



Tong Ren Tang Technologies Co. Ltd.
北京同仁堂科技發展股份有限公司

(a joint stock limited company incorporated in the People's Republic of China with limited liability)
(於中華人民共和國註冊成立的股份有限公司)

(Stock Code 股份代號:1666)



2018

Environmental, Social and
Governance Report

環境、社會及管治報告

北京同仁堂

Beijing Tong Ren Tang



Content 目錄

2	About this Report 關於本報告	29	Employee Care 關愛員工
4	History and Culture 歷史與文化	30	<i>Employment and Staff Standards</i> 僱傭及員工標準
8	Stakeholders 利益相關方	33	<i>Employee Code of Conduct and Policy</i> 員工準則與政策
10	Operation and Management 經營與管理	34	<i>Employee Training and Development</i> 員工培訓與發展
11	<i>Results of Operations</i> 經營業績	38	<i>Employee Rights and Benefits</i> 員工權益及福利
12	<i>Corporate Governance</i> 公司管治	42	<i>Employee Health and Safety</i> 員工健康與安全
16	<i>Anti-Corruption</i> 反腐敗	45	Environmental Protection 環境保護
20	Products and Services 產品與服務	47	<i>Emissions</i> 排放物
21	<i>Supply Chain Management</i> 供應鏈管理	51	<i>Resource Use</i> 資源使用
22	<i>Product Responsibility</i> 產品責任	56	Contributions to Society 回饋社會
26	<i>Consumer Services</i> 消費者服務		Independent Assurance Report 獨立鑒證報告





About This Report

This report is the Environmental, Social and Governance Report for the year 2018 (this “Report”) published by Tong Ren Tang Technologies Co. Ltd. (the “Company”) and its subsidiaries (together, the “Group”). The Board of the Company and its individual members affirm that this Report contains no false or misleading statements or material omissions and that they are jointly and severally responsible for the truthfulness, accuracy, and completeness of its contents.

The Board believes that sound environment, society and governance structure is vital for the development of the Group. In addition to the business growth, the Group has been pursuing excellence in environmental protection, social responsibility, corporate governance and other areas. Meanwhile, the Group also expects to enhance its transparency of operation to achieve and uplift the sense of social responsibility. With reference to its own experience, the Group primarily adopts the principles and basis of Environmental, Social and Governance Reporting Guide set out in Appendix 27 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the “**Hong Kong Stock Exchange**”) (the “**Listing Rules**”) as its standards, with an aim to establish a sound environment, society and governance structure.

As the sixth Environmental, Social and Governance Report, this Report sets out the Group’s (for the purposes of this Report, unless otherwise indicated, it does not include a subsidiary of the Company, namely Beijing Tong Ren Tang Chinese Medicine Company Limited (“**Tong Ren Tang Chinese Medicine**”), and its subsidiaries (hereinafter collectively referred to as “**Tong Ren Tang Chinese Medicine Group**”)) policies and practices in four aspects, namely working environment, operational management, public welfare and environmental protection for the period from 1 January 2018 to 31 December 2018 (the “**Reporting Period**”). This Report is designed to allow shareholders, investors and the public to have a more comprehensive and profound understanding of the Group’s corporate governance and culture.

This Report is prepared and published in traditional Chinese and English. In the event of discrepancy between each version, the traditional Chinese version shall prevail. This Report is printed on environmental-friendly paper to minimize impacts on the environment and advocate the Group’s environmental principles.

Deloitte Touche Tohmatsu Certified Public Accountants LLP, an independent assurance organization, has provided independent assurance services for this Report and issued an independent assurance report.

In future, the Group will disclose the Environmental, Social and Governance Report periodically to provide the public with the Group’s latest updates in these aspects. This report is available in both paper and electronic formats. The electronic format can be viewed and downloaded on the website of the Hong Kong Stock Exchange (www.hkex.com.hk) and the website of the Company (www.tongrentangkj.com). For any suggestion or opinion on this Report or the Group’s environmental, social and governance work, please kindly send it to the Company through our communication channels.

關於本報告

本報告是北京同仁堂科技發展有限公司(「本公司」)及其子公司(以下合稱「本集團」)向社會公眾發佈的二零一八年度《環境、社會及管治報告》(「本報告」)。本公司董事會及全體董事保證本報告內容不存在任何虛假記載、誤導性陳述或重大遺漏，並對其內容的真實性、準確性和完整性承擔個別及連帶責任。

董事會認為，良好的環境、社會及管治架構對於本集團之發展極其重要，除了致力於在業績上追求增長，亦於環境保護、社會責任及企業管治等範疇不斷精益求精；同時亦希望增強本集團運營之透明度，從而實現並提高社會責任感。本集團主要採納香港聯合交易所有限公司(「香港聯交所」)證券上市規則(「上市規則」)附錄二十七所載《環境、社會及管治報告指引》之原則及基準作為本集團的標準，同時結合自身實際，旨在構建良好的環境、社會及管治架構。

本報告為本集團第六次發佈之《環境、社會及管治報告》，報告時間跨度為二零一八年一月一日至二零一八年十二月三十一日(「報告期」)。本報告載列了本集團(僅就本報告而言，除特別註明外，均不包含本公司之子公司北京同仁堂國藥有限公司(「同仁堂國藥」)及其子公司(以下合稱「同仁堂國藥集團」))於工作環境、營運管理、社會公益及環境保護四個方面的策略與實踐，股東、投資者以及公眾人士通過本報告可對本集團的治理與文化有更加全面、深刻的瞭解。

本報告分別以中文繁體及英文編寫、發佈，在對各文本的理解上發生歧義時，請以中文繁體文本為準。本報告之紙張均使用環保紙張印製，旨在最大限度降低對環境的影響與污染，倡導本集團的環保理念。

獨立鑒證機構德勤華永會計師事務所(特殊普通合伙)已為本報告提供獨立鑒證服務，並出具鑒證報告。

未來，本集團將定期披露《環境、社會及管治報告》，藉此讓公眾瞭解本集團於該等方面的最新動態。本報告有紙質版及電子版兩種形式，電子版可以在香港聯交所網站(www.hkex.com.hk)和本公司網站(www.tongrentangkj.com)查閱和下載，歡迎社會各界人士透過本公司通訊渠道，就本報告或本集團環境、社會及管治工作提出建議及意見。



History and Culture

Founded in 1669 (the 8th year of Kang Xi reign in Qing Dynasty), Tong Ren Tang has a history of over 300 years. Since then, Tong Ren Tang has been adhering to the old maxim of “No compromise on labour cost despite the complexity of processing herbal materials. No compromise on material resources despite the scarcity of medicine ingredients”, and treating patients with benevolence and competence. This is the foundation of Tong Ren Tang’s culture of quality and integrity, and the code of conduct observed by generations of those at Tong Ren Tang.

Over the part hundreds at years, the owners of Tong Ren Tang have endeavoured to maintain the brand of Tong Ren Tang. “Unique prescription, superior materials, superb technique, and obvious effects” have characterized the pharmaceutical expertise of Tong Ren Tang for hundreds of years, and are well-known in pharmaceutical markets.

The logo of “Tong Ren Tang” is decorated with two flying dragons, which represent the time-honour history of traditional Chinese medicine and indicate that “Tong Ren Tang” brand is a crown jewel of the nation. In 1989, the Trademark Office of the State Administration of Industry and Commerce certified “Tong Ren Tang” as a national well-known trademark. (The Company has always been under a Trademark License Agreement with China Beijing Tong Ren Tang Group Co., Ltd. (the “**Tong Ren Tang Group**”), under which the Company is entitled to use the trademark and logo of “Tong Ren Tang” for a fee).

Traditional Chinese medicine culture of Tong Ren Tang (traditional Chinese medicine processing technology) was listed as a national-level intangible cultural heritage production protection demonstration base by the Ministry of Culture of the People’s Republic of China in 2014. Inheriting the essence of the traditional Chinese medicine culture of China, Tong Ren Tang’s culture of traditional Chinese medicine, after over 300 years’ evolution and innovation, combines TCM and Chinese Medicine, tradition and modernity, forming a unique integration of traditional techniques, preparation methods, cultures of benevolence, quality, and integrity, business philosophy, values and brand image.

“Cultivating Kind-heartedness and Benefiting Mankind and Preserving Health” is both Tong Ren Tang’s mission and its spirit. As a pharmaceutical company, Tong Ren Tang takes on the mission of improving and enhancing health and life quality of people. We innovate from the succession and develop from the innovation. We always adhere to the ways of operation of making profits by performing good deeds with honesty and trustworthiness, hold sentiments of preserving tranquillity and wellness, in order to actively promote the Chinese medicine culture.

歷史與文化



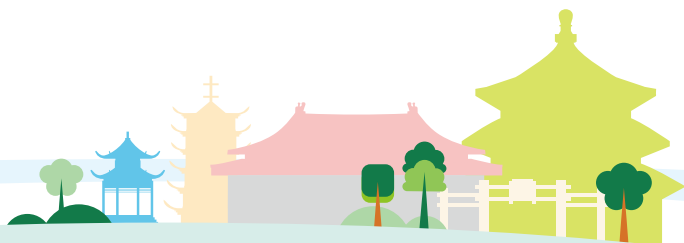
同仁堂創始於公元1669年(清康熙八年)，至今已有一百三十餘年的歷史。同仁堂自成立之日起，始終堅持「炮製雖繁必不敢省人工，品味雖貴必不敢減物力」的古訓，講「仁心」、重「仁術」，奠定了同仁堂質量和誠信文化根基，成為歷代同仁堂人遵循的行為準則。

幾百年來，同仁堂的歷代經營者都全力維護同仁堂品牌。「配方獨特，選料上乘，工藝精湛，療效顯著」是同仁堂數百年的製藥精髓與特色，在中醫藥市場上享有盛名。

「同仁堂」商標採用兩條飛龍，代表著源遠流長的中國醫藥文化歷史，標誌著「同仁堂」品牌乃國之瑰寶，1989年，國家工商行政管理局商標局認定「同仁堂」為國家馳名商標。(本公司一直與中國北京同仁堂(集團)有限責任公司(「同仁堂集團」)簽訂商標使用許可合同，據此，本公司可有償使用「同仁堂」商標及商標圖樣)。

同仁堂中醫藥文化(傳統中藥材炮製技藝)已於二零一四年被中華人民共和國文化部列為國家級非物質文化遺產生產性保護示範基地。同仁堂中醫藥文化是在繼承中國傳統中醫藥文化精髓，經過三百餘年的傳承與創新，將中醫與中藥相結合、傳統與現代相結合，所形成的獨具特色的傳統技藝、炮製方法、仁德文化、質量文化、誠信文化、經營哲學、價值理念與品牌形象的總和。

「同修仁德，濟世養生」是同仁堂的使命，也是同仁堂的精神。同仁堂作為醫藥公司，以改善和提高人民健康水平和生活質量為己任，在繼承中創新、在創新中發展，始終堅持以義為上、誠實守信的經營之道，恪同修仁德之根本，抱濟世養生之情懷，積極弘揚中醫藥文化。





History and Culture

1669:

Yue Xian Yang, the founder of Tong Ren Tang, established "Tong Ren Tang Drugstore".

同仁堂創始人樂顯揚創辦「同仁堂藥室」。

1723:

The Emperor Yong Zheng designated Tong Ren Tang as the supplier of medicine for the royal families, a title retained for 188 years over the reigns of eight emperors.

由雍正皇帝欽定同仁堂供奉清宮禦藥房用藥，歷經八代皇帝，188年之久。

1992:

China Beijing Tong Ren Tang Group Company (now "China Beijing Tong Ren Tang Group Co., Ltd.") was incorporated.

中國北京同仁堂集團公司(現「中國北京同仁堂(集團)有限責任公司」)組建成立。

1997:

Beijing Tong Ren Tang Company Limited (Stock Code: 600085.SH) was established and was listed on Shanghai Stock Exchange in June of the same year.

北京同仁堂股份有限公司成立(股票代碼：600085.SH)，同年6月於上海證券交易所上市。

2000:

The Company was established and was listed on the Growth Enterprise Market (the "GEM") of the Hong Kong Stock Exchange in October of the same year.

本公司成立，同年10月於香港聯交所創業板上市。

歷史與文化

2010:

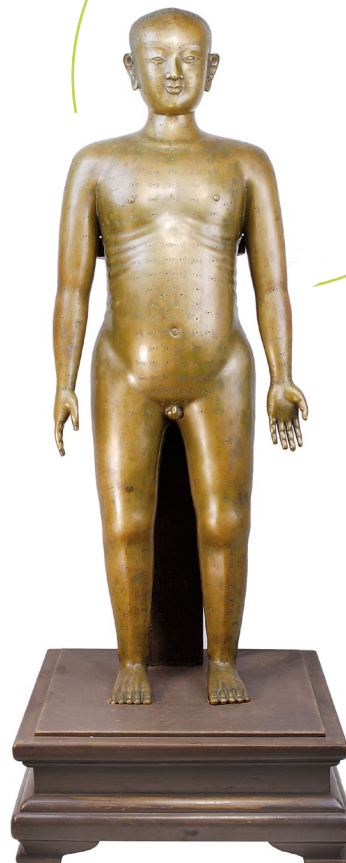
The Company transferred the listing from GEM to the Main Board (the “**MB**”) of the Hong Kong Stock Exchange.

本公司轉至香港聯交所主板上市。

2014:

“Tong Ren Tang’s Chinese medicine culture (preparation techniques of traditional Chinese medicine)” was approved as productive protection demonstration base for National Intangible Cultural Heritage; Tong Ren Tang’s “Angong Niu Huang Pills Traditional Preparation Technique” was included in the Fourth Representative List of National Intangible Culture Heritages.

「同仁堂中醫藥文化(傳統中藥材炮製技藝)」被批准為國家級非物質文化遺產生產性保護示範基地；同仁堂「安宮牛黃丸傳統製作技藝」列入第四批國家級非物質文化遺產代表性目錄。



Yue's Bronze Figure, made of bronze, accurately marked with over 360 acupuncture points.

樂氏銅人,由金銅所製,週身精準地刻滿了人體的三百六十多個穴位。

Communication with stakeholders

Upholding fine traditional Chinese culture, we adhere to the principles of “Virtue, Honesty and Integrity” and Tong Ren Tang’s culture of “Being Kind”, striving to pursue harmony and common prosperity among shareholders, consumers, employees, customers, the public, and other stakeholders. We have established, and continued to improve, our communication channels, boosted our ability to perform duties, and achieved and uplifted the sense of social responsibility.

We have identified shareholders and investors, customers and consumers, employees, the community and the public, and the government as our main stakeholders. For shareholders and investors, we uphold a fair attitude, guarantee the right to know of shareholders of the Company through timely and transparent information disclosure and shareholder meetings, road show promotion, field research, etc., and allow the shareholders to earn a reasonable return on investment through payment of dividends and other means; for customers and consumers, we enforce strict quality control and provide products of premium quality to guarantee product quality and product safety, and we enable them to have a more visual understanding of the production process of our products through factory visit and other activities, and constantly strengthen communication and exchanges with customers and consumers; for employees, through the establishment of labour unions, diversified training and other means, we are committed to providing a healthy working environment, smooth training and development path, as well as a comprehensive compensation and welfare system to protect employees’ rights and interests; for the community and the public, we reduce the impact on the surrounding environment by implementing clean and green production, actively conduct various public welfare activities to help the disadvantaged groups and do our best to spread health knowledge to the public; for the government, we are in strict compliance with national laws and regulations to ensure legal and compliant operation, and strive to create the greatest economic and social benefits.

Identification of stakeholders and materiality issues

Based on the influence of the Company on various stakeholders and the influence of the stakeholders on the Company, we have combined the needs and expectations of various stakeholders to sort out materiality issues such as operation and management, products and services, employee care, environmental protection, and contribution to society.

利益相關方

利益相關方溝通

我們秉承中華民族優良的傳統文化，以「德、誠、信」為宗旨，遵循同仁堂的「善待」文化，致力於在股東、消費者、員工、客戶、公眾等各利益相關方間追求和諧共榮之道，建立並持續完善溝通渠道，持續提升履職能力，著力實現並提高社會責任感。

我們將股東及投資者、客戶及消費者、員工、社區及公眾、政府列為我們的主要利益相關方。針對股東及投資者，我們秉承公平的態度，通過及時、透明的信息披露以及股東大會、路演推介、實地調研等多種方式保障本公司股東的知情權，並通過派發股息等方式，給予本公司股東合理的投資回報；針對客戶及消費者，我們以嚴格的質量控制及優質的產品品質，保障產品質量與產品安全，並通過參觀工廠等方式，讓其更加直觀地瞭解本公司產品的生產過程，不斷加強與客戶及消費者間的溝通與交流；針對員工，我們通過設立工會、開展多元化培訓等方式，致力於為其提供健康的工作環境、暢通的培訓與發展路徑，以及完備的薪酬福利體系，保障員工的各項權益；針對社區及公眾，我們通過實現清潔、綠色生產，減少污染物的產生，降低對周邊環境的影響，同時，積極開展各類公益活動，幫扶弱勢群體，並竭盡所能將健康知識普及至社會公眾；針對政府，我們嚴格依照國家各項法律法規，保障營運依法、合規，竭力創造最大的經濟效益與社會效益。

利益相關方及重要性議題識別

我們依據各利益相關方受本公司影響以及對本公司影響程度進行識別，結合各利益相關方的需求與期望，梳理出經營與管理、產品與服務、關愛員工、環境保護、回饋社會等重要性議題。



Operation and Management 經營與管理



Operation and Management

經營與管理

Results of Operations

經營業績

For the year ended 31 December 2018, the revenue of the Group (including Tong Ren Tang Chinese Medicine Group) was RMB5,059,638,000, representing an increase of 0.69% from RMB5,025,183,000 for the same period last year; and the net profit attributable to owners of the Company was RMB677,815,000, representing an increase of 1.67% from RMB666,666,000 for the same period last year.

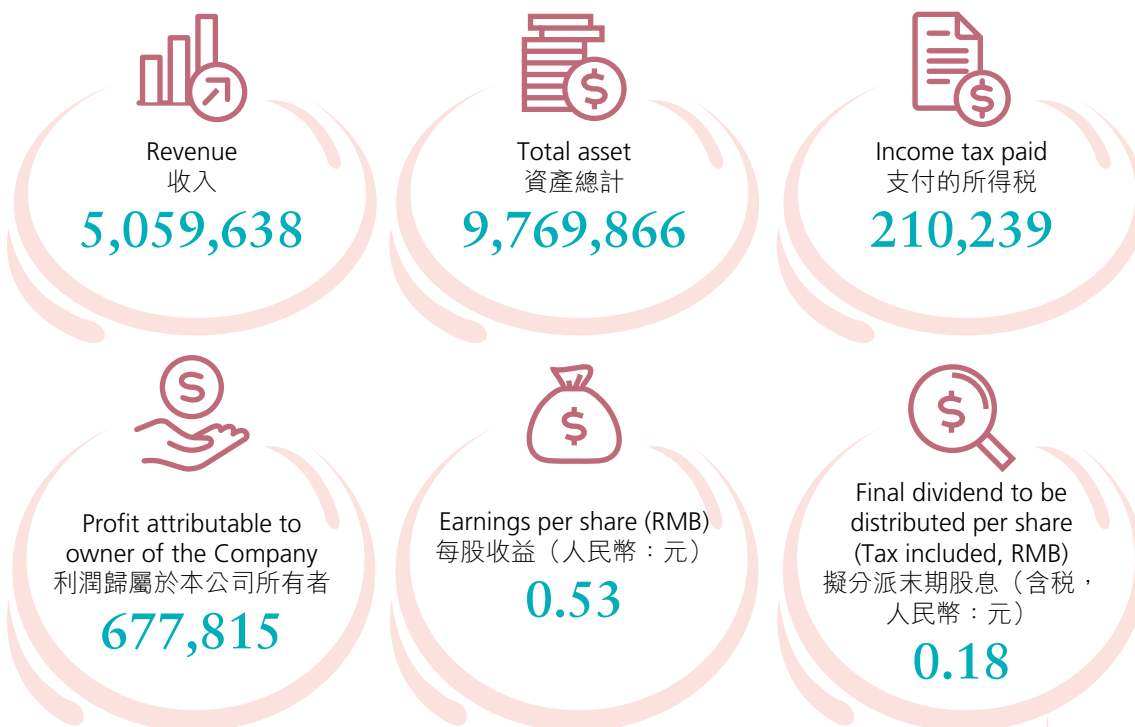
Meanwhile, the Group has continuously distributed dividends since its listing in 2000, with an accumulated dividend distribution of over RMB2 billion.

截至二零一八年十二月三十一日止年度，本集團(包含同仁堂國藥集團)收入為人民幣505,963.8萬元，較上年同期的人民幣502,518.3萬元增長0.69%；本公司所有者應佔淨利潤為人民幣67,781.5萬元，較上年同期的人民幣66,666.6萬元增長1.67%。

同時，本集團自二零零零年上市以來連續分紅派息，累計派息金額已超過人民幣20億元。

Principal financial indicators of the Group (including Tong Ren Tang Chinese Medicine Group) for 2018 are as follows (RMB'000):

本集團(包含同仁堂國藥集團)二零一八年度主要財務指標(人民幣：千元)：



Corporate Governance

公司管治

The Group fully understands that sound corporate governance is the cornerstone of the development. The Group has adopted the principles and standards contained in the Corporate Governance Code set out in Appendix 14 to the Listing Rules as the Group's standards, combined them with the Group's conditions and constantly optimized corporate management, aiming to establish a good corporate governance structure, improve its governance, enhance the core competitiveness of the Group and fulfill expectations of shareholders and consumers.

本集團深知，良好的公司管治乃發展之基。本集團已採納上市規則附錄十四所載《企業管治守則》之原則及基準作為本集團的標準，同時結合本集團之實際，不斷優化公司治理，旨在構建良好的公司管治架構，提升管治水平，進而提升本集團核心競爭力，不辜負股東及消費者的期許。

Organizational Structure of the Company

本公司組織架構



經營與管理

The Company has set up a corporate governance structure comprising the general meeting, the Board, the Supervisory Committee and the Management pursuant to the Company Law of the People's Republic of China, the Securities Law of the People's Republic of China, the Listing Rules, the Hong Kong Securities & Futures Ordinance and other applicable laws and regulations. The shareholder's general meeting is the highest authority of the Company while the Company's business and operation are led and authorized to be managed by the Board. Certain powers shall be entrusted by the Board to the management. The Board monitors the performance of the management. The Board has three special committees, namely the Audit Committee, the Remuneration Committee and the Nomination Committee, to supervise the specific affairs of the Company. In addition, the Company has established a dedicated internal audit department — the Audit Department, as well as around 20 functional departments including the Financial Planning Department, the Quality Management Department, the Production Management Department, the Human Resource Department, the After-Sales Service Inspection Department, etc.. Such organizational structure allowed the authority organs, decision-making organs, supervisory organs and the management to have clear roles and responsibilities and operation standards, and enabled them to constrain each other.

During the year, the authority, decision-making and supervisory organs of the Company, including the general meeting, the Board and the Supervisory Committee, all carried out management decision making and played supervisory roles strictly and have operated in a standardized and effective manner. The special committees under the Board also strictly performed their duties.

本公司根據《中華人民共和國公司法》、《中華人民共和國證券法》、《上市規則》、《香港證券及期貨條例》等法律法規，建立了由股東大會、董事會、監事會和管理層組成的公司治理架構。本公司股東大會是最高權力機構，本公司之業務及事務由董事會領導及授權處理，若干權利由董事會委託予管理層，並監察管理層之表現。董事會下設審核、薪酬、提名三個專門委員會，以監察本公司特定方面之事務。此外，本公司設立專門的內部審計部門—審計部，及財務計劃部、質量管理部、生產管理部、人力資源部、售後服務監察部等二十餘個職能部室，從而形成了權利機構、決策機構、監督機構和管理層之間權責明確、運作規範和相互制衡的機制。

本年度內，本公司股東大會、董事會、監事會等權利、決策、監督機構均嚴格進行管理決策和實施監督，運作規範有效。董事會下設的各專門委員會亦嚴格履行其相應職責。



Social Responsibility Management

The Group primarily adopts the principles and basis of Environmental, Social and Governance Reporting Guide set out in Appendix 27 to the Listing Rules as its standards of social responsibility management. The Board takes full responsibility for the Group's environmental, social and governance strategies and reporting. The Environmental, Social and Governance Report of the Company for the year ended 31 December 2018 was reviewed and approved by the Board at the Board meeting held on 19 March 2019.

The Group has formulated the Social Responsibility Efforts Management System, with the aim of continuously promoting the Group's proactive practices of its social responsibility regarding working environment, operational management, public welfare, environmental protection and other aspects, thereby achieving harmonious development where economic benefits and social interests are both valued.

To further enhance social responsibility management, the Group has hired over 40 part-time messengers in the Company and its subsidiaries, covering key functions such as human resource, employee rights, product research and development, quality management, production management, internal audit, energy statistics, safety and environmental protection. Within the year, the social responsibility working group has conducted field inspections in some subsidiaries, and provided work-related training to messengers at subsidiaries. In the meanwhile, the group has continuously promoted the institutionalization, standardization and the process establishment of managing social responsibility-related works, through day-to-day communication, training and meetings, etc..

Risk Management and Internal Control

The Board is responsible for evaluating and determining the nature and extent of the risks the Group is able to take in achieving its strategic goals, so as to ensure that the Group establishes and maintains reasonable and effective risk management and internal control systems, and oversees management in the design, implementation and monitoring of the risk management and internal control systems, and is also responsible for reviewing the effectiveness of the systems. The risk management report of the Company for the year ended 31 December 2018 was reviewed and approved by the Board at the Board meeting held on 19 March 2019.

During the year, major risks and uncertainties of the Group included policy risk, operational risk and financial risk. For the risks identified, the Group actively reviewed their potential effects on its business operation and finance. For details of the measures taken by the Group for management of the major risks, please refer to the section headed "Risk Management and Internal Control" in the chapter "Corporate Governance Report" of the 2018 Annual Report of the Company.

The Group has internal audit functions. A dedicated internal audit department will independently review the operation of the Group on a regular basis to identify violation and risks, if any, and propose suggestions therefore to cope with the identified risks. The internal audit department carries out comprehensive risks identification and streamlines countermeasures within the scope of the Group, updates the Group's risk list and countermeasures on a semi-annual basis, evaluates the overall effectiveness of risk management of the Group and suggests solutions accordingly (if necessary). On top of this, standard and effective risk management and internal monitoring system are established to safeguard the assets of the Group and interests of stakeholders.

經營與管理

社會責任管理

本集團主要採納上市規則附錄二十七所載《環境、社會及管治報告指引》之原則及基準作為本集團社會責任管理之標準。董事會對本集團的環境、社會及管治策略及匯報承擔全部責任。董事會已於二零一九年三月十九日舉行的董事會會議上審閱並批准本公司截至二零一八年十二月三十一日止年度之《環境、社會及管治報告》。

本集團已制定《社會責任工作管理制度》，旨在不斷推動本集團在工作環境、營運管理、社會公益及環境保護等方面積極履行社會責任，實現經濟效益與社會效益並重的和諧發展格局。

為深入推進社會責任管理工作，本集團已在本公司及各子公司設立兼職信息員40餘名，涵蓋人力資源、員工權益、產品研發、質量管理、生產管理、內部審計、能源統計、安全環保等各關鍵職能。年內，社會責任工作小組深入部分子公司進行實地調研，並對子公司信息員進行工作培訓。同時，通過日常交流、培訓、會議等形式，不斷推動社會責任工作制度化、規範化、流程化。

風險管理及內部監控

董事會負責評估及釐定本集團達成策略目標時所能夠接受的風險性質及程度，確保本集團設立及維持合理及有效的風險管理及內部監控系統，監督管理層對風險管理及內部監控系統的設計、實施及監察，並有責任檢討該等制度的有效性。董事會已於二零一九年三月十九日舉行的董事會會議上審閱並批准本公司截至二零一八年十二月三十一日止年度之風險管理工作報告。

年內，本集團識別的主要風險及不確定因素包括政策風險、經營風險及財務風險，同時，針對識別出的風險，積極檢討其對業務營運之潛在影響。本集團管理主要風險所採取的措施詳見本公司二零一八年度報告「企業管治報告」章節的「風險管理及內部監控」部分。

本集團具有內部審核功能，並由專門的內部審計部門定期獨立檢討本集團之運營，以辨識任何違規活動及風險，並提出相關建議，以應對所識別之風險。內部審計部門在本集團範圍內開展全面的風險識別及應對措施的梳理，每半年更新本集團的風險清單和應對措施，評價本集團整體風險管理有效性，提出相應的處理方案(如需要)。進而建立規範、有效的風險管理及內部監控體系，保障本集團資產及各利益相關方權益。

Anti-Corruption

The Self-Discipline Culture reflects the high moral standards and good self-constraints adopted by employees of Tong Ren Tang. Furthermore, Tong Ren Tang set high standards for its employees and management, as well as a series of systems and standards, thereby creating a rigorous self-discipline environment.

The Group strictly abides by relevant laws and regulations such as the Anti-Unfair Competition Law of the People's Republic of China and the Anti-Money Laundering Law of the People's Republic of China and its internal policies. Meanwhile, the Group strictly implements the Eight-point code to cut bureaucracy and maintain close ties with the people and requires its employees to abstain from such misconducts as fraud, offering or accepting bribery, corruption, extortion and money laundry.

To effectively carry out the integrity campaign, the Group improves its internal audit rules and regulations, and the internal control system with an aim of strengthening internal management, risk management and anti-corruption management. The Group has strictly complied with "Three Importance and One Large" system (the system under which decisions on important matters, appointment and resignation of important managerial staff, arrangements on important projects, and use of large-sum money have to be decided upon collective discussions). In daily operation, the Group strictly abided by rules such as governing business expenditure and executive management. The matters in the scope of the "Three Importance and One Large" system shall be decided by the group in meetings such as the Party Committee meeting, the Board meeting, the office meeting of managers, the employees representative meeting and others. Meanwhile, the Group has strengthened supervision over managerial staff at different levels, and effectively carried out anti-corruption, admonishing and warning talks as well as written inquiries.

During the year, in order to consolidate the mindset and moral defense against corruption among leading cadres at all levels, the Group also produced and distributed the Booklet about the Construction of Party Style and Clean Government to further enforce party style and party discipline clear and clarify the standards and requirements for integrity and self-discipline. Through allusions and comics about integrity and other means, employees at all levels has been improving their integrity and self-discipline, and achieved self-respect, self-examination and self-encouragement.

A chief auditor has been appointed to evaluate the Group's internal audit monitoring and internal control system. To reduce operation risks, an internal audit department is also in place to exercise monitoring over operating performance and other economic activities as well as internal investments such as infrastructure projects, major technological upgrades etc..

經營與管理

反腐敗

「自律文化」是同仁堂人的優秀品德與自我約束。亦提出了同仁堂人標準、同仁堂幹部標準和一系列制度規範，形成嚴格的自律氛圍。

本集團嚴格遵照《中華人民共和國反不正當競爭法》、《中華人民共和國反洗錢法》等相關法律法規及本集團有關制度規定，同時，嚴格落實「中央政治局關於改進工作作風、密切聯繫群眾的八項規定」精神，要求不得存在欺詐、行賄、受賄、貪污、勒索、洗黑錢等失當行為。

本集團有效開展廉潔建設工作，建立健全內部審計規章制度及內部控制體系，強化內部監督、風險控制及反腐敗管理。本集團嚴格遵循「三重一大」制度（重大事項決策、重要幹部任免、重要項目安排、大額資金的使用，必須經集體討論做出決定的制度），在日常工作中嚴格遵循業務支出、幹部管理等若干規定開展各項工作，針對「三重一大」事項，相應召開黨委會、董事會、經理辦公會、職工代表大會等形式的會議，作出集體決策。同時，加強對各級幹部的日常監督管理，做好廉政談話、誡勉談話、警示談話及函詢工作。

年內，為鞏固各級領導幹部拒腐防變的思想道德防線，本集團亦通過製作並發放《黨風廉政建設口袋書》的方式，進一步嚴肅黨風黨紀、明確各項廉潔自律準則規定，並通過廉政典故、廉政漫畫等形式，不斷提升各級員工廉潔自律意識，時刻做到自重、自省、自勉。

本公司設有總審計師，全面負責本集團的內部審計監督及內部控制體系評價工作；亦設有內部審計部門，對經營績效等其他有關經濟活動，以及基建工程、重大技術改造等內部投資項目進行監督，從而降低經營風險。



During the year, the Group carried out a comprehensive self-check with the aim of strengthening internal management. The checked areas include the matching, accuracy and reasonability of financial data, the compliance and legitimacy of financial instruments, books and accounting, establishment and performances of each system and duties on each position, standardization and implementation of each approval and review procedures, record keeping, as well as the keeping and using of capital instruments and seals. Meanwhile, the Group rectified flaws immediately upon discovery to ensure effectiveness in the Group's internal control management.

In addition, the Group has also formulated the Management System on Internal Supervision Information Feedback as well as monitoring and complaints channels to encourage all employees to monitor the management by giving feedback and reporting any inadequacies and irregularities of its internal operations through multiple channels. To avoid conflict of interests and to protect whistle blowers, the Group has conducted investigation and verification and set role and responsibility and action plans accordingly. For those being suspected of committing crime, the Group will timely notify and report them to relevant authorities to strictly prohibit any forms of illegal operation activities such as bribery, fraud and corruption, so as to promote the Group's operation compliance with laws.

During the Reporting Period, these rules and systems served the control and preventive function in risk control and anti-corruption management of the Group, and no material defect was identified. During the year, no litigation regarding corruption occurred in the Group.

In the meanwhile, the Group actively carried out anti-corruption education and training on a regular basis through centralized teaching and distribution of learning materials, so as to raise employees' self-discipline and anti-corruption awareness.

年內，為加強內部管理，本集團開展全面的內控自查，包括財務數據的配套性、準確性及合理性，財務票據、賬簿及核算的合規性、合法性；各項制度、崗位職責的建立與執行情況，各項審批、審核流程的規範與執行情況，文件檔案保管、資金票據及印鑒的保管及使用情況。同時，針對發現的問題立即進行整改，保障本集團內部控制管理的有效性。

此外，本集團亦制定有《內部監督信息反饋管理制度》及監督投訴渠道，鼓勵全體員工參與監督，通過多種渠道反饋、報告集團內部營運缺陷或各類違規行為。本集團在確保相關人員迴避和為投訴人保密的基礎上，對受理的投訴進行調查、核實，並制定責任追究方案和補救整改措施，對於涉嫌犯罪的人員，本集團將及時向相關部門檢舉、報告，進而嚴格遏制賄賂、詐騙、貪污等各類違法經營行為的發生，促進本集團的依法合規經營。

於報告期內，該等制度及體系對本集團風險控制及反腐敗管理方面起到了控制與防範作用，未發現重大缺陷。年內，本集團亦未發生貪污腐敗相關訴訟。

同時，本集團積極開展廉潔教育與培訓，通過集中授課、下發學習材料等多種方式，開展經常性的廉潔教育，不斷提升全體員工的自律意識以及反貪腐意識。

經營與管理

“Holding in awe, staying cautious, sticking to bottom-line”, visit to anti-corruption advocacy education bases

In April, the Group arranged nearly 30 grassroots disciplinary inspection committee members to visit Beijing Shijingshan District Anti-corruption Advocacy Education Base, which improved the awareness of organizational discipline, and incorruptibility and self-discipline of employees and the cadres at all levels, enhanced their moral cultivation to achieve integrity, self-discipline, benevolence and honesty at all time, and firmly established the mindset and moral defense against corruption.

「知敬畏、存戒懼、守底線」，反腐倡廉警示教育基地參觀活動

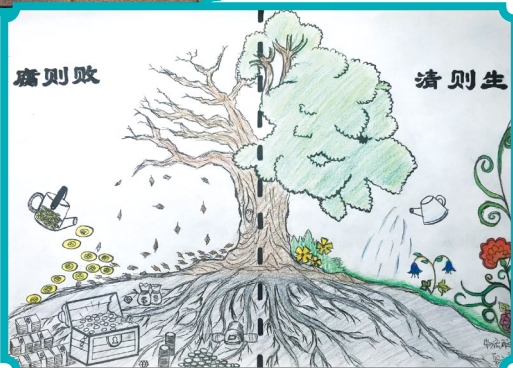
4月，本集團組織近30名基層紀律檢查委員會委員參觀位於北京市石景山區的反腐倡廉警示教育基地，提升各級員工與領導幹部的紀律性與廉潔自律意識，不斷加強自身道德修養，時刻做到廉潔自律、仁德誠信，牢固樹立拒腐防變的思想道德防線。



Bite off one's own head"
《害人害己》



Works at the
Company's honest
practice themed comic
collection activity
本公司廉潔從業主題
漫畫徵集活動作品



"Corruption loses but integrity wins"
《腐則敗、清則生》

Products and Services 產品與服務



Products and Services

產品與服務

Supply Chain Management

The quality of medicinal materials is the basis for the inheritance and promotion of tradition Chinese medicine, as well as the resource support for the organic development of enterprises. Therefore, the Group cherishes its solid partnership with suppliers. It aims to achieve win-win results in cooperation with all relevant parties through its operational excellence, superior product and service quality, as well as transparent and fair procurement activities.

Supply chain management is always one of the key parts in the Group's quality control system. With a focus on product quality risk management, the Group keeps a close eye on quality and safety crisis signals of its medicines. The Company focuses on risk management relating to product quality, monitors red flags in medicine quality safety, and attaches great importance to the compliance of its products with regulations, and carries out self-inspections and rectifications in a timely manner to ensure product quality.

To ensure the quality of raw materials of medicinal materials, auxiliary ingredients and packaging, the Group has strictly complied with the Law of the People's Republic of China on the Administration of Pharmaceuticals, Good Manufacturing Practice ("GMP") and relevant laws and regulations, and established supplier management systems, such as Management Regulations about Suppliers of Traditional Chinese Medicine Material, Management Regulations about Suppliers of Raw Material, Auxiliary Ingredient and Packaging Material, Management Regulations about Supplier Audit, Evaluation and Approval, etc.. The Group has adopted standardization management toward material purchasing, and has clarified supplier qualifications, selection standards, quality auditing and evaluation standards and material quality evaluation standards to establish an increasingly complete management system.

供應鏈管理

中藥材質量是中醫藥事業傳承和發展的基礎，也是企業健康持續發展的資源保障。因此，本集團重視與供應商之間建立的良好合作關係，努力通過增強運營能力、提升產品和服務質量、開展陽光透明的採購行動，實現與各方合作共贏的格局。

供應鏈管理始終是本集團質量控制體系中的重要環節之一。本集團注重產品質量的風險管理，關注藥品質量安全的危機信號，高度重視產品的合規性，及時自檢自查，並及時整改，確保產品質量。

為確保本集團所用中藥材原料、輔料及包裝材料的供應質量，本集團嚴格按照《中華人民共和國藥品管理法》、《藥品生產質量管理規範》（「GMP」）及其他相關法律法規的要求，制定了《中藥材供應商管理規程》、《原料、輔料、包材供應商管理規程》、《供應商審計、評估與批准管理規程》等管理制度，對物料採購推行標準化管理，明確供應商資質要求、選擇標準、質量審計評估標準以及物料質量評估標準等，進而建立了日趨完善的管理體系。



The Group exercises a high level of scrutiny over supplier selection. Based on adequate qualifications, our quality department, collaborated with related units, conducts assessment and on-site audits on product quality of suppliers, and makes a general appraisal. Suppliers must pass the audits and assessment before being allowed to provide products.

Based on identified material risk, the Group has adopted level-to-level management which classifies risks into four levels. The Group has identified supplier risk levels accordingly. For different levels, the Group has decided corresponding audit cycle and has formulated next year's audit plans, based on the outcome of the supplier annual review and risk evaluation, and increases audit frequencies on production suppliers with high risks so as to further reduce material purchasing risks and to ensure product quality.

At the same time, the Group also carries out long-term quality monitoring and regular reviews on all suppliers. In case of any serious issues in supplier qualification or supply quality, the Group will suspend purchasing order with the supplier immediately and, if necessary, cancel its qualification to ensure the quality and safety of the Group's products.

Product Responsibility

The Group has adhered to and inherited Tong Ren Tang's medicine preparation principles of over 300 years. Using modern pharmaceutical technologies, the Group ensured medicine quality through a series of quality management measures and systems covering medicinal materials, preparation, dosage manufacturing and others.

According to the nature of the medicinal materials, Chinese medicine products of the Group are manufactured with different processing methods which get rid of the counterfeit and valueless ones and retain the genuine and valuable ones. Different preparation methods and auxiliary ingredients are applied to reduce medicinal toxicity, alleviate side effects, change the properties and effects of the medicines, enable channel tropism, improve drug efficacy, and ultimately achieve the purpose of curing diseases.

The Group has strictly complied with Law of the People's Republic of China on the Administration of Pharmaceuticals, Law of the People's Republic of China on Product Quality, Law of the People's Republic of China on Traditional Chinese Medicine, Administrative Measures on Adverse Drug Reaction Reporting and Monitoring and other national laws and regulations about product safety so as to ensure product safety. As most of the Group's products are medicines, ensuring product quality and safety is a top priority for the Group.

The Group's quality control is executed primarily in accordance with relevant requirements of Pharmacopoeia of the People's Republic of China (2015 version), GMP, the ISO9001 quality management system and the Group's internal quality control standards. The Group has formulated a complete set of quality inspection management standards covering traditional Chinese medical raw materials, auxiliary ingredients, packaging materials, semi-finished and finished products, which detailed the requirements for various objects, methods and coverage of tests.

Under a comprehensive source-to-sale management framework, the Group implements strict acceptance inspections of raw material procurement, sourcing and storage, which shall be suspended upon identification of any quality defect.

產品與服務

本集團進行嚴格的供應商選擇，在確保供應商資質符合條件的基礎上，由質量部門協同相關單位進行供應商的供應質量的評估和現場審計，並綜合評估。經過審計、評估合格的供應商方可供貨。

本集團依據物料風險將生產所需物料分為四個等級進行分級管理，並以此劃分物料供應商的風險等級，針對不同的風險等級，規定相應的審計週期，並結合供應商年度回顧及風險評估結果制定新一年的供應商審計計劃，針對高風險物料的供應商適時增加審計頻次，進一步降低物料採購風險，保障產品質量。

同時，本集團亦會對所有供應商進行長期質量監控及定期評審。如若發現供應商資質或質量出現嚴重問題，本集團將立即停止該供應商之供貨，必要時取消其資格，確保本集團產品質量安全。

產品責任

本集團堅守和傳承同仁堂 300 多年的製藥宗旨，利用現代製藥技術，形成了藥材、炮製、制劑等的一系列質量管理措施、制度，以保證藥品質量。

本集團所制之中成藥產品，均須根據藥材性質，採取不同的加工方法，去偽存真、去粗存精，並採用不同的炮製方法和不同的炮製輔料，降低藥物毒性、緩和副作用，轉變藥物性能和作用趨向，引藥歸經，提高藥物療效，最終達到治病、去病的目的。

本集團嚴格遵照《中華人民共和國藥品管理法》、《中華人民共和國產品質量法》、《中華人民共和國中醫藥法》、《藥品不良反應報告和監測管理辦法》等國家有關產品安全的法律法規，致力於確保產品安全。特別是本集團的產品大多屬於藥品，保證產品質量及安全無疑是本集團工作的重中之重。

本集團的質量控制主要根據《中華人民共和國藥典》(2015 年版)、GMP、ISO9001 質量管理體系及本集團內部質量控制標準的相關要求執行。本集團制定了各項質量檢驗管理標準，包括中藥材、輔料、包材、半成品及成品，對各種檢驗對象、檢驗方法與檢驗內容做出了詳細規定。

本集團實施自源頭至終端的全線管理模式，從原料採購、進貨直到入庫均採用嚴格的驗收制度，一旦發現質量不達標準，立即停止進貨。

During the production, the Group has always followed the old maxim of “No compromise on labour cost despite the complexity of processing herbal medicines. No compromise on material resources despite the scarcity of medicine ingredients”, sticking to strict product quality control throughout the production process, and has won sound reputation. Adhering to the ancient maxims, the Group combined the traditional preparation techniques with modern pharmaceutical technologies, and strictly complied with the characteristic traditional Chinese medicine processing and production procedures and techniques that Tong Ren Tang has developed in nearly a hundred years’ practices. The Group strictly controlled every key point in production, and constantly pursued better quality. Tong Ren Tang boasts characteristic grinding levels, mixing uniformity, as well as temperature and timing in integration of Chinese medicinal materials of different qualities. In addition, it features special manual water-based pill manufacturing techniques and wax coating techniques.

The Group also strengthens prevention and control of quality risks by monitoring the whole manufacturing process through establishing the quality personnel dispatch system to strictly ensure the product quality. In case of substandard product in the production process, the quality officers have the right of veto power to ensure our products comply with the quality requirements.

All production units in the Company attached great importance to quality-related training and carried out all types of professional trainings involving GMP management, standard operation procedures and other aspects. These trainings enhanced quality staff’s expertise and boosted the Company’s quality management.

During the year, the Group has carried out the careful and thorough on-site inspections of all production workshops in strict accordance with GMP, and controlled the product quality rigorously through strengthening the site management and control. Meanwhile, the Group kept upgrading and improving its production equipment to improve the technology and process standards, and ensure the quality of the products.

在生產過程中，本集團始終遵循「炮製雖繁必不敢省人工，品味雖貴必不敢減物力」的古訓，堅持嚴格的產品質量控制，一直贏得良好的口碑。本集團遵照古訓，在繼承同仁堂傳統炮製技藝的同時，與現代製藥技術相結合，嚴格遵循在百年實踐中形成的獨具同仁堂特色的中藥加工製作工序及工藝，嚴格把控每一個生產關鍵點，不斷追求精益求精。不同質地中藥材粉碎的細度、研配的均勻度、合坨的溫度和時間、手工泛丸技術、吊蠟皮技術等均獨具特色。

本集團亦持續加強質量風險防控，通過構建質量人員派出體系，對產品生產進行全過程監控，嚴格確保產品質量。生產過程中若出現不合格產品，質量管理人員均有權實行一票否決，確保產品符合質量要求。

本公司各生產單位高度重視質量相關的培訓工作，開展GMP管理、標準操作規程等各類專業培訓，不斷提升質量人員的專業技術素養，提升質量管理水平。

年內，本集團嚴格按照GMP相關要求，定期對各生產車間進行細緻、全面的現場檢查，通過加強現場管控，嚴控產品質量。同時，本集團亦不斷升級、改良生產設備，進而提升技術標準與工藝標準，確保產品質量。

產品與服務



Zhao Xiao Gang, aged 59, heir of the traditional inspection techniques and preparation techniques of Chinese medicines of Tong Ren Tang. He has mastered the traditional inspection techniques and traditional preparation techniques of Chinese medicines, expensive and refined Chinese medicines and traditional Chinese medicine decoction pieces. He combines traditional techniques with modern technology and continues to innovate.

With “mouth, eyes, nose, hands” all in use, counterfeit and valueless products are got rid of while the genuine and valuable ones are retained. Zhao Xiao Gang is familiar with the techniques of inspecting the quality of medicinal materials. Since he began to work, Zhao Xiao Gang has been strictly controlling the quality of medicinal materials for decades. He has made continuous efforts and contributions in inheritance and promotion of Tong Ren Tang’s traditional Chinese medicine culture and traditional Chinese medicine techniques so as to ensure the quality of Tong Ren Tang’s medications, and eliminated countless counterfeit and inferior medicines for the Company. He was also invited by the Beijing Food and Drug Administration to participate in the revision and editing

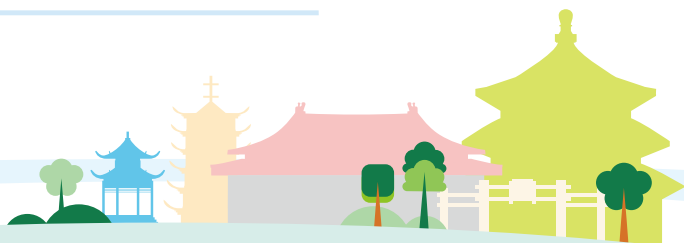
of Beijing’s Chinese Medicine Decoction Pieces Standards (2000 Edition) and Beijing’s Traditional Chinese Medicine Preparation Regulations (2008 Edition). As a preparation expert, Zhao Xiao Gang has also constantly strengthened the inspection of pretreatment of Chinese medicines, thereby improving the quality control of preparation of Chinese medicines and ensuring the quality of the Company’s medicines.

At the same time, he has always been concerned about the inheritance of the traditional inspection techniques of Chinese medicines and the traditional preparation techniques of Tong Ren Tang. He has inherited the tradition of the apprenticeship. He is committed, through preaching, imparting, and disabusing, solving problems in view of the actual situation and teaching the essence of Chinese medicine. In addition, he actively participates in various inheritance and training work, delivers professional knowledge and skills such as Chinese medicine inspection and preparation to the society, and constantly contributes to the promotion of traditional Chinese medicine culture.

趙小剛，59歲，同仁堂中藥材傳統鑒別技藝及炮製技術代表性傳承人，掌握了中藥材、細貴中藥材和中藥飲片的傳統鑒別技藝以及傳統中藥炮製技藝，並將傳統技藝與現代科技相融合，不斷延承創新。

“口、眼、鼻、手”，齊齊上陣，去粗取精、去偽存真，諳熟驗收藥品質量的鑒別技藝。就這樣，自參加工作起，趙小剛幾十年如一日地嚴把藥材質量關，為確保同仁堂用藥質量上乘，傳承、弘揚同仁堂中醫藥文化和中藥傳統技藝等方面不斷做出努力與貢獻，為本公司杜絕的假藥、劣質藥材數不勝數。亦曾受邀北京市藥監局參與《北京市中藥飲片標準》(2000版)以及《北京市中藥炮製規範》(2008版)的修訂及編輯工作。作為炮製專家，趙小剛亦不斷加強中藥材前處理環節的巡檢，進而提高中藥材炮製加工過程的質量控制力，確保本公司藥品質量。

同時，其始終心繫著中藥材傳統鑒別技藝與同仁堂傳統炮製技術的世代傳承，秉承師帶徒的傳統，傳道、受業、解惑，力求做到解惑不離實際，傳授不離中藥之根本。此外，其積極參與各項傳承及培訓工作，為社會各界廣為傳授中藥材檢驗與炮製等專業知識與技能，不斷為弘揚中醫藥傳統文化做出應有的貢獻。



In terms of material selection, the Group has strictly followed the planting and harvesting approach specific to places of origin and terminal, using “Premium, Pure and Authentic” medicinal raw materials to ensure excellent material selection and feeding and to control the quality at source. For the quality control of medical raw materials the Company has a professional quality & control team, with the experts in medicinal materials through “eyes, nose, mouth and taste” and other detection methods to firstly carry out the appearance character inspection for the medical raw materials, and implement the full inspection for medical raw materials lot by lot through detection by professional inspection teams and such professional equipment as high-performance liquid chromatography (HPLC), gas chromatograph and atomic fluorescence spectrometry (AFS) and control their quality strictly.

Consumer Services

Upholding the principle of honesty and trustworthiness, we endeavour to protect the privacy of customers and to provide correct information to them, to safeguard their rights to information, and to build a reliable environment to serve them.

The Group places great emphasis on safe medication practices of patients and attaches great importance to the monitoring and reporting of drug reaction. We have strictly complied with the relevant laws and regulations, including Administration Measures on Reporting and Monitoring of Adverse Drug Reaction, Rules for Implementation of Administration Measures on Reporting and Monitoring of Adverse Drug Reaction in Beijing, etc.. The Group has also developed relevant management regulations for reporting and monitoring of adverse drug reaction as well as the processes thereof, enabling the Group to report to the National Centre for Adverse Drug Reaction Monitoring (國家藥品不良反應監測中心) in a timely manner. In the meanwhile, the Group has also formulated and strictly implemented Management Procedures for Product Returns, so as to ensure timely and proper handling of product returning.

The Group has also published a Protocol on Drug Recall Management. If quality defects or safety hazards are identified in launched products, they will be promptly handled in strict accordance with the protocol and procedures to ensure the vital interests and medication safety of consumers.

Regarding operational quality, the Group has strictly complied with the Good Supplying Practice (“GSP”) and other applicable laws and regulations in its operating activities. It focused on serving customers and constantly improved operational quality by strengthening and innovating management.

The Group has established standard operational procedures for dealing with pharmaceutical enquires, complaints and handling, and set up the after-sales service inspection department to record consumer visits, incoming calls and emails in detail, and patiently explain and answer their enquiries. The department will carry out investigation promptly and handle the cases properly in case of product complaints, and require customer service personnel to vigorously protect the security and confidentiality of the personal information of the enquiring persons. During the Reporting Period, the Company received over 4,000 consumer enquires and complains through its customer service hotline, spared no effort to safeguard the legitimate interests of each consumer.

In marketing promotion, the Group has complied with the relevant laws and regulations, including GSP, Advertising Law of the People’s Republic of China, Law of the People’s Republic of China on the Administration of Pharmaceuticals, Measures on the Review of Drug Advertisements, etc., and formulated internal management systems of the Group such as Measures for Administration of Advertisement Promotion and Administration System for Internal Review on Dissemination of Online Information, etc.. It has also established systems for management procedures, review and filing of advertisements.

產品與服務

選料方面，本集團嚴格遵循「採其地、用其時」的種植採收標準，採用「上等、純潔、道地」的地產藥材，確保選料、投料一流，從源頭把控產品質量。對於藥材原材料之質量控制，本公司配備有豐富經驗的專業藥材原材料驗收與檢驗隊伍，由藥材專家團隊首先通過「眼看、鼻聞、口嘗」等檢測方式先行進行原材料外觀性狀檢驗，再由專業檢驗團隊採用高效液相色譜儀、氣相色譜儀、原子螢光光度計等專業設備對藥材原材料進行逐批全項檢驗，嚴格把控藥材原材料質量。

消費者服務

本集團秉承誠實守信之原則，竭力保護消費者隱私，並為其提供準確的消費信息，確保消費者的知情權，為廣大消費者營造一個可以信賴的服務環境。

本集團重視患者的用藥安全，注重藥品不良反應的監測和上報，嚴格執行《藥品不良反應報告和監測管理辦法》、《北京市藥品不良反應報告和監測管理辦法實施細則》等法律法規，並制定有關藥品不良反應報告與監測的相關管理規定，建立了不良反應監測、報告流程，並及時上報予國家藥品不良反應監測中心。同時，本集團亦制定有《產品退貨管理規程》，並嚴格遵照執行，確保產品退貨得到及時、妥善處理。

本集團亦制定有《藥品召回管理規程》，若已上市銷售的產品存有質量缺陷或安全隱患，將及時按照制度及程序嚴格執行，確保消費者的切身利益與用藥安全。

經營質量方面，本集團在經營管理活動中嚴格遵守《藥品經營質量管理規範》（「GSP」）等法律法規，堅持以消費者為中心，加強和創新經營管理，不斷提升本集團經營質量。

本集團建立了藥品諮詢、投訴及處理等標準操作程序，亦設有售後服務監察部，詳細記錄消費者來訪、來電及郵件記錄，給予其耐心解釋與答復，如遇產品投訴等情況將立即調查和妥善處理，同時，要求客戶服務人員嚴格維護諮詢人員個人信息的安全性及保密性。於報告期內，本公司客戶服務熱線接到消費者各類諮詢信息共4,000餘次，竭力保障消費者的合法權益。

在市場宣傳過程中，本集團執行GSP、《中華人民共和國廣告法》、《中華人民共和國藥品管理法》、《藥品廣告審查辦法》等法律法規，並制定《廣告宣傳管理辦法》、《網絡信息發佈內部審核管理制度》等內部管理制度，建立廣告管理流程及審查備案制度。

In addition, the Group strictly protected intellectual property and regulated its use and management according to the Patent Law of the People's Republic of China and the Trademark Law of the People's Republic of China and other laws and regulations. In the meantime, the Group has formulated the secret system, require all employees have obligations to keep the confidentiality of the Group's trade secrets and matters related intellectual property rights.

In the meantime, the Group attached great importance to the enforcement of intellectual property rights in its brands and products and set up a market observer patrol system to closely monitor and prevent possible infringements in the market. In 2018, the market observers of the Group paid visits to various provinces and cities such as Shandong, Jiangsu in the PRC, inspecting situations that could give rise to potential illegal product promotions and counterfeit of the Group's products and Tong Ren Tang brand, in order to further standardize market order, prevent potential risks and protect interests of consumers and the Group.

此外，本集團依據《中華人民共和國專利法》、《中華人民共和國商標法》等法律法規，嚴格保護知識產權，規範其使用及管理。同時，本集團制定有《保密制度》，要求全體員工須負有保守本集團商業秘密及與知識產權相關事項的義務。

同時，本集團高度重視品牌及產品的維權工作，設立市場巡查體系，對市場可能出現的侵權行為進行嚴格的監控和防範。二零一八年，本集團市場巡查員先後走訪山東、江蘇等中國內地多個省市，對可能出現的產品違規宣傳、仿冒本集團產品及同仁堂品牌之情形進行巡查，進一步規範市場秩序，防範潛在風險，保障消費者及本集團權益。

Employee Care 關愛員工



Employment and Staff Standards

僱傭及員工標準

The Group attaches importance to development and growth of talents, and believes that realization and promotion of employees' value will help achieve the Group's overall goals. The Group highly recognizes employees' contributions to its business growth. The Group also provides skill training, career planning and development opportunities to the staff as well as humanistic cares to each employee, seeking to create a platform for mutual growth and development of the Group and employees.

The Group understands and recognizes the benefits of the diversity of staff, which is regarded as one of the key elements in maintaining its competitive advantages in the long run. A company with a wide diversity of cultures should be inclusive of employees with different genders, ages, skills, educational backgrounds, industry experiences and other qualities in order to achieve the most suitable composition and balance.

本集團重視人才建設及發展，深信員工價值的實現與提升，會有助於本集團整體目標的實現。本集團高度評價員工對集團業績增長所做出的貢獻，並為員工提供技能培訓、職業規劃及發展機會，為每一名員工提供人文關懷，致力於為員工創造一個與本集團共同成長、共享發展的平台。

本集團瞭解及認同多元化員工結構的裨益，並視之為維持集團長久競爭優勢的重要元素之一。一個具備多元文化的公司應包括不同性別、年齡、技能、教育背景、行業經驗及其他質素的員工，以達致最適合之結構和平衡。

The Group Employees Portfolio 本集團人員分佈

Total employees 員工總數



2017
3,064名

2018
3,062名

Breakdown by gender 男女比例



2017
1.2:1

2018
1.2:1

Breakdowns by age 按年齡分佈



	2018	2017
Under 30 30歲以下	32%	35%
Aged 30-39 30歲-39歲	34%	30%
Aged 40-49 40歲-49歲	19%	18%
Aged 50 and above 50歲及以上	15%	17%

Breakdowns by academic qualification 按學歷分佈



	2018	2017
Post-graduate and above 研究生及以上	3%	3%
University 本科	31%	30%
College graduate 大專	28%	27%
High school and below 高中及以下	38%	40%

關愛員工

The Company Employees Portfolio 本公司人員分佈

Total employees
員工總數



2017
2,005名

2018
1,957名

Breakdown by gender
男女比例



2017
1.5:1

2018
1.5:1

Breakdowns by age
按年齡分佈



	2018	2017
Under 30 30歲以下	37%	41%
Aged 30-39 30歲—39歲	32%	26%
Aged 40-49 40歲—49歲	13%	14%
Aged 50 and above 50歲及以上	18%	19%

Breakdowns by academic qualification
按學歷分佈



	2018	2017
Post-graduate and above 研究生及以上	5%	5%
University 本科	38%	37%
College graduate 大專	25%	23%
High school and below 高中及以下	32%	35%

The Company had 116 employees with intermediate or senior titles which accounted for 5.9% of the total headcount, 116 ethnic minority employees which accounted for 5.9% of the total headcount, and 24 disabled employees which accounted for 1.2% of the total headcount.

本公司取得中、高級職稱人數為116人，佔公司總人數的5.9%；少數民族員工116人，佔公司總人數的5.9%；殘障員工24人，佔公司總人數的1.2%。



The diversity policy also applies to the Company's senior management. As of 31 December 2018, the Company had a male/female composition of 3:4 for senior management, with the breakdowns by age and specialty illustrated as below:

多元化政策亦適用於本公司高級管理人員。截至二零一八年十二月三十一日止，本公司高級管理人員男女比例為3:4，年齡分佈及專業領域分佈如下圖：

Senior management of the Company Portfolio* 本公司高級管理人員分佈*

Breakdowns by age 按年齡分佈



	2018	2017
Aged 40-45 40歲-45歲	1	1
Aged 46-50 46歲-50歲	0	1
Aged 51-55 51歲-55歲	5	4
Aged 56-60 56歲-60歲	1	2

Breakdowns by professional field 按專業領域分佈



	2018	2017
Traditional Chinese Medicines 中藥類	4	4
Economics 經濟類	2	2
Engineering 工程類	1	2

* For details of the resumes of senior management, please refer to the 2018 annual report of the Company.
本公司高級管理人員之履歷請參見本公司二零一八年年度報告。

The Group believes that an appropriate personnel turnover can bring new vitality continuously, which is conducive for its long-term healthy development. During the Reporting Period, the Company recorded a personnel inflow of 58 persons, representing an inflow ratio of 3.0%; a personnel outflow (including departures, retirees and personnel death) of 106 persons, representing an outflow ratio of 5.4%.

本集團相信，適當的員工流動能夠為公司不斷帶來新的活力，促進本集團健康長遠發展。於報告期內，本公司新入職員工58人，流入率為3.0%；流出（包括離職、退休及離世）員工106人，流出率為5.4%。

關愛員工

Employee Code of Conduct and Policy

員工準則與政策

The employee recruitment and treatment standards of the Group strictly complied with the relevant laws and regulations of the PRC including Labour Law of the People's Republic of China, Labour Contract Law of the People's Republic of China, and the Law of the People's Republic of China on Protection of Minors. The Group established strict recruitment system and process to avoid cases of child labour and forced labour. In case of any suspected violation above, the Group will immediately assist the victim employee in reporting to the police or relevant labour authorities in strict compliance with national laws and regulations, and will take every effort to cooperate in investigation. Should the case be confirmed, the Group will promptly affix the responsibility of the person liable. During the Reporting Period, no employment of child labour, forced labour or any other violations happened.

本集團的員工招聘及使用標準均嚴格遵照《中華人民共和國勞動法》、《中華人民共和國勞動合同法》、《中華人民共和國未成年人保護法》等中國相關法律、法規執行。本集團設有嚴謹的招聘制度及流程，避免聘用童工及強迫勞工個案的發生。如若出現上述違規情形，本集團將嚴格按照國家相關法律法規立即協助受害員工向警方或相關勞動部門報告，並竭力配合調查，如若屬實，本集團將立即追究違規辦事人員責任。於報告期內，未有聘用童工、強迫勞工等事項發生。

The Group adopts a working hour system of 8 hours a day and five days a week for office staff, as well as a work shift and alternate holiday system for production staff where appropriate. The arrangements for rest days and statutory holidays of employees are consistent with those provided in the national labour laws and regulations.

本集團辦公室員工實行每日8小時、每週5天的工作時間制度；生產員工或實行輪班、輪休制度。員工的休息日及法定節假日與國家勞動法規一致。

To maintain a rational and adequate personnel structure, the Group has established requirements to different posts, which are taken as criteria in recruitment. The Group's recruitment channels include campus recruitment, experienced hire and internal referral, etc.. Each candidate is subject to requirement of academic qualifications and professional skill certificates as well as relevant interviews. The Group adheres to the principle of equal payment without any discrimination due to gender, age, race, religion, cultural and educational background or any other factors, and enters into written employment contracts with all employees on the basis of equality, free will and consensus.

為維持合理的人員構成，本集團為不同崗位設立了任職要求及標準，作為招聘員工之準則之一。本集團的招聘渠道包括校園招聘、社會招聘及內部推薦等。每位應聘者均須符合學歷及專業技能等方面的條件，並通過相應面試。本集團奉行同工同酬之原則，不因性別、年齡、民族、宗教、文化及教育背景等因素而存在歧視，亦堅持平等、自願、協商一致的理念，與所有員工簽訂了書面形式的勞動合同。

In the meanwhile, the Group has also established a rigorous and prudent dismissal process in accordance with national laws and regulations. The Group may terminate employment contract with an employee who involves in serious dereliction of duty or severe violation of national laws and regulations or the Group's rules and regulations, in which case the procedures shall be handled in accordance with the Management System on Service Termination and Retirement of Employees of the Group.

同時，本集團亦依據國家相關法律法規設立嚴謹而審慎的解僱流程。若本集團之員工存在嚴重失職或嚴重違反國家法律法規或嚴重違反本集團相應規章制度等情況，本集團可與其解除勞動合同，並按本集團《員工離職、退休管理制度》辦理相關手續。

Employee Training and Development 員工培訓與發展

We fully understand that employees' continuous growth is the foundation and driving force for organic development of the Group. With a focus on employee growth needs and career planning, the Group has established an assessment system and promotion mechanism integrating training, use and evaluation of talents, in order to build up a sound career-development platform for employees. The virtuous cycle of talent cultivation, utilization and identification lays a solid foundation for and plays as a strong impetus to the Group's sustainable development and the self-growth of employees.

我們深知，員工的不斷成長是本集團保持健康、長遠發展的根基與動力。本集團持續關注員工的發展訴求和職業規劃，建立健全人才培訓、使用、評價一體化的考核評價體系和晉升機制，為員工搭建良好的職業發展平台，實現人才培養、使用和選拔的良性循環，進而為本集團的可持續發展和員工的自我成長奠定堅實的基礎和提供充足的動力。

The Group adopts the principle of unified management and tiered training for its staff education and training and it has a multi-layer system with diversified format of training in place. Upon joining the Company, new employees must participate in induction training in relation to the Company's culture, corporate policies and goals, production safety, necessary skills, etc.. Meanwhile, the Group also provides a wide range of training sessions each year to all employees covering management, quality standards, skills and extended areas, etc..

本集團對員工的教育培訓採取統一管理，分級培訓的原則，進而建立起多層次、多形式的培訓體系。針對新入職員工，自其入職之日起即接受公司文化、方針目標、安全生產和崗位入職等培訓；同時，每年針對全體員工進行各種類別的培訓，涵蓋管理類、質量標準類、技能類、拓展類等諸多方面。

關愛員工

During the year, the Group held a number of training sessions for employees at senior, middle and junior levels based on the actual development needs. The trainings covered innovation management, brand strategy management, performance management, interdepartmental communication and many other practical courses. These trainings further enhanced skills and expertise of employees, and delivered impressive results.

年內，本集團根據實際發展需要，針對高層、中層及基層等各級員工，舉辦了多場培訓，囊括創新管理、品牌戰略管理、績效管理、跨部門溝通等多項實用課程，進一步提升了本集團員工的技能和專業素養，取得了良好的效果。



Major contents of the training are job skills, professional skills and technical skills, to provide every new employee with a good growth and development platform. 從崗位技能、職業技能、專業技能三個方面進行培訓，以保證每位新入職的員工都能夠獲得良好的成長與發展空間。



Help employees fulfil their potential, improve team spirit, and develop an excellent team through extension activities. 通過拓展活動，幫助員工挖掘自身潛能、增強團隊意識，打造優秀的團隊。



Take both the needs of the managers and requirements of the external environment into consideration, provide appropriate training for different managers, ensure the quality and efficiency of the management training. 結合管理者自身需求與外部環境要求，針對不同的管理者組織參加相應的培訓，保證管理培訓的高質高效。

In 2018, training sessions organized by the Group: over 400 場
二零一八年度，本集團開展培訓：超過 400 場

The Group has identified three promotion pathways-operation management, professional technique and technical operation. The Group encourages and organizes qualified employees to participate in professional technical training programs and examinations, and issues letters of appointment as appropriate to employees who passed the examinations and obtained certificates based on the actual work requirements. They are also entitled to allowances for the corresponding positions. Meanwhile, the Group also encourages employees to participate in various vocational qualification examinations, and allows adequate free time for professional technical and vocational personnel to participate in training or continuing education specific to their posts or specialties in expectation of self achievement of their career development goals and self-value.

本集團依照各崗位性質及工作特點劃分出經營管理、專業技術、技能操作三種職級職系晉升路徑，鼓勵並組織符合條件的員工參加專業技術培訓及考試，對考試合格取得證書的員工根據實際工作需要頒發聘書並可享受相應等級的津貼。同時，本集團亦鼓勵員工參與各類職業資格考試，亦給予專業技術人員和職業資格人員充分自由的時間參加相應崗位或專業的培訓或繼續教育，期待員工自我價值及職業發展目標的實現。





Employee Care

With the aim of Building a Growth Path for Employees, the Group has diligently selected, fostered, used and retained talents, and has been gradually establishing a training mechanism that can bring employees' potential into full play. The Group also maintains a "Pyramid Talent Project" catering to its development plan and needs to cultivate, discover and select technical talent with excellent technical and business skills, under which talents are hired and classified as experts, chief technicians, chief workers, outstanding young talents, etc. and bonus is provided monthly so as to establish a talent pool of leading experts at different levels and reserved personnel across different posts including scientific research, quality, production, sales and management, so as to build a development channel for employees. By the end of 2018, the number of employees included into the Company's "Pyramid Talent Project" has reached 198 (2017: 226 persons), including 8 experts (2017: 8 persons), 4 chief technicians (2017: 6 persons), 137 chief workers (2017: 151 persons) and 49 outstanding young talents (2017: 61 persons).

本集團以「為員工創造成長之路」為宗旨，注重人才的「選、育、用、留」，逐步建立起「人盡其才」的培養機制。本集團根據自身發展規劃及需要設立「金字塔人才工程」，培養、發現和選拔技術精湛、業務出色的技術人才，分層次評聘為專家、首席技師、首席職工、優秀中青年人才等，並每月給予相應的獎金，以期在科研、質量、生產、銷售、管理等崗位上造就一批不同層次的專業帶頭人及後備人選，開闢員工的成才發展之路。截至二零一八年底，獲聘為本公司「金字塔人才」的員工總人數為198人(二零一七年：226人)，其中專家8人(二零一七年：8人)、首席技師4人(二零一七年：6人)、首席職工137人(二零一七年：151人)、優秀中青年人才49人(二零一七年：61人)。



「騎」心協力，你我同「行」

5月，本集團組織新入職大學生開展戶外拓展活動，進一步鍛煉新入職員工的團隊意識與互助精神，幫助其更好地適應職場角色。

“Riding” and working together, you and me “walk” together

In May, the Group organized outdoor development activities for new recruited college students and further developed the team spirit and mutual help spirit among new employees to help them better adapt to their roles in the workplace.



關愛員工



“Share responsibility and promote growth” — 2018 Young Cadre Training

From October to November, the Group arranged, in three phases, nearly 100 young cadres under the age of 35 to participate in a two-day closed training. Through rich indoor development activities and vivid lectures, the five outstanding leadership cores, which are “building trust, controlling conflicts, being specifically committed, shouldering responsibilities and being concerned about the outcome”, were analyzed in depth. Through vivid examples and accurate analysis, the lecturer deconstructed the unclear abstract concepts of “management”, “leadership”, “communication” and “execution”, allowing young cadres to jump out of the routine work mindset and find clear and open new ideas for the workplace. At the same time, the course also included DISC behavior characteristics analysis and LASI leadership style analysis and other personalized evaluation content to enhance the practicality of management theory. The two-day training enabled the young cadres of the Group to have an in-depth understanding of the current mainstream management theories and perspectives, and guided them to think deeply about the real situations in work so as to find a new path of self-improvement.



「共擔責、促成長」— 2018年青年幹部培訓

10月至11月，本集團分三期組織近百名35歲以下青年幹部開展為期兩天的封閉式培訓，通過豐富的室內拓展活動及生動的課程講授，對「建立信任、掌握衝突、明確承諾、共擔責任及關注結果」五大卓越領導力核心進行了深入的剖析。講師通過生動的事例和精準的分析，讓「管理」、「領導力」、「溝通」、「執行」這些說不清的抽象概念得到一一解構，讓青年幹部們跳出事務性工作思維，找到清晰而開放的職場新思路。同時，在課程中還穿插了DISC行為特徵分析和LASI領導風格分析等個性化評測內容，增強管理理論的實操性。兩天的培訓令本集團青年幹部深入瞭解了當下主流的管理理論和觀點，引導其對職場中的真實場景進行深入思索，從而找尋自我提升的全新路徑。



Employee Care

Employee Rights and Benefits

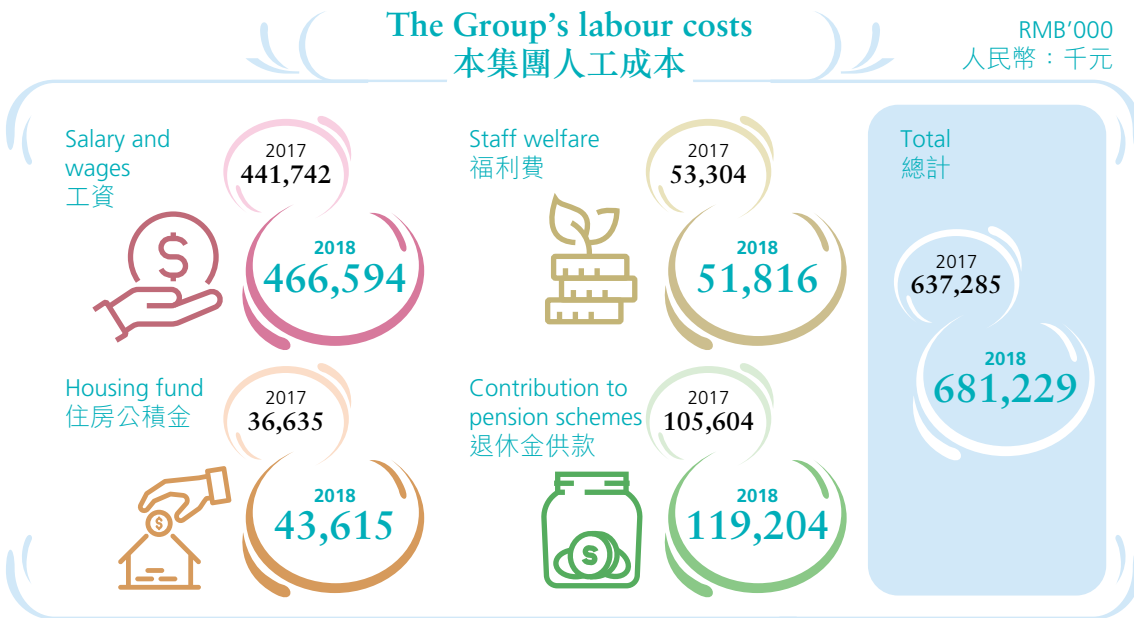
員工權益及福利

The Group guarantees and safeguards the rights and interests of employees in a proactive manner and lays stress on enhancing the sense of belonging of employees, and improves all kinds of employee benefits on an ongoing basis.

本集團積極保障並維護員工權益，同時重視提升員工的歸屬感，致力於員工各項福利的持續改善。

Remunerations of the employees of the Group are determined with reference to the prevailing market level as well as the competency, qualifications and experience of individual employee. Discretionary bonuses based on individual performance will be paid to the employees recognition of and as rewards for their contributions to the Group. Other statutory benefits include contributions by the Group to the endowment insurance, medical insurance, unemployment insurance, employment injury insurance, maternity insurance and housing fund. Meanwhile, in continually updating and improving its employee remuneration policy and system, the Group takes full consideration of the balanced growth between employee remuneration and the Company's business performance, to ensure an equal access to obtain value and sharing of value according to employees' contribution.

本集團員工之薪酬參照市場水平及自身之能力、資歷和經驗而釐定，亦會按年內個人表現酌情發放獎勵，以激勵員工對本集團做出的貢獻，並按國家規定為員工繳納養老保險、醫療保險、失業保險、工傷保險、生育保險及住房公積金。同時，本集團不斷改革和完善員工薪酬政策及體系，充分考慮員工薪酬應與公司業績同步增長，確保員工能夠公平的獲得價值並按貢獻程度分享價值。



In addition, to recognize individuals and groups who made outstanding contributions to the development of the Company, the Group holds selection activities for excellent performance every year. In 2018, the Company selected 120 employees for excellent performance and 56 groups for excellent performance. The Company total paid over RMB900,000 in cash awards to these excellent individuals and groups for their preminent contributions to the Company.

此外，為表彰對本集團發展做出突出貢獻的先進個人和集體，本集團每年均會開展先進評選工作。於二零一八年度，本集團共評選出優秀員工120名以及先進集體56家，並對上述先進個人或集體發放獎金共計人民幣90餘萬元，以獎勵其對本集團做出的傑出貢獻。

關愛員工

The working time of employees in the Group complied with related requirements in Labour Law of the People's Republic of China and Labour Contract Law of the People's Republic of China. The Group's employees are entitled to statutory holidays prescribed by PRC, as well as paid leaves for circumstances including ethnic minority events such as the Lesser Bairam Day, participation in parents' meetings and preschool children vaccination, and employees will enjoy bonus, allowance, subsidy and welfare in paid vacations according to the state and group system. A mechanism is also in place to provide a certain percentage of medical expense reimbursement for family members of qualified employees to lessen their burden. During the Reporting Period, the Group visited sick and retired employees and gave their care and support in the form of financial aid.

The Group made every effort to improve the working environment and facilities, endeavouring to provide a comfortable workplace for all employees. In addition, the Group has canteens at different workplaces and provides our employees with nutritious and varied healthy foods.

本集團員工之工作時間符合《中華人民共和國勞動法》及《中華人民共和國勞動合同法》中的有關要求。同時，本集團員工均享受帶薪休假，除享有國家規定的法定節假日外，適逢開齋節等少數民族節日、參加子女家長會、學齡前子女注射疫苗等，均會相應給予假期，員工帶薪休假之獎金、津貼、補貼、福利等按國家及本公司有關制度發放。本公司還為滿足條件的員工家屬提供一定比例的醫療費用報銷，以減輕員工負擔。於報告期內，本集團走訪慰問病困及離退休員工，並以慰問金、慰問物品等形式給予其關心與資助。

本集團盡全力改善員工的工作環境及設施，致力於為全體員工提供舒適的工作環境。此外，本集團在不同工作場所均設有員工食堂，為廣大員工提供營養豐富、品種多樣的健康餐品。



“Touching your taste buds and giving you the taste of home”

In October, the Company also launched the “Delicious Snacks Week” in the dining hall of Yizhuang factory, and prepared more than 20 kinds of local snacks such as pearl milk tea, red bean soup, white fungus lotus seeds soup, cornbread with candied dates, fried minced meat, stir-fried rice cakes, as well as a variety of cold drinks, soups, noodles, which further improved the quality of canteen meals, enriched the variety of dishes, improved the quality of employees' lunches and met the diverse taste of employees.

「觸動你的味蕾，還你家鄉的味道」

10月，本公司亦於分廠食堂開展「美味小食周」活動，為廣大員工準備了自製珍珠奶茶、赤豆小圓子、銀耳蓮子羹、蜜棗窩頭、炸松肉、炒年糕等二十餘種中國地方特色小吃，用豐富多樣的冷飲、湯羹、麵點，進一步改善食堂飯菜質量、豐富菜品品類，不斷提升員工的午餐質量，滿足員工多樣化的口味需求。





Employee Care



“Affectionate May, Joyful Dragon Boat Festival”

In June, Beijing Tong Ren Tang Technologies (Tangshan) Co., Ltd, a subsidiary of the Company, organized the theme activities of “Affectionate May, Joyful Dragon Boat Festival ” for all employees on the eve of the Dragon Boat Festival. A number of fun activities such as “Dryland Dragon Boat Race” and “Dragon Boat Festival Knowledge Quiz”, “Chinese Rice Dumpling Wrapping Competition” were included, which allowed employees to relax and celebrate the Chinese traditional festival after work.



「情濃五月天，歡樂度端午」

6月，本公司之子公司北京同仁堂科技發展(唐山)有限公司在端午佳節前夕組織全體員工開展「情濃五月天，歡樂度端午」主題活動，包括「旱地龍舟賽」、「端午節知識搶答賽」、「包粽子比賽」等多項趣味活動，在工作之餘放鬆身心、共慶中華傳統佳節。

The Group lays emphasis on employees’ rights to information and freedom of speech. For this purpose, it has established labour union in accordance with the law, which has provided smooth and communication channels to the employees. Moreover, the Group has delivered latest corporate news to all staff in a timely manner through various means, such as the Office Automation Platform, advertising board, WeChat public account and internal periodical. The Group also listens to and adopts employee’s opinions and suggestions, whereby appropriate measures are taken in a timely manner to address their concerns and protect their interests.

本集團注重員工的知情權與話語權，依法建立工會組織，為員工提供了溝通渠道。同時，通過電子辦公平台、宣傳欄、微信公眾號、內部刊物等形式及時將本集團最新動態傳遞給每一位員工，並積極聽取員工的意見與建議，針對員工關注度較高的問題及時採取相應的解決措施，保障廣大員工的利益。

關愛員工

The Group takes efforts to promote work-life-balance for employees, and provides venues and facilities such as basketball courts, badminton halls, gymnasium and multi-purpose halls, and organizes various activities from time to time. The Company also provides employees with clean and comfortable reading and painting rooms, and publishes internal periodicals such as "Sail (起航)", "Home Growth Talks (成長家話)" to enrich their cultural life. During the Reporting Period, the Group organized a total of more than 20 events, including the Cultural and Artistic Performance, Ping-Pong Matches, Chess Competition, Walking, Orienteering, Outing, Photographic Competition, and the number of participants was nearly 3,000. These activities not only helped the employees to relieve stress and enjoy an enriched lifestyle, but also established a platform for employees to express themselves and communicate.

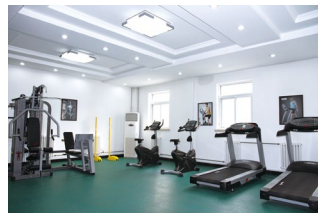
本集團致力於員工生活與工作的平衡，為員工提供了籃球場、羽毛球館、健身房、多功能廳等運動場地及娛樂設施，並不定期舉辦各項活動。此外，亦為員工提供舒適整潔的閱覽室及書畫室，定期發行《起航》、《成長家話》等內部刊物，豐富員工的文化生活。報告期內，本集團共組織包括文藝匯演、乒乓球比賽、棋牌比賽、健步走、拓展訓練、踏青採風、攝影比賽在內的20餘場豐富多彩的活動，參與人數近3,000人次，在幫助員工舒緩壓力、豐富生活的同時也為員工搭建了展現自我及溝通的平台。



Reading Room
閱覽室



Gymnasium
健身房



The rich and colourful entertainment activities
豐富多彩的文娛活動



Employee Health and Safety

員工健康與安全

The Group always lays the health and safety of employees at the top priority. Under the Management Procedures for Employees' Healthcare and the Management Procedures on Hygiene and Employees' Health Conditions, the Group arranges regular physical examinations for all employees each year. For employees engaged in occupational hazards, the Group strictly implements relevant provisions in the Law of the PRC on Prevention and Control of Occupational Diseases and relevant labour protection regulations, and seeks to reduce the incidence of occupational diseases through regular physical examinations and other measures.

The Group has continued to promote safe production, and formulated three-levelled safety inspection regulations and standards which include factory level, workshop level and group level, to continuously strengthen the construction of safe production standardization, so as to protect its employees. Furthermore, dedusting, denoising and poison-proof devices are furnished at production workshops, where standard safety signs for hazard articles are in place and inflammables and explosives are stored and used according to strict requirements. Production staffs are provided with PPE — personal protective equipment such as protective articles with a view to minimize the negative impact on employees' health.

The Group also holds regular drills on fire evacuation, self-help and escape each year to strengthen safety and self-protection awareness of employees. Furthermore, the Group also carries out monitoring and evaluation of occupational hazards in production premises on a regular basis. During the year, some industrial units under the Company invited the third party to detect microwave, dust and other occupational hazards. The results met related national standards and realized the objective to prevent, control and eliminate occupational hazards and safeguard the working environment.

本集團始終把員工的健康與安全放在首位，制定了《職工健康管理規程》及《衛生和人員健康狀況管理規程》，每年定期組織員工進行健康體檢。對於從事具有職業危害工作的員工，本集團嚴格執行《中華人民共和國職業病防治法》和相關勞動保護條例等有關規定，通過定期進行健康檢查等方式降低職業疾病發生率。

本集團持續推進安全生產，制定分廠級、車間級、班組級的三級安全檢查制度與標準，不斷加強安全生產規範化建設，以保護員工的安全。此外，本集團生產車間均裝有除塵、除噪、防毒等設備，並規範設置危險品識別標誌，規範使用、儲存易燃易爆物品，並為生產員工提供防護等勞保用品，最大限度地降低對員工健康的傷害。

同時，本集團每年定期舉行消防疏散、自救、逃生等演練，強化員工的安全意識以及自我保護意識。此外，本集團亦定期對生產場所進行職業病危害因素監測與評價。年內，部分分廠由第三方機構對微波、粉塵等職業危害因素進行檢測，檢測結果符合國家標準，進以預防、控制和消除職業病危害，保障員工的工作環境。

關愛員工

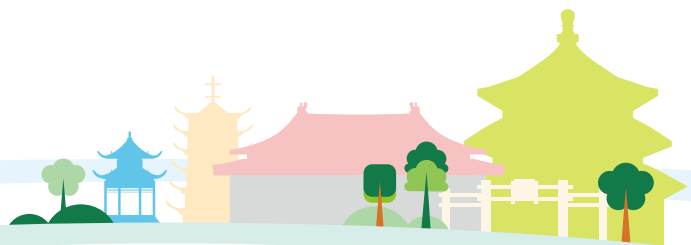


Women's Health Care Seminar

In March, on the occasion of the International Women's Day, the Group invited renowned experts to hold a lecture on women's health care for female employees. The lecture focused on breast cancer health knowledge, and detailed introduced the detection, diagnosis and treatment of cancer, as well as scientifically described how women should correctly prevent and treat diseases from the aspects of psychology, physiology and self-care, with an aim to effectively help female employees to establish a healthy life concept and enhance their self-care awareness.

關愛女性健康講座

3月，在國際勞動婦女節來臨之際，本集團特邀知名專家為廣大女性員工舉辦關愛女性健康講座，本期講座以乳腺癌健康知識為主題，從癌症的發現、診斷、治療等全過程進行了詳細介紹，並科學闡述了女性應如何從心理、生理和自我保健方面正確預防和對待病症，有效幫助廣大女性員工樹立健康的生活理念，提升自我保健意識。





Employee Care



In October, in order to enhance the awareness of production safety and supplement the knowledge on safety production, the Group engaged professional lecturers to carry out two-day activities for key safety officers and safety managers of various industrial units, subsidiaries and departments of the Group, and all participants were assessed in a stringent manner. Through two days of intensive training, the participants acquired the professional knowledge of safety production responsibilities, safety standardization, hazard identification and prevention and control system, management of hidden risks production safety accident and so on, and recognized that importance of safety production on enterprises and individuals. It also provided a solid theoretical foundation for future safety management.

10月，為夯實安全生產意識、補齊安全生產知識短板，本集團聘請專業講師，為本集團各工業單位、各子公司及各部室的主要安全負責人及安全管理人員開展為期兩天的安全生產培訓課程，並對全體學員進行嚴格考核。通過兩天的集中培訓，學員們學習了安全生產主體責任、安全標準化、危險源辨識與安全預防控制體系、生產安全事故隱患排查治理等方面的專業知識，深刻意識到了安全生產對於企業和個人的重要性，也為今後的安全管理工作提供了堅實的理论基礎。



In November, on the occasion of the National Fire Safety Day, Tong Ren Tang Anhui Chinese Medicinal Raw Materials Co., Limited, a subsidiary of the Company, arranged virtual fire-fighting emergency drills for employees to improve their fire prevention and control capabilities and fire safety awareness. At the same time, the effectiveness of the fire emergency plan was reviewed.

11月，在全國消防安全日來臨之際，本公司之子公司北京同仁堂安徽中藥材有限公司組織員工進行虛擬火點滅火應急演練，不斷提升員工火災防控能力與消防安全意識，同時，檢驗火警應急預案的有效性。



Environmental Protection 環境保護





Environmental Protection

The Group has strictly abided by national and local laws and regulations, such as Environmental Protection Law of the People's Republic of China, Air Pollution Prevention Law of the People's Republic of China, the Laws on Promoting Clean Production of the People's Republic of China. It has also formulated relatively complete regulatory systems including the Management System on Environmental Protection, the Management System on Clean Production, the Management System on Prevention and Control of Water Pollution, the Management System on Atmospheric Pollution Prevention and Control and the Management System on the Hazardous Waste, which further realized the objective of energy-saving, consumption reduction, pollution reduction and efficiency improvement, meanwhile has controlled the discharge of various pollutants effectively.

The Group has continued to advocate green and low-carbon production and management concepts, actively explored recycling and sustainable development strategies, and minimized the impact on the surrounding environment. Meanwhile, in line with the national environmental protection policy and the overall requirements of capital core function positioning of Beijing, we have actively promoted the adjustment of industrial layout and built "Sunshine Projects" and "Trusted Projects".

本集團嚴格遵守《中華人民共和國環境保護法》、《中華人民共和國大氣污染防治法》、《中華人民共和國清潔生產促進法》等各項國家及地方法律法規，制定了《環境保護管理制度》、《清潔生產管理制度》、《水污染防治管理制度》、《大氣污染防治管理制度》、《危險廢物管理制度》等較為健全的規章制度，進一步達到節能降耗、減污增效的目的，有效的控制各類污染物排放。

本集團持續倡導綠色、低碳的生產經營理念，積極探索循環、可持續的發展策略，最大限度降低對周邊環境的影響。同時，依據國家環境保護政策及北京市首都核心功能定位的整體要求，積極推進工業佈局調整，打造「陽光工程」與「放心工程」。

環境保護

Emissions

The Group has paid great attention to the construction and improvement of environment protection management system, continuously focused on the problem of pollutant emission during production and operation, as well as supervised its own discharge data.

During production and operation, the Group has actively advocated clean production, energy saving and emission reduction, via usage of clean energy including natural gas, solar energy and other measures, the Group reduced the creation of exhaust gas pollutants from the source. In the meanwhile, all major production units of the Group are equipped with sewage treatment facilities, which are used to treat sewage generated in production and daily life. Regarding sewage and exhaust gas, the Group also paid attention to the detection of pollutant concentration and ensured the emissions of various pollutants to meet national and local environmental protection regulations. In addition, the Group has paid attention to the impact of noise pollution, and kept the noises arising from production within standard range, so as to protect the environment of itself and nearby areas to the utmost extent. During the year, there was no accident regarding environmental pollution in the Company.

排放物

本集團注重環境保護管理體系的建設和完善，持續關注生產運營中的污染物排放問題，並對自身排放數據進行監管。

在生產經營過程中，本集團積極倡導清潔生產與節能減排，通過使用天然氣、太陽能等清潔能源以及其他措施，從源頭減少廢氣污染物的產生。同時，本集團各主要生產單位均配備污水處理設施，用以處理生產、生活過程中產生的污水。針對污水和廢氣，本集團亦注重對污染物濃度的檢測，確保各類污染物排放符合國家及地方環保法規。此外，本集團注重噪聲污染對環境帶來的影響，將生產過程中產生的噪聲控制在標準範圍內，最大限度地維護自身及周邊環境。年內，本公司並未發生環境污染方面事故。



Environmental Protection




The Group's emissions are mainly generated during the production process, include exhaust gas (mainly including carbon dioxide and nitrogen oxides) and waste water (mainly including pollutants such as COD, BOD, ammonia nitrogen and suspended substances). The main pollutant emissions of the major production units of the Group during the Reporting Period are illustrated as below:

本集團的排放物主要在生產過程中產生，主要包括廢氣(主要含有二氧化碳及氮氧化物)及廢水(主要含有COD、BOD、氨氮、懸浮物等污染物)。下圖列示了本集團主要生產單位於報告期內主要污染物排放情況：

Main pollutants*

主要污染物*

Emission 排放量 2018

WASTE WATER EMISSION¹ 廢水 ¹ 	Waste water discharged (10,000 tons) 廢水排放量 (萬噸)	41
	Chemical Oxygen Demand (COD _{Cr}) (tons) 化學需氧量 (COD _{Cr}) (噸)	33
	Five-day Biochemical Oxygen Demand (BOD ₅) (tons) 五日生化需氧量 (BOD ₅) (噸)	10
	Ammonia nitrogen (tons) 氨氮 (噸)	1
	Suspended Substance (SS) (tons) 懸浮物 (SS) (噸)	7
EXHAUST 廢氣 	Nitrogen oxides (tons) 氮氧化物 (噸)	17
GREENHOUSE GAS² 溫室氣體 ² 	Total direct emissions (10,000 tons of carbon dioxide equivalent) 直接排放量 (萬噸二氧化碳當量)	3
	Total indirect emissions (10,000 tons of carbon dioxide equivalent) 間接排放量 (萬噸二氧化碳當量)	3
	Total emissions (10,000 tons of carbon dioxide equivalent) 排放總量 (萬噸二氧化碳當量)	6

* The Group will standardize the caliber and standard of data statistics while constantly improving the collection scope and statistical methods of the pollutant indicators.

1. In 2018, the Group discharged approximately 1.09 tons of waste water (2017: approximately 0.87 tons) for each RMB10,000 of revenue.

2. Greenhouse gases are mainly carbon dioxide, methane, and nitrous oxide. In 2018, the Group discharged approximately 0.16 tons of carbon dioxide equivalent (2017: 0.15 tons of carbon dioxide equivalent) of greenhouse gases for each RMB10,000 of revenue.

* 本集團污染物指標收集範圍及統計方式正在不斷完善中，未來將進一步規範統計口徑及標準。

1. 二零一八年度，本集團每萬元收入產生的廢水排放量約1.09噸(二零一七年：約0.87噸)。

2. 溫室氣體主要為二氧化碳、甲烷、氧化亞氮。二零一八年度，本集團每萬元收入產生的溫室氣體排放量為0.16噸二氧化碳當量(二零一七年：0.15噸二氧化碳當量)。

環境保護

Hazardous Waste 有害廢棄物



With Chinese patent medicine as its core product, the Group generates small amount of hazardous waste in its production process. During the year, major hazardous waste generated by the Group included waste chemical reagent and sludge containing hazardous waste components, which were mainly generated from the wastewater treatment process of production units of Chinese patent medicine, and clinical waste, which totalled approximately 16 tons.

本集團以中成藥產品為核心，在生產過程中產生的有害廢棄物較少。年內，本集團產生的主要有害廢棄物包括廢舊化學試劑、含有危險廢物成份的污泥（主要為中成藥生產單位廢水處理過程中產生）、醫療廢物等，總計約 16 噸。

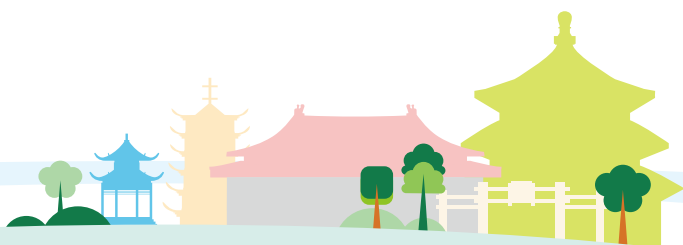
Non-Hazardous Waste* 無害廢棄物*



During the year, non-hazardous waste generated by the Company in the course of production is mainly waste package materials, for example, the product manuals, which totalled about 1.4 ton.

年內，本公司在生產過程中產生的主要無害廢棄物為各類廢棄包材，例如，產品說明書廢棄量約 1.4 噸。

- * The Company produces over 100 types of Chinese patent medicines every year, and uses over 1,000 types of package materials. The generated waste package materials are in various types and use different specifications and measurement units. Therefore, those metrics used in measuring total volume and density of waste package materials for finished products are not applicable here.
- * 本公司常年生產的中成藥產品類別超過百種，所用包材種類逾千種，產生的廢棄包材種類眾多且其規格、計量單位均有差異，故，不適用於統計產成品所產生的廢棄包材總量及密度。





Environmental Protection

Emission and waste management

排放物及廢棄物管理

Waste water 廢水



Being treated at in-house waste water facility. Water used in production and daily life will be treated in centralized facilities and was not allowed to be discharged unless it meets relevant standards to reduce emission of hazardous pollutants in waste water.

自設污水處理設施，統一處置生產及生活用水，達標後方能排放，進而減少廢水中的有害污染物排放。

Exhaust gas 廢氣



Used eco-friendly and energy-efficient boilers such as natural gas boilers and electric energy storage boilers. In the mean time, used natural gas, steam and other clean energy to replace the coal burning, to reduce emission of hazardous gas.

使用天然氣鍋爐、儲能或電鍋爐等節能環保型鍋爐，並採用天然氣、蒸氣等清潔能源代替燃煤，減少有害廢氣的排放。

Hazardous Waste 有害廢棄物



Being recycled in a centralized manner and processed by qualified companies so as to ensure safety of environment.

統一回收，由具備相關資質的公司進行處理，有效保護環境安全。

Non-Hazardous Waste 無害廢棄物



Using recyclable and degradable eco-friendly materials as much as possible. Meanwhile, the Group will optimize production technologies and increase first pass yield to lower package materials consumption and reduce waste.

盡量使用可回收、可降解的循環材料。同時，通過優化生產工藝、提高一次合格率，進以降低包材損耗，有效減少廢物產生。

Dusts and noises 粉塵與噪聲



Used dust removal, noise reduction and other equipment, so as to reduce their impact on the environment. In the meanwhile, the Group provides protection to production staff so as to protect their physical health.

採用除塵、降噪等設備，減少粉塵及噪聲對周邊環境的影響。同時，對生產員工進行相應保護，保證生產作業人員的身體健康。

環境保護

Resource Use

資源使用

The resources consumed by the Group in production primarily include water, electricity, steam and natural gas, etc., which are mainly purchased externally. The Group has reduced resources consumption and enhanced efficiency in usage of resources by adopting energy-efficient equipment and advanced technologies, and improving environmental protection awareness of employees.

本集團於生產過程中所消耗的資源主要包括水、電、蒸汽、天然氣等，主要通過外購方式獲得。本集團通過採用節能設備、工藝改進等措施，並不斷提高員工環保意識，進以降低資源消耗，提升各類資源使用效益。

The Group advocates a green office concept which integrates a low-carbon operation principle into operation, with an aim of developing towards paperless, energy-saving and low-carbon offices, and minimizing the consumption of fossil fuel, wood, water, electricity and other natural resources and energy. The Group tapped into electronic communication means including teleconferencing and video conferencing, so as to reduce consumption of fossil energy arising from travelling. In the meantime, the Group has also exercised stringent control on the consumption of paper, portfolios, crates and other paper products, and made strenuous efforts in reducing the use of non-biodegradable articles such as plastics, inks, chemical fiber, electronic equipment and other consumables.

本集團倡導綠色辦公，將低碳經營的理念融入到生產運營中，努力向辦公無紙化、節能化、低碳化方向邁進，減少化石燃料、樹木、水、電等自然資源及能源的使用。本集團採取電話會議、視頻網絡會議等電子通訊方式，減少差旅過程中產生的化石能源消耗。同時，嚴格各類紙張、檔案袋、包裝箱等紙製品的使用，減少塑料、油墨、化纖以及電子器材、耗材等難以降解物品的使用。

The Group also embraces the green production concept, to achieve the purpose of energy conservation, consumption reduction, pollution reduction and efficiency enhancement. To save all sorts of energy, the Group has taken many approaches during production such as, among others, improving process procedures, boosting technological level, upgrading production equipment, and applying many measures among others, LED energy-saving lighting, installation of steam timing switches.

本集團亦倡導綠色生產理念，達到節能、降耗、減污、增效的目的。本集團在生產過程中通過完善工藝流程、提升技術含量、升級生產設備等方式，亦採取LED節能照明、安裝蒸汽定時開關等措施，節約各類資源。



Environmental Protection

During the year, the package materials consumed by the Company in production primarily included various product manuals, composite membrane, package boxes and others. Among them, the consumed product manuals totalled about 360 tons.

年內，本公司在生產過程中消耗的主要包材包括產品說明書、複合膜、包裝盒等。其中，在生產過程中消耗的產品說明書約360噸。

*Remarks: The Company produces over 100 types of products every year, and uses over 1,000 types of package materials. The generated waste package materials use different specifications and measurement units. Therefore, those metrics used in measuring total volume and density of waste package materials for finished products are not applicable here.

*註：本公司常年生產產品種類超過百種，所用包材種類逾千種，且其規格、計量單位均有差異，故，不適用於統計產成品所用包材總量及密度。

Meanwhile, regarding improvement in the efficiency of water usage, circulating water systems are employed across production processes to minimize consumption of water resources. In addition, reclaimed water is used for lawn irrigation. These measures have helped us conserve and recycle water resources.

同時，在提升用水效率方面，本集團在生產環節採用循環水系統，以減少水資源的使用量，並以中水實施綠地澆灌，有效實現了水資源的保護及再利用。

During the year, the Group carried out various promotional and educational events on environmental protection, so as to promote employees' understanding and recognition of low-carbon production and life style. In addition, the Group also encouraged employees to actively participate in designing of various energy conservation and energy consumption reduction programmes, with the aim of helping employees build up concepts related to energy conservation and eco-friendliness, and enhancing employees' environmental protection awareness.

年內，本集團開展形式多樣的環保宣傳教育活動，進以促進員工瞭解並認同低碳生產、生活方式。此外，亦鼓勵員工積極參與各類節能降耗方案設計，倡導員工培養資源節約、環境友好的理念，不斷提升員工環保意識。

環境保護



We are taking action to build a beautiful China!

In June, taking the occasion of World Environment Day as an opportunity, the Company organized a number of special trainings on environmental protection with the theme of “Beautiful China, I am a do-er” for responsible person and operator of the production and discharge unit. It took into consideration the Environmental Protection Law, Atmospheric Pollution Prevention and Control Law and other relevant prevailing national laws, regulations, policies and systems as well as the actual situation of the Company and provided targeted interpretation, which instilled the idea of green environmental protection and effectively raised environmental awareness and risk awareness of relevant personnel. After the training, the Company’s Yizhuang factory conducted emergency drills of methanol leak, which included drills and specifications from accident reporting, on-site isolation to disposal and removal, etc. It effectively improved the ability of relevant staff to deal with emergencies and ensured the safety of the factory area and surrounding environment.

美麗中國，我們在行動！

6月，本公司以「世界環境日」為契機，以「美麗中國，我是行動者」為主題，針對產排污單位負責人及操作人員有針對性地開展多場環保專項培訓，將《環保法》、《大氣污染防治法》等國家現行環保相關法律法規、政策及制度與本公司實際有機結合，並進行針對性解讀，令綠色環保理念深入人心，有效提升相關人員的環保意識和風險意識。本公司亦莊分廠於培訓後組織相關人員進行甲醇遺撒後的應急演練，從事故上報、現場隔離到處置清除等各個流程進行演練與規範，有效提升相關工作人員應對突發事件的處理能力，確保廠區及周邊環境安全。



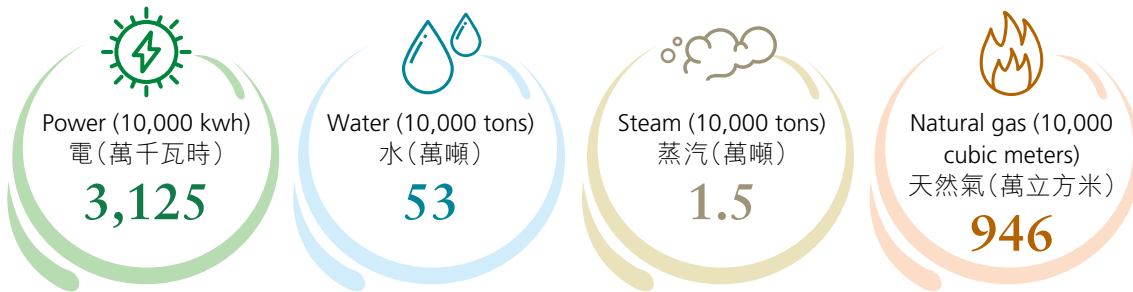


Environmental Protection

The various types of energy used by the Group are mainly consumed in the production process. The main energy consumption of the major production units of the Group during the Reporting Period is illustrated as below:

本集團使用的各類能源主要消耗於生產過程中。下圖列示了本集團主要生產單位於報告期內主要能源使用情況：

Energy Type¹ 能源類型¹



1. In 2018, the comprehensive energy consumption of the Group for each RMB10,000 of revenue was 0.05 tonnes of standard coal (2017: approximately 0.05 tonnes of standard coal for each RMB10,000).
1. 二零一八年度，本集團每萬元收入綜合能耗約為0.05噸標準煤/萬元(二零一七年：約0.05噸標準煤/萬元)。

Cultivate the environmental protection concept of staff 培養員工環保理念

CONSERVE WATER 節約用水



Advocate employees for saving water and strengthen the daily overhaul and maintenance of water equipment
倡導員工節約用水，加強用水設備的日常檢修和維護

CONSERVE POWER 節約用電



Use energy-saving lamps to cultivate employees' awareness
使用節能環保型燈具，培養員工的節電意識

ENVIRONMENTAL AWARENESS 環保意識



Cultivate employees' reusing awareness, increase the recycling rate, and reduce discharge of waste such as garbage
培養員工廢物利用的意識，提升循環利用率，降低垃圾等廢物的排放

CONSERVE PAPER 節約用紙



Reduce the use of paper and promote the use of e-mail and electronic office platform
減少紙張的使用，提倡使用電子郵件、電子辦公平台等

GREEN TRAVEL 綠色出行



Provide regular bus for part of the line to advocate public transportation and green travel
提供部分線路班車，倡導公共交通、綠色出行

環境保護

Natural Resources Protection

保護天然資源

The Group has taken all sorts of traditional Chinese medicinal material as main raw material, and our production and operation have no significant effects on environment and natural resources.

The Group has actively performed its social responsibility and unswervingly placed focus on both development and environmental protection. It consistently holds the principle of sustainable development and reasonably used various resources to reduce the use of various natural resources, thereby maintaining ecological balance to the utmost extent. The Group has also taken concrete actions to protect the environment, and tried its best to minimize the impact of its production and operating activities on ecological system.

本集團用於生產的主要原材料為各類中藥材，其生產經營對於環境及天然資源無重大影響。

本集團積極履行社會責任，始終堅持發展與環境保護並重的理念，堅持可持續發展方針，合理利用各類資源，減少各類天然資源的使用，最大限度保護生態平衡，以實際行動踐行環境保護，盡可能將生產經營過程中對生態系統造成的影響降至最低。

Contributions to Society 回饋社會



Contributions to Society 回饋社會

As a part of the sustainable development of the society, the Group also actively gives back to the society while taking resources from it. The Group fully understands that public welfare is not only an obligation, but also a necessity for its own growth and development. As the inheritor and transmitter of Tong Ren Tang culture, the Group always fully integrates its business development with social responsibility, and is committed to public welfare activities.

In 2018, the Group continued to make efforts in caring for public health. It promoted the awareness of family health and publicized the concept of public health by providing free clinical services and health consultancy, and distributing health-themed brochures. By sponsoring the event, the Group managed to spread Chinese medicine knowledge, promote its brand concept and helped the community to better know and understand the cultural content in Tong Ren Tang brand. The Group believes that through persistent efforts, the healthy living and medication concept will be eventually delivered to homes across the country and to the heart of the general public.

作為社會可持續發展的一部分，本集團在向社會攝取資源的同時亦積極回饋社會。本集團深知，社會公益活動不只是義務，更是本集團成長與發展之路的必備條件，作為同仁堂文化的繼承者和傳播者，本集團始終將經營發展與社會責任高度融合，積極投身社會公益活動之中。

於二零一八年內，本集團繼續在關愛百姓健康方面作出努力，通過義診服務、健康諮詢及發放養生宣傳冊等形式，提高家庭健康意識，傳遞全民健康理念，向社會公眾推廣中醫藥文化知識，推廣品牌理念，讓更多的社區居民認知並瞭解同仁堂品牌文化內涵。本集團深信，通過持之以恆的努力，最終會將健康生活、健康用藥的理念傳遞到千家萬戶，傳遞到百姓心中。



Little Chinese pharmacists, planting “the seeds of herbal medicine” — “Children’s Day” parent-child Chinese medicine culture experience activities

In May, on the occasion of the Children’s Day on 1 June, Beijing Tong Ren Tang Century Advertising Co., Limited, a subsidiary of the Company, invited more than 20 families and conducted parent-child Chinese medicine culture experience activities with the theme of “learning craftsmanship and experiencing non-genetic inheritance”. The activities are divided into several parts, such as study of history of medicine, appreciation of famous medicines, differentiation of herbs, study of dialectics and production of pills. Through observation of acupuncture bronze, study of measuring medicine, experience of taking pulse, production of “Hawthorn Berry Pills” and other activities, children were enabled to feel the charm of Chinese medicine at a close distance, and the seeds of Chinese medicine culture were planted in the hearts of every child.

小小中藥師，播種「本草之心」—「六一兒童節」親子中醫藥文化體驗活動

5月，在「六一」兒童節來臨之際，本公司之子公司北京同仁堂世紀廣告有限公司邀請20餘個家庭的小朋友及家長，以「學習工匠精神，體驗非遺傳承」為主題開展親子中醫藥文化體驗活動。活動分為學藥史、觀名藥、識百草、學辯證、製丸劑等幾個部分，通過觀覽針灸銅人、學習藥戥子稱藥、體驗把脈、製作「大山楂丸」等豐富的活動，讓孩子們近距離感受中藥魅力，也在每個孩子心中播種下了中醫藥文化的種子。





Contributions to Society



Alleviating poverty accurately and helping the poor to overcome poverty

In May, the Company signed a strategic cooperation framework agreement with the Xing'an League Administrative Office of Inner Mongolia Autonomous Region. The Company selected local Chinese medicines to develop Chinese medicine planting industry in the local area through targeted planting and on-demand acquisition, thereby promoting local poverty alleviation work, and helped 100 local poor households to overcome poverty during the year.

精準扶貧，幫助平困戶實現基本脫貧

5月，本公司與內蒙古自治區興安盟行政公署簽訂戰略合作框架協議，本公司選取當地地道中藥材品種，通過定向種植、按需收購的方式，在當地發展中藥材種植產業，進而推動當地脫貧工作順利開展，帶動當地100戶貧困農戶實現當年基本脫貧。

The Group extended active presence in poverty relief and development of philanthropy to help disadvantaged groups in society, interpreted the concept of public welfare through actions, to try our best to lend people in special needs, poverty-stricken areas and beadhouses a helping hand and show them our cares.

本集團積極扶貧濟困和發展慈善事業，幫助社會弱勢群體，用行動詮釋公益理念，盡己所能向特殊困難人群、貧困地區、養老院等伸出援手，奉獻愛心。



Caring for disaster areas and warming the affected people with love

In August, affected by the 18th typhoon "Wenbia" this year, heavy rainfall occurred in most parts of Shandong Province, causing severe flooding in several places including Shouguang City and Qingzhou City. Coupled with hot and humid weather conditions in summer, the risk of various diseases was significantly increased. In order to support disaster relief and post-disaster reconstruction, and to promote Tong Ren Tang's cultural values of "Cultivating Kind-heartedness, and Benefiting Mankind and Preserving Health", the Company timely donated a total of 150 boxes of medicines including lophanthus antifebrile pills, medicated potion for cold, scourge-clearing toxin-vanquishing tablets and other kinds of emergency medicine, to the Red Cross of Qingzhou City, Shandong Province.

心繫災區，用愛心溫暖受災百姓

8月，受今年第18號颱風「溫比亞」影響，我國山東省大部分地區出現強降雨，導致壽光市、青州市等地出現嚴重的洪澇災害，加之夏季炎熱潮濕的氣候條件，患染各類疾病的風險顯著升高。為支援災害救援與災後重建工作，弘揚同仁堂「同修仁德，濟世養生」的文化內涵，本公司及時向山東省青州市紅十字會捐贈藜香正氣片、感冒水、清瘟解毒片等各類應急救災藥品共計150箱。

回饋社會



The Group also encourages all employees to actively participate in volunteer activities and environmental protection activities, which allows our employees to take part in social services and promote the public welfare culture and spirit incorporating interaction, cares and understanding.

本集團亦鼓勵全員積極參與義工活動，以及環保公益活動，令員工身體力行投入社會服務，建立互動、關懷共融的公益文化和精神。

Health expert providing volunteer medical treatment in spring
春季養生專家義診活動現場



Erudite and informed, Chinese medicine cultural exchange activities

In April, on the occasion of the May Fourth Youth Day, the Group issued an invitation to "Beijing University of Chinese Medicine" to let the students out of the classroom and into the factory. More than 20 graduate students from the Chinese medicine preparation department visited Yizhuang factory and traditional Chinese medicine preparation production line, experienced the traditional craftsmanship of traditional Chinese medicine, "hand screening", and participated in special lectures on the quality control of Chinese medicines and special features of Chinese medicines, which enabled students to understand the Chinese medicine culture and historical origins and have more perceptual and in-depth knowledge of the application of Chinese medicine preparation techniques in actual production process.



博古通今，中醫藥文化交流活動

4月，在五四青年節來臨之際，本集團向「北京中醫藥大學」發出邀約，讓莘莘學子們走出課堂、走進工廠，20餘名來自中藥炮製系的研究生同學共赴亦莊分廠，參觀中藥製劑生產線、體驗中藥傳統手工技藝「過手篩」、開

展中藥材質量控制及中藥材炮製特色專題講座等一些列豐富活動，讓同學們深入瞭解中醫藥文化與歷史淵源，並對中藥炮製技藝在實際生產過程中的應用有了更加感性的認知與深入瞭解。



Contributions to Society 回饋社會



Warm Clothes for the Winter

During the year, the Group continued to participate in the “Warm Clothes for the Winter”, a major charity event jointly launched by Beijing Committee of Communist Youth League and Beijing Youth Federation. With the clothes donated by Tong Ren Tang’s employees, we helped people in need disperse the chilly winter cold.

溫暖衣冬

年內，本集團繼續參與由共青團北京市委員會、北京市青年聯合會等聯合發起的「溫暖衣冬」大型公益活動，用一件件同仁堂人捐贈的冬衣，在寒冬中為需要的人們送去一份溫暖，融化這寒冷的冬季。

Independent Assurance Report

獨立鑒證報告

Deloitte.

德勤

To the Board of Directors of Tong Ren Tang Technologies Co., Ltd. (the “Board of Directors”):
北京同仁堂科技發展股份有限公司董事會(以下簡稱「董事會」):

We have been engaged by the Boards of Directors of Tong Ren Tang Technologies Co., Ltd. (“**Tong Ren Tang Technologies**” or “**the company**”; *Tong Ren Tang Technologies* with its subsidiaries, are hereinafter collectively called “**the Group**”) to perform a limited assurance engagement on the 2018 *Environmental, Social and Governance Report* (“**ESG Report**”) for the period from 1 January 2018 to 31 December 2018.

我們受北京同仁堂科技發展股份有限公司(以下簡稱「同仁堂科技」或「公司」，同仁堂科技及其子公司，以下統稱「集團」)董事會的委託，對貴集團編制的自2018年1月1日起至2018年12月31日止的2018年「環境、社會及管治報告」(以下簡稱「ESG報告」)進行有限保證鑒證。

Responsibilities of the Board of Directors

董事會的責任

The Board of Directors is responsible for preparing the *ESG report* in accordance with *Environmental, Social and Governance Reporting Guide* (“**ESG Reporting Guide**”) issued by Hong Kong Stock Exchange, and its presentation (including reporting guidelines, limitations, reporting data and relevant identification procedures).

董事會負責根據香港聯合交易所發佈的《環境、社會及管治報告指引》(以下簡稱「ESG指引」)的披露要求編制ESG報告，並對其中的表述(包括報告準則、報告局限性及報告所載的信息和認定)負責任。

The Board of Directors is also responsible for determining its objectives in respect of ESG performance and reporting, including identification of stakeholders and material issues that are relevant to these stakeholders; establishing and maintaining appropriate performance management and internal control systems regarding the performance information in the report, and maintaining adequate records.

董事會有確定企業ESG績效表現和報告的目標，包括識別利益相關方以及確定利益相關方所關注的重大議題，建立和維護適當的ESG績效表現管理系統和用於生成ESG報告中披露的績效表現信息的內部控制系統，以及負責保留足夠的記錄的責任。

Our Responsibilities

我們的責任

In accordance with the agreed terms with *Tong Ren Tang Technologies*, we are responsible for the limited assurance engagement (“**Engagement**”), performing limited assurance process on the key Indicators in *2018 ESG report*, and expressing an opinion on whether there is any material misstatement. This *Independent Assurance Report* (“**the Report**”) is only for the Board of Directors, and for no other purpose. We do not accept or assume liability to any third parties for our work or the content in this report.

根據與同仁堂科技的約定，我們負責實施有限保證鑒證工作(以下簡稱「鑒證工作」)，對ESG報告中披露的ESG相關的績效指標是否存在重大錯報進行評價。本獨立有限鑒證報告(以下簡稱「鑒證報告」)僅為董事會編制，除此以外，並沒有其他責任。我們不會就我們的工作或本鑒證報告的內容，對任何第三方承擔任何責任。





Independent Assurance Report

Our Independence and Quality Control

We conducted our engagement in accordance with the independence and other ethical requirements in the *Code of Ethics for Professional Accountants* issued by the International Ethics Standards Board for Accountants. Our firm applies *International Standard on Quality Control 1*.

Basis of Our Work

We conducted our work in accordance with *International Standard on Assurance Engagements 3000: Assurance Engagements Other Than Audits or Reviews of Historical Financial Information* issued by the International Federation of Accountants. We planned and performed our engagement to obtain all the information and explanations which we considered necessary in order to provide sufficient evidence to form conclusions.

Procedures, Scopes and Limitations of Our Work

Our procedures performed include interviewing with *the Group's* personnel responsible for collecting, compiling and presenting the information, analyzing the information obtained, and other procedures relevant to the collection of necessary evidence. Specifically our procedures include:

- Interviewing the management and staff responsible for collecting and disclosing the information of *the Group*, to understand the procedure of identifying stakeholders and major issues concerned by key stakeholders, and controls relating to preparing the *ESG Report*;
- Based on the ESG Reporting Guide, reviewing whether the key information has been included in the ESG Report from comparing the sampled original documents of head office with the information in the ESG Report;
- Establishing acknowledgement of the key ESG indicators regarding the 2018 ESG Report with *the Group* to perform this limited assurance engagement;
- Based on the risk-analyzing, carrying out site-visit for the Beijing Tong Ren Tang Anhui Chinese Medicinal Raw Materials Co., Limited;
- Sampling, recalculating and analyzing *Tong Ren Tang Technologies's* key ESG indicators, reviewing the consistency with our work results, and the effectiveness of the control on the ESG Report preparation procedure.

Limited assurance conducts process to confirm the credibility of information, and its scope is smaller than that of reasonable assurance. Our assurance engagement and report will not express an opinion on the effectiveness and performance of *the Group's* management system and procedure, nor interview with external stakeholders. Moreover, the financial information and figures in the ESG report, is not within the scope of our assurance work.

獨立鑒證報告

我們的獨立性和質量控制

我們遵守國際會計師職業道德準則理事會《國際會計師執業道德守則》(「Code of Ethics for Professional Accountants」)對獨立性和其他道德的要求。我們的質量控制採用《國際質量控制準則第一號》(「International standard on Quality Control 1」)。

工作的基礎

我們按照《國際鑒證業務準則第3000號：歷史財務信息審計或審閱以外的鑒證業務(「International Standard on Assurance Engagements 3000」)》執行鑒證工作。我們在策劃和執行鑒證工作時，均以取得一切我們認為必需的信息和解釋為目標，使我們能獲得充分的憑證作出結論。

工作程序、範圍及局限性

ESG報告鑒證工作的內容包括與主要負責ESG報告信息編制工作的人員進行詢問，並恰當地實施分析和其他證據收集程序。我們所實施的工作包括：

- 與貴集團負責收集、整理和彙報披露信息的管理層和員工、相關業務的管理部門員工進行訪談，了解貴集團識別利益相關方及其期望、篩選重大議題的程序，以及編制ESG報告流程的有關控制；
- 根據ESG的披露要求，檢查關鍵信息是否已反映在ESG報告中，抽取相關原始文件與報告信息進行對比；
- 與貴集團確立ESG報告鑒證工作所包括的ESG相關的績效指標及其評價標準；
- 在風險分析的基礎上，對北京同仁堂安徽中藥材有限公司實施實地訪問；
- 對選定的ESG相關的績效指標複核覆蓋下屬機構的完整性，並在同仁堂科技重新計算、實施抽樣，檢查與我們的工作成果一致性及編制ESG報告流程的有關控制。

有限保證鑒證為獲取有限保證而實施的程序旨在確認信息的可信性，該程序的範圍會小於為獲取合理保證所實施的程序的範圍。我們的工作和鑒證報告並不會就貴集團ESG報告管理系統和程序的有效性及其績效信息發表意見，也不包括訪問外部利益相關方。同時，本次鑒證範圍不包括ESG報告中披露的財務信息與數據。



Independent Assurance Report

獨立鑒證報告

Our Conclusions

結論

Based on our work performed, nothing has come to our attention that would lead us to believe that there is any material misstatement related to the key indicators in *the Group's 2018 ESG Report*.

根據我們上述的鑒證工作，我們並沒有注意到任何重大事項，使我們相信在貴集團2018年度ESG報告中披露的ESG相關績效指標存在重大錯報。

This is translation of the Chinese language version of the Independent Assurance Report. If there is any conflict between the Chinese and English versions, the Chinese version shall prevail.

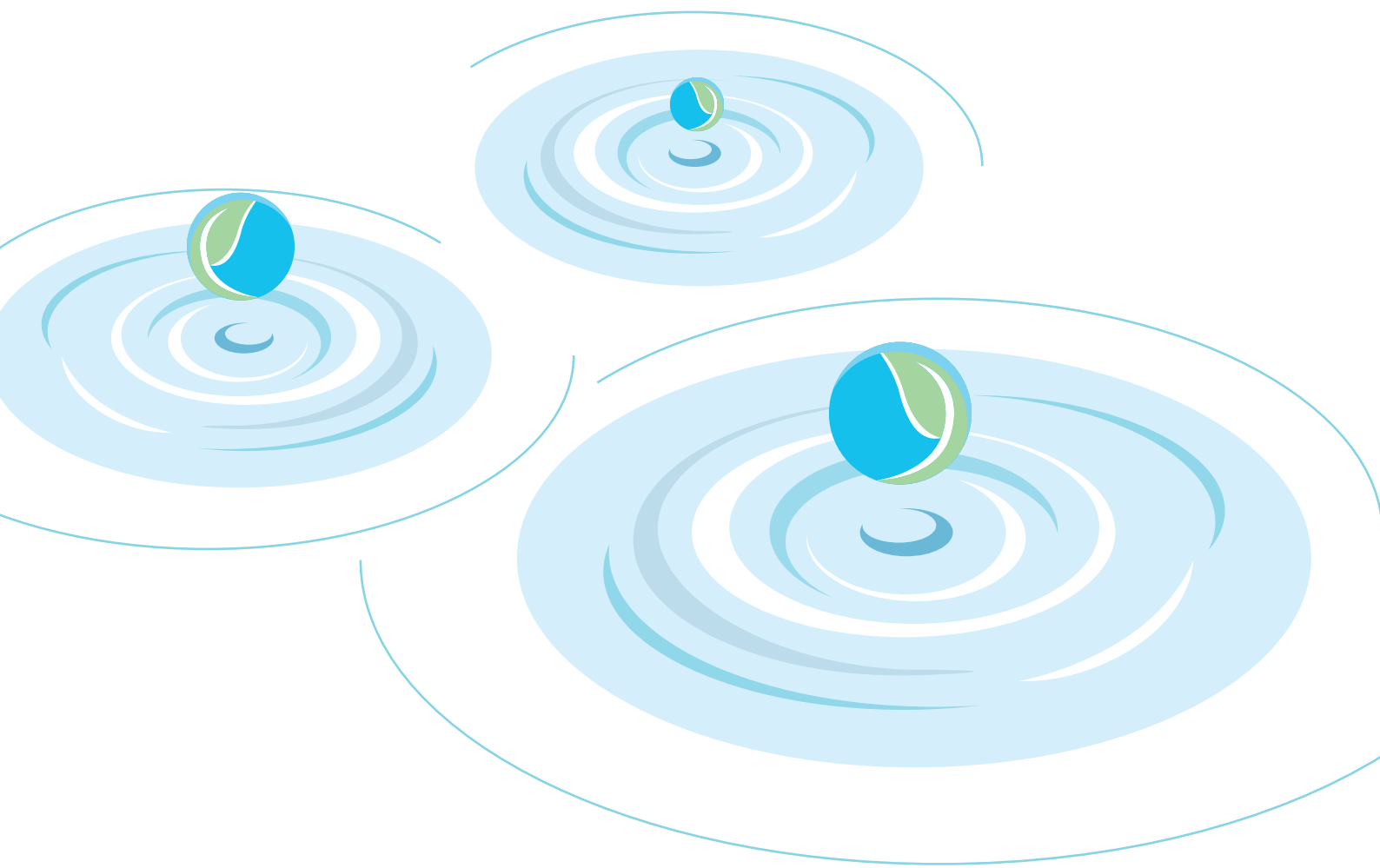
Deloitte Touche Tohmatsu Certified Public Accountants LLP
德勤華永會計師事務所(特殊普通合夥)

19 March 2019
二零一九年三月十九日

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