



2019 ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORT



聯康集團

Uni-Bio Science

Uni-Bio Science Group Ltd.
聯康生物科技集團有限公司*

(Incorporated in the Cayman Islands with limited liability)

Stock Code : 0690

* For identification purposes only

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ABOUT UNI-BIO

Uni-Bio Science Group Ltd. (“Uni-Bio” or the “Group”) is a leading biopharmaceutical and healthcare company, whose core business involves the research & development, manufacturing and sale of innovative biopharmaceuticals that can treat human diseases. The Group is currently specialized in such fields as diabetes and related metabolic disorders, dermatology and ophthalmology. The Group is headquartered in Hong Kong and principally operates in mainland China.

The Group streamlined its structure during the Year and has achieved greater operational benefits. It strengthened the direct sales channels, and established closer customer and business partner relationship respectively with hospitals and particular industry distributors, so as to increase sales of core products. In addition, the Group reorganized its management structure, set up functional organizations and specific business units to improve the decision-making and implementation efficiency. The Group continued to promote the research and development of new products, and invested approximately HK\$42.7 million in drug research and development during the Year. The Group will continue to promote business development, and expand sales channels to improve operational efficiency, thereby laying a solid foundation for future development of the pharmaceutical and medical care industry.

Sales revenue	Gross profit rate	Percentage of R&D expenses to the revenue
209,449 (HK\$'000)	86.7%	20.4%

ABOUT THIS REPORT

This report is the fourth Environmental, Social and Governance Report (the “Report”) released by the Group. The Report describes the Group’s environmental, social and governance policies, measures and performance during the Year to help stakeholders understand the Group’s progress and direction for sustainable development issues. The Report is prepared in Chinese and English and has been uploaded to the website of The Stock Exchange of Hong Kong Limited (the “Stock Exchange”) (www.hkexnews.hk) and the Group’s website (www.uni-bioscience.com).


SCOPE OF REPORTING

The Report discloses the Group’s environmental, social and governance performance for the financial year from 1 January 2019 to 31 December 2019 (the “Year”). Like last year’s report, the Report covers the operations in relation to the biological and chemical pharmaceutical product business in the Group’s production base¹ in Beijing (the “Plant”). The Report does not cover the operations of other operating entities, including the business office and the Hong Kong head office (including the operations of property investment, property management and hotel operation segments). Looking forward to the future, the Group will review the scope of reporting on a regular basis, and gradually expand the scope of disclosure based on the principle of substantiality, thereby providing more comprehensive information for investors and stakeholders.

REPORTING STANDARDS

The Report is prepared in accordance with the Environmental, Social and Governance Reporting Guide (the “Guide”), Appendix 27 of the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited, and based on four reporting principles — materiality, quantitative, balance and consistency. The Report also reports on all the applicable social KPIs under the “recommended disclosures” of the Guide. A complete index is attached to the final chapter of the Report so that readers can read the Report according to the Guide.

¹ Beijing Genetech Pharmaceutical Co., Ltd. (“Beijing Genetech Pharm”), a wholly-owned subsidiary of the Group, operates the production base in Beijing.



Reporting Principles	Definition	Application of the Reporting Principles
Materiality	Importance shall be attached to reporting of the ESG issues that have great impact on the Group and its stakeholders.	The Group determines the impact of various ESG issues on the Group's operations through the questionnaire on internal and external stakeholders. According to the questionnaire results, the Group identifies major environmental and social issues and make key disclosures.
Quantitative	KPI data must be measurable and comparative where appropriate.	Where feasible, the Group records and estimates the quantitative data and compares them with the previous performance where appropriate. To ensure the accuracy of environmental KPIs, the Group has commissioned an external consultancy company to conduct a carbon assessment, which adopts the national and international standards such as guidelines issued by the National Development and Reform Commission of the People's Republic of China, ISO14064-1 and the Greenhouse Gas Protocol. Quantitative data on social KPIs in the Report are derived from statistical records of relevant departments.
Balance	The Group shall report its ESG performance during the Year objectively and truthfully.	By reporting in an objective and unbiased manner, the Report ensures the information disclosed reflects the Group's overall ESG performance.
Consistency	The Group shall use consistent methodologies (including statistical method for disclosures) to prepare the ESG report and allow for comparison of relevant data, thereby understanding its business performance.	Where feasible, the Group use consistent methodologies to keep statistics on the ESG data. In the event of any changes that may affect the comparison with previous reports, the Group has added annotations to the Report accordingly.

CONFIRMATION AND APPROVAL

All the information cited in the Report is derived from the official documents and statistical data of the Group and the management and operational information collected in accordance with the Group's rules, in an effort to ensure that all information presented in the Report is accurate and reliable. The Report was confirmed and approved by the Board on 28 May 2020.

FEEDBACK

The Group values the opinions of stakeholders. If you have any questions or suggestions about the content or format of the Report, please contact Henry Leung of the Business Development Department of the Group by the following means:

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DIRECTOR'S MESSAGE

As a biopharmaceutical company, the Group has been providing high-quality treatment to patients through research, development and manufacturing of various healthcare products that can treat human diseases and contribute to the society. In order to cope with various diseases and the global epidemic in future, the Group is committed to bringing about innovative and high-quality healthcare solutions that enhance the life quality of patients and promote the health and well-being of communities. The Group deeply understands that sustainable development governance and risk management have a significant impact on its operations. The Group will strengthen the Board's supervision and accountability on ESG issues and intend to minimize the ESG risks through the risk management and internal monitoring system, by identifying all kinds of sustainable development risks, as well as supervising the implementation of various sustainable development policies and measures across different departments

Maintaining good communication with stakeholders plays an important role in the business development of the Group. During the Year, the Group has commissioned an external consultancy company to conduct questionnaire with relevant stakeholders, in an effort to identify and determine the ESG issues that have a significant impact on the Group. The results of the questionnaire will serve as an important basis for the Group to formulate its sustainable development strategy in the future, and they will also be taken as a focus of disclosure in the Report to give the stakeholders a better understanding of the Group's sustainable development performance.

The quality of drugs has a direct impact on patient health. Therefore, the Group needs to maintain the quality of products continually and ensure the drug use safety of patients. The Group has developed a variety of management strategies and standard operating procedures (SOP) to standardize the pharmaceutical production process and ensure that the quality of products meet the standards. Moreover, the Group is also committed to maintaining a good relationship with our employees and ensuring their occupational health and safety, for which various employment benefit policies and safety production measures have been established. In response to the use of hazardous chemicals during operations, the Group has also developed various contingency plans and taken early warning and preventive measures to cope with unexpected environmental and safety accidents.

Looking forward to the future, as regulatory authorities and investors become increasingly concerned about our efforts in promoting sustainable development and coping with relevant risks, the Group will continue to review and improve the environmental and social policies and measures. The Group will also continue to strengthen its communication with the stakeholders so as to better understand their expectations and views on the operations of the Group and to identify and respond to potential environmental and social risks as early as possible, thereby creating long-term values for shareholders and the society.

Kingsley Leung

Chairman

Uni-Bio Science Group Ltd.

ENVIRONMENTAL, SOCIAL AND GOVERNANCE

The Group deeply believes that good corporate governance is becoming increasingly important to the Group's long-term business development. The Board of the Group undertakes the responsibility for corporate governance and is fully responsible for formulating the strategies and monitoring the Group's operations while striving to achieve the Group's strategies and goals.

As regulatory authorities and stakeholders' expectations for sustainable development governance continue to rise, the Group is committed to further improving its work on sustainable development, and will consider setting up an environmental, social and governance committee in future, and clarifying the committee's scope of powers and available resources. The members of the committee will include the Group's core management personnel, so as to ensure the effective management of sustainable development issues.

RISK MANAGEMENT

The Group is committed to the implementation of effective risk management and internal monitoring system to safeguard the Group's assets and interests. The Board is fully responsible for the Group's internal monitoring system and reviews its effectiveness on a regular basis, and continuously identifies, evaluates and manages the risks. The Group conducts an annual review of the Group's risk management and internal system through the Audit Committee. Based on the review results, the Board considers the Group's risk management and internal control system to be adequate and effective.

Risk Management Process



During the Year, the Group has identified two operational risks related to social issues, including the hidden danger of production accidents and the risk of loss in the process of handing over sales invoices to customers. The Group has established corresponding risk management strategies and internal management measures to reduce the operational risks and their impact on the Group. For details of risk management, please refer to the Group's Annual Report 2019.

The Group is aware that current risk management and internal control do not fully cover the ESG issues. Looking into the future, the Group plans to incorporate sustainable development issues into the risk management system to effectively identify and manage related issues.

COMMUNICATION WITH STAKEHOLDERS

Communication with stakeholders is helpful for the stakeholders to understand the Group's management policy for sustainable development and for the Group to know about the stakeholders' expectations and views. The stakeholders' opinions will help the Group review its performance and potential risks and further improve its business development and management.

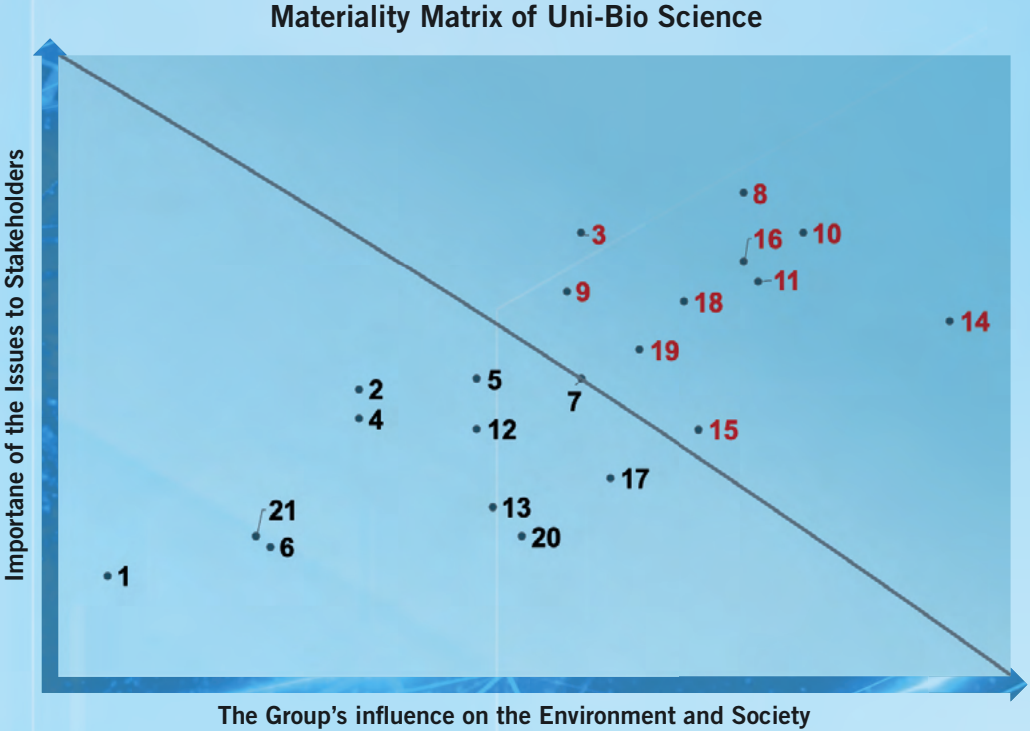
MAJOR WAYS OF COMMUNICATION WITH STAKEHOLDERS DURING THE YEAR

Directors and Employees	Customers
<ul style="list-style-type: none"> Maintaining two-way communication through various channels, including internal communications, staff activities and staff opinion collection boxes, etc. 	<ul style="list-style-type: none"> Maintaining good communication with customers via telephone and Email Establishing the customer complaint mechanism to ensure high customer satisfaction Organizing relevant meetings with customers
Business Partners	Communities
<ul style="list-style-type: none"> Evaluation and review of candidate suppliers Field investigation and on-site audit of key suppliers Collecting supplier-related information during daily process and regularly check compliance and output performance of suppliers 	<ul style="list-style-type: none"> Encouraging employees to participate in volunteer and fund-raising activities Making donations to charities
Investors and Shareholders	Regulatory Authorities
<ul style="list-style-type: none"> Convening the annual meeting of shareholders every year to provide opportunities for shareholders to ask questions and reflect their views to directors Reporting to shareholders and investors on business operations and financial position of the Group through annual reports and other information disclosures Providing daily telephone and Email inquiries 	<ul style="list-style-type: none"> Conducting management as required by national laws and regulations Responding to the inquiries of regulatory authorities

MATERIALITY ASSESSMENT

To identify the environmental and social issues that are critical to the Group and the stakeholders, the Group commissioned an external consultancy company Carbon Care Asia to conduct online survey, and expanded the scope of online survey to external stakeholders during the Year, so as to collect the opinions of more stakeholders. All questionnaires were conducted anonymously to ensure that participating stakeholders can express their views and expectations freely and honestly. A total of 72 valid questionnaires were collected in this online survey.

Carbon Care Asia identified 21 issues that were most relevant to the Group's business, covering four major areas, namely "environmental protection", "employment and labor practices", "operational practices" and "community investment", and used them as a basis for this questionnaire. The stakeholders were asked to rate the importance of the 21 issues to individuals and the Group's influence on the environment and society. Based on the questionnaire results, Carbon Care Asia conducted materiality analysis and identified the materiality issues. The following graph is the materiality matrix of the Group. The 10 issues above the grey line are the materiality issues of the Group.





The 21 issues are listed in descending order of importance as follows, of which issues shaded in blue are materiality issues of the Group:

No.	Issue	Issue Category
14	Establishing a GMP certification system to ensure drug quality	Operational practices
10	Providing a healthy and safe working environment for employees and preventing occupational diseases and work-related injuries	Employment and labor practices
8	Establishing a comprehensive employment system	Employment and labor practices
16	Protecting privacy	Operational practices
11	Providing training for employees to improve their knowledge and skills	Employment and labor practices
18	Putting an end to corruption	Operational practices
3	Wastewater discharge management	Environmental protection
9	Providing an equal and diversified work environment to eliminate discrimination or sexual harassment in the workplace	Employment and labor practices
19	Establishing anti-corruption whistle-blowing channels and procedures, and promising not to disclose the whistleblower's privacy	Operational practices
15	Take responsibility for products or services provided	Operational practices
7	Managing the impacts of business operations on the environment and natural resources	Environmental protection
5	Waste management	Environmental protection
17	Implementing the advertising supervision and drug labeling review system to regulate advertising and ensure proper use of products by consumers	Operational practices
12	Preventing child or forced labor	Employment and labor practices
2	Managing exhaust emissions	Environmental protection
13	Evaluating and managing environmental and social risks of the supply chains	Operational practices
4	Saving water/improving water efficiency	Environmental protection
20	Understanding the needs of the community and managing the impact of operations on the community	Community investment
6	Saving energy/improving energy efficiency	Environmental protection
21	Investing resources for community development	Community investment
1	Managing greenhouse gas emissions	Environmental protection

The Report will continue to focus on the 10 materiality issues concerned by the stakeholders and report on the performance of the Group in each area.

RESPONSIBLE OPERATION

The Group attaches importance to product quality and supply chain management, and maintains long-term relationship of mutual trust with customers. Therefore, the Group has developed a number of policies and measures to manage the risks related to supply chain, quality management and corporate integrity.

PRODUCT RESPONSIBILITY

As a pharmaceutical enterprise, the Group is deeply aware of the importance of product quality. The Group's pharmaceutical manufacturing plant in Beijing has passed the GMP certification, and has established all kinds of procedures under the GMP system to manage the Group's pharmaceutical production process, including quality assurance, verification and confirmation, shipment and recall, and production technology. The Group has implemented a series of policies and measures to ensure that the products comply with the quality standards during the development, production and sales process, thereby providing consumers with quality products.

Product Responsibility Measures	
Product Development	For the test of "Voriconazole BE", in order to reduce the impact of the drug on the subjects during the formal clinical trials, the Group sets up a preparatory test aimed at reducing the number of drug subjects and test errors. In addition, the Group selects the lowest expulsion rate of 10% in accordance with the Technical Guidelines for the Study of Generic Equivalence in Substitutes with Pharmacokinetic Parameters as the Final Evaluation Index, and also reduce the number of subjects while ensuring that clinical trials have sufficient samples for analysis.
Quality Management	<p>In order to ensure the quality level of products, the Group revised and implemented the Production Process Management SOP during the Year to standardize the requirements on the staff, materials, equipment, technology and environment during the production process, in an attempt to prevent cross-contamination and errors in production.</p> <p>The Group also established the Finished Product Distribution Management to standardize the distribution process of finished products, where finished products can be distributed only after qualified for inspection and approved by the Quality Assurance Department. In accordance with the Administrative Regulations for Non-Conforming Products, if there is a quality problem during the materials, inspection, storage and production process, staff of the Production Department shall report to the Production Department and the Quality Assurance Department according to the Deviation Management SOP, then analyze the reasons and formulate solutions.</p>
Product Labeling and Advertisement	<p>To ensure the labels, instructions and other packaging materials of the products comply with the requirements of relevant laws and regulations, the Group formulated the Administrative Regulations for Printed Packaging Materials, and specified the process for handling and making the printed packaging materials. The Quality Assurance Department will report the printed packaging materials to the drug regulatory authority for review, so as to guarantee the customers' accurate understanding of the labeling content and proper use of the products.</p> <p>The Group strictly complies with relevant laws and regulations on drug advertisements and promises not to publish advertisements in mass media or publish prescription drug advertisements to the public by giving away medical publications and pharmaceutical journals. The Group will consider formulating policies in the future to regulate advertising behavior.</p>



Product Responsibility Measures	
Complaint and Product Recall	<p>In order to maintain customer satisfaction with the Group's products, the Group formulated the Administrative Regulations for Quality Complaints to handle customer complaints about product quality. Upon receipt of a customer complaint, the Quality Assurance Department will, based on the content of complaint, cooperate with relevant production and testing department for investigation. The Quality Assurance Department will initiate the recall procedure according to the investigation results and make corresponding correction as soon as possible, as well as formulate measures to prevent the recurrence of the incident in future. No complaints were received during the Year.</p> <p>To ensure the drug use safety of the public, the Group has developed the Administrative Regulations for Drug Recall and the Administrative Regulations for Drug Return to regulate the drug recall and return process. If the drug is likely to cause serious health hazards, it will be handled at the highest recall level, for which, the General Manager of the Group will take the full responsibility and give the order for drug recall. In that case, drugs with problems will be comprehensively recalled within 24 hours. During the Year, the Group had no products to be recalled for safety and health reasons.</p>
Customer Privacy	<p>The Group cherishes customer privacy. There is a confidentiality system in the Group, which strictly prohibits the employees from disclosing any confidential information (including customer information) to any third party to protect the customer privacy. Employees who violate confidentiality shall be liable for any economic compensation and take relevant legal liability.</p>

In terms of intellectual property rights, an employee must sign a Commitment Letter on Intellectual Property Ownership with the Group upon his/her employment to ensure the employee familiar with the Group's provisions on intellectual property rights and to protect relevant benefits of the Group from infringement. At the same time, the employee shall also abide by relevant provisions of the Employee Handbook relating to intellectual property rights, and protect relevant information from being leaked. The Group will continue improving relevant provisions on protection of the intellectual property rights to safeguard the interests of the partners.

ANTI-CORRUPTION

The Group has been adhering to a high standard of business ethics and integrity. The Group adopts a zero-tolerance attitude towards any form of corruption such as bribery, extortion, fraud and money laundering. The Group establishes provisions on business gifts in the Employee Handbook, which prohibits employees from accepting business gifts in any amount and form from customers or other partners. If an employee finds it hard to refuse, he/she should hand over gifts to the relevant departments of the Group in full. The Group also sets a complaint mechanism, under which an employee can report to the person in charge of human resources or the General Manager on any non-compliance found. The Group will then carry out investigation into the relevant incidents and take the follow-up actions.

SUPPLY CHAIN MANAGEMENT

During the Year, the Group has 158 suppliers, mainly from Beijing, Shanghai, Guangzhou and other places in mainland China, which mainly supply raw materials, packaging materials, reagents, accessories, labels and equipment. The Group formulates relevant process of selection of suppliers in accordance with the Supplier Selection SOP and the Administrative Measures and Related Processes for Materials Purchase and Distribution.

The Group tries to select quality suppliers prudently by adopting the principle of "careful comparison". The Group evaluates and reviews candidate suppliers through the Questionnaire on Suppliers and the Supplier Qualifications Assessment Form on the basis of their performance record, experience, financial strength, reputation, ability to produce high-quality products and quality control effectiveness. For the critical level materials, the Quality Management Department will also carry out testing and trial use, and evaluate according to the New Materials Test & Evaluation Form. The Group will also conduct regular on-on-site audits on key suppliers and carry out field investigation on manufacturing plants and facilities of the suppliers; other suppliers will be reviewed in writing, and the selection process of all suppliers will be confirmed by the Quality Assurance Department.

In order to reduce the environmental and social risks related to supply chains, the Group also has environmental and social requirements on the suppliers, including:

The Group's Requirements on the Supplier in the Environmental and Social Aspects	
•	Product quality: GMP certificates for relevant pharmaceuticals, registration certificate for imported pharmaceuticals and ISO 9001 Quality Management System Certification
•	Environmental protection: ISO 14001 Environmental Management System Certification and regular environmental monitoring
•	Staff: Regular staff training and occupational health and safety of the staff

The Group collects relevant information about the suppliers during the daily operation process and checks their compliance and output performance on a regular basis to ensure that suppliers consistently meet the relevant requirements of the Group. If a supplier is unqualified through audit, its supply qualifications will be cancelled.

VALUING OUR EMPLOYEES

The success of the Group depends on the common efforts and contributions of our employees. The Group has formulated various personnel systems and related policies to provide a safe, comfortable and healthy working environment for employees and to ensure that all employees can receive reasonable remunerations, benefits, training and promotion opportunities.

HEALTH AND SAFETY

The Group deeply understands the importance of occupational health and safety of employees. The plants of the Group have established the Occupational Health Management SOP and the Emergency Plan for Hazardous Chemical Accidents to ensure the health and safety of employees and the protection from occupational hazards.

Occupational Disease Prevention and Control

In order to prevent, control and eliminate relevant risks related to occupational diseases, the Group has implemented the Occupational Health Management SOP to formulate the responsibility system, rules and regulations and operating procedures for prevention and control of occupational disease. The purpose is to supervise and inspect the prevention and control work for occupational diseases during operations and eliminate the occupational hazard accidents and risks.

Based on the Responsibility System for Prevention and Control of Occupational Diseases, the Group set up a leading group of occupational health work under the leadership of general manager of the plant, which carries out the occupational disease prevention and control among employees, formulates and implements the annual occupational disease prevention and control plan and solution. The Group also reports to employees every year on the work plan for occupational disease prevention and control and its implementation, actively listens to employees' opinions on occupational safety and health measures, and improve relevant system and measures.

The Group provides occupational health examination and establishes occupational health records for employees according to the category of occupational disease hazard factors, level of exposure, etc. If an employee is suspected of the occupational disease during the health examination, the Group shall arrange the employee to accept treatment as soon as possible. The Group has entrusted an external inspection agency to test the production environment and identify the occupational hazard factors.

In accordance with the Hazard Warning and Notification System of Occupational Diseases, the Group shall truthfully disclose the potential occupational disease risks (such as exposure to dust, noise, high temperature and harmful gases) while employing an employee, and shall specify such risks in the labour contract. The Group also set up a bulletin board in the production workshop to announce the rules and regulations, operating procedures and emergency measures for prevention and control of occupational diseases, as well as the potential or generated hazards of occupational diseases and the potential risks. In view of the risk of potential hazards, the Group will provide employees with relevant protective measures such as dust masks or gas masks, sound insulation measures and heat insulation equipment.



Emergency Response for Hazardous Chemicals

In order to strengthen the prevention of hazardous chemical accidents and reduce the risks, the Group has formulated the “Emergency Plan for Hazardous Chemical Accidents”, which stipulates that the Equipment Department should monitor and control the key hazard sources of the production sites every day. The Group also set up preventive and early warning measures to allow daily irregular inspection of hazard sources in workshops and warehouses, and the Group also established the safety inspection system for job positions of the hazardous nature. In the event of a special accident, the on-site personnel will report and make an alarm according to the emergency plan and the five-level response procedure, and deal with the accident according to its controllable degree. The purpose is to control the hazard sources timely, rescue the injured and carry out personnel evacuation, and eliminate the hidden dangers, thereby reducing the impact on the business operations and the safety and health of employees.

Safety Training and Emergency Drill

The Group provides regular occupational health trainings to its employees, so as to enhance their awareness of occupational safety and health and to teach them how to use the protective equipment and personal protection articles properly. The Group also holds fire drills and emergency evacuation drills on a regular basis to enhance the employees’ awareness of emergency response.

No work-related death or work-related accident occurred to the Group during the Year.

EMPLOYMENT

The Group is convinced that a sound employment system can attract and retain talents. The Group has formulated the Employee Manual and the Human Resource Management Manual, which specify the recruitment, dismissal, salary, promotion, working hours, vacation, anti-discrimination, equal opportunities, benefits and other treatments for employees.

Recruitment and Dismissal	Remuneration and Benefits
<p>The Group carries out recruitment according to the principles of impartiality, fairness and equal competition. The personnel department will provide persons who are employed, with orientation to help them understand the rules and systems of the Company, work contents and requirements, etc.</p> <p>The Group and its employees may also terminate their labor contracts as required. Employees who voluntarily resign shall make an application according to resignation procedures.</p>	<p>The Group is committed to maintaining its competitiveness in the remuneration market in the industry and determines the remuneration of its employees based on their performance.</p> <p>The Group also provides a benefits system to its employees in accordance with government regulations, including making contribution to the social and labor insurance funds, the housing provident fund, endowment insurance, medical insurance, employment injury insurance, maternity insurance, unemployment insurance funds for employees. The Group provides employees with dormitory, meals and holiday allowances and organize annual check-up for them.</p>
Promotion	Vacation
<p>According to the performance management system, the Group provides employees with promotion opportunities. The Group regularly conducts performance assessment of its employees, and employees with outstanding performance will be given priority in promotion. In addition, national professional qualifications or academic qualifications at a higher level obtained by employees after self-study may also be taken into consideration for promotion.</p>	<p>In addition to statutory holidays, employees of the Group are also entitled to various paid holidays, including annual leave, marriage and funeral leave, maternity leave and nursing leave. Employees who have worked the Group for more than one year are entitled to seven to fourteen days of annual leave each year, while employees who have worked for the Group for over ten years are entitled to up to twenty days of annual leave each year.</p>

The Group is committed to providing a diverse and inclusive work environment for employees. It has implemented the employment system in accordance with the Labor Law of the People's Republic of China and other laws and regulations, and does not allow discrimination by employees in any form based on gender, age, nationality, marital status, physical condition or position. As an employer advocating equal opportunities, the Group is committed to providing equal employment opportunities for people with disabilities so that they can integrate into society. During the Year, the Group employed a person with disabilities to mainly assist in the operation of the Plant of the Group.

Looking ahead, the Group will review the current employment system, and review and improve its diversification-related policies.

In order to build a good relationship for employees, the Group regularly organizes various team construction and employee activities to enhance employees' sense of belonging to the Group, including sports meeting, travel, birthday parties and welcome parties for new employees. The Group has formulated suggestion box management rules to collect opinions from employees for helping the Group improve the employment system and employee-related policies.

DEVELOPMENT AND TRAINING

The Group attaches great importance to the personal development of employees, providing various knowledge and skill training opportunities according to the needs of employees and corporate needs. The Group formulates annual training plans and related measures for its employees and individual departments in accordance with the Employee Manual and the Human Resource Management Manual.

Training Type	Training Contents
Internal training	<ul style="list-style-type: none"> Corporate culture and company management system; Safety knowledge and operation training; GMP knowledge training; and Professional skills, operation, safety knowledge and skills training.
External training	<ul style="list-style-type: none"> Regulation application training organized by the state, the training center of Beijing Medical Products Administration, and various industry associations; Professional and technical training provided by equipment manufacturers; Industry exchange and training in technologies; and Professional quality training.

In order to encourage employees to actively pursue personal career development, the Group may take the training results of employees as an important basis for year-end performance evaluation and promotion. In addition to the priority in promotion and salary increase, outstanding employees may obtain more opportunities for future external training.

During the Year, there are 121 employees of the Group received training, accounting for 93% of the total number of its employees. During the Year, the average training hours per employee are 5.6 hours.

LABOR STANDARDS

Child labour is prohibited by the Group in its operations. In accordance with the Employee Manual and the Human Resource Management Manual, the employment of child laborers under the age of 16 is prohibited by the Group. In the recruitment process, the personnel administration department of the Group will check the identity documents of the applicants. If it is found that child labour is employed by mistake, the Group will immediately terminate employment contracts with them and contact their parents to take them home.

The Group also prohibits forced labour. In accordance with the overtime work management rules in the Employee Manual and the Human Resource Management Manual, all overtime work is subject to the submission of a written application, and approval by the department head and the general manager. All overtime work is compensated in the form of compensatory time off or overtime allowance. In addition, the Group strictly prohibits any unfair restrictions on the employment relationship between employees and the Group, such as withholding deposits or identity documents, and restricting personal freedom of employees and forcing them to work by means of violence and coercion.

ENVIRONMENTAL PROTECTION

The Group attaches great importance to the use of resources and emissions in its operation and the impact of its operation on the surrounding environment. The Group has formulated various environmental protection policies to reduce the negative impact of its operation on the environment and improve the energy efficiency of its operation.

EMISSIONS

The Group pays attention to the environmental impact of emissions generated in its operation. The Group has formulated the SOP for Management of Three Wastes, the Internal Guidelines of the Group for Environmental Protection and Use of Natural Resources, and the Hazardous Waste Management Plan to standardize the treatment processes of various hazardous wastes, solid wastes, wastewater and exhaust gas. In addition, the Group regularly conducts exhaust gas and wastewater testing to ensure safe discharge and meet relevant testing standards.

Waste and Liquid Waste

In order to ensure the proper disposal of waste from operation and production, the Group disposes of waste in accordance with the SOP for Management of Three Wastes and the Hazardous Waste Management Plan. Non-hazardous wastes, such as general wastes and office wastes, are collected and disposed of by the environmental hygiene department. Liquid wastes and other hazardous wastes are generally stored by the Plant in corresponding containers, such as thickened plastic buckets, or lidded paper buckets or iron buckets, with labels indicating corresponding hazardous wastes, and are finally collected and treated by qualified waste treatment companies. Liquid wastes such as mercury-containing liquid waste and liquid waste of chemical reagents, must be neutralized and steam sterilized before being discharged. All hazardous wastes are recorded in the Waste Handover Record for future review.

During the Year, the Group generated a total of 3.4 tons of hazardous waste and approximately 89.5 tons of non-hazardous waste. The amount of hazardous waste increased by 176% as compared with the previous year, due to the increase in the output of the Plant during the Year. However, the amount of non-hazardous waste from the Group decreased by 26%, mainly due to the decrease in domestic waste.

Waste Type		Emissions in 2019	Emissions in 2018	Unit
Hazardous Waste	Dust from vacuum cleaners (HW03)	0	0	Ton
	Mercury-containing liquid waste	0.050	0.081	
	Liquid waste of chemical reagents	3.29	1.04	
	Acids and alkalis	0.025	0.100	
Non-Hazardous Waste	Cartons and woven bags	0.6	0.5	
	Kitchen waste	17.1	—	
	Domestic waste	71.8	120	

Wastewater

During the Year, the Group generated a total of 24,517 m³ of wastewater, representing an increase of 206% compared with the previous year, mainly due to an increase in water consumption for production arising out of the increase in the production volume.

Wastewater discharge in 2019	Wastewater discharge in 2018	Unit
24,517	8,000	m ³

In order to properly treat the sewage discharged from the production workshop and boiler room, the Group has engaged an engineering company to build a sewage treatment system in the Plant, which is expected to be used to treat the production wastewater and domestic wastewater of the Plant in 2020.

Exhaust Gas

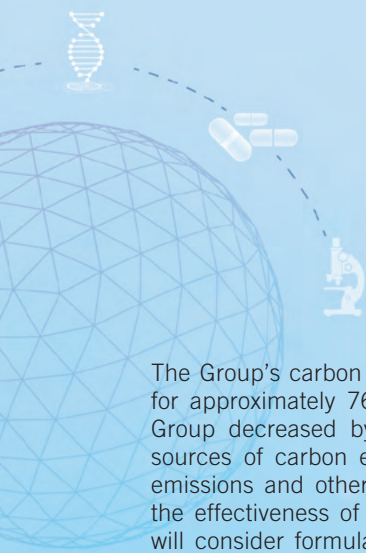
Air emissions from the Group mainly come from the operation of the production base in Beijing, including respirable suspended particulates from the production process, pollutants released from the combustion of natural gas by gas-fired boilers, and exhaust gas produced from the use of automobiles. Exhaust gas must be purified before being discharged. According to the SOP for Management of Three Wastes, the Group specifies the emission of exhaust gas. The gas generated from the fermentation area, and the positive bacteria control area of the laboratory of the Group should be treated by filters before being discharged.

The emission of nitrogen oxides and sulfur oxides during the Year significantly increased by approximately 663% and 670% compared with the previous year, respectively. Meanwhile, the concentration of respirable suspended particulates generated also increased by approximately 58%. The main reason for the increase in the amount of exhaust gas is the increase in the production batches.

Emission Type	Emissions in 2019	Emissions in 2018	Unit
Nitrogen oxides	635	83	Kg
Sulfur oxides	32	4	
Respirable suspended particulates	323	204	

Greenhouse Gas

During the Year, the Group commissioned a consultancy company to conduct a carbon assessment to quantify the greenhouse gas emissions (or “carbon emissions”) generated by its operations. The quantitative process is based on the guidelines issued by the National Development and Reform Commission of the People’s Republic of China and international standards such as ISO14064-1 and the Greenhouse Gas Protocol.



The Group's carbon emissions come mainly from indirect emissions from purchased electricity (scope 2), accounting for approximately 76% of the total emissions. Compared with the previous year, the total carbon emissions of the Group decreased by 2%, mainly due to a 16% decrease in indirect energy emissions (scope 2). For the main sources of carbon emissions, the Group will continue to assess, record and annually disclose its greenhouse gas emissions and other environmental data every year, and make a comparison with subsequent data, thus reviewing the effectiveness of existing measures, which helps further set emission reduction targets in the future. The Group will consider formulating relevant policies and emission reduction targets for the management of greenhouse gases in the future, so as to reduce greenhouse gas generated by the operation.

Total greenhouse gas emission	Carbon emissions from purchased electricity	Greenhouse gas intensity (based on production value)
1,542 tCO ₂ e	accounting for: 76%	26.1 tCO ₂ e per RMB1 million

ENVIRONMENT AND NATURAL RESOURCES

Chemical leakage accidents have a great impact on the surrounding environment. Therefore, the Group has formulated the Hazardous Waste Management Plan and established the Environmental Management Committee. In addition to arranging and implementing the environmental protection management of the Plant, the committee also handles the abnormal events in environmental protection management, to reduce the impact of the operation on the surrounding environment.

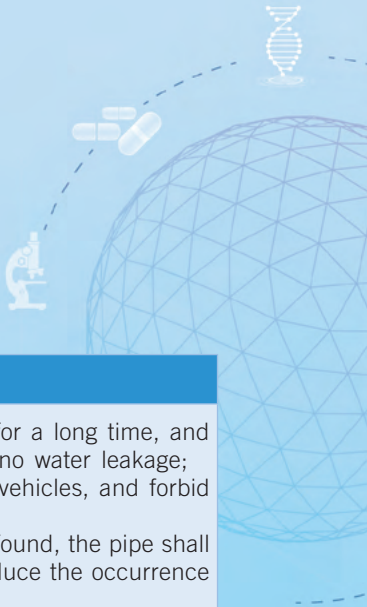
Duties of the Environmental Management Committee

Position	Responsibility
Director of the Environmental Management Committee	<ul style="list-style-type: none"> Leading environmental management work of the Group; and Approving the execution documents of all environmental management work.
Executive Director of the Environmental Management Committee	<ul style="list-style-type: none"> Assisting the Director of the Environmental Management Committee to coordinate the environmental management work of various departments of the Group.
Secretary General of the Environmental Management Committee	<ul style="list-style-type: none"> Implementing environmental management policies; Working with government departments; and Arranging training in relation to internal environmental management.
Members of the Environmental Management Committee	<ul style="list-style-type: none"> Measuring the relevant data of environmental management.

During the Year, the Group built and improved its sewage treatment system and improved its sewage treatment process, with an expected expenditure of RMB1 million.

USE OF RESOURCES

In order to ensure the effective use of resources in the course of operation, the Group has formulated the Corporate Energy Conservation Management System and the Internal Guidelines of the Group for Environmental Protection and Use of Natural Resources, which specify the policies on resource management and regulate resource management.



Use of Resources	Saving Measures
Water consumption	<ul style="list-style-type: none"> • Use water economizers and avoid keeping taps running for a long time, and regularly check water equipment to ensure that there is no water leakage; • Use buckets as far as possible to get water for cleaning vehicles, and forbid the use of hoses to wash them directly; and • Check the water supply pipes regularly. If pipe damage is found, the pipe shall be repaired and replaced in a timely manner, so as to reduce the occurrence of water leakage and ensure that no water is wasted.
Electric energy	<ul style="list-style-type: none"> • Use more environmentally friendly and energy-saving electrical appliances; • Turn off the power supply of electrical appliances that have not been used for a long time to reduce consumption in standby; and • Check the electric power facilities regularly, and report any leakage or trip found, for repair, in a timely manner.
Packaging material	<ul style="list-style-type: none"> • Packaging materials shall be printed, distributed and used in accordance with the SOP for Packaging Materials Management in Production Workshops to ensure the proper use of packaging materials; and • If repackaging is required due to any abnormal condition in the packaging and production process, the repackaging shall not be carried out until inspection and investigation by relevant persons, and approval. Repackaging shall also be recorded for future review.

During the Year, the resources used by the Group mainly included fossil fuels burned in the Plant and electricity, water, raw materials and packaging materials consumed in daily operation. The consumption of electricity, which is indirect energy, ranked first in energy consumption of the Group, and accounted for approximately 65% of the total energy consumption of the Group.

Total direct energy consumption 1,053 MWh-equivalent	Total indirect energy consumption 1,933 MWh
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The consumption of natural gas, gasoline and electricity during the Year increased by 23%, 49% and 28% respectively compared with the previous year, due to the increase in business activities, and research and development activities. However, the total energy consumption was reduced by 17% because no purchased hot water was used during the Year. In addition, the consumption of packaging materials during the Year also decreased by 11%, because there was a decrease in 2019 in the consumption of packaging materials of products for which consistency evaluation was conducted in 2018.

For the use of other resources, please see the section headed “OVERVIEW OF KEY PERFORMANCE INDICATORS” in relation to environmental performance.

Looking ahead, the Group will conduct more refined control and management to improve the efficiency in the use of resources in the process, and gradually set quantified objectives based on the resource consumption during the Year.

COMMUNITY ENGAGEMENT

The Group is committed to fulfilling its corporate social responsibility and encouraging its employees to give back to the society. The Group has formulated the Community Interest Policy, which specifies policies and objectives of the Group on social investment. During the Year, the donations of the Group ranged from a total of HK\$10,000 to a hospital. Looking ahead, the Group will consider identifying more other institutions and projects that are favored, so as to further increase social participation and give rise to a positive impact on society.



Objectives under the Community Interest Policy

- 1) Creation of jobs;
- 2) Driving the development of local related industries;
- 3) Improve local infrastructure construction;
- 4) Public welfare and charity;
- 5) Employment promotion; and
- 6) Local economic development.

PERFORMANCE ON COMPLIANCE

The Group understands that violation of laws and regulations will lead to material impacts such as administrative penalties and even suspension of business for rectification. The Group has formulated policies and standard operating procedures in accordance with relevant laws and regulations to provide clear working guidelines for employees. The following laws and regulations have a significant impact on the Group. During the Year, the Group complied with relevant laws and regulations, and there was no violation (including not receiving any corruption-related litigations against enterprises or employees).

Aspects	Relevant laws and regulations that have a significant impact on the Group
Emissions	<ul style="list-style-type: none"> Environmental Protection Law of the People's Republic of China Law of the People's Republic of China on Prevention and Control of Water Pollution Law of the People's Republic of China on the Prevention and Control of Atmospheric and Pollution
Employment	<ul style="list-style-type: none"> Labor Law of the People's Republic of China Labor Contract Law of the People's Republic of China Law of the People's Republic of China on the Protection of Women's Rights and Interests Regulations Concerning the Labor Protection of Female Staff and Workers
Health and safety	<ul style="list-style-type: none"> Production Safety Law of the People's Republic of China Law of the People's Republic of China on the Prevention and Control of Occupational Diseases Fire Protection Law of the People's Republic of China
Labor Standards	<ul style="list-style-type: none"> Labor Law of the People's Republic of China Law of the People's Republic of China on the Protection of Minors
Product liability	<ul style="list-style-type: none"> Product Quality Law of the People's Republic of China Patent Law of the People's Republic of China Pharmaceutical Administration Law of the People's Republic of China Good Manufacturing Practices for Pharmaceutical Products
Anti-corruption	<ul style="list-style-type: none"> Anti-Unfair Competition Law of the People's Republic of China Anti-Money Laundering Law of the People's Republic of China

In order to ensure that the Group complies with the above laws and regulations, the Group has formulated various systems and policies, and requires its employees to comply with them. Meanwhile, the Group regularly provides training to employees to enhance their awareness of compliance with laws and regulations. The Group also strengthened the monitoring of potential risks to ensure that its business operation complies with laws and regulations.

OVERVIEW OF KEY PERFORMANCE INDICATORS

Environmental Performance

Environmental KPIs		Amount			Unit
		2019	2018	2017	
A1.1	The types of emissions and respective emissions data				
	Nitrogen oxides	634.6	83.2	631.8	Kg
	Sulfur oxides	32.3	4.2	32.1	Kg
	Respirable suspended particulates	323.2	204.2	27.2	Kg
A1.2	Total greenhouse gas emission				
	Scope 1 ²	345.2	172.1	108.8	tCO ₂ e
	Scope 2 ³	1,179.0	1,402.7	95.9	tCO ₂ e
	Scope 3 ⁴	18.2	—	—	tCO ₂ e
	Total greenhouse gas emission	1,542.4	1,574.9	204.7	tCO ₂ e
	Greenhouse gas intensity (based on area)	0.15	0.15	0.02	tCO ₂ e per square meter
	Greenhouse gas intensity (based on production value) ⁵	26.1			tCO ₂ e per RMB1 million
A1.3	Total hazardous waste				
	Total hazardous waste	3.4	1.2	1.4	Ton
	Hazardous waste intensity (based on area)	0.32	0.12	0.13	Ton per thousand square meters
	Hazardous waste intensity (based on production value) ⁵	0.06			ton per RMB1 million
A1.4	Total non-hazardous waste				
	Total non-hazardous waste	89.5	120.5	120.1	Ton
	Non-hazardous waste intensity (based on area)	8.49	11.43	11.38	Ton per thousand square meters
	Non-hazardous waste intensity (based on production value) ⁵	1.51			Ton per RMB1 million

Environmental KPIs		Amount			Unit
		2019	2018	2017	
A2.1	Total energy consumption				
	Natural Gas	1,018.9	831.5	528.1	MWh-equivalent
	Gasoline	34.4	23.1	12.5	MWh-equivalent
	Electricity	1,932.5	1,506.6	157.1	MWh
	Hot water	Unused	1,221.2	failure to provide	MWh-equivalent
	Total energy consumption	2,985.8	3,582.4	697.7	MWh-equivalent
	Energy intensity (based on area)	0.28	0.34	0.07	MWh-equivalent per square meter
	Energy intensity (based on production value) ⁵	50.5			MWh-equivalent per RMB1 million
A2.2	Total water consumption				
	Total water consumption	30,646.0	25,954.0	13,248	Cubic meter
	Water consumption intensity (based on area)	2.91	2.46	1.26	Cubic meter per square meter
	Water consumption intensity (based on production value) ⁵	517.9			Cubic meter per RMB1 million
A2.5	Total packaging material used for finished products				
	Total amount of packaging materials	3.5	4.0	4.7	Ton
	Packaging material intensity (based on area)	0.34	0.38	0.45	Ton per thousand square meters
	Packaging material intensity (based on production value) ⁵	0.06			Ton per RMB1 million

² Scope 1 includes emissions from the combustion of fossil fuels from stationary and mobile sources and fugitive emissions from refrigeration equipment. Although R-22 refrigerant used in refrigeration equipment is not included in the six greenhouse gases covered by the Kyoto Protocol, the emissions resulting from its leakage are also included in the assessment, so as to provide true and fair presentation of the information on greenhouse gas.

³ Scope 2 includes emissions from electricity purchased from power companies. Greenhouse gas emissions from purchased electricity are calculated based on the average national factor of greenhouse gas emissions of grid power in the PRC, which is derived from the Notice Regarding 2019 Carbon Emissions Reporting and Verification and Submission of the List of Key Emission Units in the Power Generation Industry (《關於做好2019年度碳排放報告與核查及發電行業重點排放單位名單報送相關工作的通知》). Since the sources of emission factors have changed compared to 2018 and 2017, the new emission factors have been used to recalculate the indirect emissions of purchased electricity in 2018 and 2017 to ensure fair comparison.

⁴ Scope 3 includes upstream and downstream emissions caused by employee business trips. It is new disclosure for 2019.

⁵ Production value is a new intensity unit for the Year.

Social Performance

Number of Employees		
By gender	Male	64
	Female	66
By age	Aged under 30	47
	Aged 30–40	58
	Aged 41–50	14
	Aged above 50	11
By rank	C-level executives	3
	Senior executives	5
	Middle-level executives	13
	General staff	109
Total number of employees		130
Ratio of male to female employees		0.97:1

Number of new employees			New hire rate
By gender	Male	18	28%
	Female	20	30%
By age	Aged under 30	22	47%
	Aged 30–40	11	19%
	Aged 41–50	5	36%
	Aged above 50	0	0%
By rank	C-level executives	0	0%
	Senior executives	1	20%
	Middle-level executives	2	15%
	General employees	35	32%
Total		38	29%

Number of separations			Employee turnover rate
By gender	Male	19	30%
	Female	10	15%
By age	Aged under 30	11	23%
	Aged 30–40	15	26%
	Aged 41–50	0	0%
	Aged above 50	3	27%
By rank	C-level executives	0	0%
	Senior executives	1	20%
	Middle-level executives	5	38%
	General employees	23	21%
Total		29	22%

Occupational Safety and Health Performance	Total
Number and rate of work-related fatalities	0 (0%)
Number of work-related injuries	0
Lost days due to work-related injuries	0

Breakdown of the number of employees trained			Percentage of employees trained	Training hours (hours)	Average training hours (hours)
By gender	Male	59	92%	355	5.5
	Female	62	94%	373	5.7
By rank	C-level executives	0	0%	0	0
	Senior executives	4	80%	38	7.6
	Middle-level executives	11	85%	215	16.5
	General employees	106	97%	475	4.4
Total		121	93%	728	5.6




Region where the supplier is located	Number of suppliers	Number of suppliers implementing relevant practices
Shanxi	1	1
Chengdu	1	1
Xi'an	1	1
Shanghai	20	18 ⁶
Guangzhou	10	10
Tianjin	7	7
Jiangsu	10	10
Shandong	10	10
Hebei	8	8
Beijing	90	80 ⁶
Total	158	146

Product quality	Total
Percentage of products recalled due to safety and health issues	0
Number of complaints related to products or services	0

⁶ In the selection of most suppliers, the Supplier Management Rules are adopted for selection of suppliers; however, certain suppliers are exclusive agents, and therefore, a comparison cannot be carried out.

REPORTING CONTENT INDEX OF ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE

Aspects	Description	Page/note
A1 Emissions		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to air and greenhouse gas emissions, discharges into water and land, and generation of hazardous and non-hazardous waste	14, 18
A1.1	The types of emissions and respective emissions data	15, 19
A1.2	Greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility)	16, 19
A1.3	Total hazardous waste produced (in tonnes) and intensity (e.g. per unit of production volume, per facility)	14, 19
A1.4	Total non-hazardous waste produced (in tonnes) and intensity (e.g. per unit of production volume, per facility)	14, 19
A1.5	Description of measures to mitigate emissions and results achieved	15–16, 19
A1.6	Description of how hazardous and non-hazardous wastes are handled, reduction initiatives and results achieved	14, 19
A2 Use of Resources		
General Disclosure	Policies on the efficient use of resources, including energy, water and other raw materials	16
A2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (in '000 kWh) and intensity (e.g. per unit of production volume, per facility).	17, 20
A2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility)	20
A2.3	Description of energy use efficiency initiatives and results achieved	17, 20
A2.4	Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency initiatives and results achieved	The Group does not have any issue in sourcing water that is fit for purpose 17, 20
A2.5	Total packaging material used for finished products (in tonnes) and, if applicable, volume per production unit	20
A3 The Environment and Natural Resources		
General Disclosure	Policies on minimising the issuer's significant impact on the environment and natural resources	16
A3.1	Description of the significant impact of activities on the environment and natural resources and the actions taken to manage them	16



Aspects	Description	Page/note
B1 Employment		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare	12, 18
B1.1	Total workforce by gender, employment type, age group and geographical region	21
B1.2	Employee turnover rate by gender, age group and geographical region	22
B2 Health and Safety		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to providing a safe working environment and protecting employees from occupational hazards	11, 18
B2.1	Number and rate of work-related fatalities	12, 22
B2.2	Lost days due to work injury	22
B2.3	Description of occupational health and safety measures adopted, how they are implemented and monitored	11–12
B3 Development and Training		
General Disclosure	Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities	13
B3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management)	13, 22
B3.2	The average training hours completed per employee by gender and employee category	13, 22
B4 Labour Standards		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to preventing child and forced labour	13, 18
B4.1	Description of measures to review employment practices to avoid child and forced labour	13
B4.2	Description of steps taken to eliminate such practices when discovered	13
B5 Supply Chain Management		
General Disclosure	Policies on managing environmental and social risks of the supply chain	10
B5.1	Number of suppliers by geographical region	10, 23
B5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored	10–11, 23



Aspects	Description	Page/note
B6 Product Responsibility		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress	9–10, 18
B6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons	10, 23
B6.2	Number of products and service related complaints received and how they are dealt with	10, 23
B6.3	Description of practices relating to observing and protecting intellectual property rights	10
B6.4	Description of quality assurance process and recall procedures	9
B6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored	10
B7 Anti-corruption		
General Disclosure	Information on: (a) the policies; and (b) compliance with relevant laws and regulations that have a significant impact on the issuer relating to bribery, extortion, fraud and money laundering	10, 18
B7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the reporting period and the outcomes of the cases	18
B7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored	10
B8 Community Investment		
General Disclosure	Policies on community engagement to understand the needs of the communities where the issuer operates and to ensure its activities take into consideration the communities' interests	17
B8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport)	18
B8.2	Resources contributed (e.g. money or time) to the focus area	17