



**HUABAO INTERNATIONAL HOLDINGS LIMITED**

**華寶國際控股有限公司**

*(Incorporated in Bermuda with limited liability)*

*(於百慕達註冊成立之有限公司)*

**(Stock Code 股份代號：00336)**



**Environmental, Social and Governance Report 2021**

**環境、社會及管治報告**

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## I. OVERVIEW

### Preamble

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. With increasing use of flavours and fragrances in a broad range of products including food, tobacco, textile, etc., people are realising that this "Industrial embellishment"-related industry is having growing influences on global economy as well as sustainability.

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. According to the "The 14<sup>th</sup> Five-Year Plan for the Development of the Flavours and Fragrance Industry" ("Development Plan") published by the China Fragrance, Flavour and Cosmetics Industry Association, the domestic market size of flavours and fragrance has grown steadily during the "13<sup>th</sup> Five-Year Plan" period, with an industry compound annual growth rate of 3%. In 2020, the domestic flavours and fragrances products output reached 218,000 tonnes and 317,000 tonnes respectively. With the strong support of national industrial policy and thriving economic growth that drives the development of downstream industries, the flavour and fragrance 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.

Similar to its products' complex aromatic component mixture, the flavours and fragrances industry has a complex value chain whose business operations may cause profound impacts on a multitude of stakeholders from upstream suppliers to downstream consumers. Under the global call for achieving global sustainability as overarched by the United Nations Sustainable Development Goals ("SDGs") which aims to solve the humanity's biggest challenges by 2030, 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.


## I. 概述

### 前言

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促進健康、多樣性與抗污染的香精香料態度的轉變，人們對香精的需求也日益增長。隨著香精香料在食品、煙草、紡織品等廣泛產品中的使用越來越多，人們意識到這個與「工業點綴」相關的行業對全球經濟和可持續性的影響逐漸顯著。

在香精市場蓬勃發展的趨勢下，中國對香精香料的需求在過去十年中以驚人的速度增長。根據中國香料香精化妝品工業協會發布的《香料香精行業「十四五」發展規劃》(以下簡稱「發展規劃」)，「十三五」期間國內香料香精市場規模穩步增長，行業年均複合增長率為3%。2020年，國內香料和香精產品產量分別達到21.8萬噸及31.7萬噸。在國家產業政策的大力支持和經濟蓬勃發展帶動下游產業發展的情況下，中國香料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。

與其產品複雜的芳香成分混合物相似，香精行業具有複雜的價值鏈，其業務營運可能對上游供應商與下游消費者的眾多利益相關者產生深遠影響。聯合國可持續發展目標(「SDGs」)旨在於2030年解決人類面臨的最大挑戰。在全球呼籲實現全球可持續發展的呼聲下，愈來愈多的公司正齊心協力，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。



2021 was a year of hope with the widespread of the COVID-19 Pandemic (“pandemic”) getting relieved thanks to the gradual roll out of vaccinations and medications. With less attention being required in securing the global health crisis, another emergent crisis threatening the survival of mankind, climate change, has been put under the spotlight again. With more than 140 countries pledging for carbon neutrality, especially the ambitious “3060 carbon goal” of China, environmental sustainability, green recovery and decarbonisation of business is becoming the central theme for nations and private sectors in the post-pandemic 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 by thinking beyond tomorrow.

### About Us

As a market leader in China’s industry of food additives and flavouring, Huabao International Holdings Limited (the “Company”) and its subsidiaries (collectively referred to as the “Group”), consisting of flavours and fragrances segment, aroma raw materials segment, tobacco raw materials segment, and condiments segment, is mainly engaged in the R&D, production, distribution and sales of flavours and fragrances, aroma raw materials, tobacco raw materials, as well as condiments. The Group, as an industrial holdings group based on China’s taste-based consumer goods market, made diversified investments around its core businesses during recent years. Upholding the corporate vision of “Flavour your life” (美味生活引領者), 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, through to the sales and customer services.

2021年是充滿希望的一年，由於疫苗和藥物的逐步推出，廣泛傳播的COVID-19新冠肺炎疫情（「新冠疫情」）得到緩解。隨著應對全球健康危機的關注度降低，另一場威脅人類生存的緊急危機—氣候變化再次成為人們關注的焦點。當140多個國家承諾實現碳中和，尤其是中國積極進取的「3060雙碳目標」，環境可持續性、綠色復甦和企業脫碳正在成為後疫情時代各國和私營領域的中心主題。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，為加強全球可持續發展做出改變。

### 關於我們

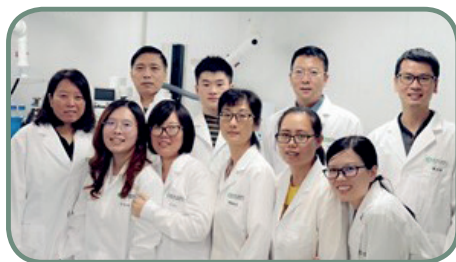
作為中國食品添加劑和香精行業的市場領導者，華寶國際控股有限公司「本公司」及其子公司（統稱「本集團」）下設香精板塊、香原料板塊、煙用原料板塊及調味品板塊，主要從事香精、香原料、煙用原料和調味品的研發、生產和銷售。本集團作為一家立足中國味覺系消費品市場的實業控股集團，近年來圍繞核心產業鏈進行多元化投資。本集團秉承「美味生活引領者」的願景，其業務自成立以來發展圍繞「創新、務實、忠誠、協作」的精神，將「客戶至上、價值創造、共享共贏」的理念逐步融入從採購、生產、運輸，到銷售和客戶服務的所有業務營運中。

## Better World Naturals Co., Ltd Won the Award in the “2021 Shanghai Technology Innovation Competition for Small and Medium-sized Enterprises”

上海嘉萃生物科技有限公司於「2021上海市中小企業技術創新大賽」中獲獎

On September 30<sup>th</sup>, 2021, Better World participated in the 2021 Shanghai Technology Innovation Competition for Small and Medium-sized Enterprises, and declared its innovative project with advancing emulsification technology, which was rated Grade A in the competition and received an award.

2021年9月30日，上海嘉萃生物科技有限公司參加2021年上海市中小企業技術創新大賽，申報了先進乳化技術創新項目，在比賽中評為A級並獲頒獎項。



## Huabao Flavours & Fragrances Once Again Awarded with the China Top 100 Enterprise Award

華寶股份再次榮獲中國百強企業獎

On December 6<sup>th</sup>, 2021, the 21<sup>st</sup> China Top 100 Listed Companies Summit Forum and the 7<sup>th</sup> China Top 100 Cities Comprehensive Development Forum were held in Shanghai, in which Huabao Flavours & Fragrances received an outstanding ranking of 27<sup>th</sup> on the ChiNext. Given its excellent management and outstanding business performance, Huabao Flavours & Fragrances has won the China Top 100 Enterprise Award for three consecutive years.

2021年12月6日，第21屆中國上市公司100強高峰論壇暨第七屆中國百強城市綜合發展論壇在上海舉行，華寶香精股份有限公司（「華寶股份」）在創業板中位列第27位。憑藉優秀的管理和卓越的經營業績，華寶股份連續三年榮獲中國百強企業獎。



## Huabao Flavours & Fragrances Awarded with the Title of Top 100 Enterprises in Light Industry, Top 100 Technology Enterprises, and Top 10 Enterprises in Flavour and Fragrances Industry

華寶股份榮獲輕工業百強企業、科技百強企業、香精行業十強企業稱號

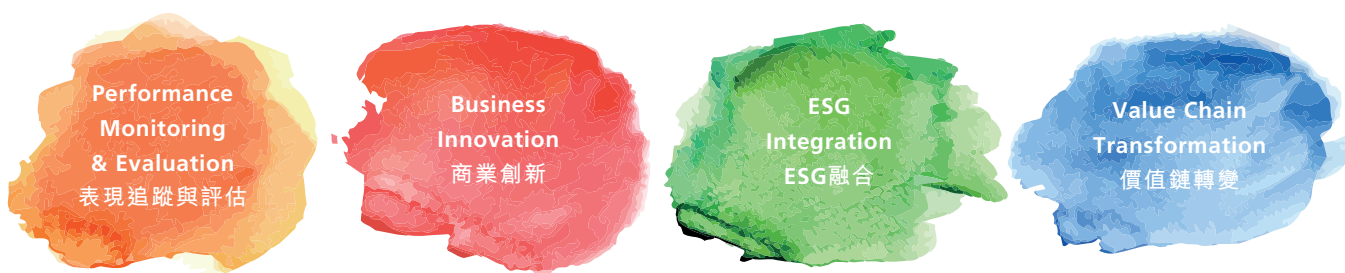
On July 20<sup>th</sup>, 2021, the Chinese Light Industry Enterprises Summit hosted by China National Light Industry Federation was held in Beijing. With its outstanding comprehensive strength and strong scientific research capabilities, Huabao Flavours & Fragrances has been listed among the top 100 light industry enterprises in China and the top 100 Chinese light industry science and technology enterprises, as well as the top ten enterprises in the flavours and fragrances industry.

2021年7月20日，由中國輕工業聯合會主辦的中國輕工業企業峰會在北京舉行。華寶股份憑藉突出的綜合實力和強大的科研實力，先後躋身中國輕工業百強企業、中國輕工業科技百強企業、香精行業十強企業之列。



To deliver on its commitments to sustainability, the Group realises that business sustainability has come a long way. As such, the Group strives to promote a long-term perspective across its organisations, thereby allowing its people to have the prudence and mindfulness to make a difference to the world. Aiming to explore the best way to link its sustainability visions to its corporate strategy, while translating the contribution to sustainability building into the achievements of sustained market growth, the Group expresses deep conviction in taking responsibility for the environment and society in all its decisions since lasting success for all is the most important legacy of an enterprise.

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，本集團致力於在組織內推廣長遠的目光，從而使其員工能夠謹慎和專注地為世界帶來改變。為了探索將可持續發展願景與企業戰略聯繫起來的最佳方式，同時將可持續發展建設的貢獻轉化為持續的市場增長成就，本集團深信在其所有決策中對環境和社會負責，因為於所有人而言的持久成功是企業最重要的資產。



Over the years, the concept of environmental, social and governance (“ESG”) has gradually been engrained into 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 corporate strategy which brings its economic ambitions in harmony with its responsibility for the nature and society, the Group keeps maximising its positive impacts through ESG lens. In 2021, with the publication of the Development Plan, the role of the flavours and fragrances industry has become clear in contributing to the national principles of ecological civilization construction and green development, as well as the integration into the international and domestic dual-circulation strategic link. As one of the leading companies in the flavours and fragrances industry in China, the Group is committed to deepening its transformation upgrading technological innovation and comprehensively improve the industry development by joining hands with its partners in the value chain.

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。本集團將各種 ESG標準以及財務指標作為監測、評估和衡量其可持續發展進展的衡量標準。在將其經濟抱負與對自然和社會的責任相協調的商業宗旨的引領下，同時通過從ESG角度的出發，本集團繼續將對環境和社會的積極影響提升並加強其市場領導地位。2021年，隨著《發展規劃》的出台，香精產業在助力國家生態文明建設和綠色發展、融入國際國內雙循環戰略中的關聯作用更加明顯。作為中國香精行業的龍頭企業之一，本集團致力於與價值鏈上的合作夥伴攜手，強化轉型、升級創新技術並全面提升行業發展。



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

In response to the China's ambitious pledge of "3060 carbon targets", as well as the national call in the acceleration of transitioning to a low-carbon green economy, the Group announced an ambitious sustainability commitment with clear targets, metrics and execution plans to the year 2025, which 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, targets and metrics were developed regarding the air emissions, GHG emissions, solid wastes, energy consumption and water usage. More detail about the Group's Sustainable Development Goals Plan can be found in Appendix I.

Aiming for high transparency and credibility, goals and plans were designed with reference to internationally recognised frameworks such as Science-Based Target Initiative ("SBTi"), SDGs, and benchmarking of the industrial best practices. To enhance the accountability of the implementation of this plan, execution taskforce, namely Group Task Force and Business Segment Task Force, were established with clearly defined responsibilities. To ensure effective implementation, external ESG advisors and internal coordinators were invited provide an online training regarding the strict procedures and timetable for execution through Huabao Lecture, so as to facilitate the collaboration and engagement of the Group's subsidiaries in pursuing efforts to accomplish the goals.

In the post Paris Agreement period, more and more nations are committed to a carbon net zero-future so as to limit the global temperature rise to well-below 2°C and pursue efforts to limit temperature rise to 1.5°C. With stepping up efforts from the government in pursuing a low-carbon future, the Group believes that decoupling emissions from economic growth is a pressing demand and is going to be critical for its long-term development.

## 華寶可持續發展目標規劃(2020至2025年)

為響應中國「3060雙碳目標」的偉大承諾與國家加快向低碳綠色經濟轉型的號召，本集團宣布其積極進取的可持續發展承諾，明確提出2025年目標及相關指標和執行計劃，涵蓋本集團的所有四個業務部門及其行政辦公室。以2019財年為基準年，2025財年為目標年，本集團制定了廢氣排放、溫室氣體排放、固體廢物、能源消耗和用水量的目標和指標。有關本集團可持續發展目標計劃的更多詳情請參閱附錄一。

為提高透明度和可信度，目標和計劃的設計參考了國際公認的框架，並參照例如科學碳目標倡議、可持續發展目標和行業最佳實踐為基準。為加強對本計劃實施的問責，本集團成立了職責明確的執行小組，即集團工作組和業務板塊工作組。為確保計劃有效實施，本集團邀請外部ESG顧問和內部協調人通過「華寶大講堂」在線培訓嚴格執程序序和時間表，以促進本集團下屬企業的協作和參與，努力實現目標。

在後《巴黎協定》時期，越來越多的國家致力於實現淨零碳排放的未來以將全球升溫控制在2度以下，並努力將溫度上升限制在1.5度。隨著政府加緊追求低碳未來，本集團認為減排與經濟增長脫鉤是一項緊迫的需求並將對本集團的長遠發展至關重要。



## 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：

With reference to 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. 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 of all business units and motivates them to contribute and show, through bottom-up analysis, how the targets will be achieved.

The Group will endeavour 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.



### **BUILDING BUSINESS RESILIENCE AND INCREASING COMPETITIVENESS.**

打造業務韌性並提高競爭力



### **DRIVING INNOVATION AND TRANSFORMING BUSINESS PRACTICES.**

驅動創新並進行業務實踐轉型



### **BUILDING CREDIBILITY AND REPUTATION.**

提升信譽和聲譽

參考科學碳目標倡議框架，本集團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。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如何實現。

本集團將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，減少其環境足跡。



## A letter from the Board

Thinking beyond the immediate profit is one of the corporate strategy of Huabao. We believe that seeing from a long-term perspective is a premise for the successful development of an enterprise. Since establishment, we have unswervingly sought a sustainable business model and innovated on operational practices that create more value with less. As one of the leading companies in the flavours and fragrances industry, we stand out from the market not only because of our breadth and depth of business portfolio, but also our commitment in sustainability actions and our transparent and comprehensive disclosures of sustainability performance.

## Driving Business Innovation & Social Value

Research is our engine of growth and we are constantly investing a significant portion of our resources in our Research and Development ("R&D"). With growing consumer concerns and interests in products that are sustainably sourced, designed, developed, produced and packaged, we are looking for ways to provide them with products that can enhance life quality while using less of resources and energy. To this end, we have always been experimenting on the product formula, production processes that require less water, embody less carbon, generate less emissions, and the use of more recycling ideas and natural materials in production and packaging.

For instance, 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. In the meantime, in our tobacco raw materials businesses, transformation works towards "greener" operations has also constantly been performed. In response to the comprehensive launch of the coal-to-gas conversion project supervised by local authorities, we completed our transformations of coal-fired boilers to natural gas boilers in Guangdong Golden Leaf Technology Development Co., Ltd in FY2021, which resulted in a significant decline of carbon emissions by around 26,000 tonnes CO<sub>2</sub>e arose from coal burning just by replacing coal by natural gas.

## Advancing Ingredients

Reckoning that our future as a flavours and fragrances company depends on our ability to innovate responsibly, we are also striving to address sustainability issues and enhance nutrition and well-being of consumers. 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. Expanding our proprietary solutions developed in partnership with external organisations, we continue to develop 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 serve the emerging consumers requirements on balanced diet and products that are "less sugar", "improve immunity" and "natural".

## 來自董事會的一封信

考慮超越眼前的利益是華寶的企業戰略之一。我們認為著眼長遠是企業成功發展的前提。自成立以來，我們堅定不移地尋求可持續發展的商業模式，並在營運實踐上進行創新，以更少的成本創造更多的價值。作為香精行業的領先公司之一，我們在市場上脫穎而出，不僅因為我們的業務組合的多元化與深度，還因為我們對可持續發展行動的承諾以及我們對可持續發展績效的透明和全面披露。

## 推動商業創新和社會價值

研究是我們的增長引擎，而我們正不斷將很大一部分資源投入到我們的研發（「R&D」）中。隨著消費者對可持續採購、設計、開發、生產和包裝產品的關注和興趣日益增加，我們正在尋找方法為他們提供能夠提高生活質量的產品，同時減少資源和能源的使用。為此，我們一直在產品配方、生產過程中進行試驗，以減少用水量、碳排放與廢氣排放，並在生產和包裝中採用更多回收理念和天然材料。

例如，在香原料業務方面，本集團專注研發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的技術。同時，在煙用原料業務中，我們向「綠色」經營轉型的工作也在不斷進行。於2021財年，為響應地方政府的煤改氣項目的全面啟動，我們廣東省金葉科技開發有限公司完成了由燃煤鍋爐向天然氣鍋爐的改造，通過使用天然氣代替煤炭大幅度減少由燃煤產生的約26,000噸的碳排放當量。

## 改進產品成分

考慮到我們作為香精公司的未來取決於我們負責任的創新能力，我們也在努力解決可持續發展問題並提高消費者的營養和福祉。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。本集團擴展與外部組織展開的合作，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「少糖」、「提高免疫力」和「天然」產品的需求。

## Guided by the International Framework

Our holistic approach to sustainability is rooted in our values and purpose. As the supporter of the UN Sustainable Development Goals (“SDGs”) and the UN Global Compact (“UNGCC”), we see these international principles as the compass for our actions. Since 2020, we have aligned ourselves with the 17 SDGs, reinforcing our commitment by sharing with all readers our policies, commitments and targets in generating ESG impacts and contributing to the sustainable development of the world. In 2021, we continued our commitment and alignment to the SDGs to amplify our progress. In the meantime, we also engaged external ESG advisors to provide training to our staff from time to time to enhance their knowledge and awareness towards corporate sustainability issues. For instance, in FY2021, a training regarding “corporate sustainability risks and negative actions lists” was conducted through Huabao Lecture, aiming to drive even higher global benchmark for our sustainability actions from another perspective.

## Mapping our Ambitious Future

As we published our Huabao Sustainable Development Goals Plan (2020-2025) in 2020, we have been working across our business spectrum to set our strategy for years ahead. 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. And since 2020, we have built ambitious targets and long-term execution plans for 2025. In the pursuit of being a leader in environmental sustainability, we are committed to becoming a pioneer in circular economy and envisaging to be a contributor to tackling climate change and reaching national carbon neutrality by 2060. As such, we have set a series of environmental targets including the science-based carbon targets across all four of our business segments. We believe that our progress made in the past years laid the foundation for seeking innovative changes towards sustainability, and the clear roadmap and guidance on a strategic level will streamline our procedures for action, inspire all to contribute and enable us to address the future challenges.

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.

## 以國際框架為指導

我們對可持續發展的整體方針植根於我們的價值觀和宗旨。作為聯合國可持續發展目標（「SDGs」）和聯合國全球契約（「UNGCC」）的支持者，我們將這些國際原則視為我們行動的指南針。自2020年以來，我們已與17項可持續發展目標保持一致，通過與所有讀者分享我們在產生ESG影響和促進世界可持續發展方面的政策、承諾和目標來強化我們的承諾。2021年，我們繼續對可持續發展目標做出承諾並保持一致，以進一步邁進我們的步伐。同時，我們亦不時聘請外部ESG顧問為員工提供培訓，以提高他們對企業可持續發展議題的知識和意識。例如，於2021財年，我們通過華寶大講堂開展了「企業可持續發展風險與負面行動清單」培訓，旨在從另一個角度為我們的可持續發展行動推動更高的國際對標。

## 描繪我們的壯志未來

隨著我們在2020年發佈《華寶可持續發展目標計劃(2020-2025)》，我們一直在跨業務領域制定未來幾年的戰略。2019年，我們制定了包含五個核心支柱的全集團可持續發展戰略，推動我們對可持續發展的承諾更深入地融入我們的企業文化，並指導我們持續應對全球風險。自2020年以來，我們制定了2025年的宏偉目標和長期執行計劃。在追求成為環境可持續發展的領導者的過程中，我們致力於成為循環經濟的先驅，並設想成為應對氣候變化和實現國家2060年碳中和的貢獻者。因此，我們制定了一系列環境目標，包括我們所有四個業務板塊的科學化碳目標。我們相信在過去幾年取得的進展為尋求可持續發展的創新變革奠定了基礎，戰略層面的明確路線圖和指導將簡化我們的行動程序，激勵所有人做出貢獻，並使我們能夠應對未來的挑戰。


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做出貢獻。



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





**Environmental  
Adaptability**  
環境適應力

**Product  
Responsibility**  
產品責任

**Client First**  
客戶至上

**Commitment**  
社會承諾

**Governance  
Effectiveness**  
有效的管治

Looking back on FY2021, we are deeply thankful to our colleagues worldwide who have ensured our reliable services and supply of quality products to our customers during the pandemic. Despite the challenges and uncertainty in FY2021, we continue to pursue our investments for a better future. As the “Flavour your life” (美味生活引領者), our products touch millions of people every day. We strive to provide quality products and services, while creating a long-term value for our people, our customers, our society and our planet.

On behalf of the Board, I would like to take this opportunity to express the 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.

**Mr. XIA Liquan**  
President

29 April ,2022

回望2021財年，我們對全球同事在疫情期間為我們的客戶提供可靠的服務和優質的產品供應深表感謝。儘管在2021財年面臨挑戰和不確定性，但我們將繼續為更美好的未來進行投資。作為「美味生活引領者」，我們的產品每天都觸動著數百萬人。我們致力於提供優質的產品和服務，同時為我們的員工、客戶、社會和地球創造長期價值。

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。

**夏利群先生**  
總裁

2022年4月29日

# PERFORMANCE OVERVIEW

## 表現概覽

### Business 業務



- Revenues – **RMB 3,882,683,000**  
收入 – **3,882,683,000**元人民幣
- Operating costs – **RMB 1,586,021,000**  
營運支出 – **1,586,021,000**元人民幣
- Employee benefit expenses – **RMB 124,374,000**  
僱員及福利開支 – **124,374,000**元人民幣

### Innovation 創新



- Research and development expenses – **RMB 251,000,000**  
研發支出 – **251,000,000**元人民幣
- Number of newly applied patents – **14**  
新申請專利數目 – **14**個

### Environmental Footprint 環境足跡



- GHG emissions – **32,832 tonnes CO<sub>2</sub>e** (Scope 1 & 2)  
溫室氣體排放 – **32,832**噸二氧化碳當量 (範圍一和二)
- Energy consumption – **89,066 MWh**  
能源消耗 – **89,066**兆瓦時
- Water usage – **849,748 m<sup>3</sup>**  
用水量 – **849,748**立方米
- Waste generation – **4,081 tonnes** (including all non-hazardous and hazardous solid wastes)  
廢棄物產生 – **4,081**噸 (包括所有無害和有害固體廢棄物)

### 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須回收為零
- **Detailed record and handling** of customer complaints  
對顧客投訴的細緻記錄和處理
- Number of major suppliers – **1,620**  
主要供應商數目 – **1,620**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%**

### Community 社區



- Community investment – **RMB 3,979,000** in total  
社區投資 – 共**3,979,000**元人民幣
- Donated Money to Gupa Village, Naqu County in Tibet for **Poverty Alleviation**  
向西藏那曲鎮古帕村捐資助力脫貧

### Employment 僱傭



- Total workforce – **3,583** as of 31 December 2021  
僱員總數 – 截止2021年12月31日為**3,583**人
- Number of employees trained – **3,614**  
受培訓僱員數 – **3,614**人
- Training time over – **81,681 hours**  
培訓時長超過 – **81,681**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

## II. REPORTING ON SUSTAINABILITY

In strict 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 sixth Environmental, Social and Governance Report for the year ended 31 December 2021 (“FY2021”), which demonstrates the Group’s approach and performance in terms of ESG management and corporate sustainable development for FY2021. For corporate governance section, please refer to the Group’s 2021 Annual Report.

The ESG Report has been prepared with reference to the latest enhancements to the existing 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. This Report is prepared in both English and Chinese. Should there be 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 2021 Annual Report under the operational control approach, including the Flavours and Fragrances business, Tobacco Raw Materials business, Aroma Raw Materials business, and Condiments business.

## II. 關於本報告

本集團嚴格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2021年12月31日止年度（「2021財年」）的第六份ESG報告。本報告展示了本集團於2021財年在ESG管理和企業可持續發展方面的方針和表現。有關公司管治部分，請參閱本集團的2021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）、科學碳目標倡議、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。本報告以中英文編寫，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2021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 is determined, organised and presented under the principles of Materiality, Quantitative, Balance and Consistency, 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重要性、量化、平衡及一致性原則確定、組織和呈現，並用作編製本ESG報告的基礎。

## Materiality 重要性

Reckoning that in addition to the enhancement in transparency, the precise and concise disclosure of information are also as important for facilitating better engagement with stakeholders and informing decision making. As such, adhering to the principle of Materiality, which is a borrowed concept from financial accounting procedures to the disclosure of non-financial information, the Group conducted a broad and inclusive materiality assessment supported by the science-based structured means called Analytical Hierarchy Process (“AHP”) to identify, assess and prioritise concerns and expectations of its key stakeholder groups in terms of company’s sustainable development and business impacts. The result of the Materiality Assessment was presented to the Board of Directors of the Group (the “Board”) for review and validation, which were then used as a decision-making tool which guides the Group in allocating resources to the management of practices in corresponding areas. More information regarding the Group’s annual Materiality Assessment can be found in the coming subsection.

本集團認為除了提高透明度外，準確和簡潔的信息披露對於促進與利益相關者的更好接觸和為決策提供信息也同樣重要。因此，本集團秉承從財務會計程序借用到非財務信息披露的概念—重要性原則，通過基於科學的結構化方法（「層次分析法」）（Analytical Hierarchy Process），進行了廣泛而包容的重要性評估。在公司的可持續發展和業務影響方面識別、評估和優先考慮其主要利益相關者群體的關注和期望。重要性評估的結果已提交給本集團董事會（「董事會」）進行審視和確認，然後將其用作決策工具，指導本集團將資源分配給相應領域的實踐管理。有關集團年度重要性評估的更多信息，請參閱下一章節。

## Quantitative 量化

The application of the Quantitative reporting principle was primarily outlined in the Performance Tables in the Appendixes 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. Information on the data calculation such as methodologies, assumptions, source of conversion factors used etc. are also stated under each corresponding performance tables for reference.

量化報告原則的應用主要體現在附錄的績效表中。當中，本ESG報告中的關鍵績效指標以量化的方式概述了本集團在排放、資源消耗、僱傭、培訓、健康和 safety 以及供應鏈信息方面的可持續發展績效。有關數據計算的資訊例如計算方法、假設、所用換算系數的來源等，亦載於各對應績效表下以供參考。

## Balance 平衡

In order to present an unbiased landscape of the Group’s sustainable development in FY2021, the Group objectively presented its ESG performances, which areas requiring further improvements are also disclosed adhering to the principle of Balance to prevent cherry-picking of biased information, thereby allowing fair and comprehensive understanding towards the Group.

為公正地呈現本集團2021財年的可持續發展表現，本集團客觀地呈現其ESG績效，並遵循平衡原則，披露其需要進一步改善的領域，以防止選出帶有有利偏見的信息，從而使大眾對本集團有公平全面的了解。

## Consistency 一致性

Understanding that a consistent reporting framework facilitates the access of reliable information for evaluation and decision-making, the Group uses consistent methodologies for the collection and calculation of various KPIs as clearly defined under various standards. Meanwhile, to ensure that the vast array of ESG-related information can be presented to its readers clearly, the Group enhanced its reporting structure into a more optimise and focus manner, referencing to its previous reporting framework that was in line with the requirements of the ESG Guide and integrated with its sustainability features and visions.

明確一致的報告框架有助於獲取可靠信息以進行評估和決策，本集團使用一致性的方法來收集和計算各種標準下明確定義的關鍵績效指標。同時，為確保海量ESG相關信息能夠清晰呈現給讀者，本集團在參考原有報告框架的基礎上，進一步優化和聚焦報告結構，符合ESG指引的要求，並與可持續發展特點和願景相結合。

## Stakeholder Engagement

Adhering to its emphasis on the continuous engagement with its stakeholders to drive the Group's inclusive business model, the Group sees stakeholder engagement as one of the critical parts of its business strategy which allows it to achieve its sustainability commitments.

## 利益相關者參與

本集團秉持與其利益相關者的持續互動以推動其包容性業務模式，為實現其可持續發展承諾，本集團將利益相關者的參與視為其業務戰略的關鍵部分之一。



Taking a collaborative approach to engage its stakeholders, the Group strives to cultivate long-term relationships with them all through 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, prioritising and implementing its sustainability strategies ESG impacts on an ongoing basis.

致力於採用協作方式與利益相關者溝通，本集團通過持續與內部和外部利益相關者諮詢和接觸，努力與他們建立長期關係。隨著本集團活動、商業關係和大環境的變化，其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、優先考慮其ESG影響，並實施其可持續發展戰略。

## 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>- 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>- Conform to business ethics 遵守商業道德</li> <li>- Environmental protection awareness 環保意識</li> </ul>	<ul style="list-style-type: none"> <li>- 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 April 20<sup>th</sup>, 2021, the delegation led by the Vice Governor of Jiangxi Province visited the Shanghai Industrial Park of Huabao. Through visiting the exhibition hall and investigating the application of product technologies, the delegation got a closer and more in-depth understanding of the Group's development and industrial layout.

2021年4月20日，江西省副省長一行參觀了華寶的上海工業園區。通過參觀展廳及考察產品技術應用，代表團對本集團的發展和產業佈局有了更深入的了解。



On May 11<sup>th</sup>, 2021, the Secretary of the Jiangxi Provincial Party Committee and Director of the Standing Committee of the Provincial People's Congress visited Jiangxi H&K Food Technology Development Co., Ltd to understand the Group's development. The secretary affirmed the achievements of the Company and spoke highly of the new technologies adopted, the new industries deployed and the new models used by the Company under the consumption upgrade.

2021年5月11日，江西省委書記及省人大常委會主任一行蒞臨江西省華寶孔雀食品科技發展有限公司，了解本集團發展情況。書記對公司取得的成績給予了肯定，對消費升級下公司採用的新技術、佈局的新產業、運用的新模式給予了高度評價。



## Materiality Assessment

## 重要性評估

### 1. CONTEXT ASSESSMENT 背景評估

### 2. IMPACT IDENTIFICATION 影響識別

### 3. SIGNIFICANCE EVALUATION 重要性評估



### 4. IMPACT PRIORITISATION 影響重要性排序


#### 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

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

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

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



Given our vision of running a business with purpose, the Group grounds its sustainability ambitions and priorities through organised steps in accordance with the recommendations of GRI standards in identifying its material topics. Aiming to gain a better understanding of the economic, environmental and social aspects on which the Group has the most impact and that the stakeholders concern about, the Group identifies and includes stakeholders with reference to the ISO 26000 (Guidance on Social Responsibility) and chooses its stakeholders against criteria including legal obligations, power of influence, significance in the value chain and willingness for engagement. The selected stakeholders are then invited to participate in an online survey to express their views against a list of ESG issues, which are believed to be material and relevant to the Group's business development and strategies. The materiality assessment allows the Group to identify the most important sustainability risks and opportunities for its business through the lens of its stakeholders, which results is going to guide the Group's strategy, ESG goals and engagement with the stakeholders in its sustainability journey.

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 are performed among six stakeholder groups including Suppliers, Customers, Managerial staff, General employees, Minority shareholders and Professional organisations, respectively. The final outcome is generated with a permissible limit of Consistency Ratio ("CR") (below 10%) and the weights of each stakeholder group are applied in the survey results of the stakeholder engagement. More detail can be found in Appendix II.

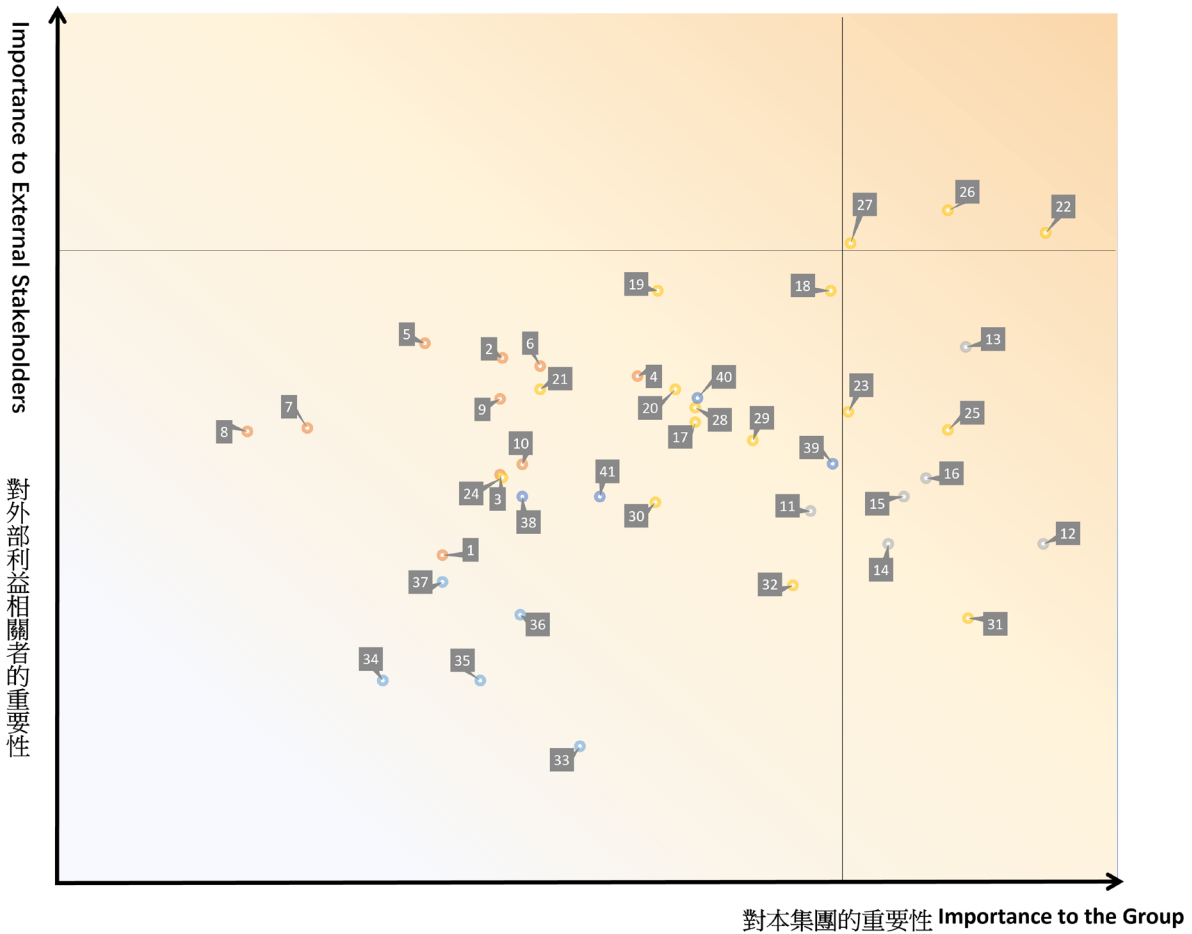
鑑於我們具使命經營企業的願景，本集團遵循GRI標準的推薦步驟識別關鍵議題，從而確立其可持續發展的志向和優先事項。為更好地了解其對經濟、環境和社會的重要影響，以及利益相關者的關切，本集團參照ISO 26000 (社會責任指南)中的原則，根據包括法律義務、影響力、價值鏈的重要性和參與意願等標準選取利益相關者。本集團進而邀請選擇的利益相關者參加在線調查，以表達其對本集團業務發展和戰略具有重大意義和相關的一系列ESG議題的看法。重要性評估使本集團能夠通過利益相關者的視角識別其業務中最重要可持續發展風險和機遇，其結果將指導本集團的戰略、ESG目標以及與利益相關者在可持續發展歷程中的互動。

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、小股東及專業機構六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。更多詳情請參閱附錄二。

Through the materiality analysis, the Group identified “Health and safety relating to products/services”, “Product/Service Quality” and “Customer Privacy and Data Security” 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」、「產品／服務質量」以及「客戶私隱保護和數據安全」確定為對其可持續發展十分重要的ESG議題。

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



- Environmental Impacts 環境影響
- Employment and Labour Practices 僱傭及勞工常規
- Operating Practices 營運慣例
- Community Investment 社區投資
- Leadership & Governance 領導力和管治

# MATERIALITY ASSESSMENT OUTCOME

## 重要性評估結果

	<p>Areas that are identified to be relatively more important to external stakeholders only 被確定為僅對外部利益相關者而言相對更重要的領域</p>	<ul style="list-style-type: none"> <li> Health and Safety Relating to Products/Services 產品/服務健康和安(22)</li> <li> Product/Service quality 產品/服務質量 (26)</li> <li> Customer Privacy and Data Security 客戶私隱保護和數據安全 (27)</li> </ul> <p>Areas that are identified to be vital 被確定為至關重要的領域</p>
<ul style="list-style-type: none"> <li> GH Emissions 溫室氣體排放 (1)</li> <li> Air Pollution 空氣污染 (2)</li> <li> Energy Management 能源管理 (3)</li> <li> Water &amp;Waste water Management 水資源與廢水管理 (4)</li> <li> Solid waste stewardship 固體廢棄物管理 (5)</li> <li> Material Management 原材料使用管理 (6)</li> <li> Land use, Ecosystem &amp; Biodiversity 土地使用、生態系統和生物多樣性 (7)</li> <li> Climate Change Mitigation &amp; Adaptations 氣候變化緩解和適應 (8)</li> <li> Packaging Material Management 包裝材料管理 (9)</li> <li> Renewable and Clean Energy 可再生和清潔能源 (10)</li> <li> Diversity &amp; Equal Opportunity 多元化和平等機遇 (11)</li> <li> Green Procurement 綠色採購 (17) <b>ECO</b></li> <li> Communication and Engagement with Suppliers 與供應商的良好溝通及參與 (18)</li> <li> Environmental risks (e.g. pollution) Management of Supply Chain 供應鏈的環境風險 (如環境污染)(19)</li> <li> Social risks (e.g. human rights to corruption) Management of Supply Chain 供應鏈的社會風險 (如人權和腐敗)(20)</li> <li> Supply Chain Materials Sourcing &amp; Efficiency 供應鏈採購和效率 (21)</li> <li> Marketing and promotion 營銷和推廣 (24)</li> <li> Labelling relating to products/services 與產品/服務相關的標籤問題 (28)</li> <li> Product design &amp; Lifecycle management 產品設計創新及產品生命週期管理 (29)</li> <li> Access &amp; Affordability (Product/Service) 產品/服務獲取和可負擔性 (30)</li> <li> Internal Communication &amp; Grievance Mechanism 內部溝通和申訴機制 (32)</li> <li> Community Engagement 與當地社區的交流和聯繫 (33) <b>利</b></li> <li> Participation in Philanthropy 公益慈善活動的參與 (34)</li> <li> Cultivation of Local Employment 促進當地就業 (35)</li> <li> Local Environmental Protection 本地環保 (36)</li> <li> Support of Local Economic Development 支持本地經濟發展 (37) <b>人</b></li> <li> Business Model Adaptation and Resilience to Environmental, Social and Economic Risks and Opportunities 商業模型對環境、社會、政治和經濟風險和機遇的適應性和恢復力 (38)</li> <li> Management of the legal &amp; regulatory environment (regulation-compliance management) 法律監管環境變化的應對和管理(法律合規管理)(39)</li> <li> Critical Incident Risk Responsiveness 突發事件應急風險應對能力(40)</li> <li> Systemic risk management 系統化風險管理 (41)</li> </ul>	<p>Areas that are identified to be relatively insignificant 被確定為相對不重要的區域</p>	<p>Areas that are identified to be relatively more important to internal stakeholders only 被確定為僅對內部利益相關者而言相對更重要的領域</p> <ul style="list-style-type: none"> <li> Employee remuneration and benefits 僱員薪酬條件和福利政策 (12)</li> <li> Occupational health and safety 職業健康與安全 (13)</li> <li> Employee Development and Training 僱員發展及培訓 (14)</li> <li> Preventing child and forced labour 拒絕僱傭童工和強制勞工 (15)</li> <li> Labour Practices 勞工權益 (16)</li> <li> Customers Welfare 顧客福祉 (23)</li> <li> Intellectual property rights 保護知識產權 (25)</li> <li> Business Ethics &amp; Anti-corruption 商業道德和反腐敗 (31)</li> </ul>

### Stakeholders' Feedback

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

### 利益相關者的反饋

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

### III. INTEGRATING SUSTAINABILITY

#### Our Approach to Sustainability

The Group believes that a good governance system supported by responsible management and effective supervision enable it to deliver on its commitments to sustainability and create shared value for all. 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.

Assuring it manages and supervises its operations in a responsible way, the Group prides itself in transparent governance with clear structure and processes throughout the entire organisation, thereby allowing a continuous focus on sustainability and value creation for all. With a robust 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.

In Huabao, sustainability is the business of all employees, ranging from top management and frontline staff. Responsible for overseeing the Group's ESG affairs and ensures its businesses are operated responsibly and ethically, the Board is also responsible for the oversight of the integration of the Group's sustainability principles into the core processes. By learning and adopting the key findings from the Leadership Role and Accountability in ESG (在ESG方面的領導角色和問責性) and Making inroads into good Corporate Governance and ESG management (邁向良好的企業管治及ESG管理) 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. The management teams, which are delegated by the Board with the power to supervise the daily business operations, are responsible for operationalising sustainability in their teams and laying out clear performance indicators for progress tracking. In the meantime, every staff in Huabao is called upon to constantly monitor the work processes in their own field of activity and responsibility for efficiency, safety and resources conservation and to develop ideas for improvement.

### III. 深耕可持續發展

#### 我們的可持續性方式

本集團認為負責任的管理和有效的監督為支撐的良好管治體系令本集團有能力履行對可持續發展的承諾，並為所有人創造共享價值。本集團的可持續性工作建基於其可持續發展商業宗旨，由涵蓋各類議題或工作領域，並定義相關職責和問責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。

本集團確保以負責任的方式管理和監督其運營，本集團自豪於其具透明度的管治，在整個組織內具有清晰的結構和流程，從而能夠持續關注可持續發展和為所有人創造價值。憑藉其穩健的可持續發展戰略和管理管治結構，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。

在華寶，可持續發展是所有從高層管理人員到前線員工的業務。董事會負責監督本集團的ESG事務，並確保其業務以負責任和合乎道德的方式運行。董事會還負責監督將集團的可持續發展原則融入核心流程。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、報告並確定可持續發展的管理方法。由董事會授權的管理團隊負責監督日常業務運營，負責在其團隊中實現可持續發展，並制定明確的績效指標以跟蹤進度。與此同時，華寶的每一位員工都被要求不斷地監控自己所在領域的工作流程和責任，以提高效率、安全和資源節約，並提出改進意見。

To ensure that the Board, the management as well as general staff are well prepared to act on the sustainability goals and ESG policies, ESG-related training programmes regarding material updates and changes to industry practices and regulatory frameworks in relation to sustainability are organised. Through these arrangements, the Board and the management can have better access to the latest ESG information and better grasp the sustainability trend which can facilitate them in assuming full responsibility for the strategic planning and supervision of the Group's ESG practices. Furthermore, the results of annual stakeholder engagement and materiality assessment are also informative for the Board to identify and prioritise the relevant ESG risks.

Since FY2020, the Group has 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.

為確保董事會、管理層和普通員工準備充分以執行可持續發展目標和ESG政策，本集團已組織與ESG相關的培訓計劃，例如可持續發展相關的行業慣例和監管框架相關的重大更新和變化。通過這些安排，董事會和管理層可以更好地獲取最新的ESG信息，把握可持續發展趨勢，並有利於他們對戰略規劃和集團ESG實踐監督履行全部責任。此外，年度利益相關者參與和重要性評估的結果也有助於董事會識別相關ESG風險並確定其優先級。

自2020財年以來，本集團制定了明確的可持續發展路線圖，其中建立了與本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

which 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。

### THE BUSINESS SEGMENT TASK FORCE 業務板塊工作組

which 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。

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.

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。



- Oversee the assessment of the Group's environmental and social impacts;  
監督對本集團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;  
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
- Cooperate with the future pushing forward of the improvement of the accountability system.  
配合日後推進問責制的完善。

## Board 董事會

- Ensure and track the effective implementation of corporate policies in sustainability management;  
確保並跟踪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。

## Management 管理層

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.

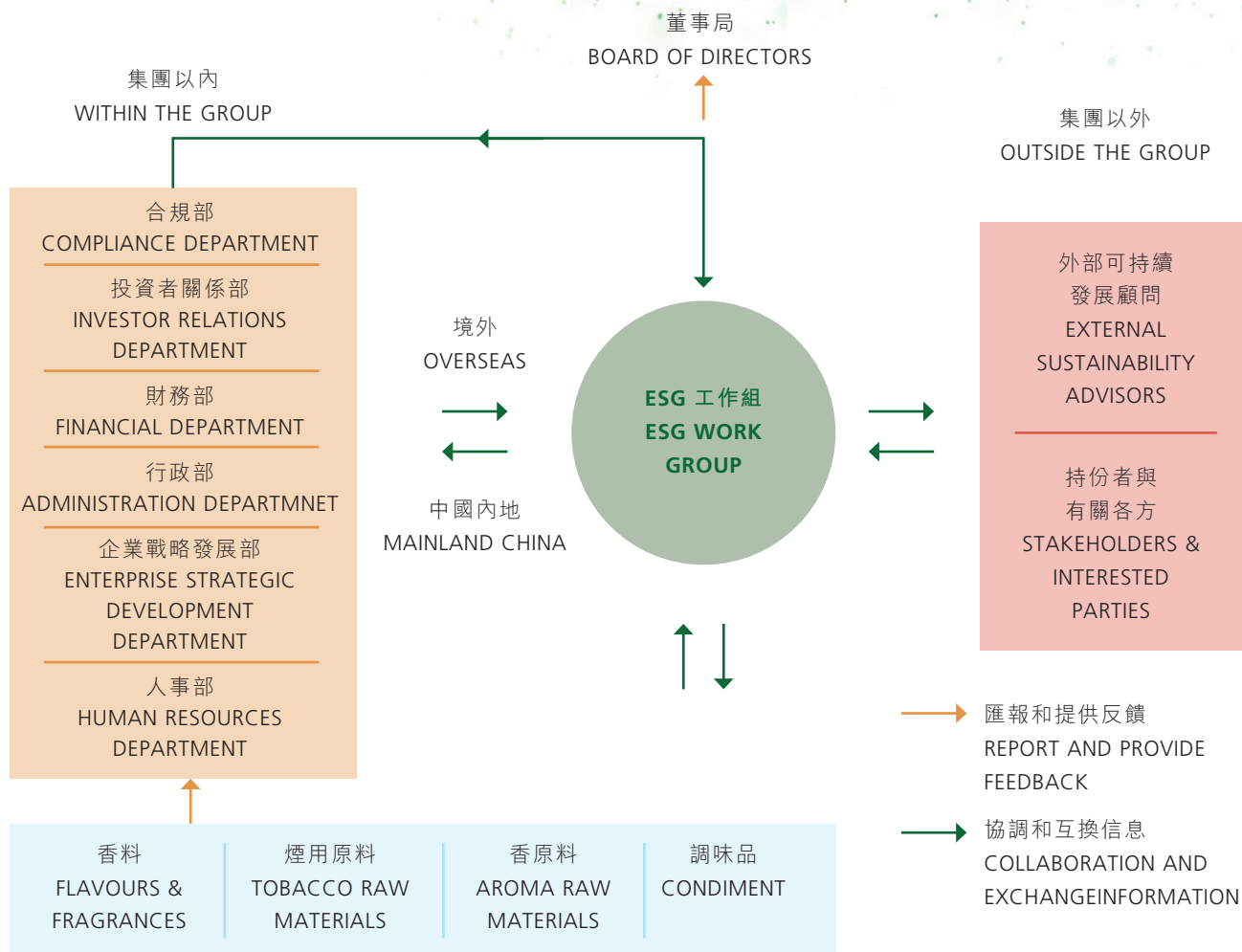
一個由業務可持續發展和企業社會責任專業團隊組成的ESG工作組負責本集團所有業務部門可持續發展和ESG管理的有效實施。該ESG工作組由投資者關係部、合規部、行政部與財務部組成。投資者關係部負責與不同的團隊、部門和子公司協調具體的ESG事宜，並向合規部門和財務部提交相關信息。合規部門和財務部是ESG工作組的另外兩個核心職能實體。其與投資者關係部門合作過程中提供技術支持並對日常ESG問題的管理進行監督。行政部未來負責幫助整理市場中最新的ESG新聞，包括時政、學術研究和文章，並將重要信息整理分派給董事會進行內部培訓。

## ESG Work Group ESG 工作組

Meanwhile, the Group reckons that the integration of ESG ambitions across the organisation, from the Boardroom to the frontline, not only requires a dedicated expert team, but also a structured and transversal approach for barrier-free communication, awareness raising and informed decision making. Throughout the past years, the various bodies in this dynamic-interactive ESG governance structure as shown below have helped the Group accelerate ESG integration and drive organisational transformation.

同時，本集團認為將ESG整合到包括董事會到前線員工在內的整個組織不僅需要一個專門的專家團隊，還需要一個結構化和橫向的方法來實現無障礙溝通、提高相關意識及知情決策。在過去數年間，如下所示的這種動態交互的ESG管治結構中，助力本集團加速ESG整合，並推動組織轉型。

華寶國際控股有限公司  
HUABAO INTERNATIONAL HOLDINGS LIMITED



**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：



## Working Towards SDGs

Seeing sustainable as a business principle, the Group bingles the aspects of sustainability that relate to its business into the five pillars of Environmental Adaptability, Product Responsibility, Client First, Social Commitment and Governance Effectiveness. On top of these top key topics, the Group also make reference to and derive its sustainability strategy from internationally recognised frameworks such as the SDGs.

The 2030 Agenda for Sustainable Development is the world's blueprint to achieve a better and more sustainable future for all, which address 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 the contribution to the SDGs at the heart of its business purpose, strategy, decision making and daily operations at all levels within the organisation, the Group strategy focuses on closely aligning its ESG impacts with the widely recognised sub-targets and well-defined indicators for progress tracking under SDGs. Making use of this comprehensive approach, the Group strives to combine its economic success with sustainable governance and social acceptance.

As set out in the SDG Compass, the Group has been anchoring its ESG management and performance within the framework of all 17 SDGs, with a realisation that all business segments of the Group should enrich and improve their current processes, procedures and policies through the integration of international norms so as to create positive impacts to the society where the survival of business depends on. To this end, the Group uses the SDGs as a reference 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

視可持續發展為一項業務原則，本集團將與其業務相關的可持續發展方面歸納成五大支柱，分別為環境適應力、產品責任、客戶至上、社會承諾和有效的管治。除這些最重要主題外，本集團還參考如可持續發展目標等國際公認框架並從中編製出其可持續發展戰略。

「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，本集團戰略的重點是著眼於將其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。利用這種綜合方法，本集團致力於將其經濟成功與可持續管治和社會接受度相結合。

正如「可持續發展目標指南針」中所述，本集團一直將其ESG管理和績效錨定在所有17個可持續發展目標框架內，並深刻認識到其所有業務板塊也應該通過結合國際規範改善其當前的流程、程序和政策，從而對企業賴以生存的社會產生積極影響。為此，本集團使用可持續發展目標作為參考框架來制定、指導、交流和報告其戰略、績效、政策、指標和活動，幫助其實現一系列優勢，包括：

- 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

Since 2020, the Group has been committed to working towards the full set of 17 SDGs. In FY2021, the Group wants to take a further step to polish its focus on areas that it can generate most contribution to. As such, in identifying the SDGs that the Group have the most impacts on and can contribute the most to, the Group evaluates its business impacts through internal impact assessment as well as listening to the opinions of its stakeholders regarding their thoughts on the SDGs they believe are of most importance to the Group's business and long-term development, the Group identifies SDG 3: Good Health and Well-being and SDG 12: Responsible Consumption and Production as its prioritised focuses. Meanwhile, the Group is also continuing its contribution to the secondary tier of SDGs as always.

自2020年以來，本集團一直致力於實現17項可持續發展目標。在2021財年，本集團希望進一步將重點放在能夠產生最大貢獻的領域。因此，本集團在識別其影響最大、貢獻最大的可持續發展目標時，通過內部影響評估，以及聽取利益相關者關於他們認為對本集團業務和長期發展最重要的可持續發展目標的看法，本集團將可持續發展目標 3：良好的健康與福祉和可持續發展目標 12：負責任的消費和生產確定為其優先重點。與此同時，本集團也一如既往地為其他次要的可持續發展目標做出貢獻。

## 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。

### Prioritised SDGs 優先可持續發展目標



Our Policies/Commitments/Targets  
我們的政策/承諾/目標

Metrics for Evaluation  
(Highlight)  
評估指標 (亮點)

Ensure healthy lives and promote well-being for all at all ages  
確保健康及促進各年齡層的福祉

In 2021, the continuous spread of the Pandemic continued to significantly impact the world from various aspects. While business has resumed, the Group was very concerned about its people's health and safety, as well as the public health of the communities where it operates. A leadership team and an epidemic prevention emergency team were 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 Implementation Plan for Epidemic Prevention and Control of Industrial Enterprises and Resumption Plan of work.

In response to the national call of building immunity for all through vaccination, the Group actively encouraged and arranged its employees to get full vaccination. For instance, one of its subsidiaries in the Flavours and Fragrances business has successfully achieved 100% full vaccination.(2-shots)

- Benefits that are standard for full-time employees of the Group including:
  - Life insurance;
  - Health care;
  - Parental leave;
  - Retirement provision; etc.
- Types of injury, injury rate (IR) and work-related fatalities suffered by the Group's employees arising out of the course of employment.



Our Policies/Commitments/Targets  
我們的政策/承諾/目標

Metrics for Evaluation  
(Highlight)  
評估指標(亮點)

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.

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.

二零二一年，疫情的持續蔓延繼續從各個方面對世界產生重大影響。雖然商業往來已逐漸恢復，但本集團仍非常關注其員工的健康和安全，以及其經營所在社區的公共衛生。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「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。

為響應國家通過疫苗接種建立全民免疫的號召，本集團積極鼓勵和安排員工全面接種疫苗。其中香精業務的一間子公司已成功實現 100% 全體員工的全面疫苗接種（兩針）。

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制度、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，並為員工提供支援其健康的計劃和福利，例如健康保險等。

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

- 造成人員死亡的事務；
- 造成財產損失（直接損失或折算損失）10萬人民幣及以上的事務；
- 造成3人及以上重傷的事務；
- 造成輕傷和重傷合計10人及以上的群傷事務。

- 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
- 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。



### Our Policies/Commitments/Targets

我們的政策/承諾/目標

### Metrics for Evaluation

(Highlight)

評估指標(亮點)

Ensure sustainable consumption and production patterns  
確保永續消費及生產模式

In response to Goal 12, the Group focuses on resource conservation and efficiency improvement. With the energy limitation happened in 2021 which affects the stability of business operations and daily lives of the general public, the Group once again realised the vital importance of energy as a shared resource to all human beings. 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 its 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 (節約能源資源管理程序).

By following its stakeholder communication strategies and policies, including Information Exchange, Negotiation and Communication Control Procedures (信息交流、協商和溝通控制程序), 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.

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.

為響應目標12，本集團專注於資源節約和效率改善。2021年發生的限電限能事件不但影響了企業穩定的營運，亦影響了民眾的日常生活。這事件讓本集團再一次意識到能源作為全人類共享資源的重要意義。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。

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。

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。

- Percentage of recycled input materials used by the Group in its operations;
- Total energy consumption within the Group;
- Total volume of water recycled and reused by the Group;
- Total amount of paper recycled by the Group.

- 本集團在營運中使用再生原料的百分比；
- 本集團內的總能源消耗；
- 本集團循環和再利用的總水量；
- 本集團回收的紙張數量。

## Secondary SDGs 次要可持續發展目標

Our Policies/Commitments/Targets  
我們的政策/承諾/目標

Metrics for Evaluation  
(Highlight)  
評估指標(亮點)



End poverty in all its forms everywhere  
消除各地一切形式的貧窮

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.

Donations and activities in which the In FY2021, the Group proactively devoted itself to poverty alleviation in regions where its businesses were operated. For example, on December 31, Huabao Flavours & Fragrances supported poverty-alleviation through the caring and supporting donation to Gupa Village of Naqu County in Tibet. RMB 150,000 was donated to support the infrastructure building in the villages so as to improve the loving conditions of the villagers.

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。

2021財年，本集團積極致力於其業務開展地區的扶貧工作。例如，12月31日，華寶股份積極支持西藏那曲古帕村的扶貧活動，捐贈善款15萬元人民幣，用以修繕基礎設施，為村民改善生活環境。

- The frequency and quality in the implementation of the Group's communication strategies and policies through engagement and consultation with its indigenous people;
- Donations and activities in which the Group participated to eliminate poverty.

- 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；
- 本集團參與有關消除貧困的捐款和活動。



End hunger, achieve food security and improved nutrition, and promote agriculture  
消除飢餓，實現糧食安全，改善營養及促進永續農業

As an enterprise engaged in the design and production of flavours and fragrances, additives, ingredients and condiments 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 ever-changing 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".

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.

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。

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;
- Number of physical health-related issues that are caused by malnutrition is reported during the reporting year.

- 本集團通過研究和創新開發的以營養為導向的產品數量；
- 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 inclusive and equitable quality education and promote lifelong learning opportunities for all  
確保有教無類，公平以及高品質的教育，以及提倡終身學習

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 FY2021, the Group arranged more than 81,000 hours of training for its employees, which cover a whole spectrum of aspects from business professional knowledge to management skills.

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.

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。2021財年，本集團為其員工安排了超過81,000小時的培訓，當中內容涵蓋全面，從營運相關的專業知識，乃至管理技巧都有覆蓋。

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

- 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
- 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。



Achieve gender equality and empower all women and girls  
實現性別平等，並賦予女性權力

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.

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 taking remedial actions where incidences occur according to its Employee Handbook (員工手冊). In FY2021, 39% of the female employees of the Group received a total of 34,161 hours' training and the training time for each female staff amounted to 27.4 hours on average, which was higher than male 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。

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2021財年，本集團39%的女性員工共接受了34,161小時的培訓，而每位女性員工的培訓時間平均為27.4小時，高於男性員工。

- Total number of employees that have been entitled to parental leave by gender;
- The frequency of periodic equal pay reviews/audits, with items reviewed/audited including basic pay, overtime and bonuses;
- Number of suppliers/subcontractors identified as having been involved in any dispute of gender discrimination cases.

- 按性別分列的有權請產假的僱員總數；
- 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；
- 被確定參與任何性別歧視爭端的供應商/分包商的數量。





Ensure availability and sustainable management of water and sanitation for all  
確保所有人都能享有水及衛生及其永續管理

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.

In addition, the Group is committed to improving water efficiency by strengthening wastewater treatment and recycling. For instance, Yunnan Tianhong Flavor & Fragrance Co., Ltd. of the Group employs an advanced sewage treatment system to recycle and reuse the wastewater from factories, which saved around 6,300 cubic meters of sewage in FY2021.

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式」、「環境和職業健康安全目標和管理方案控制程式」及「保障供水供電供汽管理辦法」等。

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。舉例而言，本集團的雲南天宏香精有限公司於2021財年共回收利用了6,300立方米的廢水。

- Group-wide water accounting (total water withdrawal data across operations);
- Average hours of training on hygiene and awareness building of water conservation;
- 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.

- 集團範圍內的用水核算（各營運的總取水量）；
- 關於衛生和節水意識建設的平均培訓時間；
- 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。



Ensure access to affordable, reliable, sustainable and modern energy for all  
確保所有的人都能取得負擔得起、可靠的、永續的、以及現代的能源

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 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;
- 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.

- 本集團內的總能源消耗，以焦耳為單位；
- 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  
促進包容且永續的經濟成長，達到全面且有改善的就業，讓每個個人都有一份好工作

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.

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.

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。

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援就業促進和維持就業穩定。

- Average working hours per week, including overtime;
- 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;
- Number of suppliers that have been involved in the lawsuits and disputes of salary payment, recruitment, dismissal or working conditions and accommodation.

- 每周平均工作時間，包括加班；
- 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；
- 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。



Build resilient infrastructure, promote inclusive and sustainable industrialisation, and foster innovation  
建立具有韌性的基礎建設，促進包容且永續的工業，並加速創新

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;
- Investment in equipment upgrade, R&D, innovation retrofitting towards through energy efficiency and clean technology;
- Information on the innovative products launched during the reporting year.
- 對本集團業務營運的氣候相關影響情景分析的詳細信息；
- 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；
- 報告年度內推出的創新產品信息。



Reduce income inequality within and among countries  
減少國內及國家間收入不平等

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 lift impoverished people out of poverty.

- Amount of financial donations made by the Group to support the vulnerable groups;
- Total number and rate of new employees hired by the Group during the reporting period by region.

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.

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。本集團一直在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。

- 本集團為支持弱勢群體的捐款金額；
- 報告期內本集團按地區分列的新員工總數和比例。

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。



Make cities and human settlements inclusive, safe, resilient, and sustainable  
推進城市與人類居住具包容、安全、韌性及永續性

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.

- Participation and investment in supporting the development of local infrastructure and economy.

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。

- 對支持當地基礎設施建設和經濟發展的參與和投資。



Take urgent action to combat climate change and its impacts by regulating promoting developments in renewable energy  
採取緊急措施，通過控制排放和推進可再生能源的發展以應對氣候變遷及其影響

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 the SBTi, and made assessments on the potential business implications of climate-related risks and opportunities with reference to TCFD frameworks.

- GHG emissions intensity ratio for the Group;
- GHG emissions breakdown of the Group by Scope 1 and Scope 2;
- Comparison of GHG emissions performance of the Group for the reporting year with the previous financial year.

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 8,535 trees in total, which are equivalent to the offset of approximately 196 tonnes GHGs.

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。作為香精行業的領先企業之一，本集團已參照科學碳目標倡議設定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對的潛在商業影響。

- 本集團溫室氣體排放強度；
- 按範圍1和範圍2劃分的本集團溫室氣體排放明細；
- 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。

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貯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8,252棵樹，相當於抵消約190噸的溫室氣體。



Conserve and sustainably use the oceans, seas and marine resources for sustainable development  
保育及永續利用海洋與海洋資源，以確保可持續發展

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。



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、維護及促進陸域生態系統的永續使用，永續的管理森林，對抗沙漠化，終止及逆轉土地破壞，並阻止生物多樣性的喪失

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;

- 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.

- 本集團直接或間接種植的樹木總數；

- 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。



Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels

促進和平且包容的社會，以可持續發展；提供司法渠道給所有人；在所有階層建立有效的，負責的且包容的制度

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.

In FY2021, the Group organised 131 anti-corruption related training and seminars to 1,020 general employees and 189 management staff to raise their awareness towards corrupt practices.

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。

2021財年，本集團為1,020名一般員工及189名管理人員安排了131場反貪污相關的培訓及講座，用以提高彼等對貪污腐敗行為的敏感性。

- Total number and percentage of governance body members and general staff of the Group that have received training on anti-corruption;
- Details of the total number and nature of confirmed incidents of corruption of the Group during the reporting year;
- Number of anti-corruption training provided for the Group's staff.

- 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；
- 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；
- 本集團員工接受的有關反貪污的培訓數目。



Strengthen  
the means of  
implementation  
and revitalize the  
global partnership  
for sustainable  
development  
強化可持續發展  
執行方法及活化  
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.

During the COVID-19 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.

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「那曲鎮古帕村扶貧犏牛養殖基地—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。

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

With its business activities ultimately depending on the diversity of nature as well as the responsible use and conservation of the natural resources, the Group is dedicated to embedding environmental sustainability as an integral part of its overall purpose, business model and corporate strategy. Making tremendous efforts in controlling its emissions as well as its consumption of resources, the Group complied with the relevant environmental laws and regulations in Hong Kong, Mainland China and other operating regions in its daily operations, which detail can be found in APPENDIX V.

This section primarily discloses the Group's policies, practices, and quantitative data on emissions, use of resources, the environment and natural resources, as well as climate change in FY2021.

##### Minimising our emissions

In FY2021, 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 significant impacts on the environment, thereby facilitating the building of ecological civilisation.

Given the nature of the Group's business, air emissions mainly came from the fuel combustion for the operations of boilers, machinery, vehicles and other operating processes. In FY2021, the air emissions of sulphur oxides ("SO<sub>x</sub>"), nitrogen oxides ("NO<sub>x</sub>") and particulate matter ("PM") amounted to 10,269 kg, 15,837 kg and 2,468 kg, respectively. In FY2021, 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 35,002 tonnes CO<sub>2</sub>e, with an intensity of 9.01 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 1,165 tonnes of non-hazardous solid wastes and 2,916 tonnes of hazardous solid wastes were generated during the Group's operations in FY2021. In terms of the sewage, a total of 424,411 m<sup>3</sup> wastewater including 316,440 m<sup>3</sup> of non-hazardous wastewater and 107,971 m<sup>3</sup> of hazardous industrial wastewater were generated during the Group's operations. More detail regarding the Group's total emissions in FY2021 and comparison figures from FY2020 can be found in Table 1 in APPENDIX III.

#### IV. 環境可持續發展

由於其業務活動最終依賴於自然的多樣性以及對自然資源的負責任使用和保護，本集團致力於將環境可持續性作為其總體目標、業務模式和企業戰略的一個組成部分。本集團大力控制排放和資源消耗，在日常經營活動中遵守香港、中國內地及其他經營地區的相關環境保護法律法規，詳情請參閱附錄五。

本節主要披露本集團在2021財年有關排放、資源使用、環境及天然資源以及氣候變化方面的政策、常規和量化數據。

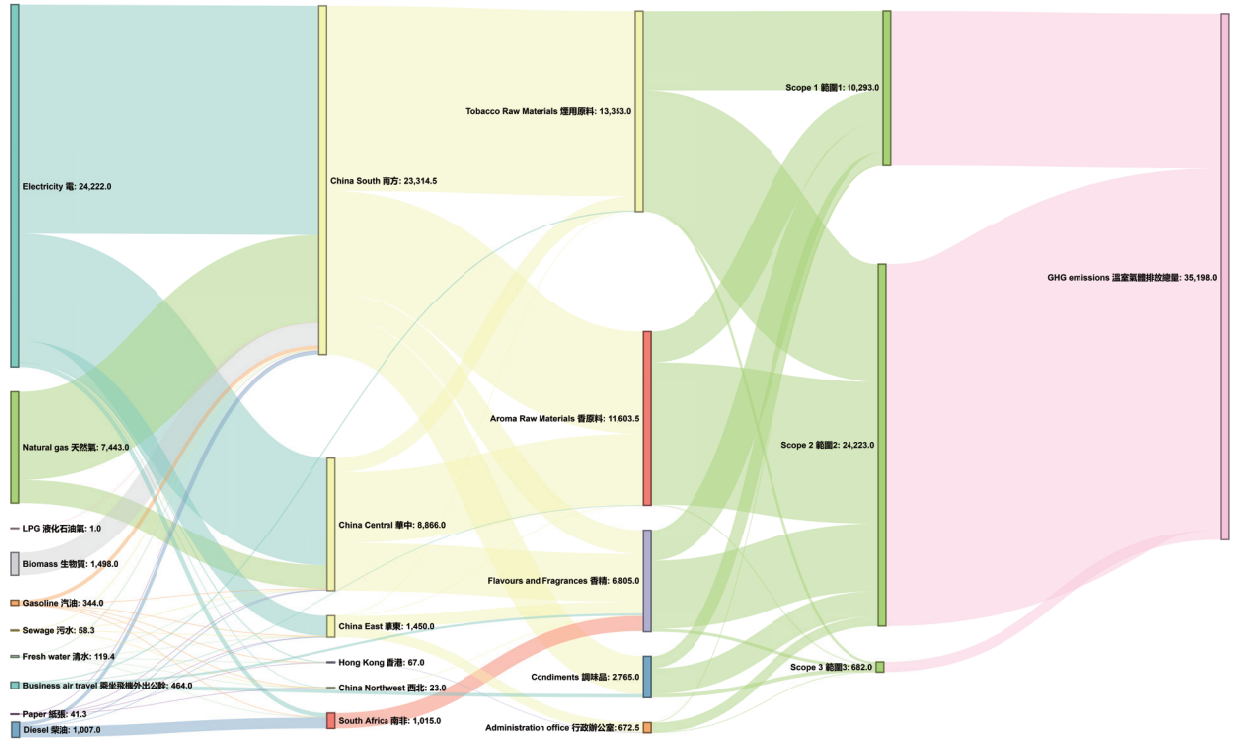
##### 減少我們的排放

於2021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。

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2021財年，硫氧化物（「SO<sub>x</sub>」），氮氧化物（「NO<sub>x</sub>」）和顆粒物（「PM」）廢氣排放量分別為10,269千克、15,837 千克以及2,468 千克。於2021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為35,002噸二氧化碳當量（「CO<sub>2</sub>e」），強度為9.01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，2021財年本集團營運期間共產生1,165噸無害固體廢物和2,916噸有害固體廢物。在污水方面，本集團營運期間共產生424,411立方米廢水，其中包括316,440立方米無害廢水及107,971立方米有害工業廢水。有關本集團2021財年總排放量的更多詳細信息以及2020財年的比較數據，請參見附錄三中的表1。

To better illustrate the GHG emissions of the Group, especially from the perspective of geographical locations, business segments, use of resources, and emission scopes, a GHG emissions Sankey diagram is formulated to visualise the patterns of corporate GHG emissions with the width of the flows representing the magnitudes of the amount of emissions.

為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。





## Air & GHG Emissions

Air emissions, 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. It is worth noting that the Group recorded outstanding declines in regards of the amount of SO<sub>x</sub>, NO<sub>x</sub> and PM emitted in the reporting year by 61%, 65% and 25% respectively, principally due the transformation of boiler fuel from coal to natural gas, which is a cleaner fuel with much less air pollutants emitted during combustion. At the same time, contributed by this “coal-to-gas” transition, the Group’s Scope 1 (Direct Emissions) dropped remarkably by 71% in FY2021 as compared to that of FY2020, which led to an overall 36% reduction in total GHG emissions as well. Solely switching the boiler fuel choice from coal to natural gas already caused around 26,000 tonnes CO<sub>2</sub>e less emissions than last year’s, not to mention there is also a 22% decline in gasoline consumption contributed by the effective control of business vehicles use.

Nevertheless, reckoning that its operations inevitably caused air and GHG emissions, the Group is committed to furthering its effort to control its emissions. In addition to the compliance with relevant national and local laws in controlling its exhaust gas emissions such as the “Emission limits of air pollutants in Guangdong Province” (DB44/27-2001) (廣東省地方標準大氣污染物排放限值), the Group also implements a series of policies to effectively manage its environmental impacts caused by air emissions, which consist of measures in controlling the consumption of fuels, the pre-treatment of exhaust gas before discharge and the setting up of regular inspection system to monitor and evaluate the performance of emission control.

## 廢氣及溫室氣體排放

廢氣排放，特別是SO<sub>x</sub>、NO<sub>x</sub>以及PM等廢氣主要於鍋爐的燃燒過程、工業營運和運輸過程中產生。值得注意的是，本集團報告年度SO<sub>x</sub>、NO<sub>x</sub>及PM排放量分別錄得61%、65%和25%的顯著下降，主要是由於本集團將某些鍋爐的燃料從煤轉為使用更清潔的燃料——天然氣，因此在燃燒過程中排放的空氣污染物大幅減少。同時，在「煤改氣」轉型的推動下，本集團的範圍一（直接排放）在2021財年相較於2020財年，顯著下降了71%，而這亦導致本集團本年度的溫室氣體排放總量減少36%。僅僅將鍋爐燃料的選擇從煤改成天然氣已讓本集團比去年減少排放約26,000噸CO<sub>2</sub>e，而由於有效控制商務用車，汽油消耗量也同時下降了22%，更讓本集團進一步減少溫室氣體的排放。

儘管如此，考慮到其營運不可避免地導致空氣和溫室氣體排放，本集團致力於進一步努力控制其相關排放。除遵守《廣東省地方標準大氣污染物排放限值》(DB44/27-2001)等國家及地方有關法規控制廢氣排放外，本集團亦實施一系列政策以有效管理廢氣對環境造成的影響，包括控制燃料消耗的措施、廢氣排放前的預先處理措施，以及用以監測和評估排放控制表現的定期檢查制度的建立。

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.

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。

### GHG EMISSIONS

溫室氣體排放

#### SCOPE 1

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

#### SCOPE 2

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

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

Realising that this business segment is prone to emit more air pollutants due to its production nature, the business strictly follows its relevant internal policies such as the "Sewage, Exhaust Gas And Noise Management Regulations" (《污水、廢氣及噪聲管理規定》), and requires all equipment with large amount of exhaust gas and significant environment impact must be equipped with exhaust filter devices. Through filtration, water-gas exchange and neutralisation treatment, the business ensures that the exhaust gas meets emission standards when discharged through discharge tube. Regular sampling inspections are conducted by qualified third-party organisation to monitor the various indicators of exhaust emissions in cooperation with the legal requirement of relevant departments.

## Tobacco Raw Materials business

Since January 2021, this business segment has replaced all coal-fired boilers with gas boilers which has effectively reduced the amount of air pollutants emitted. According to its production experience, the exhaust gas emitted from the boilers are mainly consisted of steam with much less air pollutants as compared to previous years, which significantly reduce its impacts to the atmosphere. Nevertheless, the business segment is still committed to reducing its remaining emissions through adopting bag filter facilities, double alkaline desulfurisation facilities and other desulfurisation processing techniques.

## Aroma Raw Materials business

Two Regenerative Thermal Oxidizer ("RTO") incinerators are installed in this business segment to uniformly treat air emission from each workshop to ensure exhaust gas meets the standard before discharge. Specific pre-treatments include combustion, removal of acid gas, dust, water mist and other impurities before emitted through the chimney. Airtight micro-negative pressure and activated carbon adsorption are also adopted in the storage and production workshops.

Meanwhile, the business segment is also dedicated to control its air emissions through technical innovations, including the installation of 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 to prevent air pollution of the workshops during the synthetic production processes.

## 香精業務

意識到由於其業務性質容易產生空氣污染物，本業務嚴格執行《污水、廢氣及噪聲管理規定》等相關內部政策，並要求所有廢氣量大、環境影響大的設備必須配備廢氣過濾裝置。通過過濾、水氣交換和中和處理，本業務確保廢氣通過排放管排放時符合排放標準。本集團邀請有資質的第三方機構定期抽檢監測尾氣排放的各項指標，以配合有關部門的法定要求。

## 煙用原料業務

自2021年1月起，本業務板塊以燃氣鍋爐替代所有燃煤鍋爐，有效減少了大氣污染物排放量。根據其生產經驗，燃氣鍋爐排放的廢氣以蒸汽為主，大氣污染物較往年大幅減少，大大減少了對空氣質量的影響。儘管如此，本業務仍致力於通過採用布袋除塵及雙鹼法脫硫設施等脫硫處理技術，減少剩餘排放量。

## 香原料業務

本業務板塊安裝了兩台蓄熱式熱力焚化爐（「RTO」），對各車間廢氣排放進行統一處理，確保廢氣達標排放。具體的預處理包括燃燒、去除酸性氣體、粉塵、水霧等雜質，然後再通過煙囪排放。本業務的存儲和生產車間還採用密閉微負壓以及活性炭吸附處理技術。

同時，本業務板塊還致力於通過技術創新控制廢氣排放，包括安裝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，以防止合成生產過程中車間所造成的空氣污染。

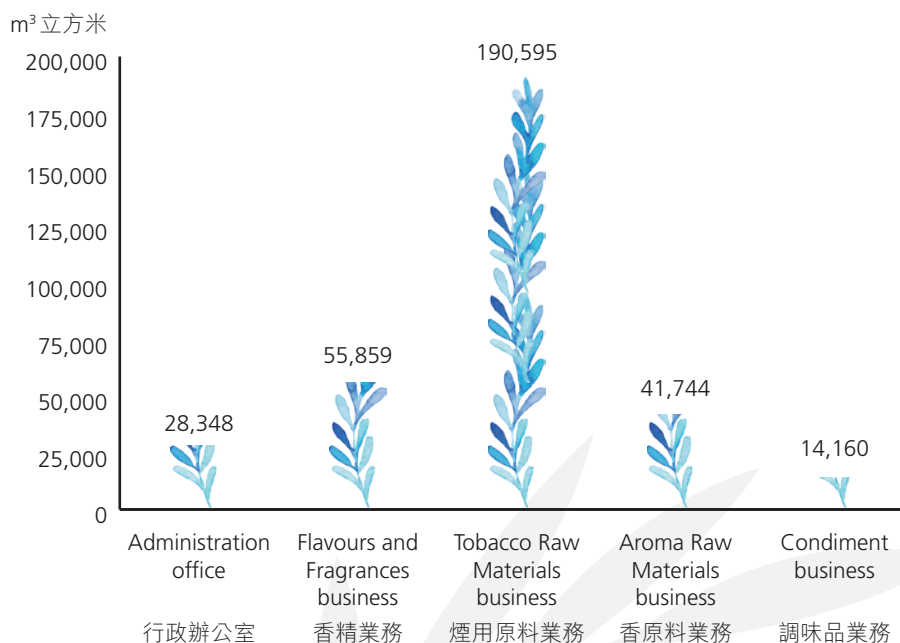
### Condiments business

To effectively reduce boiler exhaust emissions, this business segment develops and implements a programme to control the dynamic relationship between the gas intake and steam pressure so as to optimise the boilers' operations. Meanwhile, the business is also carrying out low-nitrogen combustion transformation of boilers, which plans to be accomplished by 2022, to ensure that the business segment's exhaust gas emissions can meet higher requirements.

In FY2021, despite the overall decrease in the Group's total GHG emissions, the Scope 2 (Energy Indirect Emissions) and Scope 3 (Other Indirect Emissions) rose moderately by 27% and 21% respectively mainly due to the increase of consumption of electricity and business air travelling. Committed to taking actions to minimise its climate impact and responding to the national call for accelerating decarbonisation, the Group sets clear science-based targets and actions to minimise its emissions at source from all three scopes during daily operations, which are further described in the next subsection under **Electricity** and **Other energy resources**.

### Wastewater

#### Wastewater Among Business Segments of the Group



### 調味品業務

為有效減少鍋爐廢氣排放，本業務板塊制定並實施相關程序來控制進氣量和蒸汽壓力之間的動態關係，以優化鍋爐的運行。同時，本業務也在進行鍋爐低氮燃燒改造，並計劃於2022年完成，以確保本業務板塊的廢氣排放能滿足更高要求。

於2021財年，儘管本集團溫室氣體排放總量整體而言有所下降，但範圍二（能源間接排放）和範圍三（其他間接排放）分別稍微上升27%和21%，主要是由於電力消耗和商務航空旅行增加所致。為響應國家加快脫碳的號召，本集團致力於採取行動將氣候影響降至最低，建立了明確的科學化目標及行動，以盡量減少日常運營中所有三個範圍的源頭排放。相關內容將在下一節「用電」和「其他能源資源」中進一步說明。

### 廢水

#### 本集團各業務板塊廢水

In FY2021, the total amount of wastewater discharged by the Group decreased by 24% as compared to that of FY2020, principally contributed by the enhancement in industrial wastewater treatment for reuse and recycling, which in turn also caused a remarkable 70% drop in hazardous wastewater discharged. During the year under review, the Group did not experience any unplanned water discharges and did not record any significant spills.

The non-hazardous commercial and domestic wastewater arise from office operations are 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 adopts specific measures, which are further described in the next subsection under Water, to reduce its water consumption in its offices.

To ensure that the non-hazardous or hazardous industrial wastewater discharge by the Group complies with local regulations and laws, discharge quality indicators such as Chemical Oxygen Demand (COD) and Biological Oxygen Demand (BOD) concentrations of sewage are assessed at manufacturing plants. To reduce sewage discharge, the Group reuse and recycle treated wastewater whenever possible to minimise its environmental impacts during operations. To make sure that no water bodies or related habitats are significantly affected by the Group's sewage, the Group's water discharge undergoes specific onsite treatment according to their chemical characteristics.

### Flavours and Fragrances business

The major type of industrial wastewater from the business segment is from the process of reactor cleaning and tank washing. In accordance with the internal policies, such as the "Regulation on Water Contamination Prevention" (《水污染防治規定》), industrial wastewater is treated by the UASB (Up-flow Anaerobic Sludge Blanket) with bio-filer to ensure it meets the third grade of "Integrated waste discharge standard (GB 8978-1996) (污水綜合排放標準) and local regulations, such as the Integrated wastewater discharge standard (DB31/199-2018) in Shanghai (上海市污水綜合排放標準), before being discharged into the sewage pipe network. In addition, according to the requirements of the environmental protection department, sewage online monitoring system is installed to realise automatic monitoring and automatic discharge of industrial sewage.

於2021財年，本集團排放的廢水總量較2020財年減少24%，主要是由於加強工業廢水的處理以進行重用和循環再用，而這亦導致有害廢水的排放量顯著下降70%。於回顧年度內，本集團並無出現任何計劃外的洩水，亦無記錄到任何重大溢漏。

辦公作業所產生的無害商業和生活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。

為確保本集團的無害或有害工業廢水排放符合當地法規和法律，製造工廠須評估相關排放質量指標如污水的化學需氧量(COD)和生物需氧量(BOD)濃度。為減少污水排放，本集團盡可能重複利用及循環利用經處理的廢水，以盡量減少營運期間對環境的影響。為確保本集團的污水不會對自然水體或相關生態環境造成重大影響，本集團會根據廢水的化學特性進行特定的現場處理。

### 香精業務

本業務板塊的主要工業廢水來自反應器和缸清洗過程。根據《水污染防治規定》等內部政策，工業廢水採用上流式厭氧污泥床和生物過濾器進行處理，確保廢水達到《污水綜合排放標準》(GB 8978-1996)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)後排放至污水管網。另外，根據環保部門的要求，本業務已安裝污水在線監測系統，以實現工業污水的自動監測和自動排放。

On the other hand, to prevent the contamination of natural water body, rainwater and sewage pipes are clearly separated, while it is forbidden to discharge untreated sewage into the rainwater pipes. To maintain the discharge quality up to standard, it is forbidden to flush waste consisting of soil, garbage, oil and chemicals into the sewer, while the septic tanks and sewage pipes should be cleaned regularly. Items such as hazardous waste oil and waste chemicals are prohibited from being poured into the sewers directly and should be properly stored in special containers at designated place to prevent them from flowing into rainwater pipes during rainy days.

### Tobacco Raw Materials business

This business segment focuses on reducing wastewater discharge through technology upgrades including the enhancement of moisture-proof and maintenance of boilers to ensure the discharges are harmless and up to standard. Meanwhile, onsite sewage treatment stations are also in place which daily operation of the treatment stations are assigned to qualified third-party organisations. To effectively monitor the implementation of its environmental protection policies, the Public Service Department, which connects with the local environmental protection departments, is established to supervise and manage the work of the third-party contractors.

In FY2021, 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) (廣東省水污染物排放限值).

### Aroma Raw Materials business

Given the production nature, the wastewater from this business segment is normally treated through a series of stages at its self-built sewage treatment station so as to meet the first grade of the “Integrated Wastewater Discharge Standard” (GB 8978-1996) (污水綜合排放標準) before discharge. In order to comprehensively improve the sewage treatment capacity, the business signed an agreement with qualified external organisations to further build the second phase of sewage treatment station.

另外，為防止污染天然水體，本業務將雨水和污水管道明確分開，並禁止未經處理的污水排入雨水管道。為保證廢水排放質量達標，本業務嚴禁將泥土、垃圾、油類、化學品等廢棄物倒進下水管道，而化糞池和污水管道亦會定期進行清洗。有害廢油、廢化學品等物品應妥善存放在指定地點的專用容器中，以防止雨天流入雨水管道，並禁止直接倒入下水管道。

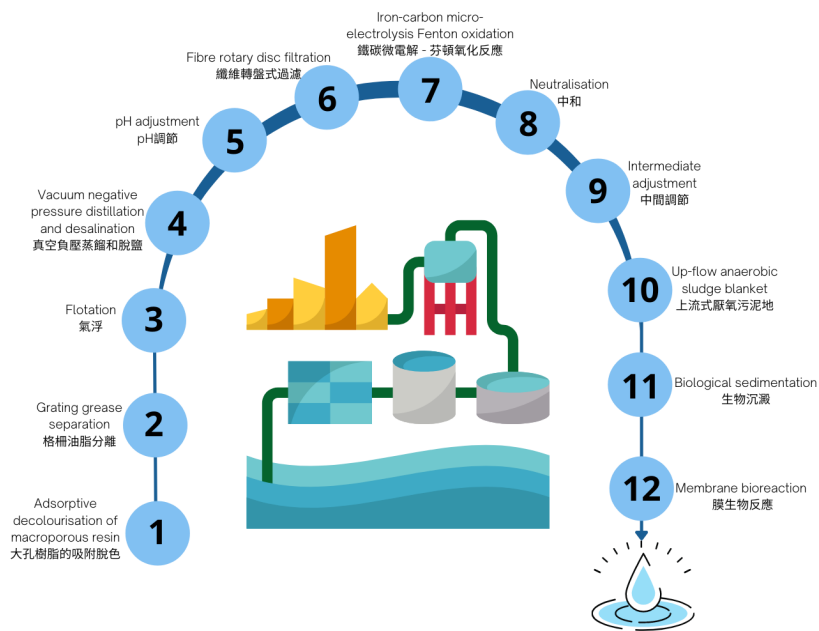
### 煙用原料業務

本業務板塊專注於通過技術升級減少廢水排放，包括加強防潮防濕工作，並定期對鍋爐進行檢查維護，確保鍋爐產生的廢水無害且達標。同時，本業務還設置了現場污水處理站，並委託有資質的第三方機構進行污水處理站的日常營運。為有效監督其環保政策的執行情況，本業務成立了與當地環保部門對接的公用服務部門，對第三方承包商的工作進行監督和管理。

於2021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

鑒於其生產性質，本業務板塊的廢水通常在其自建的污水處理站經過一系列階段的處理，以確保在排放前符合《污水綜合排放標準》(GB 8978-1996)的一級標準。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。



The business segment is dedicated to the reuse and recycling of treated sewage in its production so as to further lower its wastewater discharge. For instance, high concentration sewage is circulated back to the production line after treatment, while organic sewage in medium concentration is used as cooling water and vacuum pump water after treatment. By optimising the production process of workshops, the business segment strives to minimise the amount of production wastewater and strengthen the recycling as well as reducing the use of water.

### Condiments business

This business segment focuses on enhancing the water use efficiency to in turn reduce the water loss or wastewater discharge. For instance, automatic sensor faucets are installed to replace the manual faucets, while a scientific SOP process for equipment cleaning is also formulated through verification to reduce the discharge of sewage. Furthermore, through the re-design of condensing systems, all workshops make the best use of the steam condensate reflux for other purposes. To encourage the conservation of water resources, water consumption ratio in every workshop is closely monitored and linked to staff's annual performance appraisal.

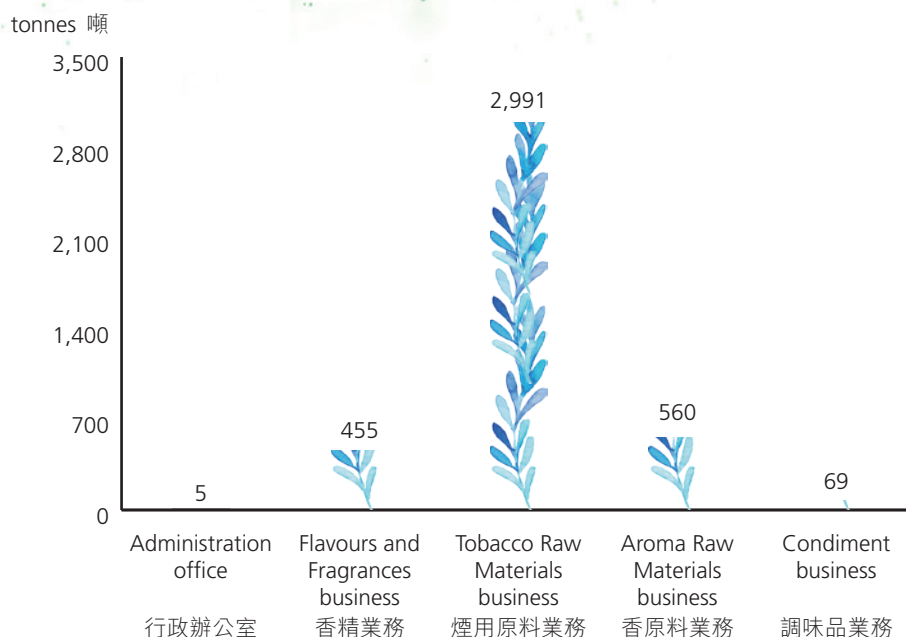
本業務板塊致力於在生產過程中對處理過的污水進行再利用和循環利用，以進一步降低廢水排放量。舉例而言，高濃度的廢水在處理後將循環回生產線，而中濃度的有機污水在處理後將被用作冷卻水和真空泵水。通過優化車間的生產流程，本業務致力於最大限度地減少生產廢水的產生，並加強了生產用水的循環利用，減少水資源使用。

### 調味品業務

本業務板塊專注於提高用水效率，從而減少水損失或廢水排放。舉例而言，本業務已安裝自動感應水龍頭代替手動水龍頭，同時通過驗證制定科學化的設備清洗標準營運流程，以減少污水排放。此外，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。為鼓勵節約用水，每個車間的用水比率都受到密切監控，並與員工的年度績效考核掛鉤。

## Solid Wastes

### Solid Waste Among Business Segments of the Group



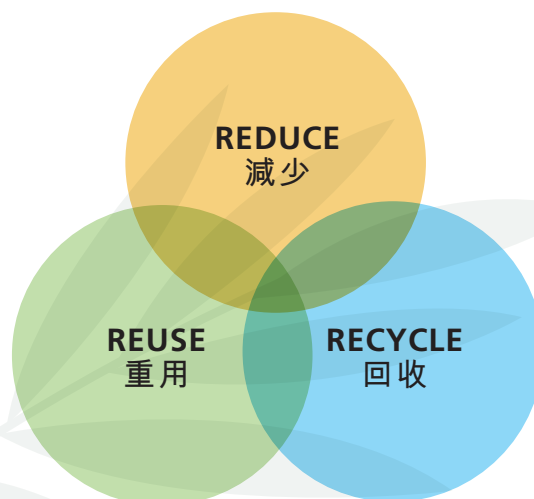
In FY2021, the total amount of solid waste discharged by the Group declined remarkably by 48%, mainly due to the dramatic 58% decrease in hazardous waste produced which was caused by the drop in industrial waste generated from the Aroma Raw Materials business and the Tobacco Raw Materials business. To better manage its solid waste, the Group formulates and strictly implements a set of internal control measures such as “Solid Waste Classification Table” (《固體廢物分類表》) and “Solid Waste Management Regulations” (《固體廢物管理規定》) to guide its employees to better handle the solid waste generated from daily operations in accordance with relevant national and local laws and regulations. In FY2021, the Group recycled around 394 tonnes of solid waste in total which consisted of 379 tonnes of plastic waste, 5 tonnes of glass waste and 10 tonnes of metal waste.

## 固體廢棄物

### 本集團各業務板塊固體廢棄物

於2021財年，本集團的固體廢棄物排放總量顯著下降48%，主要是由於香原料業務和煙用原料業務減少工業廢棄物的產生，從而導致有害廢棄物58%的重大跌幅。為更好地管理其固體廢棄物，本集團制定並嚴格執行《固體廢物分類表》及《固體廢棄物管理規定》等一系列內部控制措施，以指導其員工按照國家和地方相關法律法規，更好地處理日常經營產生的固體廢棄物。於2021財年，本集團共回收約394噸固體廢棄物，其中包括379噸塑料廢棄物、5噸玻璃廢棄物和10噸金屬廢棄物。

## Sustainable Waste Management 可持續廢棄物管理



In compliance with the local regulations regarding solid waste treatment and classification, non-hazardous waste generated during daily operations is collected and classified in specific waste collection bins set up in the office buildings and workshops. Recyclable waste is collected and recycled by the corresponding waste recycling department with clear records, while the non-recyclable waste is collected and handled by qualified third-party organisations. The implementation of this solid waste management system is closely monitored by the Administrative Department according to the "Monitoring And Measurement Control Procedures" (《監視和測量控制程序》). In case of any non-conformity, the Administrative Department will implement corrective actions following the "Non-Conformity Control Procedure" (《不合格控制程序》) to minimise any potential environmental risks caused by the improper handling of waste.

Furthermore, the handling and disposal of industrial solid waste and other hazardous waste varies from business to business and thus the approaches of each business segment are demonstrated below.

### Flavours and Fragrances business

This business segment sets internal policies such as "Management Regulation on Precursor Chemicals" (《易制毒化學品的管理規定》) and "Warehouse Management Rules" (《倉庫管理制度》) to standardise the management of its hazardous waste. Hazardous waste is specially stored and controlled in the warehouse under strict surveillance. The business segment partners with qualified third-party organisations for the collection and disposal of hazardous wastes.

### Tobacco Raw Materials business

The industrial waste from this business segment mainly includes cinder and mud, which is disposed of and recycled by the external qualified organisations for other purposes such as the production of cement and organic fertilisers. Hazardous waste including laboratory waste are first declared on the solid waste platform, then a qualified third-party is entrusted for collection, transportation and processing. In the case of "Tobacco monopoly waste", the Monopoly Office of the Warehouse Department will designate qualified third-party for disposal and destruction under the guidance of the State Tobacco Monopoly Administration.

根據當地有關固體廢棄物處理和分類的規定，日常營運中產生的無害廢棄物被收集並分類在辦公樓和車間設置的特定廢棄物收集箱中。可回收廢棄物由相應的廢物回收部門收集和回收，並有明確的記錄，而不可回收的廢棄物則由有資質的第三方機構收集和處理。該固體廢棄物管理制度的執行由行政部門根據《監視和測量控制程序》進行密切監控。如有不符合項，行政部門將按照《不合格控制程序》實施糾正措施，以盡量減少因廢棄物處理不當造成的潛在環境風險。

此外，工業固體廢棄物和其他有害廢棄物的處理和處置因業務而異，因此各業務板塊的處理方法如下所述。

### 香精業務

本業務板塊制定《易制毒化學品的管理規定》及《倉庫管理制度》等內部制度，以規範有害廢棄物的管理。有害廢棄物在倉庫內進行專門的儲存和控制，並受到嚴格的監控。本集團與合資格的第三方組織進行合作，負責有害廢棄物的收集和處理。

### 煙用原料業務

本業務板塊的工業廢棄物主要包括煤渣和泥漿，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。包括實驗室廢棄物在內的有害廢棄物首先在國家固體廢物平台上申報，然後委託有資質的第三方收集、運輸和處理。對於「煙草專賣廢棄物」，則由倉儲部專賣辦公室在國家煙草專賣局指導下，指定具備資質的第三方進行處置銷毀。



### Aroma Raw Materials business

To effectively manage the industrial and hazardous waste generated, a "Regular Inspection System" (《定期巡查制度》) is set up which is a comprehensive environmental supervision system to ensure environmental protection measures are effectively implemented.

Meanwhile, the business segment also endeavours to reduce waste generated through optimising its production process, such as adjusting its product formula and installing filters for additional industrial waste reduction.

### 香原料業務

為有效管理產生的工業廢棄物和有害廢棄物，本業務建立了「定期巡查制度」，作為完善的環境監管體系，以確保環保措施得到有效落實。

同時，本業務板塊還通過優化生產工藝，如調整產品配方、安裝過濾器，進一步減少工業廢棄物的產生。

## REGULAR INSPECTION SYSTEM 定期巡查制度

A comprehensive environmental supervision system is established

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  
各部門負責相應環保巡查範圍
- The integrated department is responsible for the work in office buildings, canteens, and gates  
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。

## Condiments business

This business segment generates industrial waste and hazardous waste including organic solvent waste, waste mineral oil and laboratory waste. The business segment engages qualified organisations for handling the hazardous wastes according to the standard waste treatment methods as stated in the “Waste Disposal Management System” (《廢棄物處理管理制度》) and “Hazardous Waste Utilisation and Disposal Process” (《危險廢物利用、處置工藝》).

## Noise

Noise emissions generated by the Group during FY2021 mainly came from the operations of machinery, facilities and equipment during the manufacturing processes. In compliance with the national and local regulations of Mainland China in relation to noise emissions, such as the Emission Standards for Industrial Enterprises Noise at Boundary (GB12348-2008), the Group enacts its internal policies including “Noise Management Regulation” (《噪聲管理規定》) and utilises efficacious noise-reduction facilities and other measures to mitigate its impacts of the noise pollution on the surroundings.

In FY2021, the Group did not receive substantiated complaints concerning noise from its nearby residents.

## Energy & Resources

In FY2021, the primary resources consumed by the Group were electricity, diesel, natural gas, gasoline, biomass, steam, water, paper and various packaging materials. Table 2 in APPENDIX III illustrates the amount of different resources consumed by the Group in FY2021.

## Electricity

The electricity consumed by the Group mainly came from the operation of electrical equipment and device in the offices and factories. In FY2021, the electricity consumption of the Group was 36,822 MWh.

## 調味品業務

本業務版塊產生的工業廢棄物和有害廢棄物，包括廢棄有機溶劑、廢礦物油和實驗室廢物。與本業務簽訂協議的合格機構負責按照《廢棄物處理管理制度》及《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。

## 噪聲

本集團於2021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》(GB 12348-2008)，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2021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

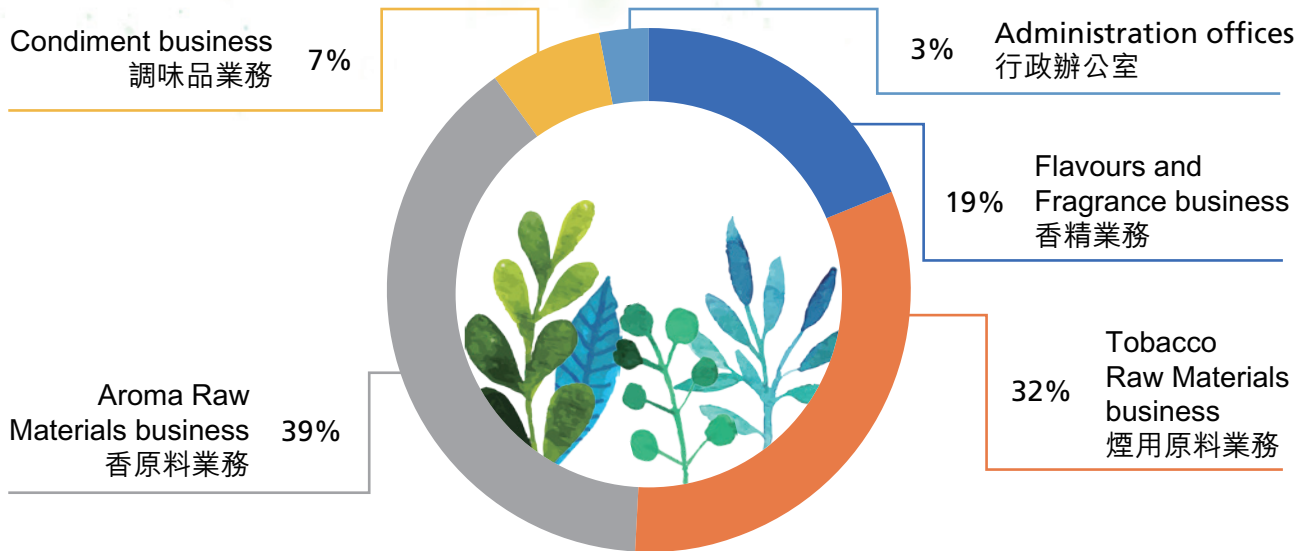
於2021財年，本集團所消耗的主要資源為電力、柴油、天然氣、汽油、生物質、蒸汽、水、紙張及各種包裝材料。本集團於2021財年和2020財年使用的不同資源量具體表現於附錄三表2。

## 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2021財年，本集團的電力消耗總量為36,822兆瓦時。

**Electricity Consumption Among Business Segments of the Group**

本集團各業務板塊用電量



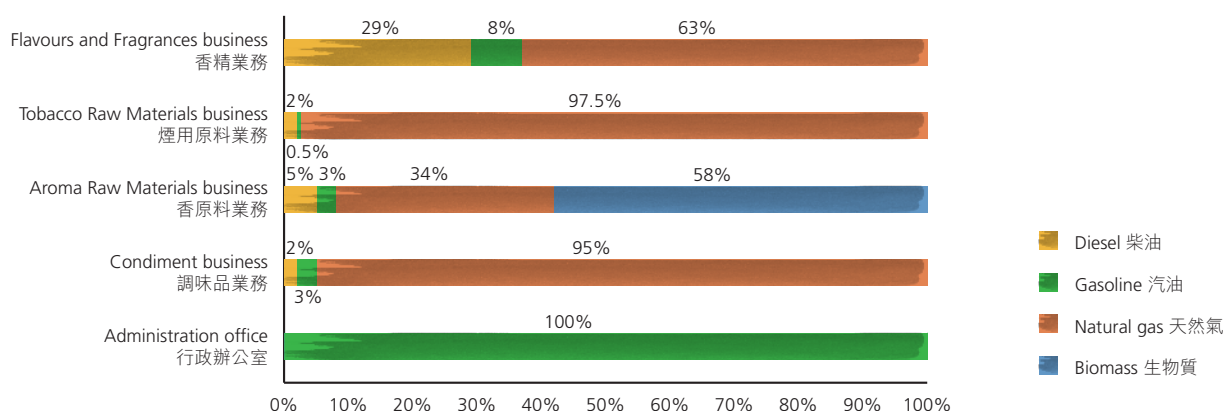
In FY2021, the Group's electricity consumption rose by 11% as compared to that of FY2020 mainly due to increase in production activities in Condiments business, Aroma Raw Materials business and Flavours and Fragrance business. The Group's use of electricity was divided into production consumption and domestic consumption during the year under review. To effectively control its electricity usage, domestic use and production use of electricity are managed through different measures. General measures including turning off all idling electrical appliances, maximising the use of natural daylight and breeze to reduce electricity consumption of artificial lightings and air conditioners and enhancing control of the use of electricity-intensive appliances are applicable for the control of domestic electricity consumption. Meanwhile, production consumption of electricity is controlled differently in different business segments correspondingly.

於2021財年，本集團用電量較2020財年增加11%，主要是由於調味品業務、香原料業務及香精業務生產活動的增加。於回顧年內，本集團的用電量分為生產用電和生活用電。為有效控制用電，本集團對生活用電和生產用電實行不同的管理措施。一般實行措施包括關閉所有閒置的電器、盡量利用自然光和微風以減少人工照明和空調的用電量，以及加強對用電密集型電器的控制，以控制生活用電量。同時，不同業務板塊對於生產用電的消耗控制亦有所不同。

<p><b>Flavours and Fragrances business - 香精板塊</b></p> <p>Maintain and repair the energy supply system timely to reduce energy loss 及時檢修供電系統以減少能源損失</p> <p>Adopt “green lighting” system which composes of lighting devices and accessories that are highly efficient, stable and having long lifespan 採用「綠色照明」系統，使用效率高、壽命長、安全性能穩定的照明器件和附件</p> <p>Carry out energy management and control in accordance with the Energy Management System requirements 按照能源管理體系要求進行能源管控</p>	<p>Prioritise energy-efficient equipment such as energy-saving water pumps and circulating cooling towers during procurement 在採購中選擇用能高效的設備，如節能水泵和循環冷卻塔</p> <p>Utilise new technologies in combination with refined management method to minimise the consumption of production electricity 利用新技術、新方法，結合精細化管理手段，在電能使用方面做到消耗最小</p> <p>Accelerate the conversion to the usage solar energy 加速向使用太陽能轉化</p>
<p><b>Tobacco Raw Materials business - 煙用原料板塊</b></p> <p>Separate the accounting and control of production and domestic consumption of electricity to ensure the effective combination and restraint of energy saving and consumption reduction 將生產和生活用電分別進行核算和控制，以保障節能降耗的有效結合與約束</p> <p>Strengthen employees’ awareness of energy saving by punishing those who forget to switch off idling appliances during after-work inspections 加強員工的節能意識，對下班檢查時忘記關掉閑置電器的員工進行處罰</p>	<p>Formulate reasonable goals and guidelines such as the “Administration of Sufficient Water, Electricity and Gas Supply” (《保障供水供電供汽管理辦法》) in accordance with the Energy Conservation Law of the People’s Republic of China (《中華人民共和國節約能源法》) and Electricity Law of the People’s Republic of China (《中華人民共和國電力法》) 遵循《中華人民共和國節約能源法》及《中華人民共和國電力法》，訂立合理的目標及指導政策如《保障供水供電供汽管理辦法》</p> <p>Internalise the amount of electricity consumed into the production cost to better control its usage 將消耗的電量內化到產品的生產成本中，以更好地控制其使用量</p>
<p><b>Aroma Raw Materials business - 香原料板塊</b></p> <p>Install electricity metres in all workshops and formulate power consumption control statistics to analyse energy consumption of different workshops 在所有車間安裝電錶，並制定用電量控制統計數據，分析不同車間的能源消耗情況</p> <p>Make use of waste heat of steam condensate and scale up the use of renewable energy by installing solar panels 加強利用蒸汽冷凝熱水的餘熱並通過安裝太陽能板擴大可再生能源的使用</p>	<p>Integrate 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</p> <p>Replace 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等節能設備替換原有設備</p>
<p><b>Condiments business - 調味品板塊</b></p> <p>Keep records of 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</p>	<p>Standardise the procurement and carry out annual audits on energy efficiency 採購標準化並對能效進行年度審核</p>

## Other energy resources

In FY2021, the Group consumed diesel, natural gas, gasoline, biomass 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 employs 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 FY2021, the total energy consumption of the Group was 52,243 MWh (excluding electricity), among which the Flavours and Fragrance business, Tobacco Raw Materials business, Aroma Raw Materials business, Condiments business and the Group's administrative offices accounted for 19.6%, 57.9%, 13.5%, 8.9%, 0.1% respectively.



## 其他能源資源

於2021財年，本集團消耗柴油、天然氣、汽油、生物質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，並始終致力於加大對清潔能源的應用。2021財年，本集團的總能源消耗為52,243兆瓦時（不包含電力），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19.6%，57.9%，13.5%，8.9%及0.1%。

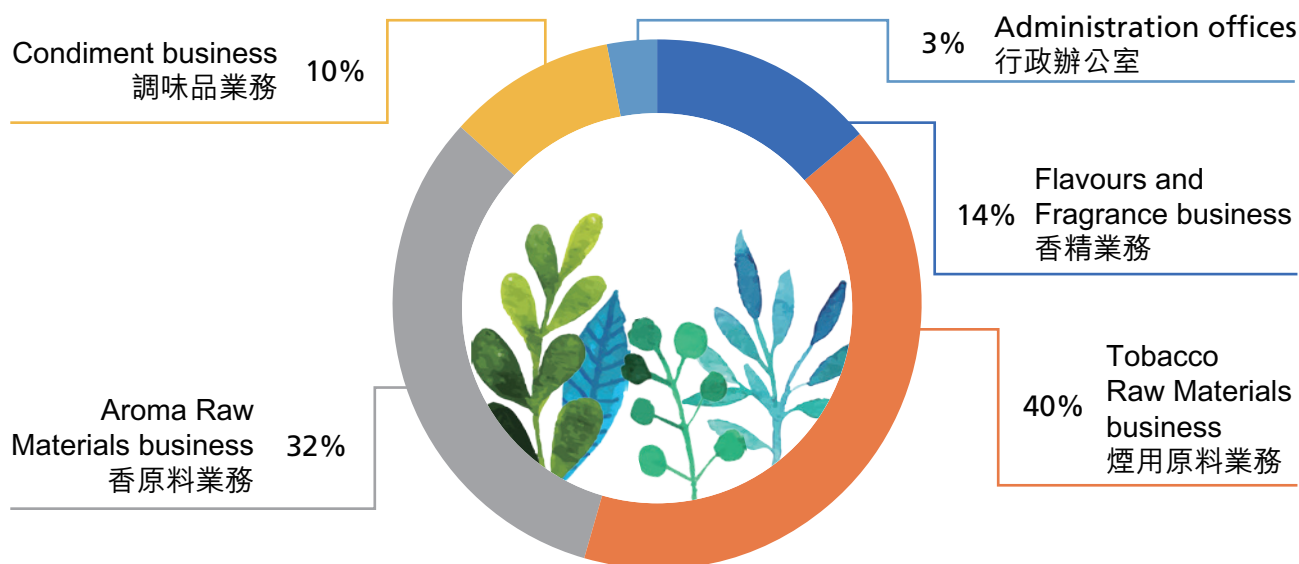
Reckoning that the consumption of fuels can mainly be classified into vehicle-use and production boiler-use, the Group focuses on reducing its mobile consumption of liquid fuels through improving daily practices such as planning reasonable driving route, regular maintenance of vehicles, promoting appropriate driving habits that avoid sudden acceleration and braking, as well as reducing unnecessary use of vehicles for business travelling or reception. Meanwhile, to control its stationary combustion, 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.

考慮到燃料的消耗主要可分為車用和生產鍋爐用，本集團注重通過改善日常做法，如規劃合理的行車路線、定期保養車輛、推廣適當的駕駛習慣如避免突然加速和製動，以及減少不必要的使用車輛出差或接待來賓以減少車用液體燃料的消耗。同時，為控制本集團定點燃燒所耗燃料，本集團鼓勵各子公司堅持本集團政策，主動採取行動提高能源效益，向綠色低碳營運模式轉型。

<p><b>Flavours and Fragrances business - 香精板塊</b></p> <p>Install energy-saving heating device on the boilers 在鍋爐上安裝節能加熱裝置</p> <p>Affix insulation film on the outside of the pipeline to reduce heat loss during steam transmission 在管道外部貼上隔熱膜，以減少蒸汽輸送過程中的熱量損失</p> <p>Adjust the boiler type according to the demand requirement 根據需求調整鍋爐類型</p>	<p>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</p> <p>Installed automatic control device on steam pipelines 在蒸汽管道上安裝自動控制裝置</p> <p>Scientifically and reasonably arrange the delivery of materials to the oast house for pre-treatment 科學合理安排物料送至烘乾室進行初步處理</p>
<p><b>Tobacco Raw Materials business - 煙用原料板塊</b></p> <p>Carry out daily inspection and regular repair and maintenance work on main steam pipelines 對主要蒸汽管道進行日常檢查和定期維修保養工作</p>	<p>Notify the boiler shift supervisor and adjust the boiler operation timely when abnormal instantaneous fluctuation of steam flow is found in workshops 在各車間發現瞬時蒸汽流量異常波動時，通知鍋爐班長並及時調整鍋爐運行</p>
<p><b>Aroma Raw Materials business - 香原料板塊</b></p> <p>Maintain 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</p> <p>Replace 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</p>	<p>Remove the begrime 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</p>
<p><b>Condiments business - 調味品板塊</b></p> <p>Automatically control 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</p>	<p>Maintain a barrier-free communication channel within the business segment to manage the use and shutdown of facilities 在業務內保持無障礙溝通渠道，以對設施的使用和關閉進行管理</p>

## Water

In FY2021, the Group's consumption of water can mainly be divided into production use and domestic use, with a small amount for irrigation use. During the year under review, the Group did not face any problem in sourcing water fit for its purposes, and the total water consumption of the Group was 849,748 m<sup>3</sup>, with its water footprint across all business segments mapped below.



In FY2021, the absolute amount of water consumed by the Group rose slightly by 2% when compared to FY2020, mainly due to the increase in the production in Condiments business, Aroma Raw Materials business and Flavours and Fragrance business. Nevertheless, the Group still strives to control its water consumption through strictly monitoring the domestic water use during daily operations and through optimising and enhancing its production technology to reduce the amount of freshwater required during manufacturing.

Domestic water conservation is mainly promoted through raising the awareness of its employees by clearly establishing a positive water-saving atmosphere across the organisation, while encouraging employees to jointly supervise and remind each other to stop any phenomenon of wasting water. In the meantime, production water is mainly conserved by promoting the reuse and recycling of wastewater of industrial processes through the optimisation of production procedures and enhancement in manufacturing technology in different business segments.

## 水

於2021財年，本集團用水主要分為生產用水和生活用水，另有少量水用於灌溉。於回顧年度內，本集團在求取適用水源方面沒有遇到任何問題，本集團的總用水量為849,748立方米，各業務板塊的用水足跡如下所示。

於2021財年，本集團的絕對用水量較2020財年微升2%，主要是由於調味品業務、香原料業務及香精業務生產活動增加所致。儘管如此，本集團仍致力於控制其用水量，嚴格監控日常營運中的生活用水，並通過優化和提升生產工藝以減少製造過程中所需的水量。

生活用水的節約主要通過提高員工的意識，在整個組織範圍內樹立積極的節水氛圍，同時鼓勵員工共同監督和相互提醒，杜絕任何浪費用水的現象達成。同時，本集團主要通過不同業務板塊的生產流程優化和製造工藝提升，促進工業流程廢水的重用和循環利用，以節約生產用水。

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本集團的政策，主動為提高用水效率而採取行動。

<p><b>Flavours and Fragrances business</b> 香精板塊</p>	<ul style="list-style-type: none"> <li>Establish the water treatment and regeneration workshop 建立水處理再生車間</li> <li>Adopt water-saving equipment such as recirculating cooling towers 採用循環冷卻塔等節水設備</li> <li>Reuse the cleaning water in the reaction kettle for floor cleaning 重用反應釜中的清潔水清洗地面</li> <li>Conduct regular maintenance on water pipelines to prevent "evaporating, emitting, dripping or leaking" 定期保養水管，防止「跑、冒、滴、漏」</li> </ul>
<p><b>Tobacco Raw Materials business</b> 煙用原料板塊</p>	<ul style="list-style-type: none"> <li>Maintain close relationship with the government and gradually establish water management system that is applicable for different functional departments 政府保持密切交流，逐步建立適用於各職能部門的水資源管理體系</li> <li>Organise training programmes for staff to understand the importance of water conservation 為員工舉辦培訓課程，讓他們了解節約用水的重要性</li> </ul>
<p><b>Aroma Raw Materials business</b> 香原料板塊</p>	<ul style="list-style-type: none"> <li>Recirculate distilled, treated wastewater and condensate to other processes for other purposes 將蒸餾、處理過的廢水和冷凝水再循環到其他過程中用於其他目的</li> <li>Purchase 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>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>Perform 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>Condiments business</b> 調味品板塊</p>	<ul style="list-style-type: none"> <li>Recycle steam condensate from workshops for cooling purpose 從車間回收蒸汽冷凝水用於冷卻目的</li> <li>Focus 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>Optimise production and cleaning processes 優化生產和清潔流程</li> </ul>



## Paper

In FY2021, the Group consumed 8,746 kg of paper, which is 16% higher than that in FY2020 principally due to the increase in business operations in offices. Reckoning that the Group mainly consumed paper in its administrative offices, 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 by regulating the new paper-use and printer-use practices.

In FY2021, all business segments of the Group brought in draconian and effective measures in an effort to lower its consumption of paper.

## 紙張

於2021財年，本集團消耗紙張8,746千克，較2020財年增加16%，主要是由於辦公室業務增加所致。考慮到本集團主要在行政辦公室消耗紙張，本集團長期以來一直在推廣「無紙化辦公」和「辦公自動化」的概念，並通過規範新的紙張使用和打印機使用實踐，鼓勵員工在工作場所減少使用紙張。

於2021財年，本集團各業務板塊採取嚴格有效的措施，努力降低其紙張消耗。

<b>Flavours and Fragrances business</b> 香精板塊	<ul style="list-style-type: none"><li>Designate employees responsible for the management of each printer and copier with detailed record of printing and copying content, number of sheets, user, date, etc 每台打印機和復印機均安排指定的員工負責管理，並詳細記錄打印和復印內容、頁數、用戶、日期等</li><li>Use 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></ul>
<b>Tobacco Raw Materials business</b> 煙用原料板塊	<ul style="list-style-type: none"><li>Implement internal policies such as “Administrative Office Materials Management Regulations” (《行政辦公物資管理規定》), which clearly stipulated the procedures of paper procurement, goals of saving paper and improving use efficiency 實施內部政策，包括《行政辦公物資管理規定》，明確規定紙張採購的程序、節約紙張的目標及提高使用效率</li></ul>
<b>Aroma Raw Materials business</b> 香原料板塊	<ul style="list-style-type: none"><li>Implement the principle of “Resolutely not to print those that are not printable, try not to print those that are not necessary, and reduce printing for those that should be printed” (「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」) 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>Promote the habit of reading documents on computer instead of print outs, while enforcing accuracy check on documents before printing to avoid unnecessary re-print due to mistakes 培養員工在電腦上閱讀而代替打印出來閱讀的習慣，並規範在打印前對文檔進行準確性檢查，以避免由於錯誤而不必要的重新打印</li></ul>
<b>Condiments business</b> 調味品板塊	<ul style="list-style-type: none"><li>Apply Office Automation 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></ul>

## Packaging materials

In FY2021, the Group consumed a total of 10,723 tonnes of packaging materials consisted of plastic, paper, metal and other materials. Attributed by the concerted efforts of its employees and the effective control of the Group in using packaging materials, two categories recorded a significant drop in consumption intensities as compared to FY2020. For instance, the intensities of plastic-made and metal-made packaging materials declined by 12% and 47% respectively.

Despite its outstanding performance in the reporting year, the Group reckons that with its production and sales increase gradually, single-use packaging waste are undoubtedly going to raise environmental concerns. As such, the Group proactively manages its packaging consumption through reducing unnecessary packaging design, while exploring new packaging materials that are recyclable and more eco-friendly at the same time. In particular, the Group's business subsidiaries adopt effective measures at different stages from procurement to sales.

## 包裝材料

於2021財年，本集團共消耗10,723噸包裝材料，包括塑料、紙張、金屬和其他材料。得益於員工的齊心協力和本集團對包裝材料使用的有效管控，兩大品類的包裝物料使用強度較2020財年顯著下降。具體而言，塑料包裝材料和金屬包裝材料的強度分別下降了12%和47%。

儘管在報告年度內表現出色，但本集團意識到隨著產品銷量的逐步增加，一次性包裝廢棄物無疑將引發環境問題。因此，本集團通過減少不必要的包裝設計，積極管理其包裝消耗，同時探索可回收和更環保的新包裝材料。具體而言，本集團各業務子公司從採購到銷售的不同階段皆採取了有效措施。

<p><b>Flavours and Fragrances business</b> 香精板塊</p> <p>Major packaging materials used: plastic barrels made of HDPE (高密度聚乙烯), cardboard barrels, iron barrels, woven bags and aluminium bags 主要使用包裝材料：高密度聚乙烯塑料桶、紙筒、鐵桶、編織袋和鋁膜袋</p>	<ul style="list-style-type: none"> <li>Select reusable or recyclable packaging materials during procurement 採購時選擇可重複使用或可回收的包裝材料</li> <li>Collaborate with qualified external organisations for the recycling of waste packaging materials 與合資格的第三方公司合作回收廢棄包裝材料</li> <li>Launch new packaging materials projects of "paper instead of plastic" 開展「以紙代塑」項目，探索新型包裝材料</li> <li>Standardise packaging specifications that enable the recycling and reuse of packaging barrels 將包裝規格標準化，實現對包裝桶的回收和重複使用</li> </ul>
<p><b>Tobacco Raw Materials business</b> 煙用原料板塊</p> <p>Major packaging materials used: paper pulp, film bags, cartons and plastic barrels 主要使用包裝材料：紙漿、薄膜袋、紙箱以及塑料桶</p>	<ul style="list-style-type: none"> <li>Conduct strict management of the stock-in and stock-out of packaging materials according to the actual demand to prevent waste 根據實際需求對包裝材料的進出庫進行嚴格管理，杜絕浪費</li> <li>Adopt a centralised approach of collecting recyclable packaging products for treatment and reuse 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</li> </ul>

<p><b>Aroma Raw Materials business</b> 香原料板塊</p> <p>Major packaging materials used: cardboard barrels, composite paper barrels, cartons, plastic tanks, plastic barrels with bungs and polyethene bags 主要使用包裝材料：紙桶、複合紙桶、紙箱、塑料罐、閉口塑料桶以及聚乙烯袋</p>	<ul style="list-style-type: none"> <li>Adhering to its internal policy of Packaging Material Management Regulation, reuse all barrels used for transporting the materials or semi-finished products inside the production workshops 根據《包裝材料管理制度》等內部相關政策，在生產車間內用於運送材料的周轉桶均進行重複使用</li> </ul>
<p><b>Condiments business</b> 調味品板塊</p> <p>Major packaging materials used: glass bottles, PET (polyethylene terephthalate) bottles, metal tins, plastic barrels, PE (Polyethylene) pipes, cartons and paper-made boxes 主要使用包裝材料：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</p>	<ul style="list-style-type: none"> <li>Order appropriate amount of packaging materials from its suppliers and strictly controlled the amount of packaging materials during procurement 從供應商處訂購適量的包裝材料，採購時嚴格控制包裝材料的購買數量</li> <li>Encourage its suppliers and business partners to recycle and maximise the reuse rate of the packaging cartons and iron drums 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</li> </ul>

## Respecting the environment and conserving our natural resources

Upholding to its corporate vision of being the leader to a better life (美好生活引領者), the Group believes that its long-term business success cannot be decoupled with the well-being of the natural environment, which the survival of business and human kind highly depend on. To this end, the Group carefully assesses and identifies the significant environmental impacts induced by its business operations and strives to implement various measures to manage and minimise the burden it placed on the natural environment.

In consideration of its business nature as a manufacturer, the Group believes that the consumption of natural resources including energy fuels and water, as well as the air, GHG and waste emissions are deemed its most significant environmental impacts. As such, series of actions are development and implemented to address the Group's environmental impacts and risks.

## 尊重環境與保護自然資源

本集團秉持成為美好生活引領者的企業願景，相信其長期的業務成功離不開自然環境的福祉。自然環境乃企業和人類生存所須，為此本集團認真評估和識別其業務運營對環境造成的重大影響，並努力落實各種措施來管理和減少對自然環境造成的負擔。

考慮到其作為製造業務的業務性質，本集團認為能源燃料和水等自然資源的消耗，以及廢氣、溫室氣體和廢棄物的排放被認為是其最重大的環境影響。因此，本集團已制定及實施一系列行動，以應對其環境影響與風險。

### **Actions – Environmental Management System**

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. The Group has set up, implemented and improved its internal policies to manage its practices towards environmental sustainability.

In particular, through launching and obtaining certificates of ISO50001 Energy Management System and ISO14001 Environmental Management System, the Group integrate the concept of environmental protection into the whole process of its daily production and operation activities, and realise its environmental management of the whole process, in all days, and on all employees.

In addition to accredited environmental management systems, the Group also establishes and enacts sets of comprehensive policies, systems and professional teams in place to identify potential environmental risks and supervise the corrective actions to be taken. For instance, “Hazardous Identification Evaluation Control Procedure” (《危險源識別評價控制程序》) and “Non-conformance Corrective Action and Preventive Action Control Procedures” (《不符合糾正措施和預防措施控制程序》) are in place to minimise the impact of operations on the environment by continuous identifying, preventing, correcting, monitoring of the Group’s daily practices.

### **Actions – Environmental Awareness**

Realising that concerted efforts create bigger differences, the Group is committed to raising the environmental awareness of its staff through different educational and promotional activities such that the Group’s value chain can work in line with the Group’s environmental principles. The Group actively carries out environmental protection publicity and education activities especially during special occasions such as “4.22 World Earth Day” and “6.5 World Environment Day” so as to leave deeper impressions in employees’ heart.

### **行動 – 環境管理體系**

如上所述，本集團深知，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。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，通過落實並獲取ISO50001能源管理體系和ISO14001環境管理體系認證，本集團將環保理念融入日常生產經營活動的全過程，以實現全過程、全天候、全員的環境管理。

除了獲得認可的環境管理體系外，本集團還建立並執行一套全面的政策、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，通過落實《危險源識別評價控制程序》及《不符合糾正措施和預防措施控制程序》，以持續識別、預防、糾正和監控集團的日常實踐，最大限度地減少運營對環境的影響。

### **行動 – 環境意識**

意識到團結齊心能創造更大的進步，本集團致力於通過不同的教育和宣傳活動提高員工的環保意識，使本集團的價值鏈能夠與本集團的環保原則相一致。集團特別在「4.22世界地球日」、「6.5世界環境日」等特殊場合積極開展環保宣傳教育活動，以在員工心中留下更深刻的印象。

## Actions – Environmental Emergency

As a manufacture whose daily operations cannot run smoothly without the use of different chemical substances, the Group realises that in case of any accidents, the environmental impacts caused can be very severe. In light of this, although the Group is confident about its operation management system, it is still cautious about the emergency response plans taking a precautionary perspective.

Contingency plans for environmental emergencies are prepared and emergency drills are organised from time to time so as to improve the risk prevention and control measures in advance. Meanwhile, to strengthen the daily management of environmental emergency and environmental safety, main responsibility of corporate environmental security is also assigned to designated teams.

## Climate change

In 2021, as the pandemic eased at most countries around the globe, another crisis that threatens numerous human lives on earth – climate change, was brought to the spotlight again. With COP 26 successfully held in 2021, it was a historical moment for the world to witness more than 140 countries pledging carbon neutrality in the near future. Especially focusing on the ambitious national “3060 carbon target”, the Group strives to be one of the role models in the industry for leading a pathway towards the transition of a low-carbon green future. In FY2020, the Group set a long-term carbon goal to 2025 with reference to the Paris Agreement, which more detail can be referred to at APPENDIX I.

While the Group is taking actions to minimise its impacts, the potential risks and opportunities brought by climate change are also cannot be viewed lightly. Referencing to the recommendations of the Task Force on the Climate-Related Financial Disclosures (TCFD) framework, the Group analysed the implications of both physical and transition climate-related risks and opportunities on its business operations.

## 行動 – 環境突發情況

作為一家日常營運離不開不同化學物質的製造企業，本集團意識到一旦發生任何事故，對環境造成的影響可能非常嚴重。有鑑於此，儘管本集團對其營運管理體系充滿信心，但其仍持謹慎態度，對於其應急預案採取以防患於未然的態度。

本集團制定突發環境事件應急預案，並不定期組織應急演練，以提前完善風險防控措施。同時，為加強環境應急和環境安全的日常管理，本集團亦將企業環境安全的主要責任落實到指定團隊。

## 氣候變化

2021年，隨著全球大多數國家的疫情有所緩解，另一場威脅地球上無數人類生命的危機——氣候變化再次成為人們關注的焦點。隨著第26屆聯合國氣候變化大會(COP 26)於2021年成功舉辦，這是世界見證140多個國家承諾在不久的將來實現碳中和的歷史性時刻。尤其重點關注中國積極進取的全國性「3060雙碳目標」，本集團力爭成為引領低碳綠色未來轉型的行業榜樣之一。於2020財年，本集團參照《巴黎協定》設定了2025年的長期碳排放目標，詳細內容可參閱附錄一。

在本集團採取措施將其影響降至最低的同時，氣候變化所帶來的潛在風險和機遇也不容小覷。參考氣候相關財務披露(TCFD)工作小組的建議，本集團分析了實體和轉型氣候相關風險和機遇對其業務營運的影響。

Risks 風險		Potential Impacts 潛在影響
<b>Chronic Physical Risks</b> 慢性實體風險	Change in weather patterns including shift in raining patterns and increase in mean surface temperature 天氣模式的變化，包括降雨模式的變化和平均地表溫度的升高	<ul style="list-style-type: none"> <li>- Harvest of raw materials are expected to be impacted, which in turn may push up the Group's operating costs</li> <li>- 原材料的收成預計將受到影響，進而可能推高本集團的經營成本</li> <li>- Stable supply of hydro-electric power is expected to be impacted which will affect the Group's stable operation</li> <li>- 預計水力發電的穩定供應將受到影響，影響本集團穩定經營</li> <li>- Constant high temperatures is going to affect the indoor environment and workplace conditions for onsite workers, which the safeguard of workplace health may increase the Group's operating costs</li> <li>- 持續的高溫會影響室內環境和工作場所條件，從而導致保障工作場所內現場工人的健康可能會增加本集團的營運成本</li> </ul>
<b>Transition Risks</b> 轉型風險	Gradually enhanced carbon and environmental requirements with the evolving national policies and regulations 隨著國家政策和法規的不斷發展，碳及環境要求逐漸提高	<ul style="list-style-type: none"> <li>- Operating costs are expected to increase in response to the stringent regulations in managing the Group's environmental impacts during operations</li> <li>- 營運成本預計將增加，以應對管理本集團在營運期間的環境影響的嚴格規定</li> </ul>

Getting prepared in advanced to minimise the potential impacts of climate risks on its operations, the Group develops contingency plans including communicating with suppliers ahead of time to secure raw material supplies, enhancing green features of the production site in response to the potential impacts on insulation and ventilation, as well as formulating energy conservation and resources management procedures to minimise its carbon footprint in advance of the stricter implementation of carbon pricing or taxing.

為提前做好準備，並將氣候風險對其營運的潛在影響降到最低，本集團已制定應急計劃，包括提前與供應商溝通以確保原材料供應，加強生產場地的綠色特性，以應對對維持室內溫度和通風的潛在影響，並制定節能和資源管理程序，以在更嚴格的碳定價或碳稅實施之前盡量減少其碳足跡。

## V. CARING ABOUT OUR PEOPLE

Reckoning that people want to work with an organisation that does well and does good, the Group is committed to providing a safe, healthy and inclusive work environment where everyone feel secure, respected and can grow mutually with the Group. 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 everyone. Being more than just a well-meaning statement, the Group has been building a diverse workplace of talented people with the full range of skills, good attitudes, experiences in various realms and innovative ideas. As of 31 December 2021, the Group employed a total of 3,583 employees in the mainland of Mainland China, Hong Kong, Germany, Botswana, the United States, Korea, Indonesia and Vietnam. More detail information can be found in APPENDIX IV.

### 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.

In FY2021, the Group was in compliance with relevant laws and regulations relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare that have a significant impact on the Group. More relate information can be found in APPENDIX V.

## V. 關愛我們的員工

意識到員工均希望與優秀及良心的組織一起工作，本集團致力於提供一個安全、健康和包容的工作環境，讓每位員工都能感受到安心、受到尊重並可以與本集團共同成長。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會、公平和尊重每個人的基礎之上。這不只是一個善意的聲明，本集團一直致力於建立一個多元化的工作場所，由擁有全方位技能、良好態度、多領域經驗和創新理念的人才組成。截至2021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3,583名員工。更多詳情請參閱附錄四。

### 支持良好的雇傭

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雇傭流程標準。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。

於2021財年，本集團遵守與薪酬和解僱、招聘和晉升、工作時間、休息時間、機會均等、多元化、反歧視以及其他對員工產生重大影響的福利和福利有關的法律法規。更多相關信息請參閱附錄五。

## Recruitment and promotion

The Group believes that achieving both its business and sustainability goals relies on an engaged workforce. As such, it pays attention to the recruitment of competent talents from the market and the campus. Recruitment plan and compensation packages are periodically reviewed to enhance the opportunities for attracting and retaining talents. In FY2021, campus recruitment events for fresh graduates were held in various cities, including Nanchang, Changsha, Guizhou, Kunming, Guangzhou, and Beijing.

## 招聘和晉升

本集團認為，實現其業務和可持續發展目標依賴於敬業的員工隊伍。因此，本集團注重從市場和校園招聘有能力的人才。本集團定期審查招聘計劃和薪酬方案，以增加吸引和留住人才的機會。2021財年，本集團在南昌、長沙、貴州、昆明、廣州、北京等多個城市舉行應屆畢業生校園招聘活動。



A set of transparent and well-defined recruitment procedures are established for recruitment including preliminary screening, rounds of exams, completion of the "Candidate Registration Form", background investigation, onboarding inductions, and signing of Labour Contract, Confidentiality Agreement, as well as Non-competition Agreement.

本集團已建立了一整套透明、明確的招聘程序，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》。

To ensure that all employees can be recognised by the Group appropriately with respect to their efforts and contributions, the Group regularly performs evaluations on the capability and performance of its employees, and provides equitable opportunities for promotion and development for eligible workers who have demonstrated great performance and potential in their jobs based on its principles of "Legality, Honesty, and Fairness".

為確保所有員工的努力和貢獻能夠得到集團的適當認可，本集團定期對員工的能力和績效進行評估，並本著「合法、誠信和平等協商」的原則，為在工作中表現出色和有發展潛力的合格僱員提供公平的晉升和發展機會。



### **Compensation and dismissal**

The Group's compensation policies are an essential component of its employee value proposition and a key driver of both individual and business performance. A robust process and continuously updated rewards strategy with Huabao characteristics is in place to ensure its compensation offering is competitive and enables the Group to motivate and retain qualified employees. In accordance with the "Compensation Management Regulation", 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, policies regulating the procedures of dismissal of employees are in place for management. The Group's Employee Handbook (員工手冊) 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**

本集團的薪酬政策是其員工價值主張的重要組成部分，也是其個人和商業績效的關鍵驅動因素。本集團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，使本集團能夠激勵和留住優質的員工。根據《薪酬管理制度》，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的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。對於行為被認定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

With its ambition to become a more balanced company, the Group strives to strengthen the diversity of employees and inclusivity for all. Believing that both diversity and inclusion are vital for encouraging employees to bring their whole selves to work, 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 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

懷著成為一家更公平的企業的初衷，本集團努力加強員工的多樣性和包容性。本集團相信多元化和包容性對於鼓勵員工全身心投入工作至關重要，因此本集團一直致力於在人力資源政策中提倡反歧視和平等機會來創造一個公平、尊重和多元化的工作環境，並嚴格實施相關政策以規範其日常企業行為，避免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、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. Aiming to make employees feel welcomed and inspired to do their best, and allow them to enjoy a sense of belonging, the Group not only provides social insurance and provident fund to its employees, but also not being stingy in the provision of corporate benefits 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 (獎懲制度) 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。為讓員工感到受歡迎，激勵他們努力工作，讓他們有歸屬感，本集團不僅為員工提供社會保險和公積金，在提供企業福利方面也豪不吝嗇，包括生日禮物、防暑降溫費、節日福利、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等。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 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 (健康工作、健康生活) 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. With its evolving employee listening approach, the "Huabao" monthly magazine and corporate website are also the platforms where the Group's employees at all levels can exchange thoughts, which further enriches the lives of employees and promotes the development of the Group's corporate culture.

### **The "Huabao Cup" Badminton League**

From December 12, 2021 to January 7, 2022, the "Huabao Cup" Badminton League was held in order to further enhance the cohesion of employees, boost morale and spirit, promote the integration and understanding between the teams within the Group, enrich the cultural life of the company's employees, and promote the construction of Huabao Group's corporate culture.

由2021年12月12日至1月7日，本集團舉辦了首屆「華寶杯」羽毛球賽區聯賽，旨在進一步增強企業員工凝聚力，鼓舞士氣，振奮精神，促進集團內各團隊之間的融合與了解，豐富公司員工的文化生活，並推動華寶集團企業文化建設。

During the competition, nearly 200 contestants from 24 teams competed against each other. As of the end of the finals, there have been 70 badminton team matches and 203 badminton singles matches in the whole division.

比賽期間，24支隊伍的近200位參賽選手互相角逐。截至總決賽結束，全賽區共進行羽毛球團體比賽70場，羽毛球單打比賽203場。



本集團將員工視為實現本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。隨著其不斷發展的員工傾聽方法，「華寶」月刊和企業網站也是本集團各級員工交流想法的平台，進一步豐富員工的生活，促進本集團企業文化的推廣。

### **「華寶杯」羽毛球賽區聯賽**

In FY2021, the Group was in compliance with relevant laws and regulations in relation to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, welfare and other benefits that have a significant impact on the Group.

於2021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。

## 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。

With an ambition to nurture a safe and health workplace, the Group works hard to create a culture of safety within the organisation by empowering everyone to safeguard the working environment and protect people's health and safety. At the beginning of FY2021, the Board convened a Safety Working Conference to lay out the annual operation plan. With the "Safety Production Liability Statement" signed by the department managers, implementation of the "Safety Production Responsibility System" was required at each business level. Operational guidelines are also stipulated for relevant production activities with measures and guidelines of occupational health and safety control measures such as the "Safety Management Regulation", "Safety Management System for Hazardous Work" and "Education and Training System of Occupational Disease Prevention" are drawn up as necessary to supplement the procedural documents. In FY2021, the Group complied with the relevant laws and regulations in Hong Kong and Mainland China relating to provide a safe working environment and protecting employees from occupational hazards. More detail please refer to APPENDIX V.

懷著打造安全和健康工作場所的初心，本集團努力在組織內營造一種安全文化，賦權每一個人保護工作環境和保護人們的健康和安全。2021財年初，董事會召開了安全工作會議以制定年度營運計劃。各部門負責人簽署《安全生產責任書》，並於各業務層級落實《安全生產管理制度》。此外，本集團還對相關生產活動制定了操作指南，如《安全管理規定》、《危險作業安全管理制度》、《職業病防治宣傳教育培訓制度》等職業健康安全控制措施的措施和指南，必要時作為程序文件的補充。於2021財年，本集團嚴格遵守香港及中國內地有關提供安全工作環境及保護僱員免受職業性危害的相關法律和法規。更多詳情請參閱附錄五。

**Safety First, Precaution Matters,  
Comprehensive Control**

安全第一、預防為主、綜合治理

The Group rigorously implements its internal policies and follows 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:

本集團在營運過程中嚴格執行其內部政策，並遵循質量管理體系(ISO 9001:2015)和職業健康與安全管理體系(ISO 45001:2018)的指引。除了給員工提供醫療和工傷保險外，本集團確保嚴格按照相關法律法規滿足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 establishes 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 formulates and keeps amending its Environmental and Occupational Health and Safety Management Manual to improve the management of occupational health and safety. Chairing by the Chief Executive Officer of the Group, the Safety Management Committee is the highest authority of the Group supervising the corporate safety management. Other members in the leadership are consisted of the heads of various departments of the Group and the staff responsible for safety affairs.

本集團制定了一系列與職業安全有關的政策，包括《華寶國際控股安全管理暫行規定》和《安全生產事故應急預案》用於內部管理，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。安全管理委員會由本集團的首席執行官擔任主席，是本集團監督企業安全管理的最高監管機構。領導班子的其他成員則由本集團各部門的負責人和負責安全事務的人員組成。

To ensure the effective implementation of the Group's occupational health and safety strategy and requirements, the Group has taken the initiative to establish internal management systems that supervise the health and safety work. For instance, on top of the establishment of the Group's Safety Management Committee and Administrative Department, 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，本集團已主動建立監督健康與安全工作的內部管理體系。例如，在集團安全管理委員會及行政部門以外，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：

### 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

- 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；
- Coordinate 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。

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

- 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取的後續措施向安全管理委員會報告。

### Representative of Safety Operation Team 安全運營團隊代表

- Review the practicability and effectiveness of the policy, and participate in setting the company's goals and indicators; 評審方針適宜性、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；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；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。

Engagement events continue to be the Group's approach to raise awareness and promote a strong, positive and long-term culture of health and safety which encompass everyone wherever they work. For instance, in the reporting year, the Tobacco Raw Materials business cooperated with the local government to publicise the knowledge of fire prevention to staff by organizing 19 batches of safety education and training courses throughout the year, with 35 training hours and 640 participants in total. In the Condiments business, occupational health training was held in May 2021 to teach staff about the proper protective clothing, occupational hazards, as well as the prevention and emergency treatment of hazardous conditions in different production nodes in order to equip them with the correct knowledge to deal with different occupational health risks. While in Flavours and Fragrances business, the General and Administration Department (G&A) cooperated with the Group's Safety Committee to implement the Environmental and Safety Production Education and Training Plan in accordance with internal training management regulations. In December each year, the G & A Department is responsible for drafting the annual Environmental and Safety Production Education and Training Plan.

組織安全培訓相關活動繼續為本集團提高認識和促進強大、積極和長期的健康和安全的文化的方法，而這種文化涵蓋了工作地點的每一個人。具體而言，於本報告年內，煙用原料板塊與當地政府合作，向員工宣傳防火知識，全年共舉辦19期安全教育培訓班，培訓35小時，共計640人參加。調味品板塊於2021年5月舉辦職業健康培訓，向員工傳授正確的知識包括適合的保護服裝、職業危害，以及不同生產節點的危險情況的預防和應急處理，使員工掌握正確的知識，以應對不同的職業健康風險。在香精板塊方面，綜合行政部(G&A)配合本集團安全管理委員會，按照內部培訓管理規定，執行《安全生產教育培訓計劃》。每年12月，綜合行政部負責起草年度安全生產教育培訓計劃。



### Huabao Flavours & Fragrances Joint Trade Union held "Public CPR+AED Rescue" Training

On April 8, 2021, the Huabao Flavours & Fragrances Joint Trade Union held the "Public CPR+AED Rescue" training activity in Beijing Office for around 30 employees. Aiming to further improve employees' emergency response and self-rescue and mutual rescue capabilities, enhance employees' awareness of safety precautions, and ensure employees' life safety, professional teachers from Heen Medical were invited to deliver the training. In combination with theoretical knowledge explanation and on-site practical operation, trainees carried out practical drills in pairs, and practiced rescue steps followed by a demonstration of a complete rescue process.

2021年4月8日，華寶股份聯合工會在北京辦公室為近30名員工舉辦了「公眾CPR+AED救護」培訓。為進一步提高員工的應急處置和自救互救能力，增強員工的安全防範意識，保障員工的生命安全，聯合工會特邀合恩醫療專業老師來公司開展相關培訓。結合理論知識講解及現場實操，學員們兩兩一組進行實操演練，在觀摩演示一個完整的施救流程後，演練施救步驟。

### 華寶股份上海園區聯合工會組織開展「公眾CPR+AED救護」培訓



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.

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 FY2021, despite the gradual relieved of the pandemic, its aftermath was still having significant disruption on the public and the economy. Under the guidance of the central government of China, the Group has been resolutely fighting against the virus and determined to protect the health of its employees, customers and communities through the establishment of a series of internal policies such as the Notice on Strengthening the COVID-19 Epidemic Prevention and Control, Emergency Plan for the COVID-19 Epidemic Prevention and Control and Work Plan for Epidemic Prevention and Control.

As business resumed in 2021, the Group has taken a range of effective measures to minimise the infection risks and adapt to the impacts of the pandemic under the new normal. For instance, shift-peak working model was adopted to prevent the crowding of people, Health Code and body temperature check was enforced at all entrances of workplace, and strict social distance rules and masks wearing requirement were implemented when entering the factory. Meanwhile, in respect of the potential infectious risk of the incoming cold chain products, the Group has adopted strict disinfection and declaration measures for cold chain products purchased from abroad, including installing cameras in the cold chain warehouse and requiring employees working there to wear protective gear properly and conduct weekly nucleic acid tests.

## 應對新冠疫情

於2021財年，儘管新冠疫情逐漸緩解，但其遺留效應仍然對公眾和經濟造成重大影響。在中國中央政府的指導下，本集團堅決抗擊病毒，通過制定《關於加強新型冠狀病毒感染的肺炎防控工作的通知》、《新型冠狀病毒感染的肺炎疫情防控工作應急預案》和《疫情防控工作方案》等一系列內部政策決心保護員工、客戶和社區的健康。

隨著業務於2021年逐漸恢復，本集團採取了一系列有效措施，將感染風險降到最低，以適應新常態下的疫情影響。例如，採取錯峰工作模式以防止人員聚集，在工作場所的所有入口處執行健康碼和體溫檢查，並執行嚴格的社交距離規定和在進入工廠時佩戴口罩的要求。同時，針對進貨冷鏈產品的潛在傳染風險，本集團對從國外採購的冷鏈產品採取了嚴格的消毒和申報措施，包括在冷鏈倉庫安裝攝像頭，要求在該倉庫工作的員工佩戴防護裝備，並每周進行核酸檢測。





Furthermore, in response to the national call of building full protection for all through vaccination, the Group actively encouraged its employees to get vaccinated as soon as possible. One of the Group's subsidiaries, Yingtan, has reached a 100% full-vaccination (2-shots) rate by the end of 2021.

### Strengthening development and training

By equipping its colleagues with the skills they need to thrive now and then, the Group keeps in mind of its principle of "we cultivate the types of talents that are most needed in the market". As a learning organisation, the Group is committed to designing and providing suitable training programmes to its employees on different levels, so as to build the capabilities for the future and to motivate the talents the Group needs to develop and retain.

To promote its learning culture, the Group provides opportunities for its people to learn every day through feedback and training. Communication channels and training platforms are established to upgrade the knowledge and skills of its staff members, in light of the Group's continuous emergence of excellent business management knowledge, experience, methods, tools and cases. During the year, in accordance with the requirements in the "Staff Training Regulations" and Employee Handbook, the Group organises a variety of internal and external training courses for its employees, ranging from the use of office software, Quality, Environment and Occupational Safety ("QEO") Management System learning to internal auditing training and automated external defibrillator (AED) operation training. These courses facilitate the improvement of employees' professional knowledge and enhancement of post-professional competence, while nurturing the staff's outstanding personality characteristics, and eventually building the Group's core competitiveness and laying the groundwork for a learning organisation. Grasping the digitalisation trend, the Group has also been investing in the development of online courses through 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 FY2021, 3,614 employees in the Group received a total of 81,681 hours of training. Caring about the long-term career development of the general staff, more than 90% of training time was allocated to its general employees. More breakdown regarding the number of employees trained and the training hours can be found in APPENDIX IV.

此外，本集團響應國家號召，全力做好預防接種工作，積極鼓勵員工儘早接種疫苗。截至2021年底，本集團附屬公司鷹潭華寶香精有限公司已達到100%的2針全接種率。

### 加強發展及培訓

本集團以「市場需要哪種人才，我們就培養哪種人才」為宗旨，持續為員工提供職業成長所需的技能培訓。作為一家學習型組織，本集團致力於為不同階級的員工設計和提供合適的培訓計劃，以培養面向未來的能力，並激勵本集團需要發展和留住的人才。

為促進其學習文化，本集團通過反饋和培訓為其員工提供日常學習的機會。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。於回顧年內，本集團按照《員工培訓管理規定》及員工手冊的要求，為員工組織了多種內外部培訓課程，涵蓋由辦公軟件使用、質量、環境、職業安全（「QEO」）管理系統學習，到內部審核培訓和自動體外除顫器(AED)操作培訓等課題。這些課程有利於員工專業知識的提高和崗位勝任能力的提升，同時培養員工優秀的人格特質，並最終打造本集團的核心競爭力，為其成為學習型組織奠定基礎。緊跟數字化趨勢，本集團亦通過華寶大講堂、量子大學等在線學習平台，投資開發在線課程，讓全體員工都能獲得大量學習資源，共享知識，提升技能。

於2021財年，本集團共3,614名員工接受了總計81,681小時的培訓。本集團關心廣大一般員工的長期職業發展，90%以上的培訓時間皆分配給了一般員工。有關受訓員工人數和培訓時間的詳細信息，請參閱附錄四。

## Huabao Group kicked off Elite Production Capacity Training

## 華寶集團精益生產能力提升培訓正式起航

On July 3 and 4, 2021, the two-day “Huabao Group Elite Production Capacity Training” kicked off at the Flavours & Fragrances Production Base. External expert was invited to deliver lectures to the Group’s Vice President, General Manager and 36 outstanding employees. Aiming to bring the best practices to the frontline and enhance the management level of the participants, modules such as 5S site management, visual management and standardised operations were explained in detail based on examples. At the end of the training, the 4 groups of participants combined their own working experiences, sorted out the points to be improved in the production management process, and put forward targeted solutions and improvement suggestions. All trainees were awarded with the Elite Production Capacity Training Certificate.

2021年7月3日、4日，為期兩天的《華寶集團精益生產能力培訓》在香料事業部生產基地正式拉開帷幕。本集團特邀諮詢專家為集團副總裁、總經理以及36名優秀學員授課。為將最佳實踐帶到一線，提升參訓人員精益管理水平，結合實例對5S現場管理、可視化管理、標準化作業等模塊進行了詳細講解。培訓尾聲，4組參訓人員結合自身工作實際，梳理生產管理過程中的待改善點，並提出針對性的解決方案和改進建議。全體參訓人員獲得精益生產能力提升培訓認證證書。



## Huabao Flavours & Fragrances Carried out the First Training Activity of Reserve Talents 2021

## 華寶股份舉行2021第1期華寶股份後備人才培訓活動

On November 15, 2021, Huabao Flavours & Fragrances held the first training activity of Reserve Talents 2021 in its Shanghai Industrial Park. A total of 30 employees participated in the three-and-a-half-day intensive training. The course was designed carefully in a target manner, aiming to train the selected talents with good professional ethics, high loyalty and strong willingness to develop rapidly grow, so as to better serve the development of the company. The course not only covered professional knowledge, but also involved various aspects including laws and regulations, compliance and management skills.

2021年11月15日，華寶股份在上海園區舉行2021第1期華寶股份後備人才培訓活動。共有30名員工參加了為期三天半的集中培訓。該課程經精心設計，有針對性地旨在培養選拔出來的人才，讓有良好職業道德、高度忠誠及有強烈意願發展的員工快速成長，從而更好地服務公司發展。本期培訓課程不僅有關於公司業務領域的專業知識，還涉及到法律、合規、管理等諸多方面。



### Eliminating child and forced labour

In FY2021, the Group abided by the Employment Ordinance (Cap. 57 of the Laws of Hong Kong), Labour Law of the People's Republic of China, the Basic Conditions of Employment Act of South Africa and other related labour laws and regulations in Hong Kong, Mainland China, South Africa and other operating regions 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 and the responsible staff for the employment procedures are subject to disciplinary actions when the management deems necessary.

In FY2021, 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2021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》、南非《就業基本條件法》及香港、中國內地、南非及其他營運地區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就業前是為合法受僱的。本集團的人力資源部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，而負責相關僱傭程序的員工將會在管理層認為有必要時受到紀律處分。

於2021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

### Strengthening responsibility in supply chains

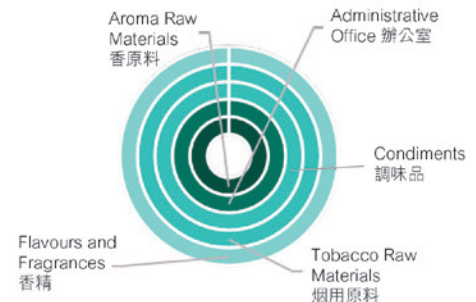
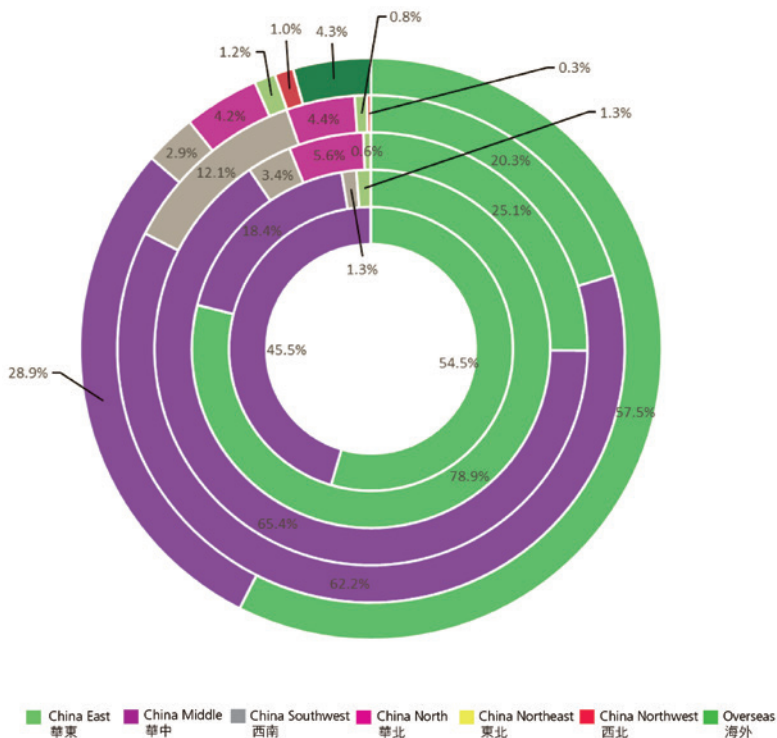
The Group works with 1,580 local suppliers in Mainland China, 7 suppliers in Hong Kong and 33 suppliers located overseas which provide the company with raw materials and services. With its significant global supply chain, it is an enormous challenge of the Group to procure these products and services in a sustainable and fair manner. Being committed to lowering the social and environmental risks in its supply chain management, the Group endeavours to strengthen and expand its responsible sourcing programme to reinforce supplier relationships over the long-term and to foster partnership in achieving an ethical, transparent and sustainable value chain that goes beyond what it can on its own, while providing customers with greater access to safe, high-quality products sourced in a responsible way.

## VI. 推動卓越營運

### 加強供應鏈責任

本集團與1,580家中國內地本地供應商、7家香港供應商及33家海外供應商合作，為公司提供原材料和服務。鑒於顯著的全球供應鏈，以可持續和公平的方式採購產品和服務對於本集團而言乃不容小覷的挑戰。本集團致力於降低其供應鏈管理中的社會和環境風險，因此努力加強和擴大其負責任的採購計劃，以加強與供應商的長期關係，並促進夥伴關係，以實現其獨自難以企及的道德、透明和可持續的價值鏈，同時為客戶提供更多以負責任的方式採購的安全、優質產品。

Distribution of suppliers of the Group  
本集團供應商分佈



The decision-making body, such as the Procurement Department of the Group, defines the processes for assessing suppliers and undertaking corresponding measure to embed the assessment criteria in the business processes. These well-structured processes not only help the Group minimise its environmental or social risk along its value chain, but also make the Group's supply chains more resilient.

決策機構，如本集團採購部，負責定義評估供應商的流程，並採取相應措施將評估標準嵌入業務流程。這些結構良好的流程不僅有助於本集團將其價值鏈上的環境或社會風險降至最低，而且使本集團的供應鏈更具韌性。

## Risk Management

The Group formulates internal regimes in controlling the operating risks, such as the “Supplier Management Procedures”. Adhering to the precautionary principle, the Group aims to minimise its supply chain risks through strict examination of the competence and quality of its suppliers.

As a foundational requirement in assuring quality of supplies, suppliers are required to comply with national, local, and industry laws, regulations, and requirements regarding product quality, safety, and environmental protection. For the sake of assuring the quality of the Group’s suppliers and legal compliance in procurement process of the Group with national laws such as the Product Quality Law of the People’s Republic of China, the Group promulgates and implements its internal policies, ranging from the “Management System for Development and Evaluation of Production Material Suppliers” to the “Management System for Procurement of Production Materials”, as well as conducting quality assurance tests on purchased materials by the Technical Department.

In the meantime, the Procurement Department is responsible for the selection and inspection of qualified suppliers. Through Supplier Admission Form and Annual Evaluation Form, the Procurement Department examines the supplier’s qualification certificates, cost, quality, and service. Based on the above criteria, suppliers are selected in combination with the result of on-site inspections. In the case of identification of any environmental or social risks regarding environmental issues, labour rights, food safety, etc. associated with certain suppliers, rectifications on operations are required. For those who fail to rectify their business practices, the Procurement Department will reject and rule out the suppliers with no hesitation. With almost all of its key suppliers covered under the supplier management procedures, the Group is confident to bring high-quality products to its customers.

## Supply Chain Resilience

To maintain the stability of its supply chain, the Group generally ensures a parallel supply of two or more suppliers for important raw materials. In the meantime, leveraging its early warning system, the Group usually signs contracts with the suppliers 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 disruption of supply chain caused by the pandemic.

## 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《供應管理程序》。本集團秉承預防原則，通過嚴格審查供應商的能力和質量，將供應鏈風險降至最低。

作為保證供應質量的一項基本要求，供應商必須遵守有關產品質量、安全和環境保護的國家、地方和行業法律、法規和要求。為確保本集團供應商質量及本集團採購過程符合《中華人民共和國產品質量法》等國家法律，本集團頒布並實施內部政策，從《生產類物料供方開發及評價管理制度》至《生產類物料採購管理制度》，並由技術部對採購材料進行質量保證測試。

與此同時，採購部負責對合格供應商進行甄選和檢查。採購部通過《供應商准入表》和《年度評價表》對供應商的資質證書、成本、質量、服務等進行審核。採購部根據上述標準，並結合現場考察結果選擇供應商。在發現某些供應商存在與環境問題、勞工權利、食品安全等方面相關的環境或社會風險的情況下，本集團將要求其營運進行整改。對於未能整改其業務行為的供應商，採購部將毫不猶豫地拒絕和排除該供應商。由於其幾乎所有主要供應商都已納入供應商管理程序，本集團有信心為客戶帶來優質產品。

## 供應鏈韌性

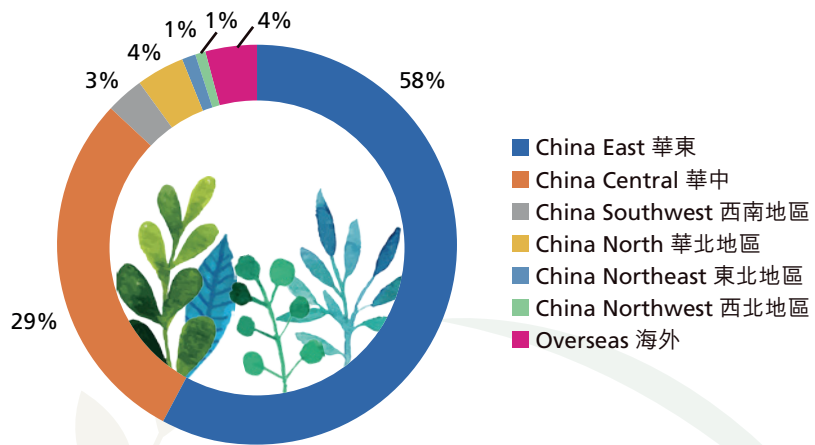
為維持供應鏈的穩定性，本集團一般會確保兩個或多個供應商的重要原材料平行供應。同時，本集團利用供應鏈預警體系，本集團通常與風險較高的供應商簽訂合同，提前確定採購數量，以確保供應穩定。對採購頻率較高且使用量較大的中高風險原料，本集團對其安全庫存及交貨週期進行適當調整，以應對如疫情危機可能造成的不可預知情況。

Meanwhile, committed to the environmental sustainability along its supply chain, the Group values suppliers who obtain green qualifications such as the ISO 14001 certification during the tender process and give them extra points in the annual assessment. As one of the conditions of engagement, suppliers must pledge not to violate any laws or regulations on the standard emission of pollutants such as wastewater, exhaust gas, solid waste, noise, etc., and take preventive measures to meet national or regional emission standards. For instance, suppliers are required to use non-polluting raw materials and reduce packaging materials wherever possible.

Furthermore, to ensure effective cooperation and communication between the Group and its suppliers, the Procurement Department of the Group endeavours to engage its business partners through dynamic management, including on-site visits, regular communication through digital means and written evaluation from time to time, so as to allow effective exchange of opinions. The Group keeps its suppliers closely in touch in the collaboration process by putting forward prompt inquiries and feedback and making timely payment. 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.

### Flavours and Fragrances business

#### Distribution of Suppliers in Flavours and Fragrances business



同時，本集團致力於供應鏈的環境可持續發展，在招標過程中，優先與獲得ISO 14001等綠色資質的供應商合作，並在年度評估中給予相應加分。作為合作條件之一，供應商必須承諾不違反任何有關廢水、廢氣、固體廢物、噪聲等污染物達標排放的法律法規，並採取預防措施達到國家或地區排放標準。譬如，本集團要求供應商使用無污染的原材料，並盡可能減少包裝材料。

此外，為確保本集團與其供應商之間的有效合作與溝通，本集團採購部通過動態管理，包括現場走訪、通過數字化手段定期溝通和不時的書面評估，努力與業務合作夥伴進行接觸，以便有效地交流。本集團在合作過程中與供應商保持密切聯繫，及時提出查詢和反饋並及時付款。鑒於本集團與供應商的穩固及穩健關係，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。

### 香精業務

#### 香精業務的供應商分佈

## Policies and Procedures

The Flavours and Fragrances business mainly involves in research and development, production and sale of flavours and fragrances products, while basing its business with collaboration with major suppliers providing natural raw materials, synthetic raw materials, solvent, and packaging drums.

In order to facilitate the process of procurement, this business segment establishes and adopts policies such as the "Manufacturing Materials Procurement Management System" and "K3 Operational Supply Chain Management System", in which clearly stated that the Group shall launch procurements in accordance with the annual demand and expected market response. Other internal management policies include:



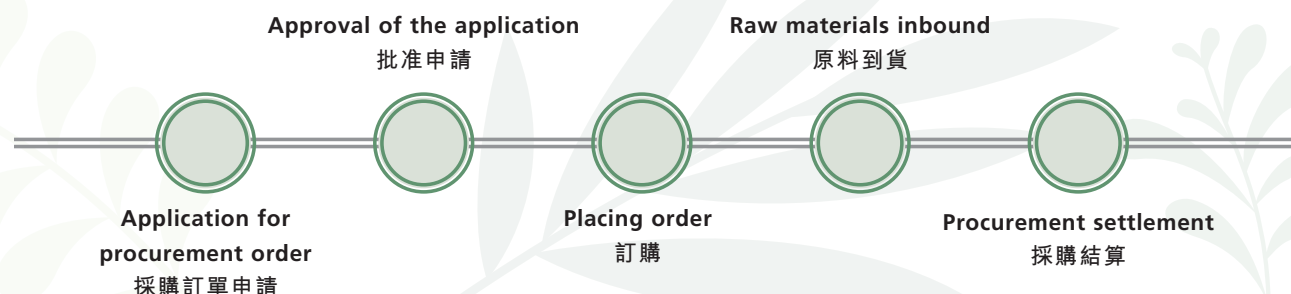
The "K3 Operational Supply Chain Management System" adopted standardizes the procurement process of this business segment, thereby assisting it to a stable and sustainable collaboration and relationship with its suppliers.

## 政策與程序

香精業務主要涉及各類香精的研發、生產及銷售，同時與提供天然原料、合成原料、溶劑和包裝桶的主要供應商合作。

為方便採購流程，本業務板塊建立並採用了《生產類物料採購管理制度》及《K3作業供應鏈管理系統》等制度，明確規定本集團按照年度需求和預期的市場反應啟動採購。其他內部管理政策包括：

其中《K3作業供應鏈管理系統》規範了本業務板塊的採購流程，從而幫助其與供應商建立穩定、可持續的合作關係。



### Differentiate Management of Suppliers

Aiming to ensure the quality of purchased materials and supply capacity, this business segment conducts annual assessments on qualified suppliers, reviewing the product quality, price, delivery timeliness and technical support in accordance with its Supplier Evaluation Mechanism. The Audit Department and Legal Affairs Department are the main units responsible for the oversight and supervision of the entire procurement.

### 供應商差異化管理

為確保採購材料的質量和供應能力，本業務每年對合格供應商進行評估，根據供應商評估機制審查產品質量、產品價格、交貨及時率 and 技術支持等方面。審計部和法務部是對整個採購進行監督和督導的主要單位。



Meanwhile, this business segment categorizes its qualified suppliers based on the annual procurement amount for differentiate management. Suppliers with an annual procurement amount greater than RMB300,000 are classified as category A and the remaining suppliers are classified as category B, thereby allowing the Procurement Department and the Technical Department to better refine the quality assurance and cost control management in more delicate ways. For suppliers with high product supply (quality) risks and annual procurement of more than RMB1 million, the QC department is invited to perform an onsite audit every two years.

此外，本業務板塊根據年度採購金額將合格供應商分類，進行差異化管理。年採購金額超過30萬元的供應商為A類，其餘供應商為B類，從而使採購部和技術部能夠以更精細的方式更好地細化質量保證和成本控制管理。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。

### Green Procurement

This business segment considers environmental factors by prioritising natural materials and materials with no harm to the environment during the procurement. Priority is given to green accredited enterprises, while specific environmental protection terms have been agreed with suppliers since collaboration. In FY2021, around 96% of its suppliers come from local regions and Group will further leverage its technological advantage to mobilise local farmers, expand local production, increase local economic benefits, and drive indigenous farmers to live better.

### 綠色採購

本業務在採購過程中考慮環境因素，優先選擇天然材料和對環境無害的材料來。本業務優先考慮通過綠色認證的企業，而具體的環保條款在與供應商達成合作協議時已商定。於2021財年，本業務約96%的供應商來自本地，而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，帶動原住民過上更好的生活。



**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 FY2021, the implementation rate of the supplier management policies of the Flavours and Fragrances business of the Group was nearly 100%.

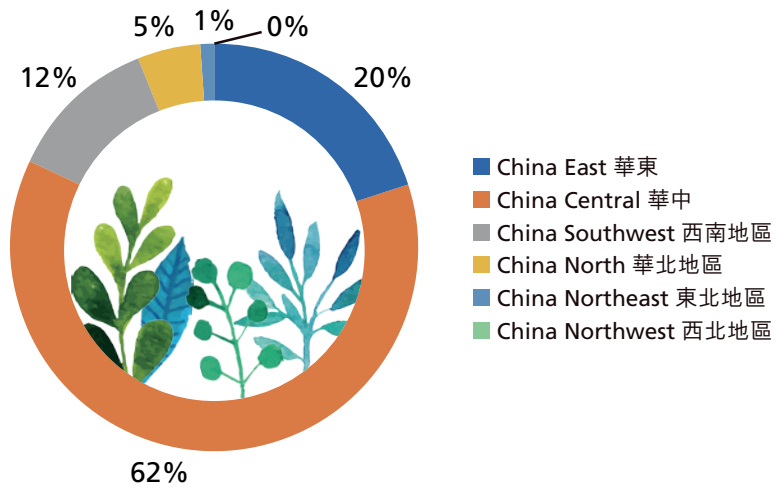
於2021財年，本集團香精業務的供應商管理政策的實施涵蓋其接近100%供應商。

**Tobacco Raw Materials business**

**煙用原料業務**

**Distribution of Local Suppliers in Tobacco Raw Materials business**

煙用原料業務的本地供應商分佈



## Policies and Procedures

The Tobacco Raw Materials business 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 this business segment works with include suppliers of the additives for production, tobacco powder and stems, packaging and storage materials. Upholding the principle of “Quality-oriented, Innovative and Progressive, Pursuing Excellence”, a series of internal policies and procedures are formulated for a sound supplier management, including:



## Targeted Management of Suppliers

As “tobacco” subjects to relatively more sensitive regulations, this business segment requires its suppliers to obtain relevant online trading qualifications certified by State Tobacco Monopoly Administration and Tobacco Monopoly license, so as to ensure compliance with the local and national laws and regulations. To eradicate to a large extent the environmental and social impacts associated with its supply chain, the business segment conducts inspections on the suppliers’ enterprise-scale, business license, production license, safe production capacity, quality management system, etc. Besides, the business segment highlights: good business reputation, sound financial accounting system, comprehensive quality assurance system, and no legal violation records throughout their business operations within 3 years as the four major principles for the selection of suppliers.

## 政策與程序

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。本業務合作的主要供應商包括生產添加劑、煙末和煙梗、包裝和儲存類物料。秉持「質量為本、創新進取、追求卓越」的原則，本業務制定了一系列完善供應商管理的內部政策和程序，包括：

## 供應商針對式管理

鑒於「煙草」受制於相對更敏感的法規，本業務板塊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，以確保符合當地和國家的法律法規。為在最大程度上消除與供應鏈相關的環境和社會影響，本業務板塊對供應商的企業規模、營業執照、生產許可證、安全生產能力、質量管理體系等進行檢查。此外，本業務視良好的商業信譽、健全的財務會計制度、完善的質量保證體系以及三年內經營活動無違法記錄為選擇供應商的四大原則。

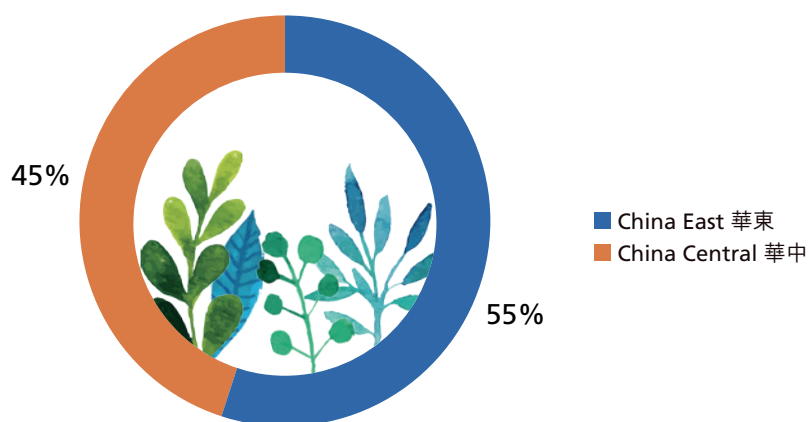
### Green Procurement

To prevent, mitigate and remedy negative environmental impacts, this business segment prioritise suppliers that are environmentally friendly and resource-saving. Specific selection criteria of materials and suppliers are based on the Green and Environmentally Friendly Procurement Material List formulated by the Market Service Department. In terms of the implementation of local procurement policy, in FY2021, 100% of its suppliers are located in local regions, demonstrating the achievements of this business segment's commitment to gradually expanding local procurement from non-core areas to core areas.

In FY2021, the implementation rate of the supplier management policies of the Tobacco Raw Materials business was nearly 100%.

### Aroma Raw Materials business

Distribution of Local Suppliers in Aroma Raw Materials business



### 綠色採購

為預防、減緩和彌補負面環境影響，本業務優先考慮環境友好和資源節約的供應商。材料和供應商的具體選擇標準以市場服務部制定的《綠色環保採購物料清單》為準。在本地採購政策的執行方面，於2021財年，本業務的供應商100%位於本地，展示其承諾逐步將本地採購從非核心區域擴展到核心區域的成果。

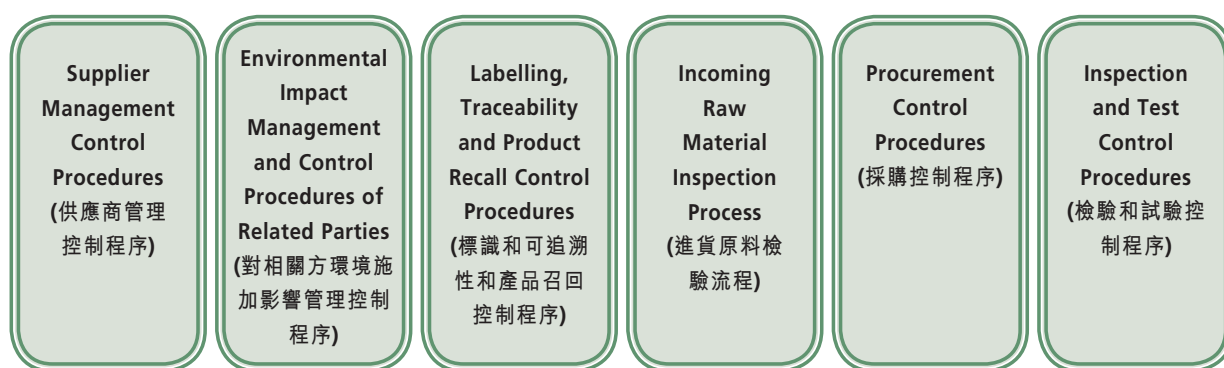
於2021財年，本集團煙用原料業務供應商管理政策的覆蓋率接近100%。

### 香原料業務

香原料業務的本地供應商分佈

## Policies and Procedures

The Aroma Raw Materials business mainly engaged in the research and development, manufacture and sale of aroma raw materials products. With all of its products based on natural sources, this business segment ensure that the whole sourcing process from raw materials and crude products, all the way to processed materials for production is traceable To facilitate its Procurement Department in categorisation and selection of suppliers, the “Suppliers Evaluation and Selection Manual” is established, together with other internal policies:



## Joint Management of Suppliers

The assessment for the supplier selection is carried out by different departments of this business segment with respect to the indicator criteria. The Technology Center is responsible for new supplier evaluation and annual supplier evaluation regarding their technology development. The Quality Control Department is responsible for quality inspections, while the Marketing Department is responsible for carrying out assessment of the suppliers' qualification, production capacity and supply stability on a continuous monthly basis.

## Green Procurement

To minimise any environmental impacts along its value chain, this business segment not only prioritise suppliers with green certification, but also set specific green requirements for them such as the adoption of durable packaging materials and the possession of environmental permit of handling hazardous production waste. With the incorporation of environmental standards into its supplier selection and supervision system, this business segment ensures its selected suppliers have developed environmental awareness and environmental management system. During the year under review, the suppliers this business segment worked with are 100% located in local regions.

## 政策與程序

香原料業務主要涉及研究、開發、製造和銷售香原料產品。由於其所有產品均基於天然原料，本業務確保從原始產品的採購到加工原材料的整個過程均可追溯。為幫助其採購部對供應商進行分類和甄選，本業務制定了《供方評價與選擇工作手冊》，連同其他內部政策：

## 供應商聯合管理

供應商選擇的評估由本業務板塊的不同部門根據指標標準進行。技術中心負責新供應商評估和年度供應商技術開發評估。品質部負責質量檢查，而市場部則負責連續每月對供應商的資質、生產能力和供應穩定性進行評估。

## 綠色採購

為盡量減少其價值鏈上的任何環境影響，本業務不僅優先考慮獲得綠色認證的供應商，而且對其設定具體的綠色要求，例如要求採用耐用的包裝材料和擁有處理危險生產廢物的環境許可證。通過將環境標準納入其供應商選擇和監督體系，本業務確保其選定的供應商具有一定的環境意識及環境管理體系。於回顧年度，本業務合作的供應商100%位於營運當地。

## 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

In FY2021, the implementation rate of the supplier management policies of the Aroma Raw Materials business was nearly 100%.

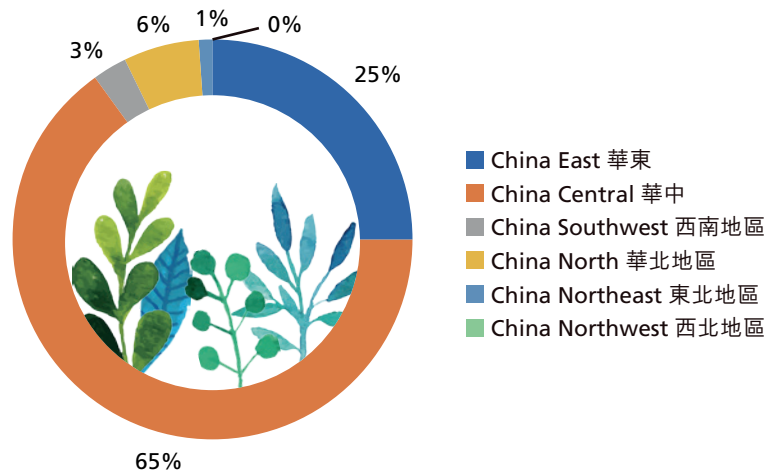
於2021財年，本集團香原料業務供應商管理政策的覆蓋率接近100%。

### Condiments business

### 調味品業務

#### Distribution of Local Suppliers in Condiments business

調味品業務的本地供應商分佈



### Policies and Procedures

The Condiments business mainly engages in the production and sales of chicken bouillon, wasabi paste, concentrated fruit juice and soy sauce. Major suppliers of this business segment include suppliers of raw materials and packaging materials. The following internal policies are formulated to guide its supplier evaluation and supervision based on the three major aspects of price, quality and delivery capability.

### 政策與程序

調味品業務主要從事雞汁、芥辣、濃縮果汁和醬油的生產和銷售。本業務的主要供應商包括原材料供應商和包裝材料供應商。本業務制定以下內部政策，以價格、質量和交付能力三大方面為指導供應商評估和監督。

**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)

### Collective Management of Suppliers

The Procurement Department and the R&D Department of the business segment collaborate to form a team which plays the key role in avoiding the risk in its supply chain and the vicious competition within the industry. The team is responsible for requesting samples for various tests such as kitchen test and flavour evaluation. It is also responsible for piloting mass production in a small scale, so as to reduce the proportion of exclusive suppliers in this business segment's supply chain. In addition, the team monitors the cooperation with suppliers via framework contracts, bidding and tendering, order management, onsite qualification reviewing, regular visits, material quality sampling, and annual assessment.

To enhance the resilience of its value chain, the Procurement Department of this business segment aims to reduce the proportion of exclusive suppliers in its supply chain from 30% to 15% in the next 5 years. During the year under review, the suppliers this business segment worked with are 100% located in local regions. In FY2021, the implementation rate of the supplier management policies of the Condiments business was nearly 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 Mainland China and Hong Kong in FY2021. More details can be found in APPENDIX V.

### Product and Services Quality Assurance

A well-developed Quality, Environment and Occupational Safety ("QEO") Management System is strictly enforced by the Group to ensure that customer needs are met in terms of service quality and safety assurance. A "customer-oriented" management philosophy is established by the General Manager and the Management, which is also conveyed to all employees such that all are aware of the Group's dependence on customers, while committed to the understanding of customers' current and future needs explicitly and implicitly. To enhance customer satisfaction and assure the quality of its products and services, the Group insists on embedding the following 10 principles into its development strategy.

### 供應商集體管理

本業務板塊的採購部與研發部協同組建團隊，在規避供應鏈風險和行業惡性競爭方面發揮關鍵作用。該團隊負責為廚房測試和風味評估等各種測試索取樣品。該團隊還負責試行小規模量產，減少獨家供應商在本業務板塊供應鏈中的比例。此外，該團隊還通過框架合同、招標投標、訂單管理、現場資格審查、定期回訪、材料質量抽樣和年度評估等方式監控與供應商的合作。

為增強其價值鏈的韌性，本業務板塊採購部的目標是在未來5年內將其供應鏈中獨家供應商的比例從30%降至15%。於回顧年度，本業務合作的供應商100%位於營運當地。於2021財年，本集團調味品業務供應商管理政策的覆蓋率接近100%。

### 產品責任

關於本集團產品和服務的健康和安全、廣告、標籤及私隱事宜，本集團於2021財年遵守中國內地和香港的相關規法律法規和標準。更多詳情請參閱附錄五。

### 產品和服務質量保證

本集團嚴格執行完善的質量、環境和職業安全("QEO")管理體系，確保在服務質量和安全保障方面滿足客戶需求。總經理和管理層確立「以客戶為中心」的管理理念，並傳達給全體員工，使所有人都意識到本集團對客戶的依賴，同時明確且含蓄地致力於了解客戶當前和未來的需求。為提高客戶滿意度並確保其產品和服務質量，本集團堅持將以下十項原則納入其發展戰略。



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

根據相關的國際和國家標準，如GB/T 19001-2016(質量管理體系要求)、GB/T 24001-2015(環境管理體系要求及使用指南)ISO14001 : 2015(環境管理體系)、GB/T 28001-2011(職業健康安全管理体系要求)、ISO 9001: 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。

Tobacco Raw Materials business 煙用原料業務		
In compliance with material standards in the industry 遵守行業重要標準	Policies/Procedures of quality assurance and health and safety management of products 質量保證和產品健康安全管理的政策/程序	Implementation of the Accountability System 責任制的貫徹落實
<ul style="list-style-type: none"> <li>- YC/T 16-2014 Reconstituted tobacco YC/T 16-2014 再造煙葉</li> <li>- YC/T 498-2014 The evaluation methods of sensory quality for reconstituted tobacco (paper-process) YC/T 498-2014 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</li> <li>- Principle of 'Quality-Oriented, Innovative and Progressive, Pursuing Excellence' 質量為本，創新進取，追求卓越</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 品管部：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：與品管部協調質量監控</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 YC/T164-2012 煙用香精</li> <li>- YQ 52-2015 The additive list that tobacco product license is used YQ 52-2015 煙草製品許可使用的添加劑名單</li> <li>- GB/T 22731-2017 Fragrance compound GB/T 22731-2017 日用香精</li> <li>- JJF 1070-2005 Rules of Metrological Testing for Net Quantity of Products in Pre-packages with Fixed Content JJF 1070-2005 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 GB 28050-2011 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 GB 30616-2014 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 GB 29938-2013 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 GB 2762-2017 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 GB 2763-2016 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 GB 9687-1988 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 GB 26687-2011 -食品安全國家標準—復配食品添加劑通則</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</li> <li>- Product and service concept of 'Pursue excellence and sustain operations' 追求卓越，永續經營</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 (GBT 19580-2012) 卓越績效評價準則</li> <li>- 'Measurement and Monitoring Procedures of Process and Products' 過程和產品的測量和監控程序</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> </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 品管部：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：與品管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>



### Flavours and Fragrances business

#### 香精業務

<ul style="list-style-type: none"> <li>- GB 14880-2012 National Food Safety Standard for the Use of Nutritional Fortification Substances in Foods GB 14880-2012 食品安全國家標準—食品營養強化劑使用標準</li> </ul>	<ul style="list-style-type: none"> <li>- 'Unqualified Product Treatment Work Manual' 不合格品處理工作手冊</li> </ul>	
<ul style="list-style-type: none"> <li>- GB 5009.3-2016 National Food Safety Standard - Determination of Moisture Content in Foods GB 5009.3-2016 食品安全國家標準食品中水分的測定</li> </ul>	<ul style="list-style-type: none"> <li>- 'Quality Manual' 質量手冊</li> <li>- 'Finished Goods Inspection Control Procedures' 成品檢驗控制程序</li> </ul>	
<ul style="list-style-type: none"> <li>- GB 5009.74-2014 National Food Safety Standard -Method for Limit Test of Heavy Metals in Food Additives GB 5009.74-2014 食品安全國家標準—食品添加劑中重金屬限量試驗</li> </ul>	<ul style="list-style-type: none"> <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> </ul>	
<ul style="list-style-type: none"> <li>- GB 5009.76-2014 National Food Safety Standard -Determination of Arsenic in Food Additives GB 5009.76-2014 食品安全國家標準—食品添加劑中砷的測定</li> </ul>	<ul style="list-style-type: none"> <li>- 'Risk Identification, Evaluation, and Countermeasures Management Procedures' 風險確定、評估和應對管理程序</li> </ul>	
<ul style="list-style-type: none"> <li>- GB 4789.2-2016 National Food Safety Standard -Microbiological Examination of Food: Aerobic Plate Count GB 4789.2-2016 食品安全國家標準—食品微生物學檢驗：菌落總數測定</li> </ul>	<ul style="list-style-type: none"> <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> </ul>	
<ul style="list-style-type: none"> <li>- GB 4789.3-2016 National Food Safety Standard - Food Microbiological Examination: Enumeration of Coliforms GB 4789.3-2016 食品安全國家標準—食品微生物學檢驗：大腸菌群計數</li> </ul>	<ul style="list-style-type: none"> <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>- GB/T 7917.4-1987 Standard Methods of Hygienic Test for Cosmetics - Methanol GB/T 7917.4-1987 化妝品衛生化學標準檢驗方法—甲醇</li> </ul>		
<ul style="list-style-type: none"> <li>- GB/T 11540-2008 Fragrance/Flavour Substances - Determination of Relative Density GB/T 11540-2008 香料相對密度的測定</li> </ul>		
<ul style="list-style-type: none"> <li>- GB/T 14454.4-2008 Fragrance/ Flavour Substances - Determination of Refractive Index GB/T 14454.4-2008 香料折光指數的測定</li> </ul>		
<ul style="list-style-type: none"> <li>- GB/T 5009.37-2003 Method for Analysis of Hygienic Standard of Edible Oils GB/T 5009.37-2003 食用植物油衛生標準的分析方法</li> </ul>		

### Aroma Raw Material business

#### 香原料業務

<ul style="list-style-type: none"> <li>- GB 29938-2013 National Food Safety Standard - Standards for Food Flavour GB 29938-2013 食品安全國家標準—食品用香料通則</li> <li>- GB 1886.208-2016 National Food Safety Standard - Food Additives - Ethyl Malt Phenol GB 1886.208-2016 食品安全國家標準—食品添加劑—乙基麥芽酚</li> <li>- GB 1886.282-2016 National Food Safety Standard - Food Additives - Maltol 食GB 1886.282-2016 食品安全國家標準—食品添加劑—麥芽酚</li> <li>- GB 28336-2012 National Food Safety Standard - Food Additive - 2-methylbutyric acid GB 28336-2012 食品安全國家標準—食品添加劑—2-甲基丁酸</li> <li>- GB 1886.194-2016 National Food Safety Standard - Food Additives - Ethyl Butyrate GB 1886.194-2016 食品安全國家標準—食品添加劑—丁酸乙酯</li> <li>- GB 1886.146-2015 National Food Safety Standard — Food Additives - δ - Dodecalactone GB 1886.146-2015 食品安全國家標準—食品添加劑-δ-十二內酯</li> <li>- GB 1886.145-2015 National Food Safety Standard — Food Additives - δ -decalactone GB 1886.145-2015 食品安全國家標準—食品添加劑-δ-癸內酯</li> <li>- GB 1886.202-2016 National Food Safety Standard - Food Additives - Isoamyl Acetate GB 1886.202-2016 食品安全國家標準—食品添加劑—乙酸異戊酯</li> </ul>	<ul style="list-style-type: none"> <li>- Product and service concept of 'Quality First, Reputation First, Service First' 質量第一，信譽第一，服務第一</li> <li>- Food safety principles of 'Law compliance, People-oriented, Scientific management, Create safe and 'green' products' 遵紀守法，以人為本，科學管理，造安全綠色產品</li> <li>- 'Product Technical Standard' 產品技術標準</li> <li>- 'Unqualified Product Control Procedures' 不合格產品控制程序</li> <li>- 'Monitoring and Measuring Equipment Control Procedures' 監視和測量設備控制程序</li> <li>- 'Inspection and Experiment Control Procedures' 檢驗和試驗控制程序</li> <li>- 'Incoming Raw Material Inspection Process' 進貨原料檢驗流程</li> <li>- 'Production Process Inspection Process' 生產過程檢驗流程</li> <li>- 'Final Products Inspection Process' 最終產品檢驗流程</li> <li>- 'Unqualified Product Review Process' 不合格品評審流程</li> </ul>	<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 品管部：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> <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>
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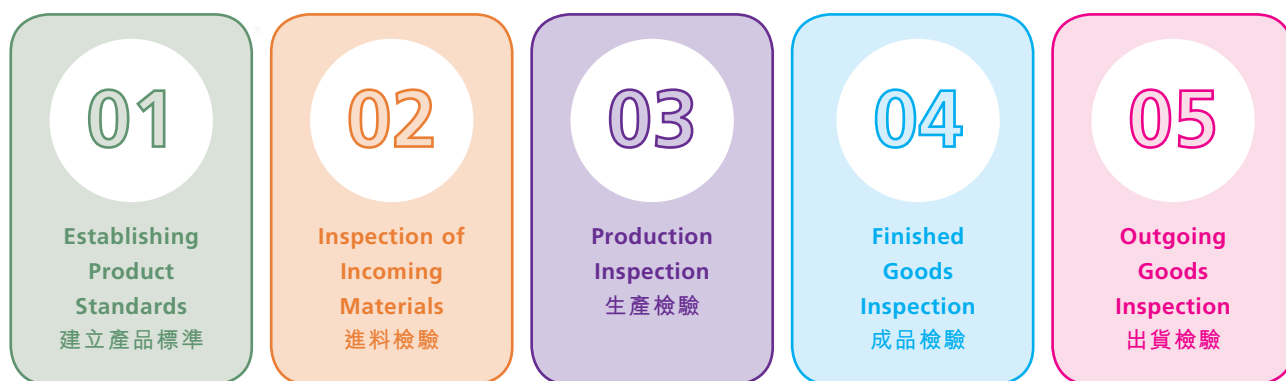
### Condiments business

#### 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 GB 28050-2011 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 品管部：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。



### Unqualified Output and Recall Procedures

The Group establishes and implements its internal policies such as Product Recall Control Procedures (產品召回控制程序), Return Product Review Process (退貨品評審流程) and Unqualified Product Concessional Acceptance Review Process (不合格品讓步接收評審流程) that introduce the procedures dealing with recall issues. For instance, in the Flavours and Fragrances business, if quality issues are spotted when viewing the inspection records after the products are shipped, the QC Department is responsible for confirming the facts and communicate with the Marketing Department as soon as possible, such that customers can be informed timely and the relevant products can be recalled. In case if customers have consumed or used the products already, the impacts will be evaluated by the customers and the company will negotiate with the customers to reasonably compensate their losses. In FY2021, the Group did not have any products subject to recall for safety and health reasons.

### Labelling and Advertising

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

### 不合格的產品和回收程序

本集團制定並實施內部政策，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》，規範處理回收問題的程序。例如，在香精業務中，假如在產品出廠後查看檢驗記錄時發現質量問題，品管部負責第一時間與市場部進行確認並進行溝通，以便及時通知客戶並召回相關產品。如果客戶已經消耗或使用過相關產品，則由客戶評估影響，而公司將與客戶協商，合理賠償損失。於2021財年，本集團並無任何因安全與健康理由而須回收的產品。

### 標籤和廣告

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。

## Customer Satisfaction and Complaint Handling

The Group endeavours to maintain a close relationship with its customers and cope with the customers' complaints in an order manner. As such, professional departments and teams as well as internal policies such as the "Customer Complaint Management Procedures" are set up for the effective handling of customers' feedback. In particular, the Marketing Service Centre is responsible for the collection of customers' complaints. Once the complaint is received, the QC Department will conduct an investigation and verification immediately. The substantiated complaints are dealt with effectively and relevant employees will be disciplined accordingly. In the meantime, responsible departments should take corrective actions with reference to the Group's internal policies including the Process Control Procedures in Relation to Customers and the Corrective and Preventive Action Procedures. To better handle the complaints from customers, Customer Complaint Form is established 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 FY2021, the Flavours and Fragrances business received 113 complaints, the Tobacco Raw Materials business received 7 complaints, the Aroma Raw Material business received 2 complaints and the Condiments business received 163 complaints respectively, which were all handled in accordance with the relevant policies and procedures, with 100% response rate and more than 99% resolve rate.

## 客戶滿意度和投訴處理

本集團致力與客戶保持密切關係，有序處理客戶投訴。為此，本集團建立專業部門和團隊及《客戶投訴管理程序》等內部制度，有效處理客戶的反饋意見。譬如，市場服務中心負責收集客戶的投訴。一旦收到投訴，品質部將立即進行調查核實。經證實的投訴將得到有效處理，而相關員工將受到相應的紀律處分。同時，有關部門應參照本集團的內部政策採取糾正措施，包括《與顧客有關的控制程序》及《糾正和預防措施程序》。為更好地處理客戶的投訴，本集團採用《客戶投訴表》，以詳細記錄所有經證實的投訴，例如反饋的性質、投訴的數量及處理投訴的程序等，以備日後參考。

於2021財年，香精業務受理投訴113件，煙用原料業務受理投訴7件，香原料業務受理投訴2件，調味品業務受理投訴163件，均按照相關政策處理，其中回應率達100%，解決率達到99%以上。

### Case study 案例研究

During the year under review, the Condiments business received customer complaints regarding the product leakage. The business segment analysed the reasons, responded to the customers and replaced the concerned products in a timely manner. Concerning the leakage not causing by logistics reasons but the production process, various improvement measures have been taken to address the leakage caused by the packaging material, including changing the packaging design, changing the supplier of packaging material, requiring suppliers to improve their material quality, as well as strengthening the sampling frequency of the production process and incoming packaging materials.

於回顧年度內，調味品業務接獲客戶有關產品滲漏的投訴。該業務板塊分析原因，及時回復客戶並更換相關產品。針對並非由物流原因而是由生產過程造成的滲漏，該業務採取了多種改進措施針對包裝材料造成的滲漏，包括改變包裝設計、更換包裝材料供應商、要求供應商提高材料質量、以及加強生產過程和來料包裝材料的採樣抽驗頻率。

## Intellectual Property Rights & Innovation


The Group has devoted itself in protecting and enforcing its intellectual property rights (IPR) which are inseparable to its sustainable business growth. Adhering to the Enterprise Intellectual Property Management Standard (GB/T 29490-2013) and its internal policies, such as the “Intellectual Property Rights Management System”, “Management Measures for Intellectual Property Rights”, “Design, Development and Control Procedures”, etc., the Group reinforce its management on its trademark, proprietary technology, trade secrets and other information related to intellectual property rights.

In order to prohibits any kinds of infringement to IPR, the Group signs confidentiality agreements and non-competition agreements with relevant employees who are obliged to keep trade secrets. The Group reserves the right to pursue legal actions against the staff violating relevant regulations of the corporate intellectual property rights. During the year under review, the Group was granted the following patents:

## 知識產權與創新

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/T 29490-2013)》、《知識產權管理系統》、《知識產權管理辦法》、《設計開發控制程序》等，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。

為杜絕任何形式的知識產權侵權行為，本集團與有義務保守商業秘密的相關員工簽訂保密協議和競業禁止協議。本集團保留對員工違反企業知識產權相關規定採取法律行動的權利。於回顧年內，本集團獲得以下專利：

<p><b>Flavours and Fragrances business</b> 香精業務</p>	<p>Two invention patents and two utility patents were granted for the invention of “Fe-based silkworm excrement biochar adsorption slow-release method for phenyl-ethanol” and “a microcapsule flavour drying device”.</p> <p>《一種Fe基蠶沙生物炭對苯乙醇的吸附緩釋方法》及《一種微膠囊香精乾燥裝置》獲得兩項發明專利和兩項實用新型專利。</p>	
<p><b>Tobacco Raw Materials business</b> 煙用原料業務</p>	<p>Eight patents were granted for the innovative tobacco-related products and technologies such as the “Equipment for the production of plant-solidify sections of HNB tobacco”, “HNB tobacco and its smoking sections” and “HNB tobacco and HNB systems”.</p> <p>新型煙草相關產品和技術如《加熱不燃燒煙植物固型段的製作設備》、《加熱不燃燒煙及其發煙段》及《加熱不燃燒煙支和加熱不燃燒系統》獲得8項專利。</p>	
<p><b>Aroma Raw Materials business</b> 香原料業務</p>	<p>An invention patent was granted in regards of the “A method for recovering ethyl maltol from ethyl maltol production wastewater”.</p> <p>《一種從乙基麥芽酚生產廢水中回收乙基麥芽酚的方法》獲得一項發明專利。</p>	
<p><b>Condiments business</b> 調味品業務</p>	<p>The award “Zhongshan Grade A Engineering Technology Research Centre” was presented in recognition of this business segment’s strength in flavour R&amp;D.</p> <p>獲得《中山市工程技術研究中心A級》的獎勵，以表彰該業務板塊在研發方面的實力。</p>	

## Protecting data and customer privacy

The Group abides by the laws regarding to customer privacy and implements internal measures such as the “Internal Document and Data Control Procedures”, “Information Resource Control Procedures” and “Customer-related Process Control Procedures” to ensure customers’ rights are 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 is secured and managed by the Group’s Business Department on a 24/7 basis under the supervision of K3 system. In addition to entering into confidentiality agreements with its employees, the Group also raise its staff’s awareness on data breaches and the disclosure of technical secrets such as inventions, operational processes, and technical patents and solutions during and after 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 FY2021, 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

Promoting a culture of ethics and business integrity is essential to the Group’s way of doing business and its journey to the transformation of a sustainable future. The Group holds itself accountable to the high ethical standards and requires its people to operate every day with honesty, fairness and integrity. In FY2021, the Group abided by the local laws and regulations relating to bribery, extortion, fraud and money laundering including but not limited to the Anti-corruption law of the people’s Republic of China (中華人民共和國反腐敗法), the Law of the People’s Republic of China on Anti-money Laundering (中華人民共和國反洗錢法), the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615 of the Laws of Hong Kong) and the Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong).

To prevent anti-corruption-related incidents from happening within the Group, internal policies such as the “Anti-fraud and Reporting Policy”, “Rules of Anti-fraud and Anti-bribery Working Group”, “Rules of Prohibiting Private Agreements”, “Rules of Gift Acceptance and Giving”, “Integrity Agreement” and “Internal Audit Policy” are established, with the implementation and monitoring responsible by the Legal Department of the Group.

## 保護數據和客戶隱私

本集團遵守有關客戶隱私的法律，並實施《文件和資料控制程序》、《保密管理規定》和《顧客和外部供方財產管理程序》等內部措施，確保客戶權益得到保護。本集團從其客戶處收集的資料將僅用於收集時所聲明的目的。客戶的數據和重要信息由本集團業務部在K3系統的監督下全天候保護和管理。除了與員工簽訂保密協議外，本集團還提高員工對在任職期間和離職後泄露數據和披露發明、操作流程、技術專利和解決方案等技術秘密的意識。於回顧年內，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2021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

推廣道德和商業誠信文化對於本集團的經營方式和轉型至可持續未來的旅程至關重要。本集團秉持高道德標準，並要求其員工日常以誠實、公平和正直的態度開展業務。於2021財年，本集團遵守本集團經營所在地區當地的有關反貪污及賄賂的法律及法規，包括但不限於，《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)。

為防止集團內部發生與反腐敗有關的事件，本集團已制定《反舞弊與舉報制度》、《反賄賂工作小組工作細則》、《禁止私下協定細則》、《禮品收受贈送細則》、《廉潔協議》和《內部審計制度》等內部政策由本集團法務部負責執行和監察。

To detect and combat corrupt practices, grievance mechanism and internal control system are in place. The Audit Department, which directly reports to the Audit Committee of the Group, is mainly responsible for the implementation of anti-corruption work in the Group. Detailed special audits are conducted by the Audit Department on a regular basis on the teams responsible for procurement. Meanwhile, to enhance its business legal compliance, external audit teams are also engaged to conduct audits on the Group's business processes. Whistle-blowers can report verbally through hotline or in writing via email to the Audit Department for any suspected misconduct with full details and supporting evidence. Investigation will be conducted 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.

In FY2021, the Group arranged 36 anti-corruption related training and seminars amounted to 106 hours for its employees. A total of 1,020 general employees and 189 management staff received the relevant training. Adhering to its internal policy of Anti-Fraud System, the Group launched the online training through Huabao Lecture to interpreting the content and requirements of the policy.

In FY2021, the Group did not record any concluded legal cases regarding corrupt practices brought against the Group or its employees.

為識別並打擊腐敗行為，本集團建立了申訴機制和內部控制系統。審計部直接向本集團審計委員會彙報，主要負責本集團反腐敗工作的執行。審計部定期對負責採購的團隊進行詳細的專項審計。同時，為加強業務合規性，本集團亦聘請外部審計團隊對業務流程進行審計。舉報人可以通過熱線口頭或通過電子郵件以書面形式向審計部門報告任何可疑的不當行為，並提供完整的詳細信息和支持證據。本集團將對可疑或非法行為進行調查，以保護其利益。本集團推行有效的申訴機制，以保護舉報人免遭不公平解僱或受迫害。如果發現涉嫌犯罪行為，本集團將在管理層認為必要時立即向相關監管或執法機關報告。

於2021財年，本集團為員工安排了36場共計106小時的反腐敗相關培訓和研討會。回顧年內共1,020名一般員工和189名管理人員接受了相關培訓。本集團遵守其《反舞弊制度》內部政策，本集團通過「華寶大講堂」開展相關線上培訓，以解讀該政策的內容和要求。

於2021財年，本集團沒有錄得任何對其或其員工提出並已審結的貪污訴訟案件。



## VII. CONTRIBUTING TO OUR SOCIETY

Reflecting on its tradition of community engagement and philanthropy, the Group keeps improving its impacts on the communities where it operates. With poverty being one of the life-threatening pandemic across the world, poverty alleviation has been a continuous world-wide challenge. Since 2020 China announced its successful achievement in constructing moderate prosperity in all respects, which historically eliminate extreme poverty in the country, the Group has been continuing its efforts on practising its corporate social responsibility through supporting the sales of low-income farmers and creating job opportunities for the local community to enhance the employment rate in which the Group operates. Caring beyond boundaries, the Group's subsidiary in South Africa also donates to the local Chinese community to support the livelihood of children and the elderly. On the road of targeted poverty alleviation, the Group has spared no effort and launched numerous successful measures and initiatives throughout these years. The Group is proud of the profound influence it has made on massive, planned, well-organized poverty alleviation efforts.

## VII. 回報我們的社會

本集團始終保持參與慈善事業的良好傳統並不斷提升對其營運所在社區的影響力。隨著貧困成為全球面臨威脅生命的流行病之一，扶貧一直是世界範圍內的一項持續挑戰。自2020年中國宣布全面進入小康社會，歷史性消除極端貧困以來，本集團繼續努力踐行其企業社會責任，通過支持低收入農民的產出和創造本土就業機會，進一步提高本集團經營地所在的社區就業率。展現超越國界的關懷，本集團在南非的子公司亦向當地的華人社區捐款，支持兒童和老人的生計。在精準扶貧的道路上，本集團多年來不遺餘力，推出了許多成功的舉措和倡議措。本集團為其能夠在大範圍、有計劃、有組織的扶貧工作中產生的深遠影響而感到自豪。

<p><b>Huabao Flavours &amp; Fragrances Supported Poverty Alleviation of Gupa Village of Naqu County in Tibet</b> 華寶股份支持西藏那曲鎮古帕村扶貧活動</p>	<p>On December 31, 2021, the donation ceremony of Huabao Flavours &amp; Fragrances to support the poverty alleviation in Gupa Village, Naqu County, Tibet was held at the Shanghai office of the Tibet Autonomous Region People's Government, during which RMB150,000 was donated to the Gupa Village to facilitate the infrastructure construction of the villages in Tibet. The donation will be mainly used for the construction and refurbishment of the roads and bridges, which will improve the living conditions of the villagers and bring the villages with convenience.</p> <p>2021年12月31日，華寶股份為西藏那曲鎮古帕村駐村點捐款儀式在西藏自治區人民政府駐上海辦事處會議室舉行。捐贈儀式上，華寶股份捐款15萬元以支持古帕村基建。這筆捐款將主要用於道路和橋梁的建設和整修，改善村民的生活條件，為村裏帶來便利。</p>	
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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多積極的成果。



## VIII. REPORT DISCLOSURE INDEX

## VIII. 報告披露索引

Aspects 層面	ESG Indicators 關鍵績效指標	Description 說明	GRI Standards and Disclosures* GRI標準與披露*	Page 頁碼
<b>A. Environmental</b> <b>A. 環境</b>				
<b>A1: Emissions</b> <b>A1: 排放物</b>	General Disclosure 一般披露	Information on: 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) GRI103：管理方針：披露條款103-2(c-i) (與GRI305：排放及GRI306：廢污水和廢棄物一併使用) GRI 305: Emissions: Management approach disclosures guidance GRI305：排放：管理方針披露指南 GRI 307: Environmental Compliance: Disclosure 307-1 GRI307：有關環境保護的法規遵循：披露條款307-1	38, 114
	KPI A1.1 關鍵績效指標A1.1	The types of emissions and respective emissions 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 GRI305：排放：披露條款305-1、305-2、305-3、305-6及305-7	38
	KPI A1.2 關鍵績效指標A1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 直接(範圍1)及能源間接(範圍2)溫室氣體排放量(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, 305-4 GRI305：排放：披露條款305-1、305-2、305-3、305-4	104
	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: Waste: Disclosure 306-3 (a) GRI306：廢棄物：披露條款306-3(a)	104
	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: Waste: Disclosure 306-3 (a) GRI306：廢棄物：披露條款306-3(a)	104
	KPI A1.5 關鍵績效指標A1.5	Description of emissions target(s) set and steps taken to achieve them. 描述所訂立的排放量目標及為達到這些目標所採取的步驟。	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 305: Emissions) GRI103：管理方針：披露條款103-2 (與GRI305：排放一併使用) GRI 305: Emissions: Clause 1.2 and Disclosure 305-5 GRI305：排放：條款1.2及披露條款305-5	40, 102
	KPI A1.6 關鍵績效指標A1.6	Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them. 描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 306: Waste) GRI103：管理方針：披露條款103-2 (與GRI306：廢棄物一併使用) GRI 306: Waste: Disclosures 306-4 and 306-5 GRI306：廢棄物：披露條款306-4及306-5	42, 102

Aspects 層面	ESG Indicators 關鍵績效指標	Description 說明	GRI Standards and Disclosures* GRI標準與披露*	Page 頁碼
<b>A2: Use of Resources</b> <b>A2: 資源使用</b>	General Disclosure 一般披露	Policies on the efficient use of resources, including energy, water and other raw materials. Note: Resources may be used in production, in storage, transportation, in buildings, electronic equipment, etc. 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 and Effluents) GRI103: 管理方針: 披露條款103-2 (c-i) (與GRI301: 物料、GRI302: 能源及GRI303: 水與放流水一併使用)	49
	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 GRI302: 能源: 披露條款302-1及302-3	106
	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)。	GRI 303: Water and Effluents: Disclosure 303-5 GRI303: 水與放流水: 披露條款303-5	106
	KPI A2.3 關鍵績效指標A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them. 描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 302: Energy) GRI103: 管理方針: 披露條款103-2 (與GRI302: 能源一併使用) GRI 302: Energy: Disclosures 302-4 and 302-5 GRI302: 能源: 披露條款302-4及302-5	50, 102
	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 target(s) set and steps taken to achieve them. 描述求取適用水源上可有任何問題, 以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 303: Water and Effluents) GRI103: 管理方針: 披露條款103-2 (與GRI303: 水與放流水一併使用) GRI 303: Water and Effluents: Disclosure 303-1 GRI303: 水與放流水: 披露條款303-1	54, 102
	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)每生產單位估量。	GRI 301: Materials: Disclosure 301-1 GRI301: 物料: 披露條款301-1	106
<b>A3: The Environment and Natural Resources</b> <b>A3: 環境及天然資源</b>	General Disclosure 一般披露	Policies on minimising the issuer's significant impacts 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 and Effluents, GRI 304: Biodiversity, GRI 305: Emissions, and GRI 306: Waste) GRI103: 管理方針: 披露條款103-2(c-i) (與GRI301: 物料、GRI302: 能源、GRI303: 水與放流水、GRI304: 生物多樣性、GRI305: 排放及GRI306: 廢棄物一併使用)	58
	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 and Effluents, GRI 304: Biodiversity, GRI 305: Emissions, and GRI 306: Waste) GRI103: 管理方針: 披露條款103-1及103-2 (與GRI301: 物料、GRI302: 能源、GRI303: 水與放流水、GRI304: 生物多樣性、GRI305: 排放及GRI306: 廢棄物一併使用) GRI 303: Water and Effluents: Disclosure 303-1 GRI303: 水與放流水: 披露條款303-1 GRI 304: Biodiversity: Disclosure 304-2 GRI304: 生物多樣性: 披露條款304-2 GRI 306: Waste: Disclosures 306-1 and 306-2 GRI306: 廢棄物: 披露條款306-1及306-2	58
<b>Aspect A4: Climate Change</b> <b>A4: 氣候變化</b>	General Disclosure 一般披露	Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer. 識別及應對已經及可能會對發行人產生影響的重大氣候相關事宜的政策。	GRI 103: management approach: Disclosure 103-2 (c-i) (used together with GRI 201: Economic Performance) GRI103: 管理方針: 披露條款103-2(c-i) (與GRI201: 經濟績效一併使用) GRI 102: General Disclosures: Disclosure 102-29 GRI102: 一般披露: 披露條款102-29	60
	KPI A4.1 關鍵績效指標A4.1	Description of the significant climate-related issues which have impacted, and those which may impact, the issuer, and the actions taken to manage them. 描述已經及可能會對發行人產生影響的重大氣候相關事宜, 及應對行動。	GRI 201: Economic Performance: Disclosure 201-2 GRI 201: 經濟績效: 披露條款201-2	61

Aspects 層面	ESG Indicators 關鍵績效指標	Description 說明	GRI Standards and Disclosures* GRI標準與披露*	Page 頁碼
<b>B. Social</b> <b>B. 社會</b>				
<b>Employment and Labour Practices</b> <b>僱傭及勞工常規</b>				
<b>B1: Employment</b> <b>B1: 僱傭</b>	General Disclosure 一般披露 KPI B1.1	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) GRI103：管理方針：披露條款103-2(c-i) (與GRI202：市場地位、GRI401：勞僱關係、GRI405：員工多元化與平等機會及GRI406：不歧視一併使用) GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI419：社會經濟法規遵循：披露條款419-1	62, 115
	KPI B1.1 關鍵績效指標B1.1	Total workforce by gender, employment type (for example, full- or parttime), age group and geographical region. 按性別、僱傭類型(如全職或兼職)、年齡組別及地區劃分的僱員總數。	GRI 102: General Disclosures: Disclosures 102-8 (a), 102-8 (b), and 102-8 (c) GRI102：一般揭露：披露條款102-8(a)、102-8(b)及102-8(c) GRI 405: Diversity and Equal Opportunity: Disclosure 405-1(b) GRI405：員工多元化與平等機會：披露條款405-1(b)	108
	KPI B1.2 關鍵績效指標B1.2	Employee turnover rate by gender, age group and geographical region. 按性別、年齡組別及地區劃分的僱員流失比率。	GRI 401: Employment: Disclosure 401-1 (b) GRI401：勞僱關係：披露條款401-1(b)	111
<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) GRI103：管理方針：披露條款103-2(c-i) (與GRI403：職業安全衛生一併使用) GRI 403: Occupational Health and Safety: Disclosure 403-1 GRI403：職業安全衛生：披露條款403-1 GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI419：社會經濟法規遵循：披露條款419-1	67, 116
	KPI B2.1 關鍵績效指標B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year. 過往三年(包括匯報年度)每年因工亡故的人數及比率。	GRI 403: Occupational Health and Safety: Disclosure 403-9, 403-10 GRI403：職業安全衛生：披露條款403-9,403-10	112
	KPI B2.2 關鍵績效指標B2.2	Lost days due to work injury. 因工傷損失工作日數。	N/A 未被GRI標準直接覆蓋—請參閱綜合連結表中的註釋	112
	KPI B2.3 關鍵績效指標B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored. 描述所採納的職業健康與安全措施，以及相關執行及監察方法。	GRI 103: Management Approach: Disclosure 103-2 and 103-3 (a-i) (used together with GRI 403: Occupational Health and Safety) GRI103：管理方針：披露條款103-2及103-3 (a-i) (與GRI403：職業安全衛生一併使用) GRI 403: Occupational Health and Safety: Disclosures 403-1, 403-3, 403-5, 403-7 GRI403：職業安全衛生：披露條款403-1、403-3、403-5、403-7	67

Aspects 層面	ESG Indicators 關鍵績效指標	Description 說明	GRI Standards and Disclosures* GRI標準與披露*	Page 頁碼
<b>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. Note: Training refers to vocational training. It may include internal and external courses paid by the employer. 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。註：培訓指職業培訓，可包括由僱主付費的內外部課程。	GRI 103: Management Approach: Disclosure 103-2 (c-i) (used together with GRI 404: Training and Education) GRI103：管理方針：披露條款103-2(c-i) (與GRI404：訓練與教育一併使用) GRI 404: Training and Education: Disclosure 404-2 (a) GRI404：訓練與教育：披露條款404-2(a)	72
	KPI B3.1 關鍵績效指標B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 按性別及僱員類別（如高級管理層、中級管理層）劃分的受訓僱員百分比。	N/A 未被GRI標準直接覆蓋—請參閱綜合連結表中的註釋	112
	KPI B3.2 關鍵績效指標B3.2	The average training hours completed per employee by gender and employee category. 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	GRI 404: Training and Education: Disclosure 404-1 GRI404：訓練與教育：披露條款404-1	113
<b>B4: Labour Standards</b> <b>B4: 勞工準則</b>	General Disclosure 一般披露	Information on: 有關防止童工或強制勞工的： (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 Labour and GRI 409: Forced or Compulsory Labour) GRI103：管理方針：披露條款103-2(c-i)（與GRI408：童工及GRI409：強迫或強制勞動一併使用） GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI419：社會經濟法規遵循：披露條款419-1	74
	KPI B4.1 關鍵績效指標B4.1	Description of measures to review employment practices to avoid child and forced labour. 描述檢討招聘慣例的措施以避免童工及強制勞工。	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 408: Child Labour and GRI 409: Forced or Compulsory Labour) GRI103：管理方針：披露條款103-2（與GRI408：童工及GRI409：強迫或強制勞動一併使用） GRI 408: Child Labour: Disclosure 408-1(c) GRI408：童工：披露條款408-1(c) GRI 409: Forced or Compulsory Labour: Disclosure 409-1(b) GRI409：強迫或強制勞動：披露條款409-1(b)	74
	KPI B4.2 關鍵績效指標B4.2	Description of steps taken to eliminate such practices when discovered. 描述在發現違規情況時消除有關情況所採取的步驟。	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 408: Child Labour and GRI 409: Forced or Compulsory Labour) GRI103：管理方針：披露條款103-2（與GRI408：童工及GRI409：強迫或強制勞動一併使用） GRI 408: Child Labour: Disclosure 408-1(c) GRI408：童工：披露條款408-1(c) GRI 409: Forced or Compulsory Labour: Disclosure 409-1(b) GRI409：強迫或強制勞動：披露條款409-1(b)	74
<b>Operating Practices</b> <b>營運慣例</b>				
<b>B5: Supply Chain Management</b> <b>B5:供應鏈管理</b>	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) GRI103：管理方針：披露條款103-2 (c-i)（與GRI308：供應商環境評估及GRI414：供應商社會評估一併使用）	75
	KPI B5.1 關鍵績效指標B5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	GRI 102: General Disclosures: Disclosure 102-9 GRI102：一般披露：披露條款102-9	75

Aspects 層面	ESG Indicators 關鍵績效指標	Description 說明	GRI Standards and Disclosures* GRI標準與披露*	Page 頁碼
B5: Supply Chain Management B5: 供應鏈管理	KPI B5.2 關鍵績效指標B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored. 描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，以及相關執行及監察方法。	GRI 102: General Disclosures: Disclosure 102-9 GRI102：一般揭露：披露條款102-9 GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 303: Water and Effluents, GRI 308: Supplier Environmental Assessment and GRI 414: Supplier Social Assessment) GRI103：管理方針：披露條款103-2（與GRI303：水與放流水、GRI308：供應商環境評估及GRI414：供應商社會評估一併使用） GRI 303: Water and Effluents: Disclosure 303-1 (c) GRI303：水與放流水：披露條款303-1(c) GRI 308: Supplier Environmental Assessment: Disclosures 308-1 and 308-2 GRI308：供應商環境評估：披露條款308-1及308-2 GRI 414: Supplier Social Assessment: Disclosures 414-1 and 414-2 GRI414：供應商社會評估：披露條款414-1及414-2	76, 80, 81, 83, 85
	KPI B5.3 關鍵績效指標B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored. 描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	GRI 102: General Disclosures: Disclosure 102-9 GRI102：一般揭露：披露條款102-9 GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 303: Water and Effluents, GRI 308: Supplier Environmental Assessment and GRI 414: Supplier Social Assessment) GRI103：管理方針：披露條款103-2（與GRI303：水與放流水、GRI308：供應商環境評估及GRI414：供應商社會評估一併使用） GRI 303: Water and Effluents: Disclosure 303-1 (c) GRI303：水與放流水：披露條款303-1(c) GRI 308: Supplier Environmental Assessment: Disclosures 308-1 and 308-2 GRI308：供應商環境評估：披露條款308-1及308-2 GRI 414: Supplier Social Assessment: Disclosures 414-1 and 414-2 GRI414：供應商社會評估：披露條款414-1及414-2	76
	KPI B5.4 關鍵績效指標B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored. 描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	GRI 103: Management Approach: Disclosure 103-2 (used together with GRI 306: Waste and GRI 308: Supplier Environmental Assessment) GRI103：管理方針：披露條款103-2（與GRI306：廢棄物及GRI308：供應商環境評估一併使用）	79, 82, 83
B6: Product Responsibility 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 Labelling, and GRI 418: Customer Privacy) GRI103：管理方針：披露條款103-2(c-i)（與GRI416：顧客健康與安全、GRI417：行銷與標示以及GRI418：客戶隱私一併使用） GRI 416: Customer Health and Safety: Disclosure 416-2 GRI416：顧客健康與安全：披露條款416-2 GRI 417: Marketing and Labelling: Disclosures 417-2 and 417-3 GRI417：行銷與標示：披露條款417-2及417-3 GRI 418: Customer Privacy: Disclosure 418-1 GRI418：客戶隱私：披露條款418-1 GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI419：社會經濟法規遵循：披露條款419-1	85, 117
	KPI B6.1 關鍵績效指標B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons. 已售或已運送產品總數中因安全與健康理由而須回收的百分比。	N/A 不適用	90

Aspects 層面	ESG Indicators 關鍵績效指標	Description 說明	GRI Standards and Disclosures* GRI標準與披露*	Page 頁碼
<b>B6: Product Responsibility</b> B6: 產品責任	KPI B6.2 關鍵績效指標B6.2	Number of products and service related complaints received and how they are dealt with. 接獲關於產品及服務的投訴數目以及應對方法。	GRI 102: General Disclosures: Disclosures 102-43 and 102-44 GRI102: 一般揭露: 披露條款102-43及102-44 GRI 103: Management Approach: Disclosure 103-2 (c-vi) GRI103: 管理方針: 披露條款103-2(c-vi) GRI 418: Customer Privacy: Disclosure 418-1 GRI418: 客戶隱私: 披露條款418-1	91
	KPI B6.3 關鍵績效指標B6.3	Description of practices relating to observing and protecting intellectual property rights. 描述與維護及保障知識產權有關的慣例。	N/A 不適用	92
	KPI B6.4 關鍵績效指標B6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。	N/A 不適用	85
	KPI B6.5 關鍵績效指標B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored. 描述消費者資料保障及私隱政策, 以及相關執行及監察方法。	GRI 103: Management Approach: Disclosures 103-2 and 103-3 (a-i) (used together with GRI 418: Customer Privacy) GRI103: 管理方針: 披露條款103-2及103-3 (a-i) (與GRI418: 客戶隱私一併使用)	93
<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) GRI103: 管理方針: 披露條款103-2(c-i) (與GRI205: 反貪腐一併使用) GRI 205 Anti-corruption: Disclosure 205-3 GRI205: 反貪腐: 披露條款205-3 GRI 419: Socioeconomic Compliance: Disclosure 419-1 GRI419: 社會經濟法規遵循: 披露條款419-1	93
	KPI B7.1 關鍵績效指標B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases. 於報告期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	GRI 205: Anti-corruption: Disclosure 205-3 GRI205: 反貪腐: 披露條款205-3	94
	KPI B7.2 關鍵績效指標B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored. 描述防範措施及舉報程序, 以及相關執行及監察方法。	GRI 102: General Disclosures: Disclosure 102-17 GRI102: 一般揭露: 披露條款102-17 GRI 103: Management Approach: Disclosures 103-2 and 103-3 (a-i) (used together with GRI 205: Anti-corruption) GRI103: 管理方針: 披露條款103-2及103-3 (a-i) (與GRI205: 反貪腐一併使用) GRI 205: Anti-corruption: Clause 1.2 GRI205: 反貪腐: 條款1.2	93
	KPI B7.3 關鍵績效指標B7.3	Description of anti-corruption training provided to directors and staff. 描述向董事及員工提供的反貪污培訓。	GRI 205: Anti-corruption: Disclosure: 205-2: Communication and training about anti-corruption policies and procedures GRI205: 反貪腐: 披露條款205-2: 有關反貪腐政策及程序之溝通及培訓	94
<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) GRI103: 管理方針: 披露條款103-2 (c-i) (與GRI413: 當地社區一併使用)	95
	KPI B8.1 關鍵績效指標B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport). 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	GRI 203: Indirect Economic Impacts: Disclosure 203-1(a) GRI203: 間接經濟衝擊: 披露條款203-1(a)	95
	KPI B8.2 關鍵績效指標B8.2	Resources contributed (e.g. money or time) to the focus area. 在專注範疇所動用資源(如金錢或時間)。	GRI 201: Economic Performance: Disclosure 201-1(a-ii) GRI201: 經濟績效: 披露條款201-1(a-ii)	95

\* 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' (updated July 2020).

\* 香港聯交所環境、社會及管治報告指引各方面有關的GRI標準及披露之間的聯繫乃參考《連結GRI標準及香港聯交所環境、社會及管治報告指引》綜合列表(2020年7月更新)。

## APPENDIX I

### 2025 Huabao Sustainable Development Goals

## 附錄一

### 2025華寶可持續發展目標規劃

	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 (Tonnes/ Million RMB) <sup>3</sup> 固體廢棄物產 噸/ 百萬人民幣) <sup>3</sup>	Energy 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>
	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	1 Kg/m <sup>2</sup> floor area 1 千克/平方米 樓面面積	190 kWh/m <sup>2</sup> floor area 190 千瓦時/ 平方米 樓面面積	4.64 m <sup>3</sup> /m <sup>2</sup> floor area 4.64 立方米/ 平方米 樓面面積
<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	0.36	0.0027	4,667	2,910	0.08	6,070	48.04
<b>Aroma Raw Materials</b> 香原料	-	-	-	6,572	15,863	0.19	106,000	314.70
<b>Condiments</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	-	-	-	23	478	1 Kg/m <sup>2</sup> floor area 1 千克/平方米 樓面面積	190 kWh/m <sup>2</sup> floor area 190 千瓦時/ 平方米 樓面面積	4.64 m <sup>3</sup> /m <sup>2</sup> floor area 4.64 立方米/ 平方米 樓面面積
<b>Group</b> 集團總目標	2.43	7.00	1.11	37,940	28,806	1.84	39,252	159

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.

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；

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

## 附錄二

### Hierarchy with Consolidated Priorities

#### 重要性排序整理層級結構

Goal 目標	Criteria 評選條件	Global	Supplier	Customer	Senior	General	Professional	Minority
		Prioritisation 全局優先級	Supplier 供應商	Customer 顧客	Management 高級管理層	employee 普通僱員	Organisation 專業機構	Shareholders 小數股東
Prioritisation of Stakeholder Groups in the Materiality Assessment 重要性評估中利益 相關者組別 重要性排序	Vulnerability 易受影響性	5.60%	0.125	0.212	0.485	0.09	0.03	0.057
	Influence 影響力	41.00%	0.107	0.277	0.456	0.08	0.05	0.03
	Legitimacy 合理性	18.30%	0.201	0.447	0.114	0.133	0.078	0.028
	Willingness for engagement 參與意願	25.20%	0.073	0.444	0.227	0.174	0.053	0.03
	Contribution 貢獻度	7.20%	0.185	0.034	0.504	0.111	0.042	0.124
	Necessity of involvement 包含必要性	2.70%	0.051	0.243	0.472	0.147	0.057	0.03
			12.10%	32.80%	34.10%	11.80%	5.40%	3.80%

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

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

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

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

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

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

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

影響力－利益相關者活動和決策極大影響甚至改變本集團的營運和業務的力量；

合理性－組織在與利益相關者的關係中承擔法律義務的程度；

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

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

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

**Table 1. Group's Total Emissions by Category in FY2021 and FY2020<sup>10</sup>**

## 附錄三

**表1.本集團2021財年與2020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 FY2021 2021財年 排放量	Amount in FY2020 <sup>1</sup> 2020財年 排放量 <sup>1</sup>	Intensity <sup>2</sup> (Unit per Million RMB) in FY2021 2021財年 強度(單位/ 百萬人民幣) <sup>2</sup>	Intensity <sup>1</sup> (Unit per Million RMB) in FY2020 2020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	10,269	26,232	2.64	6.81
	NO <sub>x</sub> 氮氧化物	Kg 千克	15,837	45,227	4.08	11.73
	PM 顆粒物	Kg 千克	2,468	3,276	0.64	0.85
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	10,293	35,589	2.65	9.23
	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	24,223	19,087	6.24	4.95
	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	682	566	0.18	0.15
	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	196	190	0.05	0.05
	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	35,002	55,052	9.01	14.28
	Non-hazardous waste 無害廢棄物	Solid Wastes 固體廢棄物	tonnes 噸	1,165	1,033	0.30
Wastewater 廢水		m <sup>3</sup> 立方米	316,440	204,553	81.50	53.08
Hazardous waste 有害廢棄物	Solid wastes <sup>8</sup> 固體廢棄物 <sup>8</sup>	tonnes 噸	2,916	6,874	0.75	1.78
	Wastewater <sup>9</sup> 廢水 <sup>9</sup>	m <sup>3</sup> 立方米	107,971	354,039	27.81	91.86

1 The amount and intensity in FY2020 were extracted from the data in the ESG Report 2020 of the Group, except for the amount of non-hazardous industrial wastewater has been reclassified by moving from the hazardous to the non-hazardous category;

2 Intensity for FY2021 was calculated by dividing the amount of air, GHG and other emissions respectively by the Group's revenue of approximately RMB3,883 million in FY2021;

1 2020財年的數量和強度摘取自本集團2020年ESG報告中的數據，除無害工業廢水量已從有害類別轉為無害類別重新分類；

2 2021財年的排放強度是通過將廢氣、溫室氣體和其他排放量分別除以本集團2021財年的收入約38.83億人民幣計算得出；

- |    |   |    |   |
|----|---|----|---|
| 3  | Air emissions included both the air pollutants from industrial operations and vehicles for transportation in all four business segments and administrative offices;   | 3  | 廢氣排放包括所有四個業務部門和行政辦公室的工業營運和運輸車輛所排放之空氣污染物；  |
| 4  | The Group's Scope 1 (Direct Emissions) included only the consumption of fossil fuels for industrial operations and vehicles for transportation;   | 4  | 本集團的範圍一(直接排放)僅包括工業營運和運輸車輛的化石燃料消耗所產生之排放；   |
| 5  | The Group's Scope 2 (Energy Indirect Emissions) included only emissions from electricity consumption;   | 5  | 本集團的範圍二(能源間接排放)僅包括電力消耗所產生之排放；   |
| 6  | In FY2021, 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;  | 6  | 在2021財年，本集團範圍三(其他間接排放)包括垃圾填埋場處置的廢紙以及政府部門用於處理淡水和污水的電力以及商務航空旅行所產生之其他間接排放；                 |
| 7  | In FY2021, the GHG removals from planted trees included all trees planted since the Group's establishment;  | 7  | 在2021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；  |
| 8  | The total amount of hazardous solid wastes included both general industrial wastes and other hazardous wastes;  | 8  | 有害固體廢棄物總量包括一般工業廢棄物和其他有害廢棄物；   |
| 9  | The total amount of hazardous wastewater included hazardous wastewater recorded by the Group's four business segments on-site; and  | 9  | 有害廢水總量包含本集團四大業務板塊於生產現場記錄的有害廢水；以及  |
| 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. | 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 FY2021 and FY2020

表2 2021財年與2020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 FY2021 2021財年 總量	Amount in FY2020 <sup>1</sup> 2020財年 總量 <sup>1</sup>	Intensity <sup>2</sup> (Unit per Million RMB) in FY2021 2021財年 強度(單位/ 百萬人民幣) <sup>2</sup>	Intensity <sup>1</sup> (Unit per Million RMB) in FY2020 2020財年 強度(單位/ 百萬人民幣) <sup>1</sup>
Energy 能源	Electricity 電力	kWh'000 千千瓦時	39,583	35,569	10.2	9.2
	Diesel <sup>3</sup> 柴油 <sup>3</sup>	L 升	374,167	293,641	96.4	76.2
	Natural gas 天然氣	m <sup>3</sup> 立方米	3,944,383	2,169,574	1,015.9	562.9
	Town gas 煤氣	m <sup>3</sup> 立方米	-	12	-	-
	Gasoline 汽油	L 升	145,983	186,754	37.6	48.5
	Refrigerant <sup>4</sup> 製冷劑 <sup>4</sup>	Kg 千克	-	2,200	-	0.6
	Coal <sup>4</sup> 煤 <sup>4</sup>	Tonnes 噸	-	9,940	-	2.6
	Biomass 生物質	Tonnes 噸	1,270	660	0.3	0.2
	Steam <sup>5</sup> 蒸汽 <sup>5</sup>	m <sup>3</sup> 立方米	691,634	385,263	178.1	100.0
		TOTAL ENERGY AFTER CONVERSION <sup>6</sup> 轉換後總能源 <sup>6</sup>	kWh'000 千千瓦時	91,825	103,890	23.6
Water 水	Water 水	m <sup>3</sup> 立方米	849,748	832,462	218.9	216.0
Paper 紙張	Paper 紙張	Kg 千克	8,746	7,524	2.3	2.0
Packaging materials 包裝材料	Plastic 塑料	Tonnes 噸	2,050	2,318	0.5	0.6
	Paper 紙	Tonnes 噸	5,316	4,850	1.4	1.3
	Metal 金屬	Tonnes 噸	205	207	0.1	0.1
	Others <sup>7</sup> 其他 <sup>7</sup>	Tonnes 噸	3,152	2,777	0.8	0.7

1 The amount and intensity in FY2020 were extracted from the data in the ESG Report 2020 of the Group with adjustments according to the latest energy conversion and disclosure requirements;

2 The intensity for FY2021 was calculated by dividing the use of various resources respectively by the Group's revenue of approximately RMB3,883 million in FY2021;

1 2020財年的總量和強度摘取自本集團2020年ESG報告中的數據，並根據最新的能源轉換系數和披露要求進行了相應的調整；

2 2021財年的強度是通過將各種資源的使用分別除以本集團2021財年的收入約38.83億人民幣計算得出；

- |   |   |   |   |
|---|---|---|---|
| 3 | The consumption of diesel included the use for industrial operations and transportation,;   | 3 | 柴油的消耗量僅包括用於工業營運和運輸的使用；  |
| 4 | Adhering to its environmental commitment, the Group did not consume any refrigerant or coal in FY2021;  | 4 | 秉承其環保承諾，本集團於 2021財政年度未消耗任何製冷劑或煤炭；   |
| 5 | The surge of the purchase of steam was due to the new inclusion of the consumption data from Jiangxi H&k Food Technology Development Co., Ltd., a subsidiary of the Group's Flavours and Fragrances business segment;   | 5 | 蒸汽採購量的激增是由於新納入本集團香精業務板塊子公司江西省華實孔雀食品科技發展有限公司的消耗數據；   |
| 6 | The total energy consumption was calculation 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, as well as the Appendix 2: Reporting Guidance on Environmental KPIs. The calculation data only included electricity, diesel, gasoline, natural gas 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、2006年IPCC國家溫室氣體清單指南中95%置信區間的上下限以及《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》，並按照重要性原則僅包括電力、柴油、汽油、天然氣和生物質；以及 |
| 7 | Packaging materials in FY2021 and FY2020 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，2021財年和2020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 3. Number of Employees by Age Group, Gender, Employment Type, Position Level, Geographical Locations and Business Segments of The Group in FY2021<sup>1</sup>**

## 附錄四

**表3. 2021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	313	889	671	461	2,334
Female	女性	159	599	391	100	1,249
<b>Total</b>	<b>總數</b>	<b>472</b>	<b>1,488</b>	<b>1,062</b>	<b>561</b>	<b>3,583</b>

### Employment type

僱傭類型

Full time 全職	Part time 兼職	Total 總數
3,583	0	3,583

### 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
3,230	177	98	78	3,583

Geographical location  
地理位置

Locations 地點	Number of employees 員工人數	Locations 地點	Number of employees 員工人數
Shanghai 上海	512	Xinjiang 新疆	2
Beijing 北京	7	Qingdao 青島	1
Shenzhen 深圳	71	Xiamen 廈門	103
Jiangsu 江蘇	163	Haikou 海口	6
Guangzhou 廣州	175	Hong Kong 香港	29
Shantou 汕頭	410	Indonesia 印尼	30
Zhao Qing 肇慶	139	Vietnam 越南	1
Zhongshan 中山	906	Africa 非洲	32
Yunnan 雲南	119	Germany 德國	8
Guizhou 貴州	1	USA 美國	2
Hunan 湖南	166	Singapore 新加坡	7
Jiangxi 江西	689	Korea 韓國	2
Hebei 河北	2		
<b>Total 總計</b>			<b>3,583</b>

Business segment  
業務板塊

Tobacco Raw Materials 煙用原料	Flavours and Fragrances 香精	Aroma Raw Materials 香原料	Condiments 調味品	Headquarter and others 總部及其他	Total 總數
826	975	769	928	85	3,583

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 4. Number of New Employees by Age Group and Gender of the Group in FY2021<sup>1</sup>**

**表4. 2021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
	<b>Male</b> 男性	111	195	122	
<b>Female</b> 女性	66	149	54	13	282
<b>Total</b> 總數	177	344	176	72	769

<sup>1</sup> 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.

<sup>1</sup> 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 5. Employee Turnover Rate by Age Group, Gender and Geographical Locations in FY2021<sup>1</sup>**

**表5. 2021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 left 單位：員工離職人數	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					
<b>Male</b> 男性	160	240	147	86	633
<b>Employee turnover rate</b> 員工離職率	51%	27%	22%	19%	27%
<b>Female</b> 女性	83	108	68	20	279
<b>Employee turnover rate</b> 員工離職率	52%	18%	17%	20%	22%
<b>Total</b> 總數	243	348	215	106	912
<b>Total employee turnover rate</b> 員工總離職率	51%	23%	20%	19%	25%

**Geographical location**  
地理位置

Locations 地點	Employee turnover 員工人數	Employee turnover rate 員工人數	Locations 地點	Employee turnover 員工人數	Employee turnover rate 員工人數
Beijing 北京	1	14%	Zhaoqing 肇慶	48	35%
Shanghai 上海	118	23%	Hunan 湖南	54	33%
Jiangsu 江蘇	24	15%	Xinjiang 新疆	1	50%
Shenzhen 深圳	5	7%	Xiamen 廈門	2	2%
Jiangxi 江西	223	32%	Haikou 海口	1	17%
Yunnan 雲南	134	113%	Indonesia 印尼	2	7%
Guangzhou 廣州	27	15%	Africa 非洲	2	6%
Shantou 汕頭	54	13%	USA 美國	1	50%
Zhongshan 中山	213	24%	Singapore 新加坡	2	29%

**Total 總計**

**3,583**

<sup>1</sup> 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 FY2021 by the number of employees in FY2021. 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.

<sup>1</sup> 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。流失比率是通過將2021財年內員工離職數除以2021財年的員工人數計算得出。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 6. Number and Rate of Work-related Injuries or Fatalities of the Group in Past Three Years<sup>1</sup>**

表6過去三年中本集團與工作有關的傷亡人數和傷亡率<sup>1</sup>

Year 年份	2019	2020	2021
Number of work-related fatalities 工作相關的死亡人數	1	0	0
Number of work-related injuries 工作相關的受傷人數	3	2	14
Rate of injuries (per hundred workers) 工傷率(每百員工)	0.08	0.06	0.39
Lost days due to work injury 因工傷損失天數	–	393	259

<sup>1</sup> The injury and fatality information was obtained from the Group's Human Resources Department. The methodology adopted for reporting the number and rate of work-related fatalities set out above was based on "How to Prepare an ESG Report? — Appendix 3: Reporting Guidance on Social KPIs" issued by the Stock Exchange.

<sup>1</sup> 因工傷亡數據數據從本集團的人力資源部獲得。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 7. Number and Percentage of Employees Trained in the Group by Gender and Employee Category in FY2021<sup>1</sup>**

表7. 2021財年本集團按性別和職位劃分接受培訓的人數及比例<sup>1</sup>

Unit: Number of employees trained 單位：受訓員工人數

Gender 性別	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	
Male 男	1,967	169	35	18	2,189
Percentage of employees trained 培訓員工比例	54%	5%	1%	0%	61%
Female 女	1,326	81	12	6	1,425
Percentage of employees trained 培訓員工比例	37%	2%	0%	0%	39%
Total 總數	3,293	250	47	24	
Percentage of employees trained 培訓員工比例	91%	7%	1%	1%	

Total number of employees trained in FY2021

2021財年受訓員工總數 3,614

Number of employees in FY2021

2021財年員工總數 3,583

Percentage of employees trained in the Group<sup>2</sup>

本集團受訓員工比例<sup>2</sup> 101%

- 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 FY2021. 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; and
- 2 The percentage of employees trained in the Group was calculated based on the number of employees of the Group in FY2021. Since the turnover number of the Group in FY2021 is huge, the number of employees trained is more than the number of employees at FY2021 year end.

- 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2021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》；以及
- 2 本集團受訓的員工比例是根據2021財年本集團的員工人數計算。由於本集團2021財年離職率高企，因此受訓員工總人數超過2021財年年末的員工人數。

**Table 8. Training Hours Completed in the Group by Gender and Employee Category in FY2021<sup>1</sup>**

**表8. 2021財年本集團按性別和職位劃分的培訓時數<sup>1</sup>**

Gender 性別	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	
Male 男	43,937	2,640	630	314	47,520
Average training hours 平均培訓時數	21.1	22.0	8.7	5.1	20.4
Female 女	32,509	1,286	244	122	34,161
Average training hours 平均培訓時數	28.3	22.6	9.4	7.2	27.4
Total 總數	76,446	3,926	874	436	81,681
Average training hours 平均培訓時數	23.7	22.2	8.9	5.6	22.8

- 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 9. Number of Suppliers by Geographical Regions**

**表9.按地理區域劃分的供應商數量**

Locations 地點	Number of suppliers 供應商數量
Mainland China 中國內地	1,580
Hong Kong 香港	7
Europe 歐洲	15
United States of America 美國	5
Asia 亞洲	7
Africa 非洲	6

## APPENDIX V

### Compliance with Laws, Regulations and Standards

#### Environmental Sustainability

## 附錄五

### 法律、法規與標準合規

#### 環境可持續發展

<p>Environmental Protection Law of the People's Republic of China (中華人民共和國環境保護法)</p>	<p>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)</p>	<p>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)</p>	<p>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)</p>	<p>Law of the People's Republic of China on the Prevention and Control of Pollution by Solid Wastes (中華人民共和國固體廢物污染環境防治法)</p>	<p>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)</p>
<p>Law of the People's Republic of China on Conserving Energy (中華人民共和國節約能源法)</p>	<p>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)</p>	<p>Environmental Protection Tax Law of the People's Republic of China (中華人民共和國環境保護稅法)</p>	<p>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)</p>	<p>Regulations of the Management of Economical Use of Urban Water (城市節約用水管理規定)</p>	<p>Emission standard for industrial enterprises noise at boundary (GB12348-2008) 工業企業廠界環境噪聲排放標準</p>
<p>Emission standard of air pollutants for boiler (GB 13271-2014) (鍋爐大氣污染物排放標準)</p>	<p>Standard for pollution control on hazardous waste storage GB 18597-2001 (危險廢物儲存污染控制標準)</p>	<p>Discharge limits of water pollutants (DB 4426-2001) (水污染物排放限值)</p>	<p>Emission standards for odour pollutants (GB14554-93) (惡臭污染物排放標準)</p>	<p>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)</p>	<p>Measures for the Environmental Management Registration of New Chemical Substances (新化學物質環境管理登記辦法)</p>

**Employment Ordinance (Cap. 57 of the Laws of Hong Kong)**  
《僱傭條例》  
(香港法例第57章)

**Employees' Compensation Ordinance (Cap. 282 of the Laws of Hong Kong)**  
《僱員補償條例》  
(香港法例第282章)

**Mandatory Provident Fund Schemes Ordinance (Cap. 485 of the Laws of Hong Kong)**  
《強制性公積金計劃條例》(香港法例第485章)

**Disability Discrimination Ordinance (Cap. 487 of the Laws of Hong Kong)**  
《殘疾歧視條例》  
(香港法例第487章)

**Race Discrimination Ordinance (Cap. 602 of the Laws of Hong Kong)**  
《種族歧視條例》  
(香港法例第602章)

**Sex Discrimination Ordinance (Cap. 480 of the Laws of Hong Kong)**  
《性別歧視條例》  
(香港法例第480章)

**Minimum Wage Ordinance (Cap. 608 of the Laws of Hong Kong)**  
《最低工資條例》  
(香港法例第608章)

**Labour Law of the People's Republic of China**  
《中華人民共和國勞動法》

**Law of the People's Republic of China on Promotion of Employment**  
《中華人民共和國就業促進法》

**Insurance Law of the People's Republic of China**  
《中華人民共和國社會保險法》

**Regulations on the Supervision of Labour Security**  
《勞動保障監察條例》

**Labour Contract Law of the People's Republic of China**  
《中華人民共和國勞動合同法》

**Minimum Wage Regulations**  
《最低工資規定》

**Basic Conditions of Employment Act**  
《基本僱傭條件法》

**Labor Relations Act**  
《勞工關係法》

**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》

**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》

**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》

Driving Operational Excellence

推動卓越營運

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



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