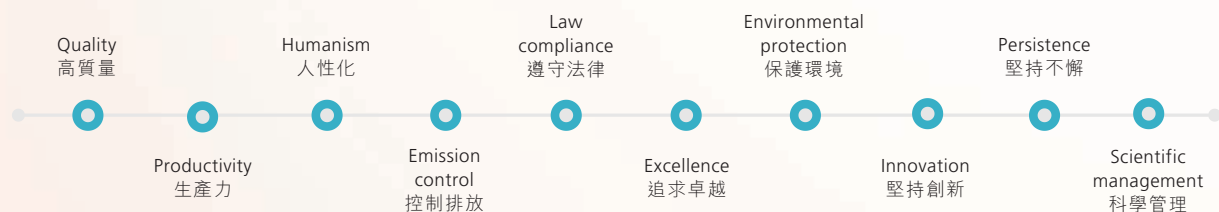
## 產品責任

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2020財年遵守中國內地及香港的相關要求、規例及標準，包括：

Product Quality Law of the People's Republic of China 《中華人民共和國產品質量法》	Food Safety Law of the People's Republic of China 《中華人民共和國食品安全法》	Production Safety Law of the People's Republic of China 《中華人民共和國安全生產法》	Standardization Law of the People's Republic of China 《中華人民共和國標準化法》	Patent Law of the People's Republic of China 《中華人民共和國專利法》	Trademark Law of the People's Republic of China 《中華人民共和國商標法》
Intellectual Property Law of the People's Republic of China 《中華人民共和國知識產權法》	Law on Protection of Consumer Rights and Interests of the People's Republic of China 《中華人民共和國消費者權益保護法》	Tort Liability Law of the People's Republic of China 《中華人民共和國侵權責任法》	Advertising Law of the People's Republic of China 《中華人民共和國廣告法》	Measures for the Management of Food Production License 2020 《食品生產許可管理辦法2020》	Measures for the Administration of Food Recalls 《食品召回管理辦法》
National food safety standard standards for uses of food additives 《食品安全國家標準食品添加劑使用標準 GB 2760-2014》	National Food Safety Standard General Hygienic Regulation for Food Production 《食品安全國家標準食品生產通用衛生規範 GB14881-2-13》	Administrative Measures for Food Safety National Standards 《食品安全國家標準管理辦法》	General standard for the labelling of pre-packaged foods 《預包裝食品標籤通則 GB 7718-2011》	Personal Data (Privacy) Ordinance (Cap. 486 of the Laws of Hong Kong) 《個人資料私隱條例》 (香港法例第486章)	Consumer Council Ordinance (Cap. 216 of the Laws of Hong Kong) 《消費者委員會條例》 (香港法例第216章)
		Trade Marks Ordinance (Cap. 559 of the Laws of Hong Kong) 《商標條例》 (香港法例第559章)	Patents Ordinance (Cap. 514 of the Laws of Hong Kong) 《專利條例》 (香港法例第514章)		

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

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





Based on relevant international and national standards, such as GB/T19001-2016, GB/T24001-2015, ISO14001:2015, GB/T 28001-2011, ISO9001: 2015 and ISO45001:2018, the Group acts in accordance with its internal policies to maintain a sound working environment and create 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/T28001-2011（職業健康安全管理体系要求）、ISO9001：2015（質量管理體系）以及ISO45001:2018（職業健康安全管理体系），同時依據其內部政策，本集團致力於維護良好的工作環境並提供健康安全的產品。

<b>In compliance with material standards in the industry</b> 遵守行業重要標準	<b>Policies/Procedures of quality assurance and health and safety management of products</b> 質量保證和產品健康安全管理的政策/程序	<b>Implementation of the Accountability System</b> 責任制的貫徹落實
<b>Tobacco Raw Materials business</b> 煙用原料業務		
<ul style="list-style-type: none"> <li>- YC/T 16-2014 Reconstituted tobacco 再造煙葉</li> <li>- YC/T 498-2014 The evaluation methods of sensory quality for reconstituted tobacco (paper-process) 再造煙葉(造紙法)感官評價方法</li> </ul>	<ul style="list-style-type: none"> <li>- Strictly implement the production management responsibility system and implement the production system, establish the product quality inspection system                「嚴格按照生產管理責任制度執行，嚴格落實生產制度執行，建立產品合格檢測制度」</li> <li>- Principle of 'Quality-Oriented, Innovative and Progressive, Pursuing Excellence'                「質量為本，創新進取，追求卓越」的原則</li> <li>- 'Management Manual of Product Quality and Occupational Health'                「產品質量和職業健康管理說明」</li> <li>- 'Control Procedures of the Monitoring and Measurement of Product'                「產品的監視和測量控制程序」</li> <li>- 'Product Protection Control Procedures'                「產品防護控制程序」</li> </ul>	<ul style="list-style-type: none"> <li>- QC Department: formulating production inspection work procedures, implementing sampling inspection, issuing inspection reports, inspecting finished product, implementing outgoing goods quality control, analysing recalled products, setting up treatment procedures for recalled products                質量管理部：制定生產檢驗工作程序；實施抽樣檢驗；出具檢驗報告；檢驗成品；實施出廠質量控制；分析召回產品；制定召回產品處理程序</li> <li>- Production Department: coordinating with QC Department for quality monitoring                生產部：與質量管理部協調質量監控</li> <li>- Technical Department: formulating product standards (including the information on inspection standards, methods, product packaging, storage requirements, etc.)                技術部：制定產品標準(包括檢驗標準、方法、產品包裝、貯存要求等信息)</li> <li>- Process Inspector: sampling and inspecting the processing control points, notifying the workshop to adjust when the process parameters are unqualified                製程檢驗員：對工藝控制點進行採樣和檢查，並在工藝參數不合格時通知車間進行調整</li> <li>- Market Service Department: arranging production according to the quantity and specifications of recalled products                市場服務部：根據召回產品的數量和規格安排生產</li> </ul>



## Flavours and Fragrances business

### 香精業務

<ul style="list-style-type: none"> <li>- YC/T164-2012 Tobacco flavour 煙用香精</li> <li>- YQ 52-2015 The additive list that tobacco product license is used 煙草製品許可使用的添加劑名單</li> <li>- GB/T 22731-2017 Fragrance compound 日用香精</li> <li>- JJF 1070-2005 Rules of Metrological Testing for Net Quantity of Products in Pre-packages with Fixed Content 定量包裝商品淨含量計量檢驗規則</li> <li>- BRC Global Standard for Food Safety BRC全球標準-食品安全</li> <li>- GB 28050-2011 National Food Safety Standard - Standards for Nutrition Labelling of Pre-packaged Foods 食品安全國家標準預包裝食品營養標籤通則</li> <li>- GB 30616-2014 National Food Safety Standard-Compounded Flavours 食品安全國家標準-食品用香精</li> <li>- GB 29938-2013 National Standard of Food Safety -General Rules of Food Flavour 食品安全國家標準-食品用香料通則</li> <li>- GB 2762-2017 Food Safety National Standard - Contaminant Limits in Food 食品安全國家標準-食品中污染物限量</li> <li>- GB 2763-2016 National Food Safety Standard - Maximum Residue Limits for Pesticides in Food 食品安全國家標準-食品中農藥最大殘留限量</li> <li>- GB 9687-1988 Hygienic Standard for Polyethylene Products Used as Food Containers and Table Wares 食品包裝用聚乙烯成型品衛生標準</li> <li>- GB 26687-2011 National Food Safety Standard - General Rule of Compound Food Additives 食品安全國家標準-復配食品添加劑通則</li> <li>- GB 14880-2012 National Food Safety Standard for the Use of Nutritional Fortification Substances in Foods 食品安全國家標準-食品營養強化劑使用標準</li> <li>- GB 5009.3-2016 National Food Safety Standard - Determination of Moisture Content in Foods 食品安全國家標準-食品中水分的測定</li> <li>- GB/T 7917.4-1987 Standard Methods of Hygienic Test for Cosmetics - Methanol 化妝品衛生化學標準檢驗方法 - 甲醇</li> </ul>	<ul style="list-style-type: none"> <li>- Principle of 'Inheriting centennial classics &amp; Innovation leads the future of the flavour' 「傳承百年經典·創新引領味來」的原則</li> <li>- Product and service concept of 'Pursue excellence and sustain operations' 「追求卓越·永續經營」的產品和服務理念</li> <li>- 'High starting point in technology, high standards in management, high quality in teams, high speed in development' 「技術高起點、管理高標準、隊伍高素質、發展高速度」</li> <li>- Scientific management, refined control, and professional services 科學化管理、精細化控制、專業化服務</li> <li>- Food Safety Management System 食品安全體系</li> <li>- Criteria for Performance Excellence internal assessment training course 卓越績效評價準則</li> <li>- 'Measurement and Monitoring Procedures of Process and Products' 「過程和產品的測量 and 監控程序」</li> <li>- 'Monitoring and Measurement Control Procedures' 「監視和測量控制程序」</li> <li>- 'Inspection Control Procedures' 「檢驗控制程序」</li> <li>- 'Unqualified Product Control Procedures' 「不合格產品控制程序」</li> <li>- 'Unqualified Product Treatment Work Manual' 「不合格品處理工作手冊」</li> <li>- 'Quality Manual' 「質量手冊」</li> <li>- 'Finished Goods Inspection Control Procedures' 「成品檢驗控制程序」</li> <li>- 'Product Requirement Identification and Audit Procedures' 「產品要求識別和評審程序」</li> <li>- 'Product Labelling and Traceability Control Procedures' 「產品標識和可追溯性控制程序」</li> <li>- 'Risk Identification, Evaluation, and Countermeasures Management Procedures' 「風險確定、評估和應對管理程序」</li> <li>- 'Identification and Evaluation of Environmental Factors Control Procedures' 「環境因素識別和評價控制程序」</li> <li>- 'Regulations on the Inspection of Raw Materials and Finished Products' 「原料及成品檢驗規定」</li> <li>- 'Regulations on the Inspection of Packaging Material' 「包裝材料檢驗規定」</li> </ul>	<ul style="list-style-type: none"> <li>- QC Department: monitoring the quality of raw materials, production process, finished goods and outgoing products, issuing inspection reports, coordinating with qualified third-party organisations for issuing test reports, sampling and testing of recalled products 質量管理部：監控原材料、生產過程、製成品和出庫產品的質量；出具檢查報告；與合格的第三方組織協調以出具測試報告；對召回的產品進行抽樣測試</li> <li>- Marketing Department: coordinating with QC Department for the handling of recalled products 市場部：與質量管理部協調處理召回的產品</li> <li>- Business Department: Reporting to the Marketing Department about product recall 業務部：向市場部報告產品的召回情況</li> </ul>
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### Aroma Raw Material business

#### 香原料業務

<ul style="list-style-type: none"> <li>- GB 29938-2013 National Food Safety Standard - Standards for Food Flavour 食品安全國家標準-食品用香料通則</li> </ul>	<ul style="list-style-type: none"> <li>- Product and service concept of 'Quality First, Reputation First, Service First' 「質量第一·信譽第一·服務第一」的產品和服務理念</li> </ul>	<ul style="list-style-type: none"> <li>- QC Department: implementing procedures of incoming product inspections, process inspections and finished goods inspections, formulating product recall procedures and plans 質量管理部：執行進貨檢驗、過程檢驗和成品檢驗程序；制定產品召回程序與計劃</li> </ul>
<ul style="list-style-type: none"> <li>- GB 1886.208-2016 National Food Safety Standard - Food Additives - Ethyl Malt Phenol 食品安全國家標準-食品添加劑-乙基麥芽酚</li> </ul>	<ul style="list-style-type: none"> <li>- Food safety principles of 'Law compliance, People-oriented, Scientific management, Create safe and 'green' products' 「遵紀守法·以人為本·科學管理·造安全綠色產品」的食品安全宗旨</li> </ul>	<ul style="list-style-type: none"> <li>- Legal and Compliance Department: reviewing the compliance with relevant laws and regulations 法律合規部：審查是否符合相關法律法規</li> </ul>
<ul style="list-style-type: none"> <li>- GB 1886.282-2016 National Food Safety Standard - Food Additives - Maltol 食品安全國家標準-食品添加劑-麥芽酚</li> </ul>	<ul style="list-style-type: none"> <li>- 'Product Technical Standard' 「產品技術標準」</li> </ul>	
<ul style="list-style-type: none"> <li>- GB 28336-2012 National Food Safety Standard - Food Additive - 2-methylbutyric acid 食品安全國家標準-食品添加劑-2-甲基丁酸</li> </ul>	<ul style="list-style-type: none"> <li>- 'Unqualified Product Control Procedures' 「不合格產品控制程序」</li> </ul>	
<ul style="list-style-type: none"> <li>- GB 1886.194-2016 National Food Safety Standard - Food Additives - Ethyl Butyrate 食品安全國家標準-食品添加劑-丁酸乙酯</li> </ul>	<ul style="list-style-type: none"> <li>- 'Monitoring and Measuring Equipment Control Procedures' 「監視和測量設備控制程序」</li> </ul>	
<ul style="list-style-type: none"> <li>- GB 1886.146-2015 National Food Safety Standard - Food Additives - <math>\delta</math>-Dodecalactone 食品安全國家標準-食品添加劑-<math>\delta</math>-十二內酯</li> </ul>	<ul style="list-style-type: none"> <li>- 'Inspection and Experiment Control Procedures' 「檢驗和試驗控制程序」</li> </ul>	
<ul style="list-style-type: none"> <li>- GB 1886.145-2015 National Food Safety Standard - Food Additives - <math>\delta</math>-decalactone 食品安全國家標準-食品添加劑-<math>\delta</math>-癸內酯</li> </ul>	<ul style="list-style-type: none"> <li>- 'Incoming Raw Material Inspection Process' 「進貨原料檢驗流程」</li> </ul>	
<ul style="list-style-type: none"> <li>- GB 1886.202-2016 National Food Safety Standard - Food Additives - Isoamyl Acetate 食品安全國家標準-食品添加劑-乙酸異戊酯</li> </ul>	<ul style="list-style-type: none"> <li>- 'Production Process Inspection Process' 「生產過程檢驗流程」</li> </ul>	
	<ul style="list-style-type: none"> <li>- 'Final Products Inspection Process' 「最終產品檢驗流程」</li> </ul>	
	<ul style="list-style-type: none"> <li>- 'Unqualified Product Review Process' 「不合格品評審流程」</li> </ul>	





**Condiment business**

調味品業務

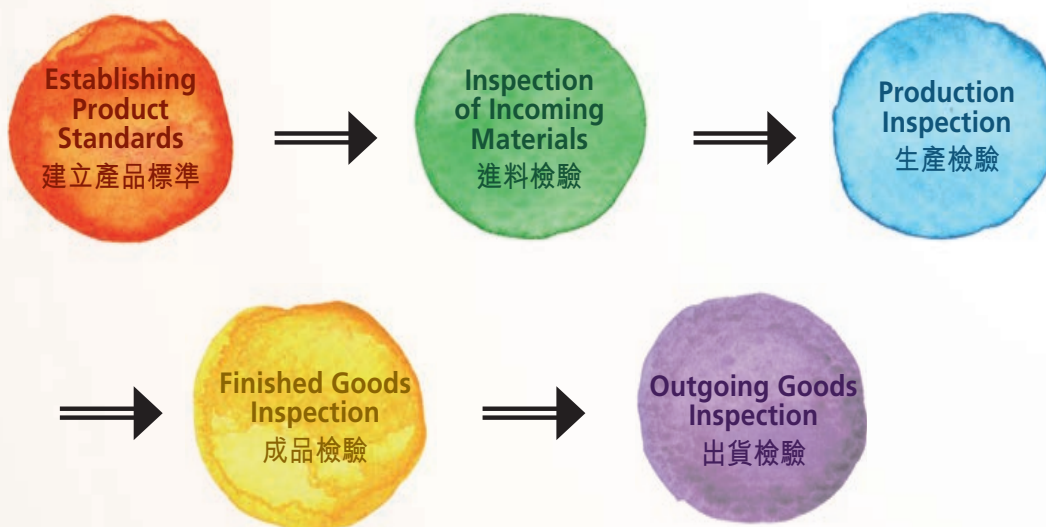
<ul style="list-style-type: none"> <li>- Measures for the Safety Administration of Imported and Exported Food 進出口食品安全管理辦法</li> <li>- GB 28050-2011 National Food Safety Standard - Standards for Nutrition Labelling of Pre-packaged Foods 食品安全國家標準 - 預包裝食品營養標籤通則</li> <li>- Hazard Analysis Critical Control Point Management System 危害分析和關鍵控制點管理體系</li> </ul>	<ul style="list-style-type: none"> <li>- Comply with the standards in production, continue to improve, provide consumers with safe, high-quality, simple and delicious food 嚴格按照規範標準生產，持續改進，為消費者提供安全、優質、簡約、美味的食品</li> <li>- 'Unqualified Product Control Procedures' [不合格產品控制程序]</li> <li>- Implementing FSSC 22000 Food Safety Management System 執行FSSC 22000食品安全管理體系</li> <li>- Warehouse Management System 倉庫管理制度</li> </ul>	<ul style="list-style-type: none"> <li>- QC Department: formulating the internal control procedures, acceptance and inspection of packaging materials and raw materials, inspecting outgoing finished goods, implementing process monitoring, promoting quality management system in the organisation 質量管理部：制定內部控制程序；負責包裝材料和原材料的驗收、檢驗和成品檢驗；實施過程監控；在組織內推廣質量管理體系</li> </ul>
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The Group's policies in product quality control, including the Operating Standard of Product Inspection that provides specific details and guidance to the employees who are responsible for ensuring product quality, are the foundation of the Group for continuously producing and delivering premium products to its customers.

本集團的產品質量管控政策，包括「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，是本集團為消費者持續生產和提供高質量產品的基礎。

Example of quality control system of the Group

本集團質量管控體系案例





The Group has set up professional departments and teams responsible for the handling of customer's feedback. The Marketing Service Centre, for instance, is the business unit responsible for the collection of customers' complaints. Once the complaint is received, the QC Department will conduct an investigation and verification immediately. The substantiated complaints are dealt with effectively and relevant employees will be disciplined financially if necessary. The responsible departments should take corrective actions according to the internal policies, such as Process Control Procedures in Relation to Customers, Customer Satisfaction Measurement Procedures, Salesperson Operation Manual and 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, such as the nature of the feedback, number of complaints and procedures for handling the complaints. In FY2020, the substantiated complaints filed by the Group's clients were responded and addressed timely and effectively.

The Group has set up and implemented its internal policies such as Product Recall Control Procedures, Return Product Review Process and Unqualified Product Concessional Acceptance Review Process that introduce the procedures dealing with recall issues. The Tobacco Raw Materials business, for example, regulates that after the two parties reach a consensus on the product recall, the Market Service Department arranges another production plan according to the specifications and quantity of the recalled product and develops replenishment strategy with the other party. After receiving the returned product, the QC Department organises all relevant departments to carry out evaluations and tests of the recalled product and draws a conclusion on the processing, including back-mixing, re-sizing, re-work, and destruction. The QC Department is mainly responsible for overseeing the process of dealing with recalled products. In the Flavours and Fragrances business, the comprehensive product recall system regulates that once any product after shipment is found to be unqualified, a report should be made immediately to the quality controller and general manager if necessary.

本集團已建立專業部門和團隊負責處理客戶的反饋。例如，市場服務中心負責收集客戶的投訴。收到任何投訴後，質量管理部立即對其展開調查和核實。經證實的投訴得到有效處理，同時在必要時將對相關人員進行懲罰。有關部門根據內部政策採取糾正措施，例如質量管理部門發佈的「與顧客有關的控制程序」、「顧客滿意測量程序」、「銷售作業工作手冊」以及「糾正和預防措施程序」，並不斷報告其整改進度。為了更好地處理客戶投訴，本集團採用「客戶投訴表」以詳細記錄所有已證實的投訴，例如反饋類型、投訴數量以及處理投訴的流程，以備將來參考。2020財年，本集團客戶提出的實質性投訴均得到了及時有效的答覆和處理。

本集團制定並實施了內部政策，例如「產品召回控制程序」、「退貨品評審流程」以及「不合格品讓步接收評審流程」，規定了處理召回問題的程序。例如，在煙用原料業務中，雙方就產品召回達成共識後，市場服務部會根據召回產品的規格和數量再次安排生產計劃，並與對方商討補貨策略。收到召回產品後，質量管理部門會組織所有相關部門對召回的產品進行評估和測試，並對後續處理技術（包括返混、重新定尺寸、返工和銷毀）進行總結。質量管理部門主要負責監督召回產品的處理過程。在香精業務中，其全面的產品召回體系規定，裝運後一旦發現任何不合格產品，應在必要時立即向質量管控人和總經理報告。



The Group has its internal guidelines such as Label Management Policy and Signs and Traceability Control Procedures to ensure the conformance 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 the violations during its advertising practices.

本集團的內部準則，例如「標籤標識管理制度」和「標識和可追溯控制程序」，確保其產品標籤符合「食品標識管理規定」和其他相關要求。在推廣事宜方面，本集團嚴格禁止虛假陳述或誇大其詞。本集團法務部事先審查銷售和市場營銷材料，以防其推廣過程中出現任何違規行為。

## Intellectual Property Rights & Innovation

## 知識產權與創新

<p><b>Flavours and Fragrances business</b> 香精業務</p>	<p>37 patents on natural flavours and plant extraction technology, including 9 invention patents and 28 utility patents 在天然香精、植物提取物技術方面取得專利37項，包括發明專利9項，實用新型專利28項</p>
<p><b>Tobacco Raw Materials business</b> 煙用原料業務</p>	<p>3 patents in tobacco new materials, 6 invention patents, 12 utility patents and 4 appearance design patents domestically and abroad in reconstituted tobacco leaves 捲煙新材料獲得3項專利，再造煙葉方面在海內外共獲得6項發明專利，12項實用新型專利，以及4項外觀設計專利</p>
<p><b>Aroma Raw Materials business</b> 香原料業務</p>	<p>Patents in 'A preparation method of 2-methylbutyric acid', 'A preparation method for delta-decalactone', 'A continuous esterification technique of ethyl isovalerate', etc. 「一種2-甲基丁酸的製備方法」、「一種丁位癸內酯的製備方法」以及「一種異戊酸乙酯的連續酯化工藝」等專利</p>
<p><b>Condiment business</b> 調味品業務</p>	<p>Papers on "Scientific Citation Index (SCI) Journal", including "Effects of microwave vacuum drying of different materials on hygroscopicity and liquidity of chicken powder" and "The latest development of key processing technologies of oriental spices/herbs and condiment", and 4 invention patents on chicken powder, wasabi and gravy products 在《科學引文索引(SCI)期刊》上發表論文，包括《不同輔料微波真空乾燥對雞粉吸濕性和流動性的影響》和《東方香料／草藥和調味品關鍵加工技術的最新進展》等，以及4項關於雞粉、芥辣和肉汁產品的發明專利</p>



The Group has been dedicated to protecting and enforcing its intellectual property rights (IPR) which are crucial to its sustainable business growth. The Group has followed the Enterprise Intellectual Property Management Standard (GB/T 29490-2013) and implemented internal policies, such as Intellectual Property Rights Management System, Management Measures for Intellectual Property Rights, Design, Development and Control Procedures, Intellectual Property Management Measures (Trial), Patent Management Measures (Trial), Intellectual Property Training and Education Management Measures (Trial), Intellectual Property Awards and Punishment Management Measures (Trial), Commercial and Technical Secret Management Measures (Trial) and Non-competition Management Measures (Trial) and Management Measures for Patents, to strengthen the 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 staff who have violated relevant regulations of corporate intellectual property rights.

本集團致力於加強其知識產權的保護，而這對於本集團在行業中的業務可持續發展至關重要。本集團遵守《企業知識產權管理規範 (GB/T29490-2013)》，制定和嚴格執行「知識產權管理系統」、「知識產權管理辦法」、「設計開發控制程序」、「知識產權管理辦法(試行)」、「專利管理辦法(試行)」、「知識產權培訓和教育管理辦法(試行)」、「知識產權獎勵和處罰管理辦法(試行)」、「商業和技術秘密管理辦法(試行)」、「競業禁止管理辦法(試行)」以及「專利管理辦法」等內部政策，以加強對有關商標管理、專有技術管理、商業機密管理以及與知識產權保護相關的其他信息管理。本集團防止其知識產權被侵犯，並與有義務保守商業秘密的有關僱員簽署保密協議和競業禁止協議。本集團將對違反公司知識產權規定的有關人員追究法律責任。



### Shanghai H&K Was Awarded the Title of “Technology Little Giant Enterprise” of Jiading District, Shanghai

Upon the appraisal and approval by the Committee of Science and Technology of Jiading District, Shanghai, Shanghai H&K was awarded the title of “Technology Little Giant Enterprise” of Jiading District, Shanghai. The title awarded to Shanghai H&K means that the company was recognised by the Government of Jiading District and Committee of Science and Technology of Jiading District, for its operating management, strength, scientific and technological innovations, etc., and also means great encouragement for further rapid development of the company.

#### 華寶孔雀榮膺上海市嘉定區「科技小巨人企業」稱號

經上海市嘉定區科學技術委員會評審認定，華寶孔雀榮獲上海嘉定區「科技小巨人企業」榮譽稱號。華寶孔雀獲得此次殊榮，是嘉定區政府、嘉定區科學技術委員會對企業在經營管理、公司實力、科技創新等各方面所取得成績的認可，也是對公司未來進一步加速發展的巨大鼓勵。



### Specialised in Flavour Your Life with Original Intention and Devoted to R&D with High Ingenuity

In May, 2020, Finance Sina published an article named “The Rankings of Live Life of Effective Patents for Invention in Food and Beverage”, with Huabao Flavours & Fragrances Ranking First. Huabao Flavours & Fragrances has been attaching great importance to the investment in technology research and development. In recent three years, the company’s average input in R&D accounts for over 7.63% of its operation revenue, and that in its research personnel comprises over 19% of its operation team. In order to better fulfil the mission of Flavour Your Life with professional techniques, Huabao Flavours & Fragrances integrates the interdisciplinary technological resources at home and abroad with an international perspective, to the establishment of the internationally advanced fragrance analysis and regeneration system, which strives to carry out research in fragrance origin and new techniques. In years, Huabao Flavours & Fragrances has been awarded several honours and prizes, including the “National Enterprise Technology Centre” and “Post-doctoral Programme”.

#### 專注美味初心不變 潛心研發匠心致遠

2020年5月，新浪財經發表了一篇關於「食品飲料業有效發明專利維持年限排行」的文章，在食品飲料業有效發明專利維持年限中，華寶股份名列第一。華寶股份高度重視技術研發領域的投入，近三年年度平均研發投入占營業收入的比例超過7.63%，研發人員數量占比超過19%。為更好地踐行專業技術服務美味生活的使命，華寶股份以國際化視野，整合國內外跨領域、跨學科的技術資源，建立了國際先進的香氣剖析和再生系統，大力開展香味成因及新型工藝研究，多年來獲得了多項榮譽和獎項，如「國家認定企業技術中心」、「博士後科研工作站」等。





**“Jiading Technical Expert ZHAO Zhenyi Innovation Studio” of Huabao Flavours & Fragrances Was Founded**

On October 28, 2020, the 2020 “Jiading Craftsmen” High-skilled Talent Forum and the Awarding Ceremony of Innovation Studio of Jiading District, Shanghai was held at the Labour Culture Palace of Jiading District. The certificate of honour and plaque of “Jiading Technical Expert ZHAO Zhenyi Innovation Studio” was awarded to Huabao Flavours & Fragrances at this Ceremony.

**華寶股份「嘉定技術能手趙震毅創新工作室」授牌成立**

2020年10月28日，上海市嘉定區2020年「嘉定工匠」等高技能人才座談會暨創新工作室授牌儀式在嘉定區工人文化宮舉行，華寶股份獲頒「嘉定技術能手趙震毅創新工作室」榮譽證書和牌匾。



**F&G Botswana (PTY) Ltd Actively Participated in the Online Global Expo**

Due to the COVID-19 outbreak, the annual Global Expo Botswana kicked off on the Internet on November 17, 2020, in the form of an online virtual expo. F&G Botswana actively organised and carefully designed videos, pictures and other materials for the expo. The prominent location and unique design of the company’s expo booth in the manufacturing industry exhibition hall attracted the attention of many expo participants.

**非洲F&G積極參加波札那全球線上博覽會**

受新冠疫情影響，一年一度的波札那全球博覽會於2020年11月17日以線上虛擬展會的形式在互聯網上拉開了帷幕。非洲F&G積極組織，精心設計視頻、圖片等材料參展。公司展位在製造業展館的顯著位置，獨具風格的設計，吸引了眾多展會參與者的目光。



### Protecting data and customer privacy

The Group abides by the laws in relation to customer privacy and implements internal Confidentiality Management and Regulations, Provisions on the Management of Customer Records, Property Management Procedures for Customers and External Suppliers and Corporate Confidentiality Regulation to ensure that its customers' rights are strictly protected. The information collected by the Group from its customers would be used only for the purpose for which it has been collected. The customers' data and important information are managed by the headquarters of the Group. The Group has educated its employees to raise the awareness of data breaches and entered into confidentiality agreements with its employees, which cover the requirements in utilising and disclosing technical secrets such as inventions, operational processes, and technical patents and solutions during and after the employees' employment. During the reporting year, there were no substantiated complaints received by the Group concerning the breaches of customer privacy and losses of customer data.

In FY2020, the Group was not in violation of material relevant laws and regulations regarding health and safety, advertising, labelling and privacy matters of its products and services that have a significant impact on the Group.

### Maintaining a strong ethics and compliance culture

The business transformation to achieve a sustainable future was built upon a strong foundation of principles and values delivered through actions on the ground. The Group has been committed to demonstrating professionalism through transparent communications, ongoing regulatory engagement and a culture of respect, honesty, and fairness. 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).

### 信息與客戶私隱保護

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

於2020財年，本集團並沒有違反任何對本集團有重大影響的有關其產品的健康與安全、廣告、標籤及私隱事宜方面的相關法律及規例。

### 維持良好的道德與合規文化

本集團為實現可持續未來而進行的業務轉型建立在其通過實際行動，落實原則和價值觀的堅實基礎上。本集團一直致力於通過無障礙的溝通、持續的監管參與以及構建相互尊重、誠實和公平的文化，來展示專業態度。為維持一個公平、具有誠信及高效率的工作環境，本集團遵守其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, Procurement Price Management Measures, Procurement Budget and Payment Management Measures, Notice on Further Improving Corporate Integrity in Work and Employee Handbook, to prevent any fraudulent practices.

The management of the Group is responsible for establishing and overseeing the internal control system, setting up reporting and grievance mechanism to prevent and detect corrupt practices, implementing control measures to eliminate the risks and taking appropriate and effective remedial measures. The Audit Department is the unit mainly responsible for the implementation of anti-corruption work in the Group. It assists the management to establish and improve the anti-fraud mechanism, identify the core areas, key links and main content of anti-fraud work, perform internal evaluations of corruption cases and report to the Audit Committee of the Group. The Group prohibits all forms of bribery and corruption, and requires all employees to strictly stick to the codes of professional ethics. The Group requires its suppliers and procurement staff to sign the Integrity Commitment Letter, to maintain a sound relationship with business partners based on clean and transparent collaborations. The Group regularly carries out internal and external audits. 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 the suspected misconduct with full details and supporting evidence. The Audit Committee will conduct investigations against the suspicious or illegal behaviour to protect the Group's interests. The Group promotes an effective grievance mechanism to protect the whistle-blowers from unfair dismissal or victimisation. Where criminality is suspected, a report will be made promptly to the relevant regulators or law enforcement authorities when the management considers it necessary.

本集團制定並嚴格執行其反腐政策，例如「反舞弊與舉報制度」、「內部審計制度」、「採購人員行為準則」、「採購價格管理辦法」、「採購資金預算及付款管理辦法」、「關於進一步加強集團廉潔工作的通知」和「員工手冊」，以防止任何欺詐行為。

本集團管理層負責建立和監督內部控制制度、建立報告和投訴機制以防止和識別腐敗行為、實施管控措施以消除風險，並採取合理有效的補救措施。審計部是主要負責在集團內開展反腐敗工作的部門，其協助管理層建立和完善反舞弊機制，識別反舞弊工作的核心領域、關鍵環節和主要內容，對腐敗案件進行內部評估並向集團審核委員會報告。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。本集團要求其供應商與採購員工簽署廉潔承諾函，以在廉潔透明的合作基礎上與業務夥伴保持良好關係。本集團定期開展內部和外部審計工作。於回顧年度內，並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。





In FY2020, the Group arranged a series of anti-corruption themed training and seminars for its employees. During the year under review, the Group issued an internal policy of Anti-Fraud System and at the beginning of 2021, the Group launched a training programme interpreting the content and requirements of the policy through Huabao Lecture. A total of 523 employees participated in the training online.

2020財年，本集團為其員工安排了一系列反腐敗主題培訓和研討會。於回顧年度內，本集團發布了「反舞弊制度」的內部政策，並於2021年初通過「華寶大講堂」開展了一項培訓活動，以解讀該政策的內容和要求。本集團共有523名員工參加了在線培訓。

**Standardise all employees' professional behaviours**  
規範所有的員工職業行為

**Establish a clean, diligent and dedicated working style**  
樹立廉潔、勤勉、敬業的工作作風

**Prevent any practices that may damage the interests of the Group and its shareholders**  
防止損害集團及股東利益的行為發生

**Strengthen the compliance with relevant laws and regulations, professional ethics and internal management systems**  
加強遵守相關法律法規、職業道德及公司內部管理制度

**Improve corporate governance and internal control, and safeguard the legitimate rights and interests of the Group**  
加強集團治理和內部控制，維護集團合法權益



## VII. CONTRIBUTING TO OUR SOCIETY

Poverty is a chronic affliction of human society and a common challenge faced by the whole world. In 2020, through eight years of hard work, China successfully achieved its ambitious target of eliminating extreme poverty set by the National Conference on Development-Driven Poverty Alleviation in 2011 to ensure that moderate prosperity in all respects could be achieved. As a responsible corporate citizen, the Group has long been persevering in the battle against poverty and contributing to the elimination of extreme inequality and poverty. Over the years, the strenuous process made by the Group has been extraordinary and difficult, but by witnessing the magnificent achievements through a number of successful measures and initiatives, the Group is proud of the profound influence it has made on massive, planned, well-organised poverty alleviation efforts.

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

On January 16, 2020, Huabao Flavours & Fragrances took an active part in the poverty-alleviation fundraising for the caring and supporting fund of Deji Kangsa Community in Lhasa Economic Development Zone, under the call from the Management Committee of Lhasa Economic Development Zone to mobilise the entire society to help the poor become better off and to lay a solid foundation for building a moderately well-off society in an all-round way in 2020. Huabao Flavours & Fragrances donated RMB100,000 and was honoured with a certificate granted by Chairman Yuan Xunwang. Leaders of Deji Kangsa Community accepted the donation and offered khatags to donors.

Since its relocation to Tibet, Huabao Flavours & Fragrances has been active in the plateau and concerning about the development of Tibet and the livelihood of local people. The company will continue to contribute strength and intelligence to local development, make targeted efforts to alleviate poverty and enable the poor people to enjoy a happy life, thus supporting the construction of a beautiful and wonderful Tibet.

## VII. 回報我們的社會

貧窮是人類社會的一種長期苦難，同時也是全世界所面臨的共同挑戰。2011年全國扶貧開發工作會議建立了消除極端貧困的目標。2020年，通過八年的努力，中國成功實現了這一偉大目標，確保全面進入小康社會。作為負責任的企業公民，本集團長期堅持不懈打贏扶貧攻堅戰，並為消除極端不平等和貧困做出積極貢獻。多年來，本集團的扶貧歷程非常艱辛，但我們為見證的一系列成功舉措和倡議所取得的巨大成就，為能夠給大範圍、有計劃、有組織的扶貧工作帶來深遠的影響而感到自豪。

### 德吉康薩社區愛心幫扶華寶股份再次助力脫貧

2020年1月16日，為響應拉薩經開區管委會號召「為凝聚全社會力量參與扶貧工作，幫助貧困群眾脫貧致富，為2020年全面建成小康社會奠定堅實基礎」，華寶股份積極參加拉薩經開區德吉康薩社區愛心幫扶基金「匯聚愛心助力脫貧」扶貧募捐活動。華寶股份在此次活動上捐贈善款10萬元人民幣，並獲得袁訓旺主席向華寶股份授予的榮譽證書。德吉康薩社區負責人接受捐款並向企業代表敬獻哈達。

自遷址西藏以來，華寶股份扎根高原，心繫西藏，關注民生，公司持續為西藏發展貢獻力量和智慧，精準助力脫貧攻堅，提高貧困地區群眾的幸福感，助力建設幸福美麗新西藏。





**Gupa Village, Naqu County, Tibet Sending a Letter of Thanks to Huabao Flavours & Fragrances for Investing and Assisting in Constructing Yak Breeding Base to Overcome Poverty**

On October 10, 2020, the Village Committee Cadre Representative of Gupa Village, Naqu County wrote a letter of thanks to Huabao Flavours & Fragrances to express their gratitude to the company for assisting the villagers in constructing Yak Breeding Base to overcome poverty. In response to the call of the national policies including reducing poverty through industrial development and targeted poverty alleviation, to earnestly perform its obligations and responsibilities, since the beginning of 2018, Huabao Flavours & Fragrances has launched the 'Yak Breeding Base for Poverty Alleviation of Gupa Village, Naqu County – 'Dairy Farming' Assistance Project' by Huabao Flavours & Fragrances, thanks to the contact and coordination of the Working Crew in Gupa Village of Tibet People's Government in Shanghai. At present, this Project has been implemented and created values for local headsmen, and Gupa Village overcame poverty at the end of 2019.

**西藏那曲古帕村就華寶股份投資援建犛牛養殖基地助力成功脫貧發來感謝信**

2020年10月10日，那曲古帕村村委會村幹部代表全體村民給華寶股份寫感謝信，感謝華寶股份援建的犛牛養殖基地，幫助村民脫貧致富。為積極響應國家產業扶貧、精準扶貧的政策號召，認真履行企業的義務和責任，自2018年初，華寶股份通過西藏自治區人民政府駐上海辦事處駐古帕村工作隊的聯絡、協調，開展「那曲鎮古帕村扶貧犛牛養殖基地——華寶香精股份有限公司『奶牛養殖』幫扶項目」。目前，該項目已經落地並為當地牧民創造了收益，古帕村也於2019年年底實現了脫貧目標。





### Huabao Flavours & Fragrances Contributed Money to Yula Village of Zhaba Township in Tibet for Poverty Alleviation

On December 10, 2020, the donation ceremony of Huabao Flavours & Fragrances to support poverty alleviation in Yula Village of Zhaba Township, Rinbung County, Shigatse, Tibet was held at the conference room of the CPC United Front Work Department of the Tibet Autonomous Region, in which RMB300,000 was donated to Yula Village. The donation was mainly used for building the wall of the Party and Masses Activity Centre of Yula Village, which greatly improved the conditions for village-level organisations to handle official business, carry out party and mass activities and provide handy services for the people.

#### 華寶股份向西藏日喀則市仁布縣查巴鄉玉拉村捐資助脫貧

2020年12月10日，華寶股份為西藏自治區日喀則市仁布縣查巴鄉玉拉村駐村點捐款儀式在西藏自治區黨委統戰部會議室舉行，向玉拉村捐款三十萬元人民幣。此次善款主要用於修建日喀則市仁布縣查巴鄉玉拉村黨群活動中心圍牆。修建好圍牆將極大地改善村級組織辦公、黨群活動和便民服務條件。



On the road of targeted poverty alleviation, the Group has invariably adjusted measures according to local conditions and adhered to scientific and reasonable poverty alleviation. The Group will strengthen its firm conviction to move forward on the road of poverty alleviation, lift the poor out of poverty, jointly promote the dividend of reform and share the fruits of development.

在精準扶貧的道路上，本集團始終堅持因地制宜、科學合理的精準扶貧方式，在扶貧道路上邁步向前，讓貧困人民脫貧致富，共享改革紅利與發展成果。

Our community engagement has always been targeted at being a good neighbour with responsibility and partnering with a wider community group around us to help address urgent local needs. Building on our long-standing commitment and driven by our business purpose, the Group will be dedicated to refining its approach to enlarging its impacts on the society and leveraging its resources and business strengths to create more positive outcomes for the communities.

我們的社區參與始終致力於成為一個富有責任的好「鄰居」，並與我們所處更為廣泛的社區團體協作，以幫助解決當地最為緊迫的需求。在我們長期的承諾和商業宗旨的驅動下，本集團將致力於完善其方法，以擴大其對社會的影響，並利用其資源和業務優勢為社區創造更積極的福利。



## VIII. REPORT DISCLOSURE INDEX

## VIII. 報告披露指引

Aspects 層面	ESG Indicators 環境、社會及管治指標	Description 說明	GRI Standards and Disclosures* GRI標準及披露*	Page 頁碼
<b>A. Environmental</b> <b>A. 環境</b>				
<b>A1: Emissions</b> <b>A1: 排放物</b>	General Disclosure 一般披露	Information on: 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) the policies; and (a) 政策；及 (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. (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：披露條款103-2(c-i) (與GRI 305: 排放和GRI 306: 廢污水和廢棄物一併使用) GRI 305: 排放：管理方針披露指南 GRI 305: Emissions: Management approach disclosures guidance GRI 307: Environmental Compliance: Disclosure 307-1 GRI 307: 有關環境保護的法律遵循：披露條款 307-1	49
	KPI A1.1 關鍵績效指標A1.1	The types of emissions and respective emission data. 排放物種類及相關排放數據。	GRI 305: Emissions: Disclosures 305-1, 305-2, 305-3, 305-6, and 305-7 GRI 305: 排放：披露條款305-1、305-2、305-3、305-6及305-7	130
	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(如以每產量單位、每項設施計算)。	GRI 305: Emissions: Disclosures 305-1, 305-2, 305-3, 305-4 GRI 305: 排放：披露條款305-1、305-2、305-3、305-4	130
	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(如以每產量單位、每項設施計算)。	GRI 306: Effluents and Waste: Disclosure 306-2 (a) GRI 306: 廢污水和廢棄物：披露條款306-2 (a)	130
	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(如以每產量單位、每項設施計算)。	GRI 306: Effluents and Waste: Disclosure 306-2 (b) GRI 306: 廢污水和廢棄物：披露條款306-2 (b)	130
	KPI A1.5 關鍵績效指標A1.5	Description of measures to mitigate emissions and results achieved. 描述減低排放量的措施及所得成果。	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 305: Emissions) GRI 103: 管理方針：披露條款103-2 (與GRI 305: 排放一併使用) GRI 305: Emissions: Clause 1.2 and Disclosure 305-5 GRI 305: 排放：條款1.2及披露條款305-5	49
	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得成果。	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 306: Effluents and Waste) GRI 103: 管理方針：披露條款103-2 (與GRI 306: 廢污水和廢棄物一併使用) GRI 306: Effluents and Waste: Disclosures 306-2 and 306-4 GRI 306: 廢污水和廢棄物：披露條款306-2及306-4	54



Aspects 層面	ESG Indicators 環境、社會及管治指標	Description 說明	GRI Standards and Disclosures* GRI標準及披露*	Page 頁碼
A2: Use of Resources A2: 資源使用	General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. 有效使用資源(包括能源、水及其他原材料)的政策。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 301: Materials, GRI 302: Energy, and GRI 303: Water) GRI 103: 管理方針: 披露條款103-2 (c-i)(與GRI 301: 物料、GRI 302: 能源及GRI 303: 水一併使用)	62
	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(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	GRI 302: Energy: Disclosures 302-1 and 302-3 GRI 302: 能源: 披露條款302-1及302-3	132
	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(如以每產量單位、每項設施計算)。	Not covered by the GRI Standards GRI標準未涵蓋	132
	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劃及所得成果。	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 302: Energy) GRI 103: 管理方針: 披露103-2(與GRI 302: 能源一併使用) GRI 302: Energy: Disclosures 302-4 and 302-5 GRI 302: 能源: 披露條款302-4及302-5	62
	KPI A2.4 關鍵績效指標A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved. 描述求取適用水源上可有任何問題, 以及提升用水效益計劃及所得成果。	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 303: Water) GRI 103: 管理方針: 披露103-2(與GRI 303: 水一併使用) GRI 303: Water: Disclosure 303-3 GRI 303: 水: 披露條款303-3	68
	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(以噸計算)及(如適用)每生產單位佔量。	GRI 301: Materials: Disclosure 301-1 GRI 301: 物料: 披露條款301-1	132
A3: The Environment and Natural Resources A3: 環境及天然資源	General Disclosure 一般披露	Policies on minimising the issuer's significant impact on the environment and natural resources. 減低發行人對環境及天然資源造成重大影響的政策。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 301: Materials, GRI 302: Energy, GRI 303: Water, GRI 304: Biodiversity, GRI 305: Emissions, and GRI 306: Effluents and Waste). GRI 103: 管理方針: 披露條款103-2 (c-i)(與GRI 301: 物料、GRI 302: 能源、GRI 303: 水、GRI 304: 生物多樣性、GRI 305: 排放及GRI 306: 廢污水和廢棄物一併使用)	73
	KPI A3.1 關鍵績效指標A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them. 描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	GRI 103: Management Approach: Disclosures 103-1 and 103-2 (used together with GRI 301: Materials, GRI 302: Energy, GRI 303: Water, GRI 304: Biodiversity, GRI 305: Emissions, and GRI 306: Effluents and Waste) GRI 103: 管理方針: 披露條款103-1及103-2(與GRI 301: 物料、GRI 302: 能源、GRI 303: 水、GRI 304: 生物多樣性、GRI 305: 排放及GRI 306: 廢污水和廢棄物一併使用) GRI 303: Water: Disclosure 303-2 GRI 303: 水: 披露條款303-2 GRI 304: Biodiversity: Disclosure 304-2 GRI 304: 生物多樣性: 披露條款304-2 GRI 306: Effluents and Waste: Disclosures 306-3 (c) and 306-5 GRI 306: 廢污水和廢棄物: 披露條款306-3 (c)及306-5	74



Aspects 層面	ESG Indicators 環境、社會及管治指標	Description 說明	GRI Standards and Disclosures* GRI標準及披露*	Page 頁碼
<b>B. Social</b> <b>B. 社會</b>				
<b>Employment and Labour Practices</b> <b>僱傭及勞工常規</b>				
<b>B1: Employment</b> <b>B1: 僱傭</b>	General Disclosure 一般披露	Information on: 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) the policies; and (a) 政策；及 (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. (b) 遵守對發行人有重大影響的相關法律及規例的資料。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 202: Market Presence, GRI 401: Employment, GRI 405: Diversity and Equal Opportunity, GRI 406: Non-discrimination) GRI 103：管理方針：披露條款 103-2 (c-i) (與GRI 202：市場地位、GRI 401：勞僱關係、GRI 405：員工多元化與平等機會、GRI 406：不歧視原則一併使用) GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI 419：社會經濟法規遵循：披露條款 419-1	77
<b>B2: Health and Safety</b> <b>B2: 健康與安全</b>	General Disclosure 一般披露	Information on: 有關提供安全工作環境及保障僱員避免職業性危害的： (a) the policies; and (a) 政策；及 (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. (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 403: Occupational Health and Safety) GRI 103：管理方針：披露條款 103-2 (c-i) (與GRI 403：職業安全衛生一併使用) GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI 419：社會經濟法規遵循：披露條款 419-1	85
<b>B3: Development and Training</b> <b>B3: 發展及培訓</b>	General Disclosure 一般披露	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 404: Training and Education) GRI 103：管理方針：披露條款 103-2 (c-i) (與GRI 404：訓練與教育一併使用) GRI 404: Training and Education: Disclosure 404-2 (a) GRI 404：訓練與教育：披露條款 404-2 (a)	92
<b>B4: Labour Standards</b> <b>B4: 勞工準則</b>	General Disclosure 一般披露	Information on: 有關防止童工及強制勞工的： (a) the policies; and (a) 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour. (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 408: Child Labor and GRI 409: Forced or Compulsory Labor) GRI 103：管理方針：披露條款 103-2 (c-i) (與GRI 408：童工及GRI 409：強迫或強制勞動一併使用) GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI 419：社會經濟法規遵循：披露條款 419-1	94



Aspects 層面	ESG Indicators 環境、社會及管治指標	Description 說明	GRI Standards and Disclosures* GRI標準及披露*	Page 頁碼
<b>Operating Practices</b> 營運慣例				
<b>B5: Supply Chain Management</b> B5：供應鏈管理	General Disclosure 一般披露	Policies on managing environmental and social risks of the supply chain. 管理供應鏈的環境及社會風險政策。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 308: Supplier Environmental Assessment and GRI 414: Supplier Social Assessment) GRI 103：管理方針：披露條款103-2 (c-i) (與GRI 308：供應商環境評估及GRI 414：供應商社會評估一併使用)	95
<b>B6: Product Responsibility</b> B6：產品責任	General Disclosure 一般披露	Information on: 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) the policies; and (a) 政策；及 (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. (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 416: Customer Health and Safety, GRI 417: Marketing and Labeling, and GRI 418: Customer Privacy) GRI 103：管理方針：披露條款103-2 (c-i) (與GRI 416：顧客健康與安全、GRI 417：行銷與標示以及GRI 418：客戶隱私一併使用) GRI 416: Customer Health and Safety: Disclosure 416-2 GRI 416：顧客健康與安全：披露條款416-2 GRI 417: Marketing and Labeling: Disclosures 417-2 and 417-3 GRI 417：行銷與標示：披露條款 417-2及417-3 GRI 418: Customer Privacy: Disclosure 418-1 GRI 418：客戶隱私：披露條款418-1 GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI 419：社會經濟法規遵循：披露條款419-1	108
<b>B7: Anti-corruption</b> B7：反貪污	General Disclosure 一般披露	Information on: 有關防止賄賂、勒索、欺詐及洗黑錢的： (a) the policies; and (a) 政策；及 (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering (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 205: Anti-corruption) GRI 103：管理方針：披露條款103-2 (c-i) (與GRI 205：反貪污一併使用) GRI 205 Anti-corruption: Disclosure 205-3 GRI 205：反貪污：披露條款205-3 GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI 419：社會經濟法規遵循：披露條款419-1	118
<b>Community</b> 社區				
<b>B8: Community Investment</b> B8：社區投資	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. 有關以社區參與來了解發行人營運所在社區需要和確保其業務活動會考慮社區利益的政策。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 413: Local Communities) GRI 103：管理方針：披露條款103-2 (c-i) (與GRI 413：當地社區一併使用)	121

\* 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'.

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





## APPENDIX I

### 2025 Huabao Sustainable Development Goals

	Emissions of Air Pollutants (Kg/Million RMB) <sup>1</sup> 空氣污染物排放(千克/百萬人民幣) <sup>1</sup>			GHG Emissions (Tonnes CO <sub>2</sub> e) <sup>2</sup> 溫室氣體排放 (噸二氧化碳當量) <sup>2</sup>		Generation of Solid Wastes Energy Consumption Water Usage							
	Sulphur Oxides ("SO <sub>x</sub> ") 硫氧化物	Nitrogen Oxides ("NO <sub>x</sub> ") 氮氧化物	Particulate Matter ("PM") 固體顆粒物	Scope 1 範圍一	Scope 2 範圍二	Tonnes/ Million RMB) <sup>3</sup> 固體廢棄物 (噸/ 百萬人民幣) <sup>3</sup>	Consumption (kWh/Million RMB) <sup>4</sup> 能源消耗 (千瓦時/ 百萬人民幣) <sup>4</sup>	Water Usage (m <sup>3</sup> /Million RMB) <sup>5</sup> 用水量 (立方米/ 百萬人民幣) <sup>5</sup>					
									Generation of Solid Wastes			Energy Consumption	Water Usage
									Million RMB) <sup>3</sup> 固體廢棄物 (噸/ 百萬人民幣) <sup>3</sup>	(kWh/Million RMB) <sup>4</sup> 能源消耗 (千瓦時/ 百萬人民幣) <sup>4</sup>	(m <sup>3</sup> /Million RMB) <sup>5</sup> 用水量 (立方米/ 百萬人民幣) <sup>5</sup>		
<b>Tobacco Raw Materials</b> 煙用原料	9.34	37.36	6.23	25,834	8,233	9.90	106,000	370.52					
<b>Flavours and Fragrances</b> 香精	0.04	0.14	0.0027	4,647	2,341	0.07	5,600	40.04					
<b>Aroma Raw Materials</b> 香原料	-	-	-	6,572	15,863	0.19	106,000	314.70					
<b>Condiment</b> 調味品	4.55	1.07	-	844	1,322	0.04	10,100	109.98					
<b>Administration Offices</b> 行政辦公室				994	478	1 Kg/m <sup>2</sup> floor area 1千克/ 平方米	190 kWh/m <sup>2</sup> floor area 190 千瓦時/ 平方米	4.64					

[1] Emissions of air pollutants only included the stationary sources of SO<sub>x</sub>, NO<sub>x</sub> and PM;

[2] GHG emissions included only Scope 1 GHG emissions (combustion of fuels including diesel, gasoline, natural gas, coal and refrigerant in stationary sources and mobile sources) and Scope 2 GHG emissions (electricity purchased from power companies);

[3] Generation of Solid Wastes only included domestic and commercial wastes, general industrial waste and hazardous wastes;

[4] Energy Consumption only included the use of electricity, diesel, gasoline, natural gas and coal; and

[5] Water Usage only included the amount of water withdrawal in all subsidiaries of the Group.

## 附錄 I

### 2025 華寶可持續發展目標規劃

	GHG Emissions (Tonnes CO <sub>2</sub> e) <sup>2</sup> 溫室氣體排放 (噸二氧化碳當量) <sup>2</sup>		Generation of Solid Wastes Energy Consumption Water Usage							
	Scope 1 範圍一	Scope 2 範圍二	Tonnes/ Million RMB) <sup>3</sup> 固體廢棄物 (噸/ 百萬人民幣) <sup>3</sup>	Consumption (kWh/Million RMB) <sup>4</sup> 能源消耗 (千瓦時/ 百萬人民幣) <sup>4</sup>	Water Usage (m <sup>3</sup> /Million RMB) <sup>5</sup> 用水量 (立方米/ 百萬人民幣) <sup>5</sup>					
						Generation of Solid Wastes			Energy Consumption	Water Usage
						Million RMB) <sup>3</sup> 固體廢棄物 (噸/ 百萬人民幣) <sup>3</sup>	(kWh/Million RMB) <sup>4</sup> 能源消耗 (千瓦時/ 百萬人民幣) <sup>4</sup>	(m <sup>3</sup> /Million RMB) <sup>5</sup> 用水量 (立方米/ 百萬人民幣) <sup>5</sup>		
<b>Tobacco Raw Materials</b> 煙用原料	25,834	8,233	9.90	106,000	370.52					
<b>Flavours and Fragrances</b> 香精	4,647	2,341	0.07	5,600	40.04					
<b>Aroma Raw Materials</b> 香原料	6,572	15,863	0.19	106,000	314.70					
<b>Condiment</b> 調味品	844	1,322	0.04	10,100	109.98					
<b>Administration Offices</b> 行政辦公室	994	478	1 Kg/m <sup>2</sup> floor area 1千克/ 平方米	190 kWh/m <sup>2</sup> floor area 190 千瓦時/ 平方米	4.64					

[1] 空氣污染物排放僅包括固定源產生的硫氧化物、氮氧化物和固體顆粒物；

[2] 溫室氣體排放僅包括範圍一排放(包括固定源和移動源使用的柴油、汽油、天然氣、煤和製冷劑)以及範圍二(從電力公司購買的電力)；

[3] 固體廢棄物的產生僅包括生活和商業廢棄物、一般工業廢棄物以及有害廢棄物；

[4] 能源消耗僅包括對電力、柴油、汽油、天然氣和煤的使用；以及

[5] 水資源使用僅包括本集團所有子公司的取水量。



## APPENDIX II

## 附錄II

### Hierarchy with Consolidated Priorities

重要性排序整理層級結構

Goal	Criteria	Independent							
		Global Prioritisation	Supplier	Customer	Managerial staff	General employee	Non-executive Directors 獨立非 執行董事	Executive Directors 執行董事	Government Agency
目標	評選條件	全局優先級	供應商	顧客	經理	普通僱員	執行董事	執行董事	政府組織
Prioritisation of Stakeholder Groups in the Materiality Assessment 重要性評估中利益相關者組別的重要性排序	Vulnerability 易受影響性	3.70%	0.198	0.214	0.142	0.24	0.052	0.115	0.038
	Influence 影響力	34.00%	0.054	0.282	0.092	0.065	0.038	0.186	0.282
	Legitimacy 合理性	24.40%	0.076	0.289	0.162	0.124	0.063	0.105	0.18
	Willingness for engagement 參與意願	22.40%	0.116	0.148	0.131	0.112	0.133	0.161	0.198
	Contribution 貢獻度	4.60%	0.116	0.168	0.179	0.089	0.09	0.261	0.097
	Necessity of involvement 包含必要性	10.90%	0.101	0.169	0.24	0.104	0.121	0.174	0.091
			100.00%	8.66%	23.36%	13.98%	10.18%	7.73%	16.02%

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

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

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

影響力—利益相關者活動和決策極大影響甚至改變本集團的營運和業務的力量：

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

合理性—組織在與利益相關者的關係中承擔法律義務的程度：

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

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

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

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

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

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



## APPENDIX III

## 附錄III

**Table 1 Group's Total Emissions by Category in FY2020 and FY2019<sup>[10]</sup>**

**表一 本集團2020財年與2019財年排放信息總覽<sup>[10]</sup>**

Emission category 排放物類別	Key Performance Indicator 關鍵績效指標	Unit 單位	Amount in FY2020 2020財年 排放量	Amount in FY2019 <sup>[1]</sup> 2019財年 排放量 <sup>[1]</sup>	Intensity <sup>[2]</sup> (Unit per Million RMB) in FY2020 2020財年 強度(單位/ 百萬人民幣 <sup>[2]</sup>	Intensity <sup>[1]</sup> (Unit per Million RMB) in FY2019 2019財年 強度(單位/ 百萬人民幣 <sup>[1]</sup>
Air emissions <sup>[3]</sup> 廢氣排放 <sup>[3]</sup>	SO <sub>x</sub> 硫氧化物	Kg 千克	26,232.1	12,152.2	6.81	2.87
	NO <sub>x</sub> 氮氧化物	Kg 千克	45,227.3	34,528.6	11.73	8.14
	PM 顆粒物	Kg 千克	3,276.1	5,543.5	0.85	1.31
GHG emissions 溫室氣體排放	Scope 1 (Direct Emissions) <sup>[4]</sup> 範圍一(直接排放) <sup>[4]</sup>	tonnes CO <sub>2</sub> e 噸二氧化碳 當量	35,588.6	45,754.1	9.23	10.79
	Scope 2 (Energy Indirect Emissions) <sup>[5]</sup> 範圍二(能源間接排放) <sup>[5]</sup>	tonnes CO <sub>2</sub> e 噸二氧化碳 當量	19,086.9	33,219.3	4.95	7.83
	Scope 3 (Other Indirect Emissions) <sup>[6]</sup> 範圍三(其他間接排放) <sup>[6]</sup>	tonnes CO <sub>2</sub> e 噸二氧化碳 當量	565.8	299.4	0.15	0.07
	GHG removals from newly planted trees <sup>[7]</sup> 新種植樹木減除溫室氣體 <sup>[7]</sup>	tonnes CO <sub>2</sub> e 噸二氧化碳 當量	189.8	18.6	0.05	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	55,051.5	79,254.2	14.28	18.69
Non-hazardous waste 無害廢棄物	Domestic and commercial solid waste 生活和商業廢棄物	tonnes 噸	1,033.2	872.2	0.27	0.21
	Domestic and commercial wastewater 生活和商業廢水	m <sup>3</sup> 立方米	106,573.0	155,327.4	27.7	36.63
Hazardous waste 有害廢棄物	Solid wastes <sup>[8]</sup> 固體廢棄物 <sup>[8]</sup>	tonnes 噸	6,874.2	8,602.6	1.78	2.03
	Wastewater <sup>[9]</sup> 廢水 <sup>[9]</sup>	m <sup>3</sup> 立方米	452,018.9	487,217.9	117.3	114.88

[1] The amount and intensity in FY2019 were extracted from the data in the ESG Report 2019 of the Group;

[2] Intensity for FY2020 was calculated by dividing the amount of air, GHG and other emissions respectively by the Group's revenue of approximately RMB3,854 million in FY2020;

[3] Air emissions included both the air pollutants from industrial operations and vehicles for transportation. In FY2020, the total air pollutants from industrial operations and vehicles for transportation amounted to 74,395.4 kg and 340.0 kg respectively. In FY2020, the industrial air pollution from Aroma Raw Materials business segment was measured and incorporated into the total amount of air emissions of the Group, which were approximately 16,560 kg, 17,780 kg and 2,410 kg SO<sub>x</sub>, NO<sub>x</sub> and PM, respectively;

[1] 2019財年的數量和強度摘自本集團2019年ESG報告中的數據；

[2] 2020財年的強度是通過將廢氣、溫室氣體及其他排放物的量分別除以本集團在2020財年的收入約38.54億人民幣得出；

[3] 廢氣排放既包括來自工業營運的大氣污染物，亦包括用於運輸車輛的排放。2020財年，來自工業營運和運輸車輛的空氣污染物總量分別為74,395.4千克和340.0千克。2020財年，香原料業務板塊的工業空氣污染物進行衡量並納入本集團廢氣排放總數中，其中硫氧化物、氮氧化物和固體顆粒物分別約為16,560千克、17,780千克以及2,410千克；



- [4] The Group's Scope 1 (Direct Emissions) included only the consumption of fossil fuels for industrial operations and vehicles for transportation and HFC emissions for refrigeration;
- [5] The Group's Scope 2 (Energy Indirect Emissions) included only emissions from electricity consumption;
- [6] In FY2020, the Group's Scope 3 (Other Indirect Emissions) included other indirect emissions from paper waste disposed at landfills and electricity used for processing fresh water and sewage by government departments and business air travel, while in FY2019, the Scope 3 (Other Indirect Emissions) only included other indirect emissions from paper waste disposed at landfills and electricity used for processing fresh water and sewage by government departments;
- [7] In FY2020, the GHG removals from planted trees included all trees planted since the Group's establishment, while in FY2019, only the newly planted trees during the year under review were counted for calculations;
- [8] The total amount of hazardous solid wastes included both general industrial wastes and other hazardous wastes. In FY2020, the Group further strengthened its monitoring, classification and measurement of the amount of hazardous solid waste from its subsidiaries, and the total amount of hazardous solid waste generated by the Group by the category of general industrial wastes and hazardous wastes was approximately 6,723.7 and 150.5 tonnes, respectively;
- [9] The total amount of hazardous wastewater included both general industrial wastewater and other hazardous wastewater. In FY2020, the total amount of non-hazardous wastewater generated by the Group by the category of general industrial wastewater and hazardous wastewater was approximately 97,980.0 and 354,038.9 m<sup>3</sup>, respectively;
- [10] The methodology adopted for reporting on GHG emissions set out above was based on "How to Prepare an ESG Report? - Appendix 2: Reporting Guidance on Environmental KPIs" issued by the Stock Exchange and the 2006 IPCC (Intergovernmental Panel on Climate Change) Guidelines for National Greenhouse Gas Inventories.
- [4] 本集團的範圍一（直接排放）僅包括用於工業營運和運輸車輛的化石燃料消耗以及製冷劑的消耗；
- [5] 本集團的範圍二（能源間接排放）僅包括電力消耗所產生的排放物；
- [6] 2020財年，本集團的範圍三（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以及商務飛機差旅；2019財年，本集團的範圍三（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；
- [7] 2020財年，本集團通過種植樹木減除的溫室氣體包含自本集團成立以來的所有種植數目；2019財年，僅當財政年度新種植樹木被納入計算；
- [8] 有害固體廢物的總量包括一般工業廢棄物和其他有害廢棄物。2020財年，本集團進一步加強了對子公司有害固體廢棄物總量進行監測、分類和計量；本集團產生的有害固體廢棄物總量按一般工業廢棄物 and 有害廢棄物劃分，分別約為6,723.7和150.5噸；
- [9] 有害廢水的總量包括一般工業廢水和其他有害廢水。2020財年，本集團產生的有害廢水總量按一般工業廢水和有害廢水劃分，分別約為97,980.0和354,038.9立方米；
- [10] 上述溫室氣體排放報告採用的方法基於由香港聯合交易所有限公司發行的「如何準備環境、社會及管治報告？附錄二：環境關鍵績效指標匯報指引」以及2006年IPCC國家溫室氣體清單指南。



**Table 2 Total Resource Consumption in FY2020 and FY2019**

**表二 2020財年與2019財年總資源使用量**

Use of Resources 資源使用	Key Performance Indicator (KPI) 關鍵績效指標	Unit 單位	Amount in FY2020 2020財年總量	Amount in FY2019 <sup>[1]</sup> 2019財年總量 <sup>[1]</sup>	Intensity <sup>[2]</sup> (Unit per Million RMB) in FY2020 2020財年強度 (單位/百萬 人民幣) <sup>[2]</sup>	Intensity <sup>[1]</sup> (Unit per Million RMB) in FY2019 2019財年強度 (單位/百萬 人民幣) <sup>[1]</sup>
Energy	Electricity 電力	kWh'000 千千瓦時	35,568.9	60,861.7	9.2	14.4
	Diesel <sup>[3]</sup> 柴油 <sup>[3]</sup>	L 升	293,641.3	298,729.2	76.2	70.4
	Natural gas 天然氣	m <sup>3</sup> 立方米	2,169,574	4,692,951.9	562.9	1,106.6
	Town gas 煤氣	m <sup>3</sup> 立方米	12.0	12.0	-	-
	Gasoline 汽油	L 升	186,753.8	191,017.4	48.5	45.0
	Refrigerant 製冷劑	Kg 千克	2,200.0	3,344.0	0.6	0.8
	Coal <sup>[4]</sup> 煤 <sup>[4]</sup>	Tonnes 噸	9,940.3	12,282	2.6	2.9
	Biomass <sup>[4]</sup> 生物質 <sup>[4]</sup>	Tonnes 噸	660.0	570	0.2	0.1
	Steam <sup>[5]</sup> 蒸汽 <sup>[5]</sup>	m <sup>3</sup> 立方米	385,263.0	85,059.0	100.0	20.1
		<b>TOTAL ENERGY<sup>[6]</sup> 能源總量<sup>[6]</sup></b>	<b>Gj 吉焦</b>	<b>374,005</b>	<b>533,458.8</b>	<b>97.0</b>
Water 水	Water 水	m <sup>3</sup> 立方米	832,461.6	875,947.0	216.0	206.5
Paper 紙張	Paper 紙張	Kg 千克	7,523.8	8,893.4	2.0	2.1
Packaging materials 包裝材料	Plastic 塑料	Tonnes 噸	2,317.6	1,761.3	0.6	0.4
	Paper 紙	Tonnes 噸	4,849.5	3,355.7	1.3	0.8
	Metal 金屬	Tonnes 噸	207.0	268.0	0.1	0.1
	Others <sup>[7]</sup> 其他 <sup>[7]</sup>	Tonnes 噸	2,777.1	3,618.0	0.7	0.9

[1] The amount and intensity in FY2019 were extracted from the data in the ESG Report 2019 of the Group with adjustments according to the more detailed classification and conformance to the principle of Consistency;

[1] 2019年度的數量和強度摘自本集團ESG報告2019中的數據，並根據更詳盡的分類以及參照一致性原則進行調整；

[2] The intensity for FY2020 was calculated by dividing the use of various resources respectively by the Group's revenue of approximately RMB3,854 million in FY2020;

[2] 2020財年的強度是通過將各種資源的使用量分別除以本集團2020財年的收入約38.54億人民幣得出；

[3] The consumption of diesel included the use for industrial operations and transportation, which was approximately 269,619.2 L and 24,022.1 L respectively in FY2020;

[3] 2020財年柴油的消耗僅包含工業營運和運輸的使用，分別約為269,619.2升和24,022.1升；

[4] Under the commitment to continuously improving the data monitoring, recording, measurement process, the use of biomass was separated from coal consumption for disclosure and calculations in FY2020, which was incorporated in the total amount of coal consumption in FY2019;

[4] 在持續對數據監測、記錄、測量過程進行改進的承諾下，2020財年生物質的使用與煤炭消耗分開進行披露和計算。2019財年生物質的使用量納入煤炭消耗總量中；



[5] The surge of the purchase of steam was the inclusion of the consumption data from Guangzhou Huabao Foods Co., Ltd., a subsidiary of the Group's Flavours and Fragrances business segment;

[5] 蒸汽採購量激增是由於其中包括了本集團香精業務子公司廣州華寶食品有限公司的消耗數據；

[6] The total energy consumption was mainly based on the energy conversion factors from the default net calorific values (NCVs) and lower and upper limits of the 95% confidence intervals in 2006 IPCC Guidelines for National Greenhouse Gas Inventories and only included electricity, diesel, gasoline, natural gas, coal and biomass in accordance with the principle of Materiality; and

[6] 總能源消耗主要基於默認的淨熱值以及2006年IPCC國家溫室氣體清單指南中95%置信區間的上下限，並按照重要性原則僅包括電力、柴油、汽油、天然氣、煤炭和生物質；以及

[7] Packaging materials in FY2020 and FY2019 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.

[7] 由於在不斷加強對已消耗包裝材料重量的衡量方面的不懈努力，2020財年和2019財年的包裝材料數據覆蓋了本集團業務板塊下的所有子公司。



## APPENDIX IV

**TABLE A – NUMBER OF EMPLOYEES BY AGE GROUP, GENDER, EMPLOYMENT TYPE, POSITION LEVEL, GEOGRAPHICAL LOCATIONS AND BUSINESS SEGMENTS OF THE GROUP IN FY2020<sup>1</sup>**

## 附錄 IV

**表A – 2020財年按年齡組、性別、僱傭類型、職位、地理位置和業務板塊劃分的本集團員工人數<sup>(1)</sup>**

Unit: Number of employees

單位：員工人數

Gender 性別		Age group 年齡組				Total 總數
		Aged 30 or below 30歲或以下	Aged between 31 and 40 31至40歲	Aged between 41 and 50 41至50歲	Aged 51 or above 51歲或以上	
Male	男性	365	887	628	407	2,287
Female	女性	187	542	364	78	1,171
<b>Total</b>	<b>總數</b>	552	1,429	992	485	3,458

### Employment type

僱傭類型

Full time 全職	Part time 兼職	Total 總數
3,458	0	3,458

### Position Level

職位

General staff 普通僱員	Middle-level managers 部門經理	Senior managers 高級經理	Senior executives 高級行政領導	Total 總數
3,108	190	88	72	3,458



### Geographical location 地理位置

Locations 地點	Number of employees 員工數	Locations 地點	Number of employees 員工數
Shanghai 上海	430	Shandong 山東	44
Beijing 北京	26	Shanxi 山西	15
Jiangsu 江蘇	182	Jilin 吉林	23
Zhejiang 浙江	11	Liaoning 遼寧	35
Anhui 安徽	14	Heilongjiang 黑龍江	18
Guangdong 廣東	1,188	Nei Monggol 內蒙古	14
Guangxi 廣西	22	Tibet 西藏	4
Yunnan 雲南	247	Gansu 甘肅	20
Jiangxi 江西	650	Ningxia 寧夏	3
Hunan 湖南	154	Shaanxi 陝西	25
Hebei 河北	25	Hainan 海南	8
Tianjin 天津	10	Hong Kong 香港	29
Henan 河南	49	Africa 非洲	29
Xinjiang 新疆	11	Germany 德國	8
Hubei 湖北	17	Korea 韓國	2
Fujian 福建	113	United States 美國	2
Chongqing 重慶	9	Indonesia 印尼	1
Sichuan 四川	19	Vietnam 越南	1
		Total 總計	3,458

### Business segment 業務板塊

Tobacco Raw Materials 煙用原料	Flavours and Fragrances 香精	Aroma Raw Materials 香原料	Condiment 調味品	Headquarter and others 總部及其他	Total 總數
906	945	640	891	76	3,458

[1] The employment data in headcount was obtained from the Group's Human Resources Department based on the employment contracts entered into between the Group and its employees. The data covered employees engaged in a direct employment relationship with the Group according to relevant local laws and workers whose work and/or workplace was controlled by the Group. The methodology adopted for reporting on employment data set out above was based on "How to Prepare an ESG Report? — Appendix 3: Reporting Guidance on Social KPIs" issued by the Stock Exchange.

[1] 職工數據是根據本集團與其僱員之間訂立的僱傭合同，從本集團的人力資源部獲得。此數據涵蓋根據當地有關法律與本集團有直接僱傭關係的僱員以及其工作和/或工作場所受本集團控制的員工。上述報告職工數據所採用的方法乃基於聯交所發佈的《如何準備環境、社會及管治報告？- 附錄三：社會關鍵績效指標報告指南》。





**TABLE B – NUMBER OF NEW EMPLOYEES BY AGE GROUP AND GENDER OF THE GROUP IN FY2021**

**表B – 2020財年按年齡組和性別劃分的新員工人數<sup>[1]</sup>**

Unit: Number of employees

單位：員工人數

Age group

年齡組

Gender 性別	Aged 30 or below 30歲或以下	Aged between 31 and 40 31至40歲	Aged between 41 and 50 41至50歲	Aged 51 or above 51歲或以上	Total 總數
Male 男性	124	139	74	27	364
Female 女性	53	94	32	7	186
<b>Total 總數</b>	177	233	106	34	550

[1] The employment data in headcount was obtained from the Group's Human Resources Department based on the employment contracts entered into between the Group and its employees. The data covered employees engaged in a direct employment relationship with the Group according to relevant local laws and workers whose work and/or workplace was controlled by the Group. The methodology adopted for reporting on employment data set out above was based on "How to Prepare an ESG Report? — Appendix 3: Reporting Guidance on Social KPIs" issued by the Stock Exchange.

[1] 職工數據是根據本集團與其僱員之間訂立的僱傭合同，從本集團的人力資源部獲得。此數據涵蓋根據當地有關法律與本集團有直接僱傭關係的僱員以及其工作和/或工作場所受本集團控制的員工。上述報告職工數據所採用的方法乃基於聯交所發佈的《如何準備環境、社會及管治報告？ - 附錄三：社會關鍵績效指標報告指南》。



**TABLE C – EMPLOYEE TURNOVER RATE BY AGE GROUP, GENDER AND GEOGRAPHICAL LOCATIONS IN FY2020<sup>1</sup>**

**表C – 2020財年按年齡組、性別和地理位置劃分的員工離職率<sup>[1]</sup>**

Unit: Number of employees 單位：員工人數	Age group 年齡組				Total 總數
	Aged 30 or below 30歲或以下	Aged between 31 and 40 31至40歲	Aged between 41 and 50 41至50歲	Aged 51 or above 51歲或以上	
<b>Gender</b> 性別					
Male 男性	142	229	126	45	542
<b>Employee turnover rate (percentage)</b> 員工離職率(百分比)					
Male 男性	35.8%	25.8%	20.0%	11.7%	23.6%
Female 女性	67	143	64	30	304
<b>Employee turnover rate (percentage)</b> 員工離職率(百分比)					
Female 女性	31.7%	26.0%	17.5%	40.8%	25.3%
<b>Total 總數</b>	209	372	190	75	846
<b>Total employee turnover rate (percentage)</b> 員工離職率總數(百分比)	34.4%	25.9%	19.1%	16.3%	24.2%

Locations 地點	Geographical locations 地理位置	
	Employee turnover 員工離職人數	Employee turnover rate (percentage) 員工離職率(百分比)
Shanghai 上海	87	18.8%
Jiangsu 江蘇	43	22.7%
Guangdong 廣東	468	31.6%
Yunnan 雲南	29	11.8%
Jiangxi 江西	204	34.9%
Hunan 湖南	8	5.7%
Fujian 福建	1	<1%
Hong Kong 香港	2	6.9%
Africa 非洲	1	3.6%
Germany 德國	1	12.5%
United States 美國	2	80%
<b>Total 總計</b>	846	24.2%

[1] The turnover data in headcount was obtained from the Group's Human Resources Department based on the employment contracts entered into between the Group and its employees. Turnover rate was calculated by dividing the number of employees who resigned in FY2020 by the number of employees on average in FY2020. The methodology adopted for reporting on turnover data set out above was based on "How to Prepare an ESG Report? — Appendix 3: Reporting Guidance on Social KPIs" issued by the Stock Exchange.

[1] 員工流失數據是根據本集團與其僱員之間訂立的僱傭合同，從本集團的人力資源部獲得。流失比率是通過2020財年內員工離職數除以2020財年的員工平均數計算得出。上述報告員工流失數據所採用的方法乃基於聯交所發佈的《如何準備環境、社會及管治報告？- 附錄三：社會關鍵績效指標報告指南》。



**TABLE D – NUMBER AND RATE OF WORK-RELATED INJURIES OF THE GROUP IN PAST THREE YEARS<sup>1</sup>**

**表D 過去三年中本集團與工作有關的受傷人數和受傷率<sup>[1]</sup>**

Year 年份	2018	2019	2020
Number of work-related injuries 工作相關的受傷人數	8	4	2
Rate of injuries (per hundred workers) 受傷率(每百員工)	0.23	0.11	0.06
Lost days due to work injury 因工傷損失天數	–	–	393

[1] The injury information was obtained from the Group's Human Resources Department. The Group did not record any fatality in the past three years. The methodology adopted for reporting the number and rate of work-related injuries set out above was based on "How to Prepare an ESG Report? — Appendix 3: Reporting Guidance on Social KPIs" issued by the Stock Exchange.

[1] 工傷數據從本集團的人力資源部獲得。本集團過去三年並未錄得任何死亡案例。上述報告員工工傷數據所採用的方法乃基於聯交所發佈的《如何準備環境、社會及管治報告? - 附錄三：社會關鍵績效指標報告指南》。

**TABLE E – NUMBER AND PERCENTAGE OF EMPLOYEES TRAINED IN THE GROUP BY GENDER AND EMPLOYEE CATEGORY IN FY2020<sup>1</sup>**

**表E – 2020財年本集團按性別和職位劃分接受培訓的人數比例<sup>[1]</sup>**

Unit: Number of employees 單位：員工人數	Employee Category 職位				Total 總數
	General staff 普通僱員	Middle-level managers 部門經理	Senior managers 高級經理	Senior executives 高級行政領導	
Gender 性別					
Male 男	1,835	144	41	45	2,065
Percentage of employees trained 培訓員工比例	90.9%	100%	60.3%	78.9%	90.3%
Female 女	913	46	12	12	983
Percentage of employees trained 培訓員工比例	83.8%	100%	60%	80%	83.9%
Total 總數	2,748	190	53	57	3,048
Percentage of employees trained 培訓員工比例	88.4%	100%	60.2%	79.2%	88.1%

[1] The training information was obtained from the Group's Human Resources Department. Training refers to the vocational training that the Group's employees attended in FY2020. The methodology adopted for reporting on the number and percentage of employees trained set out above was based on "How to Prepare an ESG Report? — Appendix 3: Reporting Guidance on Social KPIs" issued by the Stock Exchange.

[1] 培訓數據從本集團的人力資源部獲得。培訓是指本集團員工在2020財年參加的職業培訓。上述報告員工受訓人數和百分比數據所採用的方法乃基於聯交所發佈的《如何準備環境、社會及管治報告? - 附錄三：社會關鍵績效指標報告指南》。



**TABLE F – TRAINING HOURS COMPLETED IN THE GROUP BY GENDER AND EMPLOYEE CATEGORY IN FY2020<sup>1</sup>**

**表F – 2020財年本集團按性別和職位劃分的培訓時數<sup>[1]</sup>**

Unit: Training Hours 單位：培訓時數	Employee Category 職位				Total 總數
	General staff 普通僱員	Middle-level managers 部門經理	Senior managers 高級經理	Senior executives 高級行政領導	
Gender 性別					
<b>Male 男</b>	51,453	5,200	721	1,285	58,659
<b>Average training hours 平均培訓時數</b>	25.5	36.1	10.6	22.5	25.6
<b>Female 女</b>	32,386	2,209	167	287	35,049
<b>Average training hours 平均培訓時數</b>	29.7	48.2	8.4	19.1	29.9
<b>Total 總數</b>	83,839	7,409	888	1,572	93,708
<b>Average training hours 平均培訓時數</b>	27.0	39.0	10.1	21.8	27.1

[1] The training information was obtained from the Group's Human Resources Department. The methodology adopted for reporting training hours set out above was based on "How to Prepare an ESG Report? — Appendix 3: Reporting Guidance on Social KPIs" issued by the Stock Exchange.

[1] 培訓數據從本集團的人力資源部獲得。上述報告員工受訓時數所採用的方法乃基於聯交所發佈的《如何準備環境、社會及管治報告？- 附錄三：社會關鍵績效指標報告指南》。

**TABLE G – NUMBER OF SUPPLIERS BY GEOGRAPHICAL REGIONS**

**表G – 按地理區域劃分的供應商數量**

Locations 地點	Number of suppliers 供應商數量	Locations 地點	Number of suppliers 供應商數量
Anhui 安徽	28	Nei Monggol 內蒙古	1
Beijing 北京	8	Shandong 山東	37
Fujian 福建	17	Shanghai 上海	120
Gansu 甘肅	7	Sichuan 四川	6
Guangdong 廣東	218	Tianjin 天津	7
Guangxi 廣西	2	Xinjiang 新疆	4
Guizhou 貴州	4	Yunnan 雲南	18
Hebei 河北	21	Zhejiang 浙江	32
Henan 河南	10	Chongqing 重慶	5
Hubei 湖北	8	Hainan 海南	2
Hunan 湖南	16	Korea 韓國	1
Jilin 吉林	2	Germany 德國	2
Jiangsu 江蘇	145	Thailand 泰國	1
Jiangxi 江西	86	Liaoning 遼寧	5

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