

Sustainable Procurement Policy

可持续采购政策

当前版本	生效日期
V5.0	Sept. 1, 2025 / 2025年9月1日

1. Purpose 目的

This Sustainable Procurement Policy is established to ensure that Beijing Aden Hotel Services Co., Limited fully integrates environmental, social, and ethical considerations into its procurement activities, in alignment with the Company's sustainable development objectives. Through the formulation and implementation of this Policy, the Company aims to meet business needs while minimizing adverse environmental impacts, promoting social equity and development, and upholding high standards of business ethics. These efforts are intended to enhance the Company's social reputation and strengthen its competitive advantage.

本可持续采购政策旨在确保北京埃顿酒店服务有限公司在采购活动中，充分考虑环境、社会和商业道德因素，以实现公司的可持续发展目标。通过制定和实施本政策，公司期望在满足业务需求的同时，减少对环境的负面影响，促进社会公平与发展，并维护良好的商业道德标准，从而提升公司的社会形象和竞争力。

2. Application and Scope 范围与场合

This Policy applies to all procurement activities conducted by departments and employees of Beijing Aden Hotel Services Co., Limited including but not limited to the acquisition of raw materials, equipment, services, and other types of procurement projects. In addition, this Policy is applicable to both existing and potential suppliers of the Company, who are expected to comply with the principles and requirements set forth herein.

本政策适用于北京埃顿酒店服务有限公司所有部门及员工涉及的采购活动，包括但不限于原材料、设备、服务等各类采购项目。同时，本政策也适用于公司的现有供应商及潜在供应商。

3. Reference Documents 参考文件

ISO 20400:2017 – Sustainable Procurement — Guidance ISO 20400:2017 《可持续采购指南》

GB/T 41835 – 022 Sustainable Procurement — Guidance GB/T 41835 - 2022 《可持续采购指南》

United Nations Procurement Manual — Revision 6.1 联合国《采购指南》修订版 6.1

4. Responsibilities 职责

Management Level: Responsible for approving the Sustainable Procurement Policy and related systems, and for providing the necessary resources to support its implementation. Management shall regularly receive reports from relevant departments on sustainable procurement activities, supervise and evaluate the execution of the Policy, and make adjustments and decisions based on actual circumstances.

管理层：负责审批可持续采购政策及相关制度，为政策的实施提供必要的资源支持。定期听取各部门关于可持续采购工作的汇报，对政策的执行情况进行监督和评估，根据实际情况做出调整和决策。

Procurement Department: As the primary department responsible for implementing the Sustainable Procurement Policy, the Procurement Department shall establish specific operational procedures and standards for sustainable procurement, and organize supplier evaluation and management activities to ensure that all procurement practices comply with the requirements of this Policy. The Department is also responsible for collecting and analyzing procurement data and regularly reporting the implementation status of the Policy to Company management.

采购部门：作为可持续采购政策实施的主要负责部门，需制定具体的可持续采购操作流程和标准，组织开展供应商的评估与管理工作，确保采购活动符合本政策要求。同时，负责收集和分折采购数据，定期向公司管理层汇报政策的执行情况。

All Functional Departments: When submitting procurement requests, business departments shall fully consider sustainability factors and provide accurate and detailed procurement requirement information. They shall cooperate with the Procurement Department in supplier evaluation and review processes, and provide feedback on sustainability-related issues encountered during the use of procured products and services.

各职能部门：在提出采购需求时，应充分考虑可持续性因素，提供准确、详细的采购需求信息。配合采购部门对供应商进行评估和审核，反馈所采购产品和服务在使用过程中与可持续性相关的问题。

Legal Department: Responsible for reviewing clauses related to sustainable procurement in procurement contracts to ensure compliance with applicable laws, regulations, and the requirements of this Policy. The Legal Department shall provide legal advisory services to all Company departments on matters related to sustainable procurement and handle legal disputes arising from procurement activities.

法务部门：负责审查采购合同中与可持续采购相关的条款，确保合同内容符合法律法规和本政策要求。为公司各部门提供与可持续采购相关的法律咨询服务，处理因采购活动引发的法律纠纷。

5. Review and Update 审查与更新

Review Cycle: This Sustainable Procurement Policy shall be reviewed at least once annually. The review process shall be led by the Procurement Department, with the cooperation of all relevant departments. In the event of significant policy adjustments, changes in market conditions, or modifications to the Company's strategic direction, a timely review shall be conducted.

审查周期：本可持续采购政策应至少每年审查一次，审查工作由采购部门牵头，各相关部门配合完成。如遇重大政策调整、市场环境变化或公司战略变更等特殊情况，应及时进行审查。

Review Content: The review shall include an assessment of the applicability, effectiveness, and compliance of this Policy. It shall evaluate whether the Policy has achieved its intended objectives during implementation, identify existing issues and deficiencies, and collect feedback from departments, suppliers, and other relevant stakeholders.

审查内容：包括政策的适用性、有效性和合规性。评估政策在实施过程中是否达到预期目标，分析存在的问题和不足，收集各部门、供应商及其他相关方的反馈意见。

Update Mechanism: Based on the results of the review, if any provisions of this Policy are found to be inconsistent with the Company's development or actual conditions, the Procurement Department shall organize revisions and solicit opinions from relevant departments. The revised Policy shall be submitted to Management for approval. Upon approval, the updated Policy shall be promptly communicated to all Company departments and suppliers, and training shall be organized to ensure that all relevant parties are informed of the changes.

更新机制：根据审查结果，如发现政策存在不适应公司发展或不符合实际情况的内容，应由采购部门组织修订，并征求各相关部门的意见，修订后的政策需报管理层审批。审批通过后，及时向公司各部门及供应商发布更新后的政策，并组织开展培训，确保各相关方了解政策的变化。

Recordkeeping: The process and outcomes of policy review and update shall be documented in writing, including review reports, revision statements, and approval documents. The Procurement Department shall be responsible for archiving and maintaining these records, with a retention period of no less than five years.

记录保存：政策审查和更新的过程及结果应形成书面记录，包括审查报告、修订说明、审批文件等，由采购部门负责存档保存，保存期限不少于 5 年。

6. Definition 定义

Sustainable Procurement: Procurement activities that, throughout the entire lifecycle, generate the most favorable environmental, social, and economic impacts while minimizing adverse effects to the greatest extent possible.

可持续采购：在全生命周期内对环境、社会和经济产生最为有利影响的同时又能最大程度地减少不利影响的采购活动。

Environmental Impact: The impact of procurement activities on natural resources, ecosystems, air quality, water resources, and other environmental aspects, including energy consumption, waste generation, and pollutant emissions.

环境影响：采购活动对自然资源、生态系统、空气质量、水资源等方面造成的影响，包括能源消耗、废弃物产生、污染排放等。

Social Impact: The impact of procurement activities on social aspects such as employee rights, community development, human rights protection, and working conditions.

社会影响：采购活动对员工权益、社区发展、人权保障、劳动条件等社会层面产生的影响。

Business Ethics: The ethical principles to be followed during procurement activities, including honesty, fairness, transparency, and compliance. It aims to prevent corruption, fraud, and unfair competition.

商业道德：在采购过程中遵循的诚实、公正、透明、合规等道德准则，避免腐败、欺诈、不正当竞争等行为。

7. Content 内容

Environmental Practices in Procurement 采购环境实践

1. Priority Procurement of Green Products: Priority shall be given to suppliers certified under ISO 14001 and to products with environmental certifications (such as China Environmental Labeling Certification, Energy Conservation Product Certification, etc.), including but not limited to energy-efficient equipment, environmentally friendly cleaning supplies, and biodegradable disposable items. In procurement decision-making, comprehensive consideration shall be given to factors such as the environmental performance, service life, and recyclability of products, in order to reduce environmental impact during both usage and disposal.

绿色产品优先采购：优先选择通过 ISO 14001 认证的供应商，优先选择具有环保认证（如中国环境标志产品认证、节能产品认证等）的产品，包括但不限于节能设备、环保清洁用品、可降解一次性用品等。在采购决策中，综合考虑产品的环境性能、使用寿命、可回收性等因素，降低产品在使用和处置过程中的环境影响。

2. Reduction of Packaging Waste: Suppliers are encouraged to use minimalist, reusable, or recyclable packaging materials and to reduce the use of single-use packaging. For unavoidable packaging waste, suppliers are required to provide a recycling and disposal plan. Meanwhile, the Company shall also optimize its internal packaging processes to minimize excessive packaging.

减少包装废弃物：鼓励供应商采用简约、可重复使用或可回收的包装材料，减少一次性包装的使用。对于不可避免的包装废弃物，要求供应商提供包装废弃物的回收处理方案。同时，公司自身也将优化内部包装流程，减少过度包装现象。

3. Reducing Energy Consumption: When procuring equipment and appliances, priority shall be given to products with high energy efficiency, referencing energy efficiency labels to ensure that the procured equipment complies with national or industry energy-saving standards. For high energy-consuming equipment, suppliers shall be required to provide energy-saving retrofit plans or suggestions to reduce energy consumption during usage.

降低能源消耗：在采购设备和电器时，优先选择能源效率高的产品，参考能源效率标识，确保采购的设备符合国家或行业的节能标准。对于高能耗设备，要求供应商提供节能改造方案或建议，以降低设备在使用过程中的能源消耗。

4. Promoting Local Procurement: On the premise of meeting quality and price requirements, priority shall be given to local suppliers to reduce carbon emissions during transportation and promote local economic development. For perishable goods such as agricultural products and fresh food, local procurement can also improve product freshness and quality.

推广本地采购：在满足质量和价格要求的前提下，优先选择本地供应商，以减少运输过程中的碳排放，同时促进本地经济发展。对于农产品、生鲜食品等易腐货物，本地采购还能提高产品的新鲜度和品质。

5. Promoting Resource Recycling: Procure products made from recyclable materials, such as recycled paper and recycled plastics. At the same time, actively explore and carry out product recycling and reuse programs, and encourage suppliers to participate in product recycling and remanufacturing to achieve resource recycling.

促进资源循环利用：采购可回收材料制成的产品，如再生纸张、再生塑料等。同时，积极探索与开展产品回收和再利用项目，鼓励供应商参与产品的回收和再制造，实现资源的循环利用。

Procurement Social Practice 采购社会实践

1. Protecting Employee Rights: In procurement activities, we prioritize suppliers with strong social responsibility performance (such as those certified by SA8000), and require suppliers to comply with national and local labor laws and regulations to protect employees' legitimate rights and interests, including but not limited to providing reasonable working hours, wages, and labor protection measures. During the supplier evaluation process, the protection of employee rights shall be considered an important evaluation criterion. Suppliers found to have seriously violated labor laws will not be considered for cooperation.

保障员工权益：在采购活动中我们优先选择社会责任表现好的供应商（比如通过 SA8000 审核），要求供应商遵守国家和地方的劳动法律法规，保障员工的合法权益，包括但不限于提供合理的工作时间、工资待遇、劳动保护措施等。在供应商评估过程中，将员工权益保障情况作为重要的评估指标之一，对于存在严重违反劳动法规行为的供应商，将不予合作。

2. Supporting Community Development: Priority shall be given to suppliers who actively participate in community building and support local public welfare initiatives. Suppliers are encouraged to create job opportunities locally, especially for disadvantaged groups. The company itself will also promote sustainable community development through procurement activities in collaboration with suppliers.

支持社区发展：优先选择积极参与社区建设、支持当地公益事业的供应商。鼓励供应商在当地创造就业机会，特别是为弱势群体提供就业岗位。公司自身也将通过采购活动，与供应商共同推动社区的可持续发展。

3. Promoting Gender Equality: In the process of supplier selection and cooperation, attention shall be paid to suppliers' performance in gender equality. Suppliers are encouraged to provide equal employment opportunities and career development space, and eliminate gender discrimination. Targets shall be set to gradually increase the proportion of cooperation with women-owned businesses.

推动性别平等：在供应商选择和合作过程中，关注供应商在性别平等方面的表现，鼓励供应商提供平等的就业机会和职业发展空间，消除性别歧视。设定目标，逐步提高与女性企业供应商的合作比例。

4. Respecting Human Rights: Ensure that suppliers respect human rights during production and operations, and do not use child labor or forced labor. Conduct human rights audits and supervision on suppliers, and require suppliers to sign a human rights commitment letter. If any violations of human rights regulations are found, the cooperation will be terminated.

尊重人权：确保供应商在生产和经营过程中尊重人权，不使用童工、强迫劳动等。对供应商进行人权方面的审核和监督，要求供应商签署人权承诺书，如有违反人权规定的行为，将终止合作关系。

Procurement Business Ethics Practice 采购商业道德实践

1. Integrity and Transparency: During the procurement process, company employees and suppliers shall remain honest and trustworthy, and shall not engage in fraud, false statements, or other misconduct. Procurement information and procedures shall be kept transparent to ensure all suppliers have fair competition opportunities. For bidding projects, bidding rules and evaluation criteria shall be clearly defined and strictly followed.

诚信与透明：在采购过程中，公司员工和供应商应保持诚实、守信，不得有欺诈、虚假陈述等行为。采购信息和流程应保持透明，确保所有供应商都能获得公平的竞争机会。对于招标项目，应明确招标规则和评标标准，并严格按照规定执行。

2. Preventing Corruption and Bribery: Any form of corruption and bribery between company employees and suppliers is strictly prohibited, including but not limited to accepting or offering kickbacks, gifts, hospitality, etc. A reporting mechanism shall be established to encourage employees and suppliers to report corrupt practices. Verified cases of corruption will be dealt with seriously in accordance with laws and regulations.

防止腐败与贿赂：严禁公司员工和供应商之间发生任何形式的腐败和贿赂行为，包括但不限于接受或给予回扣、礼品、款待等。建立举报机制，鼓励员工和供应商对腐败行为进行举报，对于查实的腐败行为，将依法依规严肃处理。

3. Compliance with Laws and Regulations: The company and suppliers shall strictly comply with national and local laws and regulations in procurement activities, including but not limited to the Anti-Monopoly Law, the Anti-Unfair Competition Law, and tax laws. The legality and validity of procurement contracts shall be ensured to avoid legal risks and reputational damage to the company caused by violations.

遵守法律法规：公司和供应商在采购活动中应严格遵守国家和地方的法律法规，包括但不限于反垄断法、反不正当竞争法、税法等。确保采购合同的合法性和有效性，避免因违法违规行为给公司带来法律风险和声誉损失。

4. Protecting Intellectual Property Rights: When procuring products or services involving intellectual property, ensure that suppliers possess legal intellectual property rights or have obtained relevant authorization. Suppliers are required to comply with intellectual property laws and regulations and must not infringe upon the intellectual property rights of others. The company will also strengthen its awareness of intellectual property protection and avoid using infringing products or services.

保护知识产权：在采购涉及知识产权的产品或服务时，确保供应商拥有合法的知识产权或已获得相关授权。要求供应商遵守知识产权法律法规，不得侵犯他人的知识产权。公司自身也将加强对知识产权的保护意识，避免使用侵权产品或服务。

Quantitative Targets 量化目标

1. Using 2024 as the baseline, by 2030, increase the proportion of green product procurement by 30%, and ensure that core upstream suppliers pass ISO14001 certification.

以 2024 年为基准，到 2030 年，绿色产品采购比例提高 30%，确保核心源头供应商通过 ISO14001 审核。

2. Using 2024 as the baseline, reduce packaging waste by 10% by 2027.

以 2024 年为基准，到 2027 年，包装废弃物减少 10%。

3. Using 2024 as the baseline, increase the proportion of cooperation with women-owned businesses by 10% by 2027.

以 2024 年为基准，到 2027 年，与女性企业供应商的合作比例提高 10%。

4. Continuous Targets from 2024 to 2027

2024 年-2027 年持续目标

(1) Ensure a 100% acknowledgment rate of the Supplier Code of Conduct (excluding government- and client-designated suppliers).

确保供应商（政府及客户指定供应商除外）行为准则签收率为 100%。

(2) Ensure 100% coverage of sustainable procurement training for procurement staff.

确保采购员可持续采购培训覆盖率为 100%。

(3) Ensure 100% coverage of social responsibility questionnaires for core suppliers.

确保核心供应商社会责任问卷调查覆盖率为 100%。

8. Appeal 申诉

Grievance Channels: If company employees, supplier employees, or other stakeholders believe that procurement activities violate this Sustainable Procurement Policy, they may file a grievance through the following channels:

申诉渠道：公司员工、供应商员工及其他相关方如认为采购活动违反本可持续采购政策，可通过以下渠道进行申诉：

Written Grievance: Send grievance materials by mail to the company's procurement department at the following address: Procurement Department Head, Aden Group Global Headquarters, Xiandai Building, No. 218 Xiangyang South Road, Xuhui District, Shanghai.

书面申诉：将申诉材料邮寄至公司采购部门，地址：上海市徐汇区襄阳南路 218 号现代大厦埃顿集团全球总部，收件人：采购部门负责人。

Email Grievance: Food-related: CN_SUM_FOOD_SVS@adenservices.com, Non-food-related: CN_SUM_N_F_SVS@adenservices.com

电子邮件申诉：食品类：CN_SUM_FOOD_SVS@adenservices.com, 非食品类：CN_SUM_N_F_SVS@adenservices.com

Telephone Grievance: +86 21 5465 7968

电话申诉：+86 21 5465 7968

The company will strictly maintain the confidentiality of the complainant's personal information and grievance content. The complainant's information shall not be disclosed to unrelated personnel or departments. Grievance materials will be managed by designated personnel and stored in a secure and confidential location. Unauthorized access, copying, or disclosure is prohibited.

公司对申诉人的个人信息及申诉内容严格保密，严禁将申诉人的相关信息泄露给无关人员或部门。申诉材料将由专人负责保管，存放在安全保密的场所，非经授权不得查阅、复制或外传。

The company commits to not retaliating against complainants in any form, including but not limited to dismissal, demotion, salary reduction, or discriminatory treatment.

公司承诺不会对申诉人进行任何形式的报复，包括但不限于解雇、降职、降薪、歧视性对待等。

If any retaliatory actions against complainants are discovered and verified, the responsible parties will be severely punished in accordance with laws and regulations. In serious cases, legal liability will be pursued. At the same time, the company will take necessary measures to protect the legitimate rights and interests of the complainant, including reinstating their position and compensating for economic losses.

如发现针对申诉人的报复行为，一经查实，将对相关责任人予以严厉处罚，情节严重的，依法追究法律责任。同时，公司将采取必要措施保护申诉人的合法权益，包括恢复其工作岗位、赔偿其经济损失等。