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HKEX ESG Reporting Guide

HKEX ESG Reporting Aspects		Reporting Section	Remarks
Governance Structure	A statement from the board containing the following elements: (i) a disclosure of the board's oversight of ESG issues; (ii) the board's ESG management approach and strategy, including the process used to evaluate, prioritise and manage material ESG-related issues (including risks to the issuer's businesses); and (iii) how the board reviews progress made against ESG-related goals and targets with an explanation of how they relate to the issuer's businesses.	Managing Sustainability at Vitasoy (p.15-23)	
Reporting Principles	A description of, or an explanation on, the application of the following Reporting Principles in the preparation of the ESG report: Materiality: The ESG report should disclose: (i) the process to identify and the criteria for the selection of material ESG factors; (ii) if a stakeholder engagement is conducted, a description of significant stakeholders identified, and the process and results of the issuer's stakeholder engagement. Quantitative: Information on the standards, methodologies, assumptions and/ or calculation tools used, and source of conversion factors used, for the reporting of emissions/energy consumption (where applicable) should be disclosed. Consistency: The issuer should disclose in the ESG report any changes to the methods or KPIs used, or any other relevant factors affecting a meaningful comparison.	Focusing on What Matters (p.11-14) Making Products the Right Way (p.37-54) Managing Sustainability at Vitasoy (p.15-23)	
Reporting Boundary	A narrative explaining the reporting boundaries of the ESG report and describing the process used to identify which entities or operations are included in the ESG report. If there is a change in the scope, the issuer should explain the difference and reason for the change.	About this Report (p.5)	
A. Environmental			
Aspect A1: Emissions			
Aspect A1: Emissions	General Disclosure Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste. <i>Note: Air emissions include NO_x, SO_x, and other pollutants regulated under national laws and regulations.</i> <i>Greenhouse gases include carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons and sulphur hexafluoride.</i> <i>Hazardous wastes are those defined by national regulations.</i>	Making Products the Right Way (p.37-54)	There were no confirmed incidents of non-compliance with related laws and regulations that had a significant impact on the Group during the reporting period.
KPI A1.1	The types of emissions and respective emissions data.	Appendix I - Sustainability Performance Table (p.56-57)	According to our materiality assessment, SO _x and NO _x emissions are not material issues. We have otherwise been focusing on carbon emissions.
KPI 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).	Appendix I - Sustainability Performance Table (p.56-57)	
KPI A1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Appendix I - Sustainability Performance Table (p.56-57)	

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KPI A1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	Appendix I - Sustainability Performance Table (p.56-57)	
KPI A1.5	Description of emissions target(s) set and steps taken to achieve them.	Mitigating Carbon Emissions (p.38-42)	
KPI 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.	Moving Towards Zero-Waste to Landfill (p.45)	
Aspect A2: Use of Resources			
Aspect A2: Use of Resources	General Disclosure Policies on the efficient use of resources, including energy, water and other raw materials. <i>Note: Resources may be used in production, in storage, transportation, in buildings, electronic equipment, etc.</i>	Making Products the Right Way (p.38-45)	
KPI 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).	Appendix I - Sustainability Performance Table (p.56-57)	
KPI A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	Sustainable Water Use (p.44)	
KPI A2.3	Description of energy use efficiency target(s) set and steps taken to achieve them.	Improving Energy Efficiency (p.43)	
KPI 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.	Sustainable Water Use (p.44)	
KPI A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	Transforming Product Packaging (p.34-36)	
Aspect A3: The Environment and Natural Resources			
Aspect A3: The Environment and Natural Resources	General Disclosure Policies on minimising the issuer's significant impacts on the environment and natural resources.	Making Products the Right Way (p.37-54)	
KPI A3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	Making Products the Right Way (p.38-47)	
Aspect A4: Climate Change			
Aspect A4: Climate Change	General Disclosure Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact, the issuer.	Mitigating Carbon Emissions (p.38-42)	
KPI 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.	Mitigating Carbon Emissions (p.38-42)	
B. Social			
Aspect B1: Employment			
Aspect B1: Employment	General Disclosure Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare.	Making Products the Right Way (p.48-52)	There were no confirmed incidents of non-compliance with related laws and regulations that had a significant impact on the Group during the reporting period.

HKEX ESG Reporting Aspects		Reporting Section	Remarks
KPI B1.1	Total workforce by gender, employment type (for example, full- or part- time), age group and geographical region.	Appendix I - Sustainability Performance Table (p.56-57)	
KPI B1.2	Employee turnover rate by gender, age group and geographical region.	Appendix I - Sustainability Performance Table (p.56-57)	
Aspect B2: Health and Safety			
Aspect B2: Health and Safety	General Disclosure Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards.	Reinforcing Safety and Health in Workplace (p.51-52)	There were no confirmed incidents of non-compliance with related laws and regulations that had a significant impact on the Group during the reporting period.
KPI B2.1	Number and rate of work-related fatalities occurred in each of the past three years including the reporting year.	Reinforcing Safety and Health in Workplace (p.51-52)	
KPI B2.2	Lost days due to work injury.	Appendix I - Sustainability Performance Table (p.56-57)	
KPI B2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored.	Reinforcing Safety and Health in Workplace (p.51-52)	
Aspect B3: Development and Training			
Aspect B3: Development and Training	General Disclosure Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. <i>Note: Training refers to vocational training. It may include internal and external courses paid by the employer.</i>	United in Our Purpose (p.48) Developing Future-Ready Leaders (p.49)	
KPI B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	Appendix I - Sustainability Performance Table (p.56-57)	
KPI B3.2	The average training hours completed per employee by gender and employee category.	Appendix I - Sustainability Performance Table (p.56-57)	
Aspect B4: Labour Standards			
Aspect B4: Labour Standards	General Disclosure Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour.	Cultivating an Engaging and Inclusive Culture (p.50)	There were no confirmed incidents of non-compliance with related laws and regulations that had a significant impact on the Group during the reporting period.
KPI B4.1	Description of measures to review employment practices to avoid child and forced labour.	Cultivating an Engaging and Inclusive Culture (p.50)	
KPI B4.2	Description of steps taken to eliminate such practices when discovered.		We have relevant employment policies in place which reference local regulatory requirements to prohibit the employment of child and forced labour.
Aspect B5: Supply Chain Management			
Aspect B5: Supply Chain Management	General Disclosure Policies on managing environmental and social risks of the supply chain.	Collaborating with Suppliers (p.46-47)	
KPI B5.1	Number of suppliers by geographical region.		Number of suppliers by geographical region is considered commercially sensitive and not disclosed.

HKEX ESG Reporting Aspects		Reporting Section	Remarks
KPI 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.	Collaborating with Suppliers (p.46-47)	
KPI B5.3	Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.	Collaborating with Suppliers (p.46-47)	
KPI B5.4	Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.	Collaborating with Suppliers (p.46-47)	
Aspect B6: Product Responsibility			
Aspect B6: Product Responsibility	General Disclosure Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress.	Ensuring Product Safety and Quality (p.32)	There were no confirmed incidents of non-compliance with related laws and regulations that had a significant impact on the Group during the reporting period.
KPI B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.		There was no product recall case in relation to food safety and health.
KPI B6.2	Number of products and service related complaints received and how they are dealt with.		We received zero complaint that lead to product recall in 21/22. We have a standard operating procedure for complaint handling.
KPI B6.3	Description of practices relating to observing and protecting intellectual property rights.		We have internal mechanisms and standard procedures which monitor issues relating to the observation and protection of intellectual property rights.
KPI B6.4	Description of quality assurance process and recall procedures.	Ensuring Product Safety and Quality (p.32)	
KPI B6.5	Description of consumer data protection and privacy policies, and how they are implemented and monitored.		As stipulated in our Internet Privacy Policy , Vitasoy has taken the relevant steps to safeguard the privacy of our website visitors and to protect their personal data. All personal data collected through our customer hotline, marketing activities or online platforms are handled securely in strict adherence with local regulatory requirements and can only be accessed by authorised personnel of the Company.

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Aspect B7: Anti-corruption			
Aspect B7: Anti-corruption	General Disclosure Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering.	Business Ethics and Integrity (p.22)	There were no confirmed incidents of non-compliance with related laws and regulations that had a significant impact on the Group during the reporting period.
KPI 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.		There were no concluded legal cases regarding corrupt practices brought against the Group or its employees during the reporting period.
KPI B7.2	Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored.	Business Ethics and Integrity (p.22)	
KPI B7.3	Description of anti-corruption training provided to directors and staff.	Business Ethics and Integrity (p.22)	
Aspect B8: Community Investment			
Aspect B8: Community Investment	General Disclosure 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.	Nurturing Healthy Community (p.53-54)	
KPI B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	Nurturing Healthy Community (p.53-54)	
KPI B8.2	Resources contributed (e.g. money or time) to the focus area.	Nurturing Healthy Community (p.53-54)	

GRI Standards

GRI Standards		Reporting Section	Remarks
GRI 2: General Disclosures 2021			
2-1	Organizational details	About this Report (P.5)	
2-2	Entities included in the organization's sustainability reporting	About this Report (P.5)	All entities are included in the Annual Report 2021/22 .
2-3	Reporting period, frequency and contact point	About this Report (P.5)	
2-4	Restatements of information		There have been no restatements of information.
2-5	External assurance	Independent Assurance Report (p.55)	Independent Assurance Report
2-6	Activities, value chain and other business relationships	Vitasoy and Plant-Based Nutrition at a Glance (P.6-10)	
		Collaborating with Suppliers (P.46-47)	
		Managing Sustainability at Vitasoy (P.15-23)	
2-7	Employees	Appendix I - Sustainability Performance Table (p.56-57)	
2-8	Workers who are not employees	Appendix I - Sustainability Performance Table (p.56-57)	
2-9	Governance structure and composition	Managing Sustainability at Vitasoy (p.15-23)	
2-10	Nomination and selection of the highest governance body	Managing Sustainability at Vitasoy (p.15-23)	
2-11	Chair of the highest governance body	Managing Sustainability at Vitasoy (p.15-23)	
2-12	Role of the highest governance body in overseeing the management of impacts	Managing Sustainability at Vitasoy (p.15-23)	
2-13	Delegation of responsibility for managing impacts	Managing Sustainability at Vitasoy (p.15-23)	
2-14	Role of the highest governance body in sustainability reporting	Managing Sustainability at Vitasoy (p.15-23)	
2-15	Conflicts of interest	Managing Sustainability at Vitasoy (p.15-23)	
2-16	Communication of critical concerns	Managing Sustainability at Vitasoy (p.15-23)	
2-17	Collective knowledge of the highest governance body	Managing Sustainability at Vitasoy (p.15-23)	
2-18	Evaluation of the performance of the highest governance body	Managing Sustainability at Vitasoy (p.15-23)	
2-19	Remuneration policies	Managing Sustainability at Vitasoy (p.15-23)	
2-20	Process to determine remuneration	Managing Sustainability at Vitasoy (p.15-23)	
2-21	Annual total compensation ratio	Managing Sustainability at Vitasoy (p.15-23)	
2-22	Statement on sustainable development strategy	Chairman's Message (p.3-4)	
2-23	Policy commitments		Please refer to the relevant sections of the report for company's policy commitments for responsible business conduct. The policies are also available on the our sustainability website .

GRI Standards		Reporting Section	Remarks
2-24	Embedding policy commitments		Please refer to the relevant sections of the report for how company embeds each of its policy commitments for responsible business conduct throughout its activities and business relationships.
2-25	Processes to remediate negative impacts		Please refer to the relevant sections of the report for company's processes to remediate negative impacts of the material issues.
2-26	Mechanisms for seeking advice and raising concerns	Managing Sustainability at Vitasoy (p.15-23)	
2-27	Compliance with laws and regulations		There were no confirmed incidents of non-compliance with laws and regulations, significant fines or non-monetary sanctions for noncompliance that had a significant impact on the Group during the reporting period.
2-28	Membership associations		The Company actively participated in community groups promoting environmental and social sustainability. For example, the Company, at where it is headquartered, has been a member of the Business Environment Council and the Caring Company Scheme organised by Hong Kong Council of Social Service.
2-29	Approach to stakeholder engagement	Focusing on What Matters (p.11-14)	
2-30	Collective bargaining agreements		Employees are not restricted from forming or joining collective bargaining agreements and the Company does not actively track such information.
GRI 3: Material Topics 2021			
3-1	Process to determine material topics	Focusing on What Matters (p.11-14)	
3-2	List of material topics	Focusing on What Matters (p.11-14)	
GRI 201: Economic Performance 2016			
3-3	Management of material topics	Vitasoy and Plant-Based Nutrition at a Glance (p.6-10)	
201-1	Direct economic value generated and distributed	Vitasoy and Plant-Based Nutrition at a Glance (p.6-10)	For details on our financial performance, please refer to our Annual Report 2021/22 .
GRI 202: Market Presence 2016			
3-3	Management of material topics	Cultivating an Engaging and Inclusive Culture (p.50)	
202-1	Ratios of standard entry level wage by gender compared to local minimum wage	Cultivating an Engaging and Inclusive Culture (p.50)	We comply with local legal requirements with respect to minimum wage; hence the wages of all employees, regardless of gender, were at or above the minimum wage during the reporting year.
GRI 204: Procurement Practices 2016			
3-3	Management of material topics	Collaborating with Suppliers (p.46-47)	
204-1	Proportion of spending on local suppliers	Collaborating with Suppliers (p.46-47)	For the 2021/22 reporting year, sourcing from local suppliers and distributors accounted for 94% of our procurement spend in Mainland China business.

GRI Standards		Reporting Section	Remarks
GRI 205: Anti Corruption 2016			
3-3	Management of material topics	Business Ethics and Integrity (p.22)	
205-1	Operations assessed for risks related to corruption	Business Ethics and Integrity (p.22)	There were no confirmed incidents of non-compliance with laws and regulations relating to corruption that had a significant impact on the Group or legal proceedings brought against the Group or its employees during the reporting year.
GRI 301: Materials 2016			
3-3	Management of material topics	Transforming Product Packaging (p.34-36)	
301-1	Materials used by weight or volume	Transforming Product Packaging (p.34-36)	
301-3	Reclaimed products and their packaging materials	Transforming Product Packaging (p.34-36)	
GRI 302: Energy 2016			
3-3	Management of material topics	Improving Energy Efficiency (p.43)	
302-1	Energy consumption within the organization	Improving Energy Efficiency (p.43)	There was no solar energy sold via the Feed-in Tariff (FiT) scheme in the reporting period.
302-3	Energy intensity	Improving Energy Efficiency (p.43)	
302-4	Reduction of energy consumption	Improving Energy Efficiency (p.43)	
302-5	Reductions in energy requirements of products and services	Improving Energy Efficiency (p.43)	
GRI 303: Water and Effluents 2018			
3-3	Management of material topics	Sustainable Water Use (p.44)	
303-3	Water withdrawal	Sustainable Water Use (p.44)	In the production plant in the Philippines, we also extracted water from groundwater (source). Our production plant in Shanghai is the only factory exposed to high water stress according to WRI's Aqeduct.
GRI 304: Biodiversity 2016			
3-3	Management of material topics	Transforming Product Packaging (p.34-36) Collaborating with Suppliers (p.46-47)	
304-2	Significant impacts of activities, products and services on biodiversity	Transforming Product Packaging (p.34-36) Collaborating with Suppliers (p.46-47)	
GRI 305: Emissions 2016			
3-3	Management of material topics	Mitigating Carbon Emissions (p.38-42)	
305-1	Direct (Scope 1) GHG emissions	Mitigating Carbon Emissions (p.38-42)	The GHG emissions include CO ₂ , CH ₄ , N ₂ O, HFCs. The GHG calculation is in line with the Greenhouse Gas Protocol.
305-2	Energy indirect (Scope 2) GHG emissions	Mitigating Carbon Emissions (p.38-42)	The GHG emissions include CO ₂ , CH ₄ , N ₂ O, HFCs. The GHG calculation is in line with the Greenhouse Gas Protocol.

GRI Standards		Reporting Section	Remarks
305-3	Other indirect (Scope 3) GHG emissions	Mitigating Carbon Emissions (p.38-42)	
305-4	GHG emissions intensity	Mitigating Carbon Emissions (p.38-42)	
305-5	Reduction of GHG emissions	Mitigating Carbon Emissions (p.38-42)	
GRI 306: Waste 2020			
3-3	Management of material topics	Moving Towards Zero-Waste to Landfill (p.45)	
306-1	Waste generation and significant waste-related impacts	Moving Towards Zero-Waste to Landfill (p.45)	
306-2	Management of significant waste-related impacts	Moving Towards Zero-Waste to Landfill (p.45)	
306-4	Waste diverted from disposal	Appendix I - Sustainability Performance Table (p.56-57)	Hazardous waste (e.g. small amounts of lubricating oil and laboratory waste) are collected by specialised waste contractors and disposed of at regulated hazardous waste disposal facilities.
GRI 401: Employment 2016			
3-3	Management of material topics	Cultivating an Engaging and Inclusive Culture (p.50)	
401-1	New employee hires and employee turnover	Appendix I - Sustainability Performance Table (p.56-57)	
GRI 403: Occupational Health and Safety 2018			
3-3	Management of material topics	Reinforcing Safety and Health in Workplace (p.51-52)	
403-6	Promotion of worker health	Reinforcing Safety and Health in Workplace (p.51-52)	
403-9	Work-related injuries	Reinforcing Safety and Health in Workplace (p.51-52) Appendix I - Sustainability Performance Table (p.56-57)	We will reinforce our focus on reporting near-miss incidents in order to identify potential workplace hazards and prevention opportunities. The lost time injury rates and lost day rates were calculated on 200,000 hours worked. The factor 200,000 is the annual hours worked by 100 employees, based on 40 hours per week for 50 weeks a year.
GRI 404: Training and Education 2016			
3-3	Management of material topics	Developing Future-Ready Leaders (p.49)	
404-1	Average hours of training per year per employee	Appendix I - Sustainability Performance Table (p.56-57)	
404-2	Programs for upgrading employee skills and transition assistance programs	Developing Future-Ready Leaders (p.49)	

GRI Standards		Reporting Section	Remarks
GRI 405: Diversity and Equal Opportunity 2016			
3-3	Management of material topics	Cultivating an Engaging and Inclusive Culture (p.50)	
405-1	Diversity of governance bodies and employees	Appendix I - Sustainability Performance Table (p.56-57)	To learn more about our company shareholdings, our Board and Board Committee structure, and our governance and sustainability policies, please visit the Corporate Governance section of our website and Annual Report.
GRI 413: Local Communities 2016			
3-3	Management of material topics	Nurturing Healthy Community (p.53-54)	
413-1	Operations with local community engagement, impact assessments, and development programs	Nurturing Healthy Community (p.53-54)	
GRI 416: Customer Health and Safety 2016			
3-3	Management of material topics	Ensuring Product Safety and Quality (p.32)	
416-1	Assessment of the health and safety impacts of product and service categories	Ensuring Product Safety and Quality (p.32)	
416-2	Incidents of non-compliance concerning the health and safety impacts of products and services		There were no non-compliance cases concerning the health and safety impacts of products and services during the reporting year.
GRI 417: Marketing and Labeling 2016			
3-3	Management of material topics	Encouraging Healthier Choices (p.31)	
417-1	Requirements for product and service information and labeling	Encouraging Healthier Choices (p.31)	
417-2	Incidents of non-compliance concerning product and service information and labeling		There were no non-compliance cases concerning marketing communications during the reporting year.
GRI 418: Customer Privacy 2016			
3-3	Management of material topics		As stipulated in our Internet Privacy Policy , Vitasoy has taken the relevant steps to safeguard the privacy of our website visitors and to protect their personal data. All personal data collected through our customer hotline, marketing activities or online platforms are handled securely in strict adherence with local regulatory requirements and can only be accessed by authorised personnel of the Company.
418-1	Substantiated complaints concerning breaches of customer privacy and losses of customer data		There were no substantial complaints concerning breaches of customer privacy and losses of customer data during the reporting year.