

SIN HWA DEE FOODSTUFF INDUSTRIES PTE LTD, SINGAPORE
Corporate Social Responsibility Statement

Sin Hwa Dee (SHD) is more than a profit-making entity. Our Vision is “to be the global market leader by creating innovative, convenient and healthy food that will improve the quality of life of our consumers”.

We understand that while it is essential for businesses to make profits, we also strive to create value and improve the quality of life for individuals, the community and the nation.

In a multi-racial, multi-cultural, multi-lingual nation where 4.84 million people of diverse backgrounds live together in a small island, we continue to do our part in upholding the values of meritocracy, integrity, fairness and trust, thus maintaining peace and harmony to our nation.

In supporting the 10 principles advocated by the United Nations Global Compact, where we are a member, we align our policies and operations in upholding the values and promoting Corporate Social Responsibility to Singapore and the world. In practicing what we preach, we also serve to help foster the spirit of humanity by empowering our staff with learning opportunities, and to contribute to society and the people around us.

We have undertaken the under-mentioned initiatives, actions and performances to comply with the principles of UN Global Compact.

Human Rights

SHD supports and respects the protection of internationally proclaimed human rights and ensures that we are not complicit in any human rights abuses

We are committed to the rights and welfare of our respective stakeholders. We aim to uphold the spirit of respect and mutual trust towards all our stakeholders through proactive and effective policies, measures and actions.

We believe in empowering our people through development of skills and capabilities, transferring of knowledge and motivating them through a number of incentives, rewards and benefits. To do so, we believe in effective communications, creating mutually beneficial relationships, fostering mutual respect, and treating people fairly.

Well-Being of Employees

While we strive to provide for a safe working environment, in the event of any accidents, we are also committed in ensuring employees are amply compensated and received adequate medical care. We take care of our employees’ well-being regardless of their financial background. Currently, the company has a Workmen Compensation Scheme in

place. All our employees are given a comprehensive insurance cover, paid for by the company, to guard against personal health and safety.

Our foreign workers are also provided with comfortable accommodation. We have provided a workers' dormitory at our company headquarters, approved by the Ministry of Labour with proper infrastructure and utilities.

Work-Life Balance

The company understands that employees may at times be required to be away from the workplace to tend to their personal or family needs. The company currently has 2 schemes that allow employees to tend to their personal issues:

- 1) Working from Home: Sin Hwa Dee allows employees to work from home when the need arises, as long as their job responsibilities allow. This ensures that employees are still able to fulfill their job obligations while tending to their family needs.
- 2) Flexi-Hour Scheme: Under this scheme, employees now have greater flexibility in choosing their working hours in relation to their other obligations to his or her family.

Empowering People

All our staff is given ample opportunities to learn and to succeed in their careers.

We regularly send our employees to relevant courses to upgrade their skills and productivity, so that they continued to be relevant to the rapidly-changing technology and economy.

The company also practices job rotation for our employees so that they get greater opportunities to learn and hone their skills by being exposed to the different aspects of our businesses. This scheme not only enhances the understanding of our businesses, it also improves their productivity and value to the company.

Community Investment

Sin Hwa Dee is always conscious of the needs of our community. Many initiatives have been undertaken to make our community a better place to live in. For example, we regularly outsource our packing requirements to the disabled and needy. In a small way, we help them integrate into society and fulfill their right to live a normal and independent life.

We are also a Sponsor of The Young Women's Christian Association (YWCA) 'Meals-On-Wheels' program. The YWCA program has been helping the needy, frail and/or homebound senior citizens by distributing free lunches to them since 1997. Every 3 months, we supply our sauces to YWCA to cook up lunches that are not only nutritious, but tasty as well. We are also currently liaising with Singapore Council of Women's

Organisations to hold cooking classes for those women who are interested to be self sufficient.

Social Innovation Park

Our Managing Director, Ms Jocelyn Chng currently serves as a Director with Social Innovation Park (SIP). The Social Innovation Park is an organization of social enterprises whose aim is to promote socially responsible entrepreneurship. SIP has an innovative and effective approach to promoting social responsibilities:

- It is a first-stop information and research centre on social entrepreneurship for people, public and private sectors.
- It is a facilitator for entrepreneurs with self-reliant business models, assisting them with grant administration and to build scalable social entrepreneurial ventures.
- It is the catalyst for both local and international network to better access business ideas and cross boundary capabilities.

One of the initiatives undertaken by SIP is the Pop & Talent Hub (PaTH). PaTH promotes, cultivates and nurtures talented young people by offering different platforms for them to display their crafts and their skills in performing and visual arts.

Labour Standards

We uphold the following principles of labour relationship:

- The freedom of association and the effective recognition of the right to collective bargaining
- The elimination of all forms of forced and compulsory labour
- The effective abolition of child labour
- The elimination of discrimination in employment and occupation

The company firmly believes that fair employment practices are an integral part in nurturing a healthy business climate for all. It also benefits the company by nurturing a healthy working environment, where employees feel satisfied and secure in the work they do, ensuring greater productivity and the future success of the company.

In particular, the company is strongly against employment of child labour, in all aspects of our business, regardless of geographical boundaries.

Commitment against Exploitation

Our policies on labour are in line with the Singapore Ministry of Manpower (MOM) requirements. All our workers must hold valid employment passes to ensure there is no exploitation. Particulars of employees must be recorded and verified to ensure no persons under the age of 16 may work for the company. The company also takes a proactive

stance in not engaging suppliers known to be involved in any forms of exploitation of child labour.

Commitment against Discrimination

In our course of employment, we do not discriminate any persons based on gender, race, nationality and religion. The company currently has a workforce comprising different races and religions, coming from a various countries in Asia. Slightly over half of our key management positions in the company are currently held by women. All these clearly indicate our commitment against discrimination in employment and occupation.

Initiatives to Promote Fairness

Currently, all employees in our company are free to join the National Trades Union Congress (NTUC). While the scope of union activities is limited in Singapore, the company has put in place, measures to ensure fairness for our employees in the way we conduct our business.

We conduct performance reviews for our employees on a regular basis. They are transparent and they ensure a fair outcome in pay and bonuses within the company. Our managers communicate with employees regularly to ensure that they understand the company's position and the current issues facing the company. Employee feedback is highly encouraged and sought-after. Employees who feel they are being harassed or discriminated may speak to our HR Manager, or to any persons within the management they feel comfortable with.

Feedback

The company conducts regular confidential employee feedback sessions to ensure non-discrimination and non-harassment within the company. Measures and policies in place are continually fine-tuned to avert potential conflicts of interest between superiors and subordinates.

Environment

We are always conscious of preserving the sanctity of our environment in which we worked with.

- We support a precautionary approach to environmental challenges
- We undertake initiatives to promote environmental responsibility
- We encourage the development and diffusion of environmentally friendly technologies

Sin Hwa Dee takes a very serious and proactive stance in environmental issues, and we are absolutely committed to continuing to find new avenues where we can cut wastage of resources in our daily operations. We are also on the look out for new technologies to

improve our productivity and efficiency in the use of resources such as energy, glass, paper, water, etc.

1) Membership to Singapore Packaging Agreement

The company is a signatory of the Singapore Packaging Agreement in Nov 2008. Being a signatory, we work with other members to meet national packaging recycling targets; contribute data on the consumption of packaging materials, reduce packaging waste through recycling; adopt the Singapore Environment Code of Practice and develop sustainable markets for reused/recycled packaging materials, among other commitments.

To date, we have successfully managed to reduce our paper-packaging by more than half, switching from a full carton box to a half carton tray in the packaging of our glass-jar bottles. Our labels have also been redesigned to come in smaller sizes.

2) Education

Seminars on the 3Rs (Reuse, Reduce and Recycle) were regularly conducted to educate our employees that protecting the environment should be part of our everyday lives. We encourage our employees to embrace these practices not just in the work-place but also at home. Related documents, PowerPoint slides and websites are often being sent to all employees to educate them on the importance of playing our part, and the negative consequences of environmental destruction.

3) Policies and Actions

Employees are reminded daily to switch off the lights in the toilets after use, and to turn off the lightings and air-conditioners when they have to be away from their desks. To cut wastages of paper, pages are to be printed on both sides. Non-essential documents are to be printed on waste paper where only one side has been used, whenever possible.

Recycling centres have also been placed in the company building so that employees can now dispose their waste paper, used glass bottles and plastics in an environmental-friendly manner.

4) Appointment of an Environment Protection Task Force

The company is committed to nurture environmentally conscious corporate citizen. We are planning to set up a taskforce focusing on making Sin Hwa Dee a more eco-friendly corporate body. In particular, we will be looking towards the conservation of water and energy used by the company; identify ways to reduce carbon emissions as well as extending our efforts on the 3Rs.

More collaboration with the National Environment Agency and the relevant government institutions are underway in embarking on the 3R and Sustainable Energy projects.

The company is looking out for ways to reduce glass usage in our glass containers without compromising on packaging quality. We are also on the look out opportunities to cut water and energy usage in our operation and production facilities.

Plans to replace the lightings of our entire headquarters to energy saving ones are in progress. Motion sensors to turn on lights will be installed in areas which are seldom utilized such as the staff toilets and emergency exits.

Sustainable efforts have been made by our Business Development team to reach out to the public by educating them on the recycling of carton boxes and glass bottles.

Anti-Corruption

We are against all forms of corruption including extortion and bribery

Sin Hwa Dee shall not, directly or indirectly, engage in bribery, fraud, or any other activities which may be construed as corrupt business practices. Our employees are obligated to sign a memorandum against any form of corruptible practices. Employees found guilty will face severe disciplinary actions, or be handed over to the police.

We encourage our employees to report any cases of misconduct, impropriety or fraud to the Financial Controller, or anyone in the senior management.

The company's internal audit department supervises all transactions to ensure full compliance with the laws and regulations of the company.

To avert potential conflicts of interest among employees, especially in the procurement of goods and services, a minimum of 3 quotations are to be obtained for any transaction beyond the value of S\$1,000.