



2020

Environmental, Social and
Governance Report

環境、社會及管治報告



Hepalink

深圳市海普瑞药业集团股份有限公司
Shenzhen Hepalink Pharmaceutical Group Co., Ltd.

(A joint stock 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: 9989

Contents 目錄

BOARD STATEMENT 董事會聲明	2	3. ENVIRONMENT AND NATURAL RESOURCES 環境及天然資源	18
ABOUT HEPALINK 關於海普瑞	4	4. CLIMATE CHANGE 氣候變化	20
ABOUT THIS REPORT 關於本報告	4	B. SOCIAL 社會	20
SCOPE OF THE REPORT 匯報範圍	5	1. EMPLOYMENT 僱傭	20
REPORTING PRINCIPLES 匯報原則	5	2. HEALTH AND SAFETY 健康與安全	22
FEEDBACK 意見反饋	6	3. DEVELOPMENT AND TRAINING 發展及培訓	25
STAKEHOLDER AND MATERIALITY ASSESSMENT 持份者參與及重要性評估	6	4. LABOUR STANDARDS 勞工準則	26
A. ENVIRONMENTAL 環境	10	5. SUPPLY CHAIN MANAGEMENT 供應鏈管理	27
1. EMISSIONS 排放物	10	6. PRODUCT RESPONSIBILITY 產品責任	28
2. USE OF RESOURCES 資源使用	14	7. ANTI-CORRUPTION 反貪污	30
		8. COMMUNITY INVESTMENT 社區投資	32
		HKEX ENVIRONMENTAL, SOCIAL AND GOVERNANCE REPORTING GUIDE INDEX 聯交所《環境、社會及管治報告 指引》索引	33

Environmental, Social and Governance Report

環境、社會及管治報告

BOARD STATEMENT

Shenzhen Hepalink Pharmaceutical Group Co., Ltd. (the “Company” or “Hepalink”) and its subsidiaries (the “Group”, “we”, “our” or “us”) is pleased to issue its first Environmental, Social and Governance Report (the “Report”), which aims to explain the Group’s policy development and performance in ESG aspects for the year ended 31 December 2020 (the “Reporting Period”) in response to the concerns and expectations of stakeholders for the sustainable development management and information disclosure of the Group.

The board of directors (the “Board”) of Hepalink assumes the overall responsibility for the sustainable development, and leads the Group to fulfil social responsibility. We will also ensure its development direction is in line with the stakeholders’ expectations by ongoing sustainability risk management and stakeholder communication.

Risk management for sustainable development is essential to the Board. To promote unified enterprise risk management within the Group, we have developed the risk management and internal control system. The Board reviews annually the effectiveness of the system through the Audit Committee, encompasses major control measures, including controls on finance, operation, compliance and sustainable development, and engages external independent professionals to assist in identifying and assessing the risks of the Group through interviews. The Board believes that the internal control and risk management system is effective and sufficient. The Board of Hepalink has the overall responsibility for our ESG strategies and reporting, as well as overseeing and managing our ESG-related risks. This Report has been confirmed and approved by the Board in March 2021.

董事會聲明

深圳市海普瑞藥業集團股份有限公司(「本公司」、「公司」或「海普瑞」)及其附屬公司(「本集團」、「集團」或「我們」)欣然發佈首份環境、社會及管治報告(「本報告」)，旨在闡述集團於二零二零年十二月三十一日(「報告期」)在履行環境與社會責任方面的制度建設和績效表現，以回應持份者對於集團可持續發展管理及信息披露的關注與期望。

海普瑞的董事會(「董事會」)肩負起本集團可持續發展事宜的全部責任，帶領本集團實踐社會責任。我們亦會維持可持續發展風險管理及與持份者的溝通，確保其發展方向合乎各持份者期望。

集團董事會深知風險管理對企業可持續發展至關重要。為促進集團範圍內統一的企業風險管理，我們已設立風險管理及內部監控系統。董事會每年均會透過審核委員會檢討系統的實施成效及涵蓋重大監控措施，包括財務、營運、合規控制及可持續發展，並委託外部獨立專業人士透過訪談，協助識別及評估本集團風險。董事會認為內部監控及風險管理系統屬有效及充分。集團的董事會全面負責本集團的環境、社會及管治策略和報告，以及監察和管理環境、社會及管治相關風險。本報告已於二零二一年三月獲董事會確認及批准。



Environmental, Social and Governance Report 環境、社會及管治報告

During the Reporting Period, we continued to carry out its environment and social policies and measures, and fulfilled the corporate responsibilities to the environment and society. In terms of environment, the Group strictly implemented the relevant policies and measures developed for the purpose of reducing emissions and optimising the resources efficiency, in the hope of minimising the impact to surrounding areas where it operates. In terms of employment, the Group maintained close dialogue with employees in order to timely understand their needs, and paid extra attention to the welfare and safety of employees. In the face of the raging epidemic situation around the world during the year, the Group has donated special pharmaceutical products “Prolongin” enoxaparin sodium injection to the hospitals to fully support the fight against COVID-19, and practically support the anti-epidemic work with our medical expertise. It strengthened the determination and responsibility of the Group as a pharmaceutical company to fulfil its social responsibilities.

As an established multinational pharmaceutical company in the pharmaceutical industry for 21 years, the Group has been rigorously regulating quality management and dedicated to innovative research and development, in order to fulfil its mission of “bringing hope to patients around the world”. In 2020, because of the Group’s outstanding innovative spirit and excellent growth potential, Hepalink has won the “2020 China Healthcare Industry Innovation Award” by China Business Journal as a commendation and promotion of the Group’s innovation capabilities and scientific research spirit. It is hoped that by being a role model, the Group can lead and promote the sustainable and excellent development of the industry. In addition, the Group has also won the “2020 China Pharmaceutical Listed Companies Competitiveness Top 20” award by the China Pharmaceutical Entrepreneur, Scientist and Investor Conference, demonstrating the high recognition of Hepalink’s innovation, competitiveness and strengths in other aspects in the pharmaceutical industry and capital market.

Looking forward, we will continue to achieve orderly growth in our performance and expand steadily in the ever-changing domestic and global market environment to replenish resources and capture appropriate opportunities and to actively expand and continuously strengthen our existing businesses. Hepalink is ready to pursue all developments beneficial to the Group with the production, sales and management conditions for sustainable development despite the current unknowns and uncertainties. We are full of confidence in our future prospects.

於報告期內，我們切實執行既有環境及社會政策及措施，以履行企業對環境及社會方面的責任。環境方面，本集團嚴謹執行已制訂的相關政策及措施，銳意減少排放物，並提升資源運用效率，期望減少對營運所在地周邊環境的影響。僱傭方面，本集團與各員工維持緊密溝通，及時了解員工需要，以員工福祉及安全為優先。年內全球面對肆虐的疫情，本集團向醫院捐贈「普洛靜」依諾肝素鈉注射液專用藥品全力支持抗擊新冠病毒肺炎，抗擊新型冠狀病毒，切實地以醫藥專業支持了抗疫工作，堅定了本集團作為一家製藥企業為踐行社會責任的決心和擔當。

作為一家深耕醫藥行業二十一載的跨國運營藥企，本集團一直嚴謹規範質量管理及致力創新研發，務求實踐「為全球患者帶來福音」的使命。在二零二零年，海普瑞憑藉突出的創新精神及優秀的成長潛力斬獲《中國經營報》頒發「2020年度中國大健康產業創新力獎」，以表彰並宣揚本集團的創新能力和科研精神，期望榜樣的力量能引領和推動產業持續優良發展。除此之外，本集團亦榮獲由中國醫藥企業家科學家投資家大會頒發的「2020中國醫藥上市公司競爭力20強」獎項，以彰顯了海普瑞的創新力及競爭力等方面在醫藥產業及資本市場內得到高度的認可。

展望未來，我們會堅持實現業績的有序增長，並在國內及環球反覆多變的市場環境中繼續穩步擴展，以充盈資源，把握合適機遇積極拓展及不斷強化現有業務，儘管當下充滿了未知和不確定性，海普瑞已做好準備，且具備持續發展的生產、銷售及管理條件，可進行各項有利本集團的發展，我們對未來前景充滿信心。

Environmental, Social and Governance Report

環境、社會及管治報告



Hepalink was established in Shenzhen, China in 1998. It is a global pharmaceutical company. "Responsible for bringing hope to patients and becoming a leading international pharmaceutical company" is the original intention of our founder to establish Hepalink. Our business scope covers pharmaceutical products production and sales, CDMO services and innovative drug development. The pharmaceutical products we sell include (i) pharmaceutical preparations (mainly including enoxaparin sodium injection); (ii) API products (including heparin sodium API and enoxaparin sodium API); and (iii) other products (mainly including pancreatin API). We operate the CDMO business and providing R&D, production, quality management and process management services through our wholly-owned subsidiaries Cytovance Biologics, Inc. ("Cytovance") (the company specialises in the development and production of recombinant pharmaceutical products, critical non-viral vectors and intermediates) and SPL Acquisition Corp. ("SPL") (the company provides services for the development and production of natural-derived pharmaceutical products). The Group has obtained the exclusive development and commercialisation rights of certain clinical-stage innovative drug candidates in Greater China, and we are developing these drugs for the treatment of diseases related to the immune system axis. We are also developing a proprietary drug candidate that is independently developed by us, and is currently in the preclinical stage.

ABOUT THIS REPORT

The Report discloses the actions and achievements of the Group in environmental, social and governance issues in the past year. The Report discloses all relevant information pursuant to the "comply or explain" provisions set out in the Environmental, Social and Governance Reporting Guide (the "ESG Reporting Guide").

海普瑞於1998年在中國深圳成立，是一家全球製藥公司，「為患者帶來福音為己任，成為國際領先製藥企業」是我們創始人成立海普瑞的初心。我們的業務範圍涵蓋藥品生產及銷售、CDMO服務及創新藥開發。我們銷售的藥品包括(i)藥物製劑(主要包括依諾肝素鈉注射液)；(ii)API產品(包括肝素鈉API、依諾肝素鈉API)；及(iii)其他產品(主要包括胰酶API)。我們通過全資子公司Cytovance Biologics, Inc. (「賽灣生物」) (該公司專門開發及生產重組藥品及臨界非病毒載體以及基因治療的中間體)及通過全資子公司SPL Acquisition Corp. (「SPL」) (該公司為天然衍生藥品的開發和生產提供服務)經營CDMO業務，提供研發、生產、質量管理及程序管理服務。本集團已在大中華區獲得若干臨床階段創新候選藥物的獨家開發及商業化權利，我們正在開發這些藥物用於治療免疫系統軸相關疾病。我們亦正開發一種由我們自主研發的專有候選藥物，目前處於臨床前階段。

關於本報告

本報告披露了集團於過去一年在環境、社會及管治議題方面的行動與成績。本報告乃遵守《環境、社會及管治報告指引》(「ESG報告指引」)載列的所有「不遵守就解釋」條文，並根據指引中的所有建議披露作匯報。

SCOPE OF THE REPORT

The Group is a leading China-based pharmaceutical company with pharmaceutical, innovative biotech and CDMO businesses globally. Content of this Report covers the information and operating activities of the Group's headquarters and industrial park in Shenzhen, and the industrial park in the United States of America, which are financially significant and operationally influential to the Group. The reporting period began on 1 January 2020 and ended on 31 December 2020, same as the reporting period of our 2020 Annual Report.

REPORTING PRINCIPLES

This Report follows the ESG Reporting Guide and applies the following principles:

Materiality: In order to identify and assess the material concerns of our stakeholders, we have conducted materiality assessment surveys through a number of stakeholder engagement activities to determine the factors that have material impacts on our sustainable growth.

Quantitative: The quantitative principle applies to all information in this Report. All performance indicators are provided with clear definition and unit measurement is clearly stated.

Balance: The source of information and cases of this Report was mainly derived from the Company's statistical reports obtained in the Reporting Period, relevant documents and internal communication documents. The Group undertakes that this Report does not contain any false information or misleading statement, and accept responsibility for the contents of this Report as to its authenticity, accuracy and completeness.

Consistency: We prepared this Report in accordance with the ESG Reporting Guide. Should there be any changes in the future that may affect the comparison with previous reports, footnotes will be added by the Group in the corresponding sections of the Report.

匯報範圍

集團是領先的中國製藥公司，在製藥領域、創新生物科技領域及CDMO領域擁有全球業務。本報告內容涵蓋對集團有財務重要性及營運影響力的業務，包括位處深圳的總部及產業園，以及位處美國的產業園。報告期為二零二零年一月一日至二零二零年十二月三十一日，與2020年年報的報告期間相同。

匯報原則

本報告依循ESG報告指引，應用以下原則：

重要性：為識別及評估對業務有關人士有影響的重大事宜，我們還透過多項與業務有關人士的溝通活動，進行實質性評估調查，以釐定對本集團可持續發展有重大影響的因素。

量化：量化原則適用於本報告的所有資料。我們為所有績效指標提供明確定義，並清楚註明量度單位。

平衡性：本報告的資料和案例主要來源於報告期內的公司統計報告、相關文檔及內部溝通文件。本集團承諾本報告不存在任何虛假記載及誤導性陳述，並對內容真實性、準確性和完整性負責。

一致性：我們遵循ESG報告指引進行匯報。未來若有任何可能影響與過往報告作比較的變更，本集團會於報告相應內容加入註解。

Environmental, Social and Governance Report

環境、社會及管治報告

FEEDBACK

The Group welcomes stakeholders' feedback on our ESG approach and performance. Please give your suggestions or share your views with us via email at stock@hepalink.com.

意見反饋

本集團歡迎各持份者就我們的環境、社會及管治方法及表現提供意見，請以電子郵件(stock@hepalink.com)提供您的建議或與我們分享您的意見。

STAKEHOLDER AND MATERIALITY ASSESSMENT

We strive to make constructive communication with stakeholders (including our shareholders, customers, employees, suppliers, regulatory authorities and the public) to adopt their views and protect their interests, so as to set the long-term development direction and maintain close engagement with them. The operating data and overall performance of the Group are summarised in the Company's interim report and annual report semi-annually and reported to investors through the Company's official website (www.hepalink.com).

持份者參與及重要性評估

本集團努力通過建設性的溝通方式採納持份者(包括股東、客戶、員工、供應商、監管機構和社會公眾)的意見及保障彼等權益，以確定本公司的長期發展方向及與其保持密切的關係。集團營運數據及整體業績表現會每半年總結於公司的中期報告及年報，並透過公司網站(www.hepalink.com)向各投資者作出匯報。

Major stakeholders 主要持份者	Communication means 溝通方式
Investors 投資者	Maintain close, transparent and efficient communication with shareholders through regular investor meetings, annual general meetings, corporate website, emails, investor relations hotline and investor mailbox and announcements. 通過定期投資者會議、股東周年大會、公司網頁、電郵、投資者關係熱線及投資者信箱及公告等形式，與持份者保持緊密、透明及高效溝通。
Customers 客戶	Set up a customer service hotline for customers to express their opinions. Where a complaint is received, customer service staff shall give the customer a proper reply as soon as possible. 設立顧客服務熱線供顧客表達意見，若有投訴個案，服務部職員必定盡快給予顧客適當的回覆。
Employees 員工	Develop employment and employee benefits systems, and strengthen employees' awareness of occupational safety and health through training. 制定僱傭及員工福利制度，透過培訓加強員工對職業安全及健康之意識。
Suppliers 供應商	Carry out open and transparent procurement through emails, meetings, review and evaluation process to achieve mutual benefit and win-win results with suppliers. 透過電郵、會議、審核及評估流程，達致公開透明的採購政策，與供應商互利共贏。

Environmental, Social and Governance Report

環境、社會及管治報告

The communication methods between the Group and stakeholders as below: 本集團與持份者的溝通方式如下：

The three steps we take to prepare for the materiality assessment: 我們採取三個步驟以準備重要性評估：

Step 1: Identify Material Issues 第一步：識別重要議題

With reference to the “HKEX’s Environmental, Social and Governance Reporting Guide” and combining factors such as comprehensive company development strategies, industry development trends, supervision and capital market requirements etc., we have identified 22 material issues of sustainable development, which was based on four dimensions: economy, environment, society, and governance. The issues we identified cover four main areas including the environment, employment and labour practices, business practices and community investment.

參考香港交易所《環境、社會及管治報告指引》和綜合公司發展戰略、行業發展趨勢、監管及資本市場要求等因素，從經濟、環境、社會、管治四個維度出發，識別了22個可持續發展重大議題，涵蓋環境、僱傭及勞工慣例、經營慣例及社區投資等四大範疇。

Step 2: Collect Stakeholders’ Opinions 第二步：收集持分者意

We have collected feedbacks from internal and external stakeholders through questionnaire surveys and have evaluated the materiality of relevant issues.

我們通過問卷調查收集公司內部及外界持份者反饋意見並評估各相關議題的重要性。

Step 3: Determine Material Issues 第三步：釐定重要議題

The materiality of each issue is determined by two factors: the materiality to stakeholders and our influence on the issue. We have drawn the materiality matrix based on the results of evaluation. Out of the 22 issues, 4 were identified as high importance material issues and would be prioritised when handling and reporting. The remaining 18 issues of medium importance will also be disclosed in this Report.

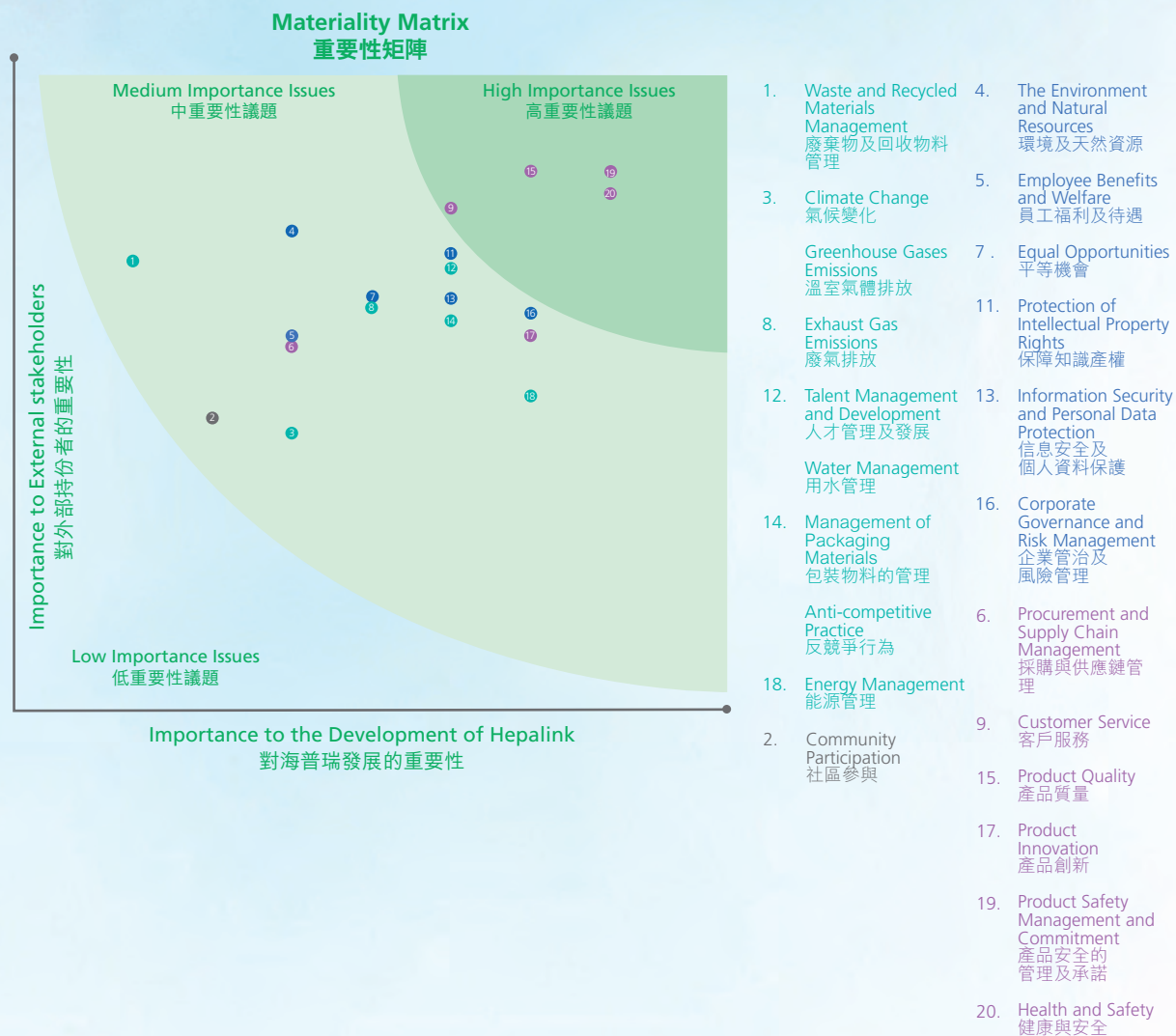
每項議題的重要性由其對持份者的重要程度及我們對該事宜的影響兩項因素決定。我們基於評估結果繪製重要性矩陣。22項議題當中的4項被定為高度重要議題並予以優先處理及報告。餘下的18項為中度重要議題亦會於本報中進行披露。

Environmental, Social and Governance Report

環境、社會及管治報告

During the Reporting Period, the Group appointed an independent consultancy to conduct stakeholder communication activities and materiality analysis, including management interviews, external and internal stakeholders' survey, in order to understand stakeholders' awareness and vision on ESG.

在報告期內，為更瞭解持份者在環境、社會及管治方面的認識及願景，本集團委託獨立顧問公司進行利益相關方溝通活動及實質性評估，其中包括：管理層、外部及內部持份者問卷調查。



Environmental, Social and Governance Report 環境、社會及管治報告

For the questionnaires, we invited internal and external stakeholders to rate on different issues in the aspects of environmental protection, employment and labour practices, operating practices, and community investment, thereby understanding the degree of concern of stakeholders on each issue.

問卷調查邀請內、外部利益相關方對環境保護、僱傭及勞工常規、營運慣例、社區投資範疇中不同議題進行評分，瞭解利益相關方對各項議題的關注程度。

Through analysing the results of the questionnaires, the Group identified 22 relevant issues that are ranked in descending order in terms of the level of importance:

通過分析問卷調查結果，本集團在22項相關議題中，按其重要性程度降序排列如下：

High Importance Issues 高重要性議題	Medium Importance Issues 中重要性議題	
Product Safety Management and Commitment 產品安全的管理及承諾	Protection of intellectual property rights 保障知識產權	Equal Opportunities 平等機會
Health and Safety 健康與安全	Water Management 用水管理	Exhaust Gas Emissions 廢氣排放
Product Quality 產品質量	Corporate Governance and Risk Management 企業管治及風險管理	Energy Management 能源管理
Customer Service 客戶服務	Talent Management and Development 人才管理及發展	Waste and Recycled Materials Management 廢棄物及回收物料管理
	Product Innovation 產品創新	Employee Benefits and Welfare 員工福利及待遇
	Information Security and Personal Data Protection 信息安全及個人資料保護	Procurement and Supply Chain Management 採購與供應鏈管理
	Anti-competitive Practice 反競爭行為	Greenhouse Gases Emissions 溫室氣體排放
	The Environment and Natural Resources 環境及天然資源	Climate Change 氣候變化
	Management of Packaging Materials 包裝物料的管理	Community Participation 社區參與

The Group has taken corresponding measures for the materiality issues identified in the analysis, the elaboration of which is set out in subsequent sections. The Group will continue to strive to establish diversified, transparent, honest and accurate communication channels to provide an important basis for the Group's environmental, social and governance strategies as always.

就評估所識別出的實質性議題，本集團已採取相應舉措，並在後續章節中作出詳細闡述。一如既往，集團將繼續致力建立多元化、透明、誠信及準確的溝通渠道，為集團的環境、社會及管治策略提供重要依據。

A. ENVIRONMENT

1. EMISSIONS

As a responsible enterprise, we put every effort into achieving continuous commitment to environmental protection, by adopting a series of measures to reduce environmental impacts, including curbing exhaust gas and greenhouse gas emissions, sewage and land pollution and reducing the generation of hazardous and non-hazardous waste. The Group has formulated the “Environmental Management Regulations” to determine the Group’s environmental protection objectives and principles, environmental protection content, division of responsibilities, sewage discharge, exhaust gas emission, solid waste and hazardous waste treatment, environmental protection accident prevention and emergency rescue plans, etc. This is to ensure the exhaust gas and wastewater discharged would meet the national emission standards, and the solid waste and hazardous waste are handled by qualified units to protect the environment and maintain a stable operation of the Group’s production and business activities.

The Group’s emission and waste management aims to fully comply with regulatory requirements, and strictly abide by all applicable environmental protection laws and regulations, such as the “Environmental Protection Law of the People’s Republic of China”. During the Reporting Period, there was no violation of any regulation.

The Group strictly requires that the exhaust gas pollution prevention and control facilities in the factory shall not be dismantled or left unused without authorisation. At the same time, we also require all departments that generate exhaust gas during the production process to operate by strictly following the “Industrial Exhaust Gas Treatment System Operation and Maintenance Standard Operation Guide” formulated by the Group, making sure that the exhaust gas treatment equipment is well maintained, and to solve any problems in time when discovered to ensure the exhaust gas emissions would meet the standards of the “Atmospheric Pollution Prevention and Control Law of the People’s Republic of China”.

A. 環境

1. 排放物

集團作為負責任的企業，我們作出一切努力，透過一系列減少環境影響的措施，控制廢氣及溫室氣體排放、水及土地的排污，減少有害及無害廢棄物的產生，實現對保護環境方面的持續承諾。本集團已制定《環保管理規範》，確認本集團環保的目的及原則、環保內容、職責劃分、污水的排放、廢氣的排放、固體廢物及危險廢物的處理、環保事故預防及應急救援預案等相關管理制度，以確保排放的廢氣、廢水符合國家排放標準，固體廢物及危險廢物交由具資質的單位處理，保護環境，維護本集團生產經營活動穩定運行。

集團的排放及廢物管理以完全符合法規要求為目標，嚴格遵守所有適用的環保法例和法規，例如《中華人民共和國環境保護法》，報告期內並未有違規的情況。

本集團嚴格要求廠區內防治廢氣污染的設施不得擅自拆除或者閑置，同時我們亦要求所有生產過程中產生廢氣的部門，嚴格按照集團制定的《工業廢氣處理系統運行及維護標準操作指導書》的操作規程操作，做好廢氣處理設備的維護保養工作，如發現任可問題及時解決，以確保廢氣排放達到《中華人民共和國大氣污染防治法》的標準。

Environmental, Social and Governance Report 環境、社會及管治報告

The Annual Emission Data of Gaseous Fuels and Vehicles of the Group as Below:

集團的氣體燃料及車輛年排放數據如下：

Pollutants 污染物	Unit 單位	Air Pollutant Emissions 廢氣污染物排放量
Nitrogen oxides (NO _x) 氮氧化物(NO _x)	kg 千克	11,643.93
Sulphur Dioxide (SO _x) 硫氧化物(SO _x)	kg 千克	328.90
Particulate matter (PM) 顆粒(PM)	kg 千克	683.18

It is an indisputable fact that global warming is becoming more and more serious. The Group has been paying attention to climate change issues. In this regard, the Group has formulated a series of regulations and rules to reduce emissions that are in compliance with relevant laws and regulations in the places where it operates, such as the Energy Conservation Law of the People's Republic of China, Energy Conservation Law of the People's Republic of China and the Hong Kong Road Traffic Offenses (for automobile exhaust emissions).

地球暖化日益嚴重已是不爭的事實，集團一直關注氣候變化議題，為此本集團遵照營運當地的相關法律法規，例如：中華人民共和國節約能源法、中華人民共和國節約能源法及香港道路交通條例（針對汽車廢氣排放），制定了一系列條例和規則，以減少排放。

In order to reduce the generation of emissions, the Group has adopted and implemented a series of emission reduction measures as below:

針對減少產生排放物，本集團採納及實踐一系列的措施如下：

- Provided our employees with video and audio conferencing systems and encourage them to use such systems to facilitate our operation and management, so as to reduce greenhouse gas emissions from business trips and the related transportation;
- Formulated the regional procurement policy, and local suppliers shall be selected in first priority, to reduce energy consumption and greenhouse gas emissions resulted from additional transportation; and
- Adopted environmentally friendly equipment, such as air-conditioning equipment with variable frequency drives and refrigerants which can reduce the damages to the ozone layer. Electromagnetic stoves are used to replace gas stoves.
- 提供並鼓勵員工使用視頻及電話會議系統，方便使用此方法進行運營管理以減少商旅出差及其相關交通運輸引致的溫室氣體排放；
- 制訂了關於區域性採購的政策，優先選用本地供應商，以減少因額外的運輸過程而增加的能源消耗及溫室氣體的排放；及
- 優先選用較環保的設備，例如：可變頻空調設備及使用減低損壞臭氧層的冷媒；改用電磁爐具，以取代使用煤氣的設備。

Environmental, Social and Governance Report

環境、社會及管治報告

The Group's greenhouse gas emissions as below:

集團的溫室氣體排放量如下：

Greenhouse Gas Emission Category 溫室氣體排放類別	Unit 單位	Greenhouse gas emissions 溫室氣體排放量
Total GHG Emissions 總溫室氣體排放量	tonnes of carbon dioxide equivalent 公噸二氧化碳當量	56,441.94
Direct Emissions (Scope 1) 直接排放(範圍一)	tonnes of carbon dioxide equivalent 公噸二氧化碳當量	19,556.90
Energy Indirect Emissions (Scope 2) 能源間接排放(範圍二)	tonnes of carbon dioxide equivalent 公噸二氧化碳當量	36,885.04

Note:

附註：

The calculation is based on the Reporting Guidance on Environmental KPIs issued by HKEX, the 2006 IPCC Guidelines for National Greenhouse Gas Inventories, Fifth Assessment Report of IPCC, and the latest emission factors for grid electricity;

計算乃基於聯交所發佈的環境關鍵績效指標報告指引、二零零六年IPCC國家溫室氣體清單指南、IPCC第五次評估報告、最新電網排放因子；

Scope 1 includes stationary combustion emissions from diesel and natural gas, direct combustion emissions from mobile sources of diesel and unleaded gasoline, and fugitive emissions from refrigeration equipment; and

範圍1包括柴油與天然氣的固定燃燒排放、柴油與無鉛汽油的移動源直接燃燒排放及製冷設備的逃逸排放；以及

Scope 2 includes indirect energy emissions from purchased electricity.

範圍2包括購買電力的能源間接排放。

In terms of wastewater discharge management, the Group has compiled the "Sewage Treatment Operation Regulations", and requires the sewage treatment operators of the Engineering Operation Department to strictly follow the operation. The "Sewage Treatment Operation Regulations" cover wastewater process flow, wastewater treatment procedures, and exhaust gas purification treatment system operating procedures of wastewater. The Group would arrange inspectors of the Quality Control Department to inspect the treated sewage to ensure that the discharged sewage meets the legal discharge standards.

在污水排放管理方面，本集團已編製《污水處理操作規程》，並要求工程運行部污水處理的操作人員必須嚴格按照進行操作。《污水處理操作規程》涵蓋廢水工藝流程、污水處理程序、污水的廢氣淨化處理系統操作程序。本集團會安排質量控制部檢驗人員就處理後的污水進行檢驗工作，以確保所排放的污水符合法例的排放標準。



Environmental, Social and Governance Report 環境、社會及管治報告

As a responsible enterprise, we put every effort into achieving continuous commitment to environmental protection, by adopting a series of measures to reduce environmental impacts, including curbing exhaust gas and greenhouse gas emissions, sewage and land pollution and reducing the generation of hazardous and non-hazardous waste.

The Group attaches great importance to the management of solid waste. For the disposal of non-hazardous waste, the Group follows the 3R waste management strategy to minimize waste generation (Reduce) and consider Reuse and Recycle before waste disposal, and carries out classified management of non-hazardous waste in accordance with national laws and regulations such as the Law on Prevention and Control of Environmental Pollution by Solid Waste, and the Administrative Measures for Municipal Domestic Waste. The disposal of domestic garbage and non-hazardous waste shall be handled by the Administrative Department in accordance with the "Urban Garbage Collection Contract" signed with Xili Sanitation in Nanshan District. The Administrative Department should appoint staffs to supervise the workers of the sanitation station to transfer and process domestic garbage and non-hazardous waste at the garbage collection point of the back door of the Group's building.

In order to reduce the hazardous wastes, the Group regularly reviews the production process to identify the sources of hazardous wastes and work out action plans for hazardous waste reduction. For the disposal of hazardous waste, the Group identifies hazardous waste in factories with reference to the requirements of the Directory of National Hazardous Waste of the State and develops the Standards of Environmental Protection Management based on the regulation requirements such as the Law on Prevention & Control of Environmental Pollution by Solid Waste of the People's Republic of China and Hazardous Waste Transfer Management Measures. All hazardous wastes would be handed over to the hazardous waste generation department. Collection containers and temporary storage points must be set up for hazardous wastes generated for recycling, and protective measures and warning signs must be made in accordance with hazardous waste management

作為一間負責任的企業，我們透過一系列減少環境影響的措施，包括控制廢氣及溫室氣體排放、控制水及土地排污、減少有害及無害廢棄物產生，務求實現對保護環境方面的持續承諾。

集團非常重視固體廢物方面的管理。對於無害廢棄物的管理，集團採取3R的廢棄物管理策略，盡可能減少廢物的產生(Reduce)、在處置廢棄物前會考慮重用(Reuse)及回收(Recycle)，並依據《固體廢物污染環境防治法》、《城市生活垃圾管理辦法》等國家法規，針對的無害廢棄物進行分類管理，生活垃圾和非危險廢物的處理由行政部按照與南山區西麗環衛所簽訂的《城市垃圾清運合同書》，指定人員監督環衛所的工作人員到集團後門垃圾收集點轉移處理生活垃圾和非危險廢物。

為減少有害廢棄物的產生，集團定期評估生產流程，找出有害廢棄物產生的源頭，制定減少有害廢棄物的行動計劃。而需棄置的有害廢棄物，我們已參照國家《國家危險名錄》規定，對工廠的有害廢棄物進行鑒別，並依據《中華人民共和國固體廢棄物環境污染防治法》、《危險廢物轉移聯單管理辦法》等法規制定《環保管理規範》，所有的危險廢物會交由危險廢物產生部門負責，將產生的危險廢物必須設置收集容器，進行回收，並設置危險廢物的臨時存放點，以及按照危險廢物管理要求做好防護措施和警示標識。實驗產生的廢棄的化學試劑，應進行收集處理，嚴禁隨意排放。生產過程中產生的離心雜質等固體雜質等由安全管理人員聯

Environmental, Social and Governance Report

環境、社會及管治報告

requirements. The discarded chemical reagents generated in experiments should be collected and treated; random discharge is strictly prohibited. Safety management staffs should contact qualified unit for hazardous waste identification to identify the solid impurities such as centrifugal impurities generated during the production process. Based on the identification results, if it is non-hazardous, it would be discarded as general industrial waste; and if it is hazardous, harmless waste treatment would be carried out by qualified unit appointed by the Group.

The amount of hazardous and non-hazardous waste generated by the Group as below:

Type of Waste 廢棄物類別	Unit 單位	Volume of Waste 廢棄物生產量
Hazardous waste 有害廢棄物	tonnes 公噸	16.71
Non-hazardous waste 無害廢棄物	tonnes 公噸	1,151.64

2. USE OF RESOURCES

The Group has been managing our resources in a prudent way. The resources used in our daily operations are mainly electrical energy. We actively consider and adopt different methods to reduce the use of existing resources.

We advocate the use of energy-saving, efficient and environmentally friendly construction equipment, machinery, tools and office appliances recommended by the state and the industry. As priority, we choose the related equipment that could help us to reach the target of gradually increasing energy efficiency. For energy conservation, we require contractors to adopt various energy-saving measures during construction. Meanwhile, we continuously update the latest environmental news to optimise the existing services, so as to reduce environmental pollution. During the Reporting Period, the Group implemented the following energy-saving measures to control power consumption:

繫有資質的單位進行危險廢物鑒定，根據鑒定結果，如無危險則按照一般工業廢物廢棄，如屬危險廢物則委託相關有資質的單位進行無害化處理。

集團的有害及無害廢棄物產生量如下：

2. 資源使用

集團對一直審慎管理我們的資源。在日常營運中所應用到的資源主要為電能，我們積極考慮及採納不同的方法去減少現有資源的使用。

我們提倡使用國家、行業推薦的節能、高效、環保的施工設備、機具和辦公用具，以逐步提高能源效益為目標優先考慮相關設備。而且針對節能要求承建商施工時需採取各項節約能源措施；同時，我們亦持續更新環保的最新消息以優化現有服務，從而減少環境污染。在報告期內，本集團實行以下的節能措施以控制耗電量：

Energy saving measures 節能措施



Lighting 電燈

- Turn off the lights if it is not necessary, and put a sticker of “energy saving” near the switch as a reminder; 如沒需要，應把照明關掉，並在開關掣附近貼上「節約能源」的貼紙，以作提示；
- Excessive lighting equipment should be reduced if the area is too bright; 在光線過強的地方，應減除過量的照明設備；
- Turn off unnecessary lighting in common areas (such as reception areas, corridors, elevator halls, etc.) during non-office hours; and 在及非正常辦公時間，關掉公用地方（例如接待處、走廊、升降機大堂等）不必要的電燈；以及
- Use energy-saving lighting fixtures, such as light-emitting diodes (LED), to achieve higher energy efficiency. 使用節能的照明燈具，如發光二極管 (LED)，以達至較高能源效益。



Air-conditioning 空調

- The air-conditioning should be turned off immediately after using the rooms in the office/conference room, etc. An “energy saving” sticker is placed at the exit of the room as a reminder; 在辦公室／會議室等房間使用完畢後，應立即關掉空調設備。並在房間出口貼上「節約能源」標貼以作提示；
- Keep the indoor temperature at 25.5℃; 保持室內溫度在 25.5℃；
- When feasible, open windows to allow air to circulate naturally and reduce the use of air conditioning; 在可行的情況下，打開窗戶，讓空氣自然流通，減少空調使用；
- Wear light clothing during the hot months to minimise the need for air conditioning; and 在炎熱的月份穿着輕便的服裝，盡量減低對空調的需求；以及
- Put down venetian blinds or curtains before leaving the office to reduce the direct sunlight exposure to the office the next day. 在離開辦公室前放下百葉簾或窗簾，減少翌日陽光直接照射辦公室的時間。



Computer 電腦

- Turn off the computer during non-office hours or when leaving the workplace to reduce power consumption; 在非辦公時間或需要離開工作間時，應將電腦關掉，以減少耗電量；
- According to individual circumstances, the computer should be put into a sleep or hibernate mode through the “power management” function; 按個別情況，應透過「電能管理」功能使電腦進入靜止或休眠設定模式；
- Turn off non-mandatory servers during night time, Saturday afternoon, and public holidays. 在夜間、星期六下午和公眾假期，關掉並非必需的伺服器。

Environmental, Social and Governance Report

環境、社會及管治報告

The Group's total energy consumption as below:

集團的總耗能如下：

Type of Energy 能源種類	Unit 單位	Energy Consumption 能源耗量
Total Energy Consumption 總能源耗量	kWh in '000s 千個千瓦時	128,438.19
Intensity of Total Energy Consumption 總能源耗量密度	kWh in '000s/ production line 千個千瓦時／生產線	21,406.36
Direct Energy Consumption 直接能源耗量	kWh in '000s 千個千瓦時	81,837.37
Intensity of Direct Energy Consumption 直接能源耗量密度	kWh in '000s/ production line 千個千瓦時／生產線	13,639.56
of: 其中：		
Petrol Consumption 燃油耗量	kWh in '000s 千個千瓦時	6,969.45
Intensity of Petrol Consumption 燃油耗量密度	kWh in '000s/ production line 千個千瓦時／生產線	1,161.57
Fuel Gas Consumption 燃氣耗量	kWh in '000s 千個千瓦時	74,867.92
Intensity of Fuel Gas Consumption 燃氣耗量密度	kWh in '000s/ production line 千個千瓦時／生產線	12,477.99
Indirect Energy Consumption 間接能源耗量	kWh in '000s 千個千瓦時	46,600.82
Intensity of Indirect Energy Consumption 間接能源耗量密度	kWh in '000s/ production line 千個千瓦時／生產線	7,766.80
of: 其中：		
Electricity Consumption 電力耗量	kWh in '000s 千個千瓦時	46,600.82
Intensity of Electricity Consumption 電力耗量密度	kWh in '000s/ production line 千個千瓦時／生產線	7,766.80

Note: Energy data is converted into kWh with reference to lower calorific value. Fuel includes unleaded gasoline and diesel. Fuel gas includes liquefied petroleum gas and natural gas.

附註：能源數據參考較低熱值換算為千瓦時。燃油包括無鉛汽油及柴油。燃氣包括液化石油氣及天然氣。

Environmental, Social and Governance Report 環境、社會及管治報告

The Group's use of water mainly comes from municipal pipelines, and there is no difficulty in sourcing water that is fit for purpose. The Group is striving to reduce the consumption of water resources during business operations. During the Reporting Period, the Group implements the following measures to control water consumption:

- Actively promote the concept of water saving to employees and put up "Save Water" reminders in appropriate places to remind employees to reduce water consumption in their daily operations and to close the taps immediately after use for reducing unnecessary waste, so as to achieve the purpose of saving water;
- Carry out inspections of the water-consuming areas of the factory area from time to time, enhance daily maintenance and management of water equipment, conduct regular maintenance of water mains and pipes, to reduce hidden leakage and prevent water wasting due to facility damages;
- Monitor and analyse our monthly water consumption condition on a regular basis for formulating more effective water conservation plans and measures; and
- Encourage our stakeholders to make the best use of water resources to build a culture of water conservation.
- 積極向員工推行節約用水的概念，於適當地方貼上「節約用水」標語，醒各同事在日常運作中減少用水，注意於用水後隨即關閉水龍頭，減少不必要的浪費，以達至節約用水的目的；
- 定期在工廠園區用水區域進行巡查，加強用水設備日常維修管理，對水喉水管等供水設施定期進行保養，以減少隱藏的滲漏情況及防止因設施損壞導致水浪費；
- 定期監察及分析每月的用水量，以制定更有效的節水方案及措施；及
- 鼓勵我們的持份者盡可能更好地利用水資源，以建立節約用水的文化。

The total water consumption of the Group as below:

集團的總耗水量如下：

	Unit 單位	Volume of Water Consumption 水資源耗量
Water Consumption 耗水量	m ³ 立方米	713,529.00
Intensity of Water Consumption 耗水量密度	m ³ /production line 立方米／生產線	118,921.50

Environmental, Social and Governance Report

環境、社會及管治報告

In addition to power and water resources, the Group is concerned about the use of other resources, such as packaging materials (i.e. plastic, paper, metal and timber). As to packaging plastics, we endeavour to minimise the consumption of resources and avoid unnecessary consumption of packaging materials in the production.

The Group's total consumption of packaging materials as below:

	Unit 單位	Packaging Materials Consumption 包裝物料耗量
Total Consumption of Packaging Materials 包裝物料總量	tonnes 公噸	44.16

除了主要的電力及水資源來，集團亦十分關注其他的資源使用情況，例如包裝使用的塑料、紙張、金屬及木材等。在包裝塑料方面，我們在符合要求下，盡量在生產過程中耗用最少的資源盡及盡可能減少生產時所採用包裝物料。

集團的包裝物料總耗量如下：

3. ENVIRONMENT AND NATURAL RESOURCES

The Group integrates environmental responsibility into its daily business operations. We are committed to implementing a number of environmentally friendly management measures in the daily work of the office to reduce the consumption of the environmental and natural resources. Our office environmental management work mainly focuses on reducing paper consumption and saving energy.

Employees' awareness of paper saving has greatly been improved because we have long advocated the protection of the environment. At the same time, our employees have established a positive way of working and have adopted the following environmental protection measures to reduce paper consumption:

- Fully implemented electronic file management and encourage our colleagues to try their best to process documents on computers and transmit information electronically, at the same time reduce the printing, transmission, sorting, and archiving of paper files;
- The number of company envelopes, briefcases, picture albums, etc. is also subject to verification and control, so as to minimise the demand for paper;

3. 環境及天然資源

集團積極將環境責任融入到企業日常經營行為中。我們致力在辦公室的日常工作中，實施多項促進環保的管理措施，以減低對環境及自然資源的消耗。我們的辦公室環保管理工作，主要着重減少用紙和節省能源。

我們長久以來倡儀保護環境，故此員工的節省用紙意識已大大提高。同時，員工已經建立良好的工作模式，採納下列各項環保措施以減少用紙量：

- 全面推行檔案電子化管理，鼓勵同事盡量在電腦上進行文檔處理及以電子方式傳遞資訊，減少紙質檔的列印、傳遞、整理、存檔等工作；
- 公司信封、公文袋、畫冊等印發數量亦受核實控制，務求盡量削減對紙張的需求；

Environmental, Social and Governance Report 環境、社會及管治報告

- Upload reports, notices and other promotional materials to the Group's WeChat platform, electronic reporting board, intranet, and Internet for general reference;
- Recycle envelopes and temporary folders for sending internal documents and letters;
- Use both sides of the paper for printing and photocopying; and
- Use the blank side of the paper for drafting, printing and receiving faxes.
- 報告、通告及其他宣傳資料上載至本集團的微信平台、電子報告板、內聯網、互聯網，供一般參考之用；
- 循環使用信封和暫用檔案夾，發送內部文件及書信；
- 雙面使用紙張列印和影印；以及
- 使用紙張未用過的一面，作草擬、列印及接收傳真用途。

The Group uses a large number of "environmentally friendly" stationery, such as mechanical pencils, refillable ball-point pens, recycled pencils and correction fluids, and furniture made of shredded woods. We also order other environmentally friendly products from our suppliers, such as reusable laser printer toner cartridges and document boxes made of recycled paper for office use. During the Reporting Period, over 90% of the laser toner cartridges used by the Group were recyclable. We have always only purchased office equipment with energy saving labels, such as photocopiers and printers, and we discourage over-packaging to support environmental conservation. We would also use electronic tenders if applicable.

The support and cooperation of employees are essential to the success of office environmental management. In addition to regularly circulating guidelines on saving paper and energy, we also actively encourage employees to participate in environmental protection activities organised by different organisations from time to time to enhance employees' awareness of environmental protection and environmental management. We will continue to work closely with our employees in the future to establish the Group's environmental protection culture and to ensure that the operation of the office complies with environmental protection principles.

本集團大量使用「環保」文具，例如鉛芯筆、可替換筆心的原子筆、再造鉛筆、塗改液及以碎木製造的家具。我們亦向承辦商訂購其他環保產品，例如可循環再用的鐳射打印機碳粉盒和以再造紙製成的文件盒，供辦公室使用。報告期內，本集團使用的鐳射打印機碳粉盒，逾90%均為可循環再用種類。我們一直只會購買附有節約能源標籤的辦公室設備，例如影印機及打印機，而且不鼓勵多餘的包裝，以支持環境保育。如情況合適，我們亦會使用電子方式招標。

辦公室環保管理的成功，員工的支持和配合至為關鍵。除了定期傳閱有關節省紙張及能源的指引外，我們亦不時主動鼓勵員工參與不同機構所舉辦的環保活動，以提升員工對保護環境和環保管理的意識。我們日後會繼續與員工緊密合作，建立本集團的環保文化，並確保辦公室的運作符合環保原則。

4. CLIMATE CHANGE

It is an indisputable fact that global warming is becoming more and more serious. The Group has been paying attention to climate change issues. In this regard, the Group seeks to take the optimal measures to reduce greenhouse gas emissions from business operations and combat climate change. The Group formulated contingent plans to cope with extreme and inclement weather. In the course of adverse weather conditions such as typhoon, rainstorm and hot weather, the management would re-deploy their manpower and take precautionary measures, as well as make sure its staff can be better protected when they travel to and from work, to ensure staff safety. The Group would also refer to the recommendations of local government departments and formulate corresponding protective measures and try our best to avoid any physical damage.

B. SOCIAL

1. EMPLOYMENT

The talent pool is the key to enterprise development. The Group respects the personal freedom of employees and has established a multicultural environment; it embraces employees regardless of ethnic group, skin colour, age, gender, sexual orientation, race, disability, pregnancy, belief, membership or marital status. We do not tolerate any form of discrimination, and we respect the individual liberty of employees and protect their personal privacy.

The Group is committed to attracting and retaining outstanding talents by providing remuneration packages that are competitive in the market, taking the value of the position as the base of the remuneration, and giving higher remuneration and promotion pathway to outstanding employees to encourage continuous improvement. The Group ensures that the wages of the employees are not lower than the minimum wage standard of local laws and regulations, and ensure that the working hours meet the requirements of local laws and regulations, and pays various statutory social insurances and benefits for all employees, including pension insurance, medical insurance, unemployment insurance, work injury insurance, maternity insurance and housing provident fund. The holidays would include national statutory holidays, marriage leave, maternity leave, prenatal check-up leave, breastfeeding leave, paternity leave, work injury leave, bereavement leave and annual leave. The Group signs employment contracts with all employees and follows the standards stipulated in the contracts when the dismissal procedures need to be executed.

4. 氣候變化

地球暖化日益嚴重已是不爭的事實，集團一直關注氣候變化議題，為此本集團力求採取最佳措施，減少業務營運所帶來的溫室氣體排放，對抗氣候變化。本集團亦已制定有關極端及惡劣天氣的緊急應對方案，當萬一遇上颱風、暴雨及酷熱等惡劣天氣，管理人員更需調動人手和採取預防措施，並合規地排僱員的上下班，以保障員工安全；本集團亦會參照由當地政府部門的建議，制定好相應的保護措施，盡可能避免受到實體性損壞。

B. 社會

1. 僱傭

人力資本為企業發展的源動力。本集團尊重員工的個人自由，建立多元文化，包融不同人種、膚色、年齡、性別、性取向、種族、殘疾、懷孕、信仰或婚姻狀況的員工，絕不容忍姑息任何歧視，尊重員工的個人自由，保護員工個人私隱。

本集團透過提供在市場上具競爭力的薪酬待遇，並以崗位的價值為薪酬的基礎，並且給予績優員工更高的薪酬回報及晉升途徑以鼓勵持續改進，致力吸引和挽留優秀人才。本集團確保員工的工資均不低於當地法律法規的最低工資標準，及確保工作時數符合當地法律法規的要求，並且為所有在職員工繳納各項法定社會保險與福利，例如包括養老保險、醫療保險、失業保險、工傷保險、生育保險及住房公積金，假期包括國家法定節假日、婚假、產假、產檢假、哺乳假、陪產假、工傷假、喪假及年假等。本集團與所有員工簽訂僱傭合約，在需要執行解僱程序的情況下依循合約內訂明的準則進行。

Environmental, Social and Governance Report

環境、社會及管治報告

The Group strictly complies with relevant national laws and regulations on remuneration and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination and other benefits and welfare, such as the Labour Law of the People's Republic of China. There was no violation during the Reporting Period.

本集團嚴格遵守有關薪酬及解僱、招聘及晉升、工作時數、假期、平等機會、多元化、反歧視以及其他待遇及福利的相關法律及規例，例如《中華人民共和國勞動法》，報告期內並未冇違規情況。

Number of employees of the Group by different categories as below:

集團按不同類別劃分的僱員人數如下：

Category	分類	Total No. of Employees at the end of the Reporting Period (pax) 報告期末僱員總數 (人)
By Gender	按性別劃分	
Male	男性	1,095
Female	女性	571
By Employment Type	按僱傭類型劃分	
Full-time	全職	1,615
Part-time	兼職	2
Apprentices and interns	學徒和實習生	49
Contract ^{Remark1}	合約 ^{註1}	13
By Age Group	按年齡組別劃分	
Below 25	25歲以下	161
25–34	25至34歲	701
35–44	35至44歲	454
45–54	45至54歲	234
55–64	55至64歲	104
Above 65	65歲或以上	12
By Region	按地區劃分	
China	中國	1,396
North America	北美	270

Remark 1: Contract employees are only presented in the data categorised by employment type, and are not included in the data categorised in other ways.

註1：合約員工僅在按僱傭類型劃分的數據中呈列，並未包括在以其他方式劃分的數據之內。

Environmental, Social and Governance Report

環境、社會及管治報告

The Group's employee turnover rate according to different categories is as below:

集團按不同類別劃分的僱員流失比率如下：

Category	分類	Employee Turnover Rate (%) 僱員流失比率(%)
By Gender	按性別劃分	
Male	男性	29
Female	女性	36
By Age Group	按年齡組別劃分	
Below 25	25歲以下	71
25-34	25至34歲	41
35-44	35至44歲	16
45-54	45至54歲	14
55-64	55至64歲	8
Above 65	65歲或以上	33
By Region	按地區劃分	
China	中國	35
North America	北美	12

Note: Employee turnover rate is calculated by dividing the number of employees who left in the Reporting Period by the number of employees at the end of the Reporting Period.

附註：僱員流失比率是以報告期內離職員工人數除以報告期末員工人數得出。

2. HEALTH AND SAFETY

In order to implement the safety production principle of "safety-foremost with prevention-oriented and comprehensive treatment" consistently, improve the Group's ability to respond to risks and prevent accidents, protect employees from occupational hazards during production and work, and to prevent occupational safety incidents and diseases, the Group has formulated management systems for safety management, accident prevention and emergency rescue plans, and employee occupational health, etc.

The production unit would arrange and conduct hazard identification assessments before the starting of any dangerous activities such as demolition projects, new reconstruction and expansion projects, inspection and maintenance projects, starting and shutting down of the machines, projects of potential problem management, process changes, equipment change and other projects of higher importance, and prepare implementation plans based on these assessments. The Safety Management Centre would conduct risk assessments on the current safety management status of each unit from time to time.

2. 健康與安全

為了貫徹落實「安全第一、預防為主、綜合治理」的安全生產方針，提高集團應對風險和防範事故的能力，保障員工在生產勞動過程中不受職業病危害因素的影響，預防職業安全事故和職業病的發生，本集團針對安全管理、事故預防及應急救援預案及員工職業健康等制訂管理體系。

生產單位在拆除項目、新改擴建設項目、檢維修項目、開停機、較重要的隱患治理項目和較重要的工藝變更、設備變更專案等危險性較大的活動開始之前會安排進行危害識別風險評估，在此基礎上編製實施方案。安全管理中心又會不定期對各單位的安全管理現狀進行風險評估。

The occupational safety and health measures adopted by the Group include the use of safety technical measures to prevent accidents during work from happening to the employees, including protective devices, safety devices, signal devices, fire and explosion-proof facilities and other measures. The Group conducts regular maintenance and overhaul of occupational disease protection equipment, emergency rescue facilities and personal occupational disease protection supplies, and regularly tests their performance and effectiveness to ensure that they are in a normal state. The Group also adopts occupational health measures to prevent occupational diseases and improve the occupational health environment, including measures such as dust prevention, anti-virus, noise prevention, ventilation, lighting, heating, and cooling, etc. In order to protect the safety and health of employees, we must first improve working conditions proactively and create a working environment that meets hygiene standards and requirements for safety and health. At the same time, employees are encouraged to use protective equipment correctly to protect themselves from accidents during the production process.

The Group provides regular body examinations for employees and establishes complete occupational health profiles and relevant information by arranging employees to conduct occupational health inspections before and during working hours at medical and health institutions approved by the provincial health administration departments. When occupational disease happens, the Group would handle it in accordance with the provisions of the law, and the Safety Management Centre would promptly report to the local health administrative departments as well as safe production supervisory and management departments.

本集團採取的職業安全健康措施包括採用安全技術措施預防員工在工作過程中發生工傷事故，包括防護裝置、保險裝置、信號裝置、防火防爆設施等措施。本集團對職業病防護設備、應急救援設施和個人使用的職業病防護用品進行經常性的維護、檢修，定期檢測其性能和效果，確保其處於正常狀態。本集團又採取職業健康措施預防職業病和改善職業健康環境，包括防塵、防毒、防噪音、通風、照明、取暖、降溫等措施。為了保護員工的安全健康，首先要積極改善工作條件，創造符合衛生標準和安全健康要求的作業環境。同時倡導員工正確使用防護用品，使員工在生產過程中免遭事故傷害。

集團又定期安排員工進行職業健康體檢，通過組織員工到省級衛生行政部門批准從事職業健康檢查的醫療衛生機構進行上崗前、在崗期間的健康檢查，並建立健全職業健康檔案的相關資料。如果發生職業病，本集團會按照法例的規定處理，由安全管理中心及時向所在地衛生行政部門和安全生產監督管理部門報告。

Environmental, Social and Governance Report

環境、社會及管治報告

The Safety Management Centre would also formulate the Group's annual safety training plan, and each functional department would formulate the training plan according to its own business scope and actual conditions. The forms of safety education and training include internal training, external training, and employee self-learning. The types of safety education and training include, but are not limited to, safety management staff education and training, employee three-level education and training, special operation staff safety training, fire-fighting drills, fire emergency evacuation drills, other emergency plan drills, departmental safety routine training, safety education before work, and accident scene meeting, etc. If employees switch job positions or are using new processes, technologies, equipment or materials, they would also receive special safety education and training.

During the Reporting Period, the Group adopted a series of prevention and control measures in accordance with the recommendations of local government departments in response to the COVID-19 pandemic. We have prepared prevention and control supplies such as masks, sanitisers, hand wash, quick-drying hand sanitisers, and thermometers in the workplaces. We have also arranged designated staffs to conduct trainings on disinfection operating procedures and epidemic prevention and control measures to improve employee's capabilities on epidemic prevention and control as well as emergency response. The Group has conducted health monitoring on employees, implemented a daily health monitoring system, and established a temperature monitoring register. Employees entering the factory area and office premises must conduct temperature testing, and those with abnormal body temperature would be immediately transferred to the temporary isolation area and to be handled in accordance with relevant regulations. The Group has also strengthened the registration and management of visitors to minimise unnecessary visitors entering the premises. Effective diversion measures were taken in the dining hall area to avoid crowded and gathering activities. Sanitation and maintaining good ventilation were the daily preventive measures for all places, while preventive disinfection were carried out on public objects and areas that are touched frequently. The air-conditioning ventilation system in the workplaces used fresh air instead of return air circulation to ensure that there is sufficient fresh air in the room. The air inlet and outlet of the air conditioner were wiped with disinfectant regularly for disinfection, and the cleaning and disinfection of the condensate pan and cooling water of the fan coil were strengthened.

安全管理中心又會制定集團的年度安全培訓計畫，各職能部門再按照本身的業務範圍及實際情況制定培訓計畫。安全教育培訓的形式有內部培訓、外部培訓、員工自學等。安全教育培訓的類型包括但不限於安全管理人員教育培訓、員工三級教育培訓、特種作業人員安全培訓、消防滅火演習、消防緊急疏散演習、其他應急預案演練、部門安全例行培訓、班前安全教育、事故現場會等。員工調整工作崗位或者採用新工藝、新技術、新設備、新材料的，還應對其進行專門的安全教育和培訓。

在報告期內，本集團因應新冠肺炎疫情採取了一系列依循當地政府部門建議的防控措施。集團在辦公場所內準備口罩、消毒劑、洗手液、速幹手消毒劑、體溫計等防控物資。並安排專人進行消毒操作規程和疫情防控措施培訓，提升疫情防控和應急處置能力。集團又對員工進行健康監測，實行每日健康監測制度，建立體溫監測登記本。進出廠區及辦公場所的員工均須進行體溫檢測，發現體溫異常人員立即將其轉移至臨時隔離區域，並按相關規定進行處置。本集團又加強外來人員登記與管理，盡可能減少不必要的外來人員進入場所內。飯堂區域採取有效的分流措施，避免人員密集和聚餐活動。各場所日常以通風換氣和清潔衛生為主，同時對接觸較多的公用物品和部位進行預防性消毒。工作場所內空調通風系統關閉回風，使用鮮風運行，確保室內有足夠的鮮風量。並定期對空調進風口、出風口消毒採用消毒液擦拭，加強對風機盤管的凝結水盤、冷卻水的清潔消毒。

The Group strictly complies with the laws and regulations that have a significant impact on it relating to providing a safe working environment and protecting employees from occupational hazards, such as the Law of the People's Republic of China on the Prevention and Control of Occupational Diseases. There was no violation during the Reporting Period.

3. DEVELOPMENT AND TRAINING

The Group is committed to improving the skills and knowledge of employees, actively investing resources in employee's training and continuing education, and establishing an on-the-job training system to facilitate the smooth achievement of the business goals. The training system includes internal and external training to encourage employees to learn advanced knowledge, skills and management experience, and to comprehensively improve their literacy. The training unit conducts research on the needs, collects the training needs from different departments, and formulates training plans in response to the Group's business strategies, plans and employees' responses. New recruits must also receive pre-employment training to familiarise the business of their departments and to become qualified for handling their duties.

The training content involves multiple categories. The Group would arrange technical staffs to participate in drug research and development or pharmaceutical trainings, and according to the needs of the staffs, they would be arranged to participate in production-related trainings as well as trainings related to process, sales, procurement, finance, human resources, logistics, language and other professions. And in order to cultivate management echelons, management-related trainings would also be arranged accordingly.

The Group's job development path matches the development needs of the company with the goals, interests and expertise of employees' career development, allowing the Group and employees to grow together, and guiding employees to achieve their values and dreams in life by accumulating knowledge and upgrading their skills.

本集團嚴格遵守有關提供安全工作環境及保障僱員避免職業性危害的相關法律及規例，例如《中華人民共和國職業病防治法》，報告期內並未冇違規情況。

3. 發展及培訓

本集團致力提升僱員的技能與知識，積極投放資源於員工培訓及持續教育，建立在職培訓體系，促使業務目標順利實現。培訓體系包含內部及外部培訓，促使員工學習先進知識、技能及管理經驗，綜合提升員工素養。培訓單位對需求進行調研，收集各部門培訓需求，因應集團各業務策略及計畫及員工的回應訂立培訓計畫。而新入職員工亦須接受職前培訓，令其熟悉部門業務，快速勝任崗位要求。

培訓內容涉及多個類別，本集團會安排技術人員參與藥品研發或藥政相關培訓，又視乎人員的需要安排參加與生產相關的培訓、與流程、銷售、採購、財務、人力資源、物流、語言等專業相關的培訓等，當中亦會安排與管理相關的培訓以培養管理梯隊。

本集團的職位發展途徑讓企業的發展需求與員工職業發展目標和興趣及特長互相配合，讓集團和員工共同成長，引導員工通過積累知識及提升技能以實現人生的價值和理想。

Environmental, Social and Governance Report

環境、社會及管治報告

The Group's percentage of employees trained by different categories and the average number of hours of training completed by each employee as below:

集團按不同類別劃分的受訓僱員百分比及每名僱員完成受訓的平均時數如下：

Category	分類	Percentage of Trained Employees (%)	Average Number of Hours of Training Completed by Each Employee (Hour)
By Gender	按性別劃分		
Male	男性	94	75
Female	女性	94	68
By Employee Category	按僱員類別劃分		
Senior Management	高級管理層	100	30
Middle Management	中級管理層	100	30
Supervisor	主管	100	104
General Staffs	一般員工	86	75

4. LABOUR STANDARDS

The Group specifically forbids forced labour and child labour, and takes its prevention very seriously. The Group would check the age-related documents thoroughly and take necessary actions to verify the age of the applicants, to ensure that the applicant has reached the minimum statutory age for work. The employment contracts of the Group comply with the requirements of local laws and regulations. They specify the rights and responsibilities of both parties to ensure that the employees would receive their due rights and prohibit any form of forced labour. The employment contracts ensure that all employees are working on a willing basis and forbid the use of any form of forced or bonded labour, corporal punishment, imprisonment and threats of violence.

The Group strictly complies with relevant rules and regulations on preventing child or forced labour, such as the Labour Law of the People's Republic of China. There was no violation during the Reporting Period.

4. 勞工準則

本集團明確禁止強迫勞動及聘用童工，並重視預防工作。本集團在聘用任何應徵者之前會徹底檢查與應徵者年齡相關的各類文件檔案，並採取有效措施核實其年齡，確保應徵者達到法定勞動年齡。本集團的僱傭合約符合當地法規要求，列明雙方權責，保障員工得到應有的權益，禁止任何形式的強迫勞工，確保所有員工都在自願的基礎上工作，禁止使用任何勞役或契約式勞工、體罰、監禁，或暴力威脅。

本集團嚴格遵守有關防止童工或強制勞工的相關法律及規例，例如《中華人民共和國勞動法》，報告期內並未違規情況。

5. SUPPLY CHAIN MANAGEMENT

The Group must run through a series of audit procedures to review a supplier's quality, environmental and safety performance comprehensively, and would only engage a supplier if it is qualified. The Group requires material suppliers to ensure that the raw materials and excipients required for the production of pharmaceuticals should meet the requirements of pharmaceutical use and the relevant requirements of the pharmaceutical production quality control regulations. We would audit suppliers in accordance with regulations to ensure that the purchased materials meet the specified requirements.

The Group would regularly evaluate and monitor the quality assurance capabilities and risk management capabilities of suppliers entrusted to provide drug storage and transportation, and would sign entrustment agreements with them to agree on responsibilities and operating procedures. The Group would also review the performance of existing suppliers regularly and would request suppliers with relevant risks to improve their existing mechanisms and performance. We would suspend cooperation with suppliers that cannot meet the requirements to ensure that the quality, environment and safety of the supply chain would be in line with the Group's policy. The Group implemented these practices in all suppliers.

The Group would also comprehensively consider the environmental performance of the materials and appliances when procuring. For example, when technical parameters are met, we would choose machinery and lighting systems with higher efficiencies as priority. We hope to extend the Group's environmental protection vision to all levels of the supply chain.

Number of suppliers of the Group by region as below:

5. 供應鏈管理

本集團採用供應商前必須通過一系列審核程序，全盤審視其品質、環境及安全等表現，合格後方可採用。本集團要物料供應商確保生產藥品所需的原料及輔料，應當符合藥用要求及藥品生產品質管制規範的有關要求。並按照規定對供應商進行審核，確保購進使用的物料符合規定要求。

本集團又定期評估及監督受委託提供藥品倉存及運輸的供應商的品質保證能力和風險管理能力，並與其簽訂委託協定，約定責任及操作規程等內容。本集團亦會定期審視現有供應商的表現，要求有相關風險的供應商改善既有機制及表現，中止與無法符合要求的供應商的關係，以確保供應鏈的品質、環境及安全等表現符合集團的方針。本集團向所有供應商執行此慣例。

本集團在採購物料及器具時亦會綜合考慮其環保表現，例如購置機器及照明系統時在符合技術參數時優先選用更具能源效益的器具，以期把本集團的環境保護願景推展至供應鏈各個層面。

集團按不同地區劃分的供應商數目如下：

Region	地區	Number of Suppliers 供應商數目
China	中國	2,037
North America	北美	40
Other regions	其他	2

6. PRODUCT RESPONSIBILITY

The foundation of a company's survival and development is their emphasis on quality. The Group has established a scientific, rigorous and comprehensive quality prevention and assurance system in accordance with the requirements of China GMP regulations, American cGMP regulations, EU EMA and ICHQ7A regulations recognised by the collaborative organisation. The Group's drug development activities comply with the Good Laboratory Practice for Pharmaceuticals and the Good Clinical Practice for Pharmaceuticals, so as to ensure that pharmaceutical development continues to conform to statutory requirements in the whole process. The drugs launched have all obtained the approval of the local drug regulatory authorities and the drug registration certificates with true, sufficient and reliable information and samples, and the production unit has also obtained the drug production license in accordance with the law.

The Group respects intellectual property rights while safeguarding our own rights and interests. The production and sales process has passed multiple inspections and audits by the management system and supervisory departments to ensure that the drugs produced and sold are independently developed or authorised by the property rights holder of the drug. Through patent application and document confidentiality management, strict patent protection is formed to ensure the long-term interests of the Group.

The Group has established a drug quality assurance system with specialists to control drug quality independently, clarifying the standards and conditions for drugs ready to be released from the factory, keeping up with quality assurance and control capabilities through regular audits to ensure that all drugs produced have passed the drug audit for release from the factory, hence ensuring the products' quality. Workers who are in direct contact with drugs must also conduct annual health examinations. Those who suffer from infectious diseases or other diseases that may contaminate drugs would be removed from their posts and would not be allowed to work in direct contact with drugs. The Group has also established and implemented a drug traceability system to provide traceability information in accordance with regulations to ensure drug traceability.

6. 產品責任

對質量的重視是企業賴以生存和發展的基礎。本集團按照中國GMP規範、美國cGMP規範、歐盟EMA以及協同組織認同的ICHQ7A規範等要求，建立了一套科學、嚴格、全面的質量預防和保證體系。本集團的藥品研製活動遵守藥物非臨床研究品質管制規範、藥物臨床試驗品質管制規範，保證藥品研製全過程持續符合法定要求。上市的藥品皆以真實、充分、可靠的資料、資料和樣品取得當地藥品監督管理部門的批准及藥品註冊證書，生產單位亦依法取得藥品生產許可證。

集團尊重知識產權同時保障自身的權益，投產及銷售過程通過管理體系及監管部門的多重檢查及審核，確保生產及銷售的藥品皆為自主研發或已取得該藥品的產權持有人的授權，同時通過專利申請及文獻保密管理以形成嚴密的專利保護確保集團長遠利益。

本集團已建立藥品品質保證體系，配備專門人員獨立負責藥品品質管制，明確出廠放行的標準、條件，並通過定期審核，持續具備品質保證和控制能力，確保生產藥品皆通過出廠放行的藥品審核，以保證出品的質量。直接接觸藥品的工作人員亦須每年進行健康檢查，患有傳染病或者其他可能污染藥品的疾病的人員皆會被調離崗位，不得從事直接接觸藥品的工作。本集團又建立並實施藥品追溯制度，按照規定提供追溯資訊，保證藥品可追溯性。



Environmental, Social and Governance Report 環境、社會及管治報告

The drug packaging is printed or affixed with a label and attached instructions in accordance with the regulations, indicating information including generic name, ingredients, specifications, marketing authorisation holder and its address, manufacturer and its address, approval number, product batch number, production date, expiry date, etc. The Group often inspects the quality, efficacy and response of the drugs produced or operated. If a drug is found to have quality problems or other safety hazards, the Group would immediately suspend sale in cooperation with the mechanism, notify relevant companies and institutions to stop selling and using, recall the drugs that have been sold, release recall information in a timely manner, immediately suspend production if necessary, and report the drug recall and handling situation to the local departments in charge of drug supervising and management as well as hygiene and health.

Meanwhile, the security of client information remains a focus of the Group. Through the rigorous implementation of the information security management system, the Group enhances employees' awareness of information security and continuously optimises the information security regulations, as well as encrypts all sensitive personal data, so as to protect the interests of relevant parties.

The Group strictly complies with relevant laws and regulations related to health and safety, advertising, labelling, remedies, and protection of intellectual property rights of the product. At the same time, we comply with relevant laws and regulations on privacy matters, such as the "Drug Administration Law of the People's Republic of China". There was no violation during the period.

藥品包裝按照規定印有或者貼有標籤並附有說明書，註明藥品的通用名稱、成份、規格、上市許可持有人及其位址、生產企業及其位址、批准文號、產品批號、生產日期、有效期等資料。本集團又經常考察所生產或經營的藥品品質、療效和反應。若發現藥品存在品質問題或者其他安全隱患的，本集團會配合機制立即停止銷售，告知相關企業和機構停止銷售和使用，召回已銷售的藥品，及時發佈召回資訊，必要時立即停止生產，並將藥品召回和處理情況向當地藥品監督管理部門和衛生健康主管部門報告。

本集團同時注重客戶資訊安全，透過嚴格執行資訊安全管理體系，提高所有員工的資訊安全意識，不斷完善資訊安全制度，對敏感資料加密管理，以保障相關方的利益。

本集團嚴格遵守有關產品的健康與安全、廣告、標籤、補救方法以及保障知識產權的相關法律及規例，同時遵守有關私隱事宜的相關法律及規例，例如《中華人民共和國藥品管理法》，報告期內並未有違規情況。

7. ANTI-CORRUPTION

In order to create a good corporate atmosphere and to guide and standardise the daily work behaviours of the Group's employees, hoping to maintain a normal operation and management order, preventing corrupt conduct that harms the interests of the Group, and improving work efficiency and effectiveness, the Group has formulated an internal control management system to manage anti-corruption investigation and promotion, as well as conflicts of interest of the employees.

The Group's Audit Centre regularly promotes anti-corruption for the entire group, including directors and employees. The centre would compile anti-corruption promotion materials by collecting the latest relevant anti-corruption information, including recent major corruption incidents in various industries and the handling measures, etc., and combine them with the analysis of the Group's summarised business characteristics. According to the importance of the promotion items, they are generally divided into three types. For sensitive positions that corruption is more likely to happen during business execution, such as procurement engineers, financial treasurers, sales who are in charge of client development, etc., the centre would compile materials directly related to their businesses including corruption cases happened within the business, and would organise self-study or on-site training accordingly; for the management, the centre would prepare and distribute business-related materials, and according to time and work arrangements, arrange on-site training accordingly; and for all other employees in the Group, simple promotional materials would be prepared and distributed to them for self-learning in order to create a good anti-corruption environment within the Group.

The Group's directors, supervisors, senior managers and other employees who already have or may have conflicts of interest are required to fill out a conflict of interest declaration form every year. The declaration forms for conflicts of interest that are filled out by the Group's employees would be reported and reviewed according to different job levels. The applicants are required to provide supplementary explanation for cases required further investigation, and the Audit Centre would then conduct further investigation accordingly.

7. 反貪污

為營造良好的企業氛圍，引導和規範集團員工的日常工作行為，以期達到維護正常的經營管理秩序，防範損害集團利益的舞弊行為，提升工作效率和效果的目的，本集團制訂內控管理體制管理反舞弊調查及宣傳，以及員工利益衝突。

本集團的審計中心定期針對全集團，包括董事及員工，組織反舞弊宣傳，收集最新相關反舞弊的資訊，包括各行業近期發生的重大舞弊事件、處理措施等，結合集團業務的特點匯總分析並編製反舞弊宣傳資料。根據宣傳物件的重要性一般分為三種宣傳類型，針對業務執行過程中容易出現舞弊的敏感崗位，如採購工程師、財經出納、銷售負責客戶開發人員等，編製與其業務直接相關的資料，包括業務中發生的舞弊實例，組織其自學或現場培訓；針對管理層編製發放與業務相關聯的資料，並視乎時間及工作安排適當安排現場培訓；而對於其餘全體員工則編製簡易的宣傳資料，發放至集團內全體員工自學，在集團內營造良好的反舞弊大環境。

集團董事、監事、高級管理人員及其他已經存在或可能存在利益衝突的員工需每年填寫利益衝突申報表，本集團對員工填寫申報的利益衝突申報表分級報審，對於其中需要進一步調查的，會提請申報人補充說明，由審計中心進一步進行相關調查。

The Group has also established related reporting channels and investigation mechanisms. The Audit Centre would make registration records when receiving corruption reports from internal and external personnel of the Group, collect related corruption information and conduct preliminary analysis, and would also set up an investigation team to initiate investigations when necessary. The investigation team would conduct investigations to confirm the authenticity of the corruption, and prepare investigation reports by collecting relevant information and conducting interviews with staffs involved to accurately determine the amount of monies corrupted or losses caused by the corruption. After the final review of the investigation report, if it is obvious that the termination of employment contract with the party involved is the handling plan, staff exit process would be executed. For corruption incidents that must be transferred to the judiciary, the Audit Centre would hand over the persons and related information involved in the corruption incidents to the judiciary for their handling. The centre would formulate remedial measures for process defects or execution defects discovered during the occurrence of the corruption incidents, and would follow up the implementation of remedial measures accordingly to avoid recurrence of similar corruption incidents.

The Group strictly adheres to relevant laws and regulations relating to bribery, extortion, fraud and money laundering, such as the Anti-unfair Competition Law of the People's Republic of China. There was no violation during the Reporting Period.

本集團又設立相關的舉報管道及調查機制，審計中心收到集團內部及外部人員舉報舞弊事件時會作出登記記錄，收集相關舞弊資訊並進行初步分析並在有必要時成立調查小組立項調查。調查小組會開展調查，對舞弊的真實性進行確認，收集舞弊事件的相關資料，並對舞弊事件涉及的工作人員進行訪談，準確判斷舞弊金額或舞弊造成的損失情況，編製調查報告。在調查報告終審後，處理方案中明確與舞弊事件當事人解除勞動合同的，進入員工離職流程執行。須移交司法機關的舞弊事件由審計中心將舞弊事件相關人、舞弊涉及資料一起交給司法機關，由司法機關處理。對舞弊事件發生過程中發現的流程缺陷或執行缺陷等制定補救措施，跟進補救措施的執行情況，避免再次發生類似的舞弊事件。

本集團嚴格遵守有關防止賄賂、勒索、欺詐及洗黑錢的相關法律及規例，例如《中華人民共和國反不正當競爭法》，報告期內並未有違規情況。

8. COMMUNITY INVESTMENT

The Group respects the diverse cultures and traditions of the local district. We attach great importance to the expectations and opinions of community groups and are committed to engaging communities in a timely manner. The Group would support projects and programs that benefit the needs of the community where feasible. We would also continue working with community groups that share common values to win and maintain the mutual trust between relevant stakeholders and ourselves, bringing sustained benefits to the community.

During the Reporting Period, the Group has focused on supporting health related issues and has donated pharmaceutical products to fully support the fight against COVID-19. In the face of the raging epidemic, the Group has launched an emergency donation action donating “Prolongin” enoxaparin sodium injections to the only designated hospital for COVID-19 treatment in Shenzhen: The Third People’s Hospital of Shenzhen as special pharmaceutical products for patients fighting against COVID-19. We have in this case provided practical material and mental support to the anti-epidemic work, as well as strengthening the Group’s determination and responsibility to practice social responsibility as a pharmaceutical company. The Group’s units in North America has also donated masks and hand sanitisers to the local elderlies, demonstrating the Group’s commitment to take up social responsibility.

8. 社區投資

本集團尊重地區的多元文化及既有傳統，並且十分重視社區團體的期望及意見，承諾對社區人士的意見適時作出回應。本集團並且會在可行的情況下支持惠及社區需要的項目，與抱有共同願景的團體合作，贏取及維繫與各持份者的互信，為社區長遠發展帶來持續的裨益。

報告期內本集團專注健康範疇，捐贈專用藥品全力支持抗擊新冠病毒肺炎，面對肆虐的疫情，本集團啟動緊急捐贈行動，向深圳市新型冠狀病毒感染肺炎唯一一家定點收治醫院—深圳市第三人民醫院捐贈「普洛靜」依諾肝素鈉注射液作為抗擊新型冠狀病毒肺炎患者的專用藥品，切實地從醫療物質和精神上支持了抗疫工作，堅定了本集團作為一家製藥企業為踐行社會責任的決心和擔當。本集團位於北美的單位亦向當地長者捐贈口罩及消毒潔手液，體現了本集團對肩負起社會責任的承擔。

HKEX Environmental, Social and Governance
Reporting Guide Index

聯交所《環境、社會及管治報告
指引》索引

A	Environmental	Chapter
A	環境	章節
ASPECT A.1	Emissions	A1
方面A.1	排放物	A1
Indicator A.1.1	The types of emissions and respective emissions data.	A1
指標A.1.1	排放物種類及相關排放數據。	A1
Indicator A.1.2	Direct (Scope 1) and Indirect (Scope 2) greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	A1
指標A.1.2	直接(範圍1)及能源間接(範圍2)溫室氣體排放量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	A1
Indicator A.1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility).	A1
指標A.1.3	所產生有害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	A1
Indicator A.1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity(e.g. per unit of production volume, per facility).	A1
指標A.1.4	所產生無害廢棄物總量(以噸計算)及(如適用)密度(如以每產量單位、每項設施計算)。	A1
Indicator A.1.5	Description of the emission targets set and the steps taken to reach these targets.	A1
指標A.1.5	描述所訂立的排放量目標及為達到這些目標所採取的步驟。	A1
Indicator A.1.6	Description of the methods to handle hazardous and non-hazardous waste, and the description of the waste reduction targets set and the steps taken to achieve these targets.	A1
指標A.1.6	描述處理有害及無害廢棄物的方法，及描述所訂立的減廢目標及為達到這些目標所採取的步驟。	A1

Environmental, Social and Governance Report

環境、社會及管治報告

ASPECT A.2	Use of Resources	A2
方面A.2	資源使用	A2
Indicator A.2.1	Direct and/or indirect energy consumption by type (e.g. electricity, gas or oil) in total (kWh in '000s) and intensity (e.g. per unit of production volume, per facility).	A2
指標A.2.1	按類型劃分的直接及／或間接能源(如電、氣或油)總耗量(以千個千瓦時計算)及密度(如以每產量單位、每項設施計算)。	A2
Indicator A.2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility).	A2
指標A.2.2	總耗水量及密度(如以每產量單位、每項設施計算)。	A2
Indicator A.2.3	Description of the energy efficiency targets set and the steps taken to achieve these targets.	A2
指標A.2.3	描述所訂立的能源使用效益目標及為達到這些目標所採取的步驟。	A2
Indicator A.2.4	Description of whether there is any issue in sourcing water that is fit for purpose, and the water efficiency targets set and the steps taken to achieve these targets.	A2
指標A.2.4	描述求取適用水源上可有任何問題，以及所訂立的用水效益目標及為達到這些目標所採取的步驟。	A2
Indicator A.2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced.	A2
指標A.2.5	製成品所用包裝材料的總量(以噸計算)及(如適用)每生產單位佔量。	A2
ASPECT A.3	The Environment and Natural Resources	A3
方面A.3	環境及天然資源	A3
Indicator A.3.1	Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.	During the Reporting Period, there were no activities that had a significant impact on the environment and natural resources
指標A.3.1	描述業務活動對環境及天然資源的重大影響及已採取管理有關影響的行動。	報告期內未有對環境及天然資源的重大影響的業務活動
Aspect A.4	Climate Change	A4
方面A.4	氣候變化	A4
Indicator A.4.1	Description of the major climate-related issues that have and may have an impact on the issuer, and the response actions.	A4
指標A.4.1	描述已經及可能會對發行人產生影響的重大氣候相關事宜，及應對行動。	A4

Environmental, Social and Governance Report

環境、社會及管治報告

B	Social	Chapter
B	社會	章節
ASPECT B.1	Employment	B1
方面B.1	僱傭	B1
Indicator B.1.1	Total workforce by gender, employment Type (e.g. full-time or part-time), age group and geographical region.	B1
指標B.1.1	按性別、僱傭類型(如全職或兼職)、年齡組別及地區劃分的僱員總數。	B1
Indicator B.1.2	Employee turnover rate by gender, age group and geographical region.	B1
指標B.1.2	按性別、年齡組別及地區劃分的僱員流失比率。	B1
ASPECT B.2	Health and Safety	B2
方面B.2	健康與安全	B2
Indicator B.2.1	Number and rate of work-related fatalities in the past three years (include reporting year).	There were no work-related fatalities in the past three years including the Reporting Period
指標B.2.1	過去三年(包括匯報年度)每年因工亡故的人數及比率。	包括報告期內的過去三年未有因工亡故事件
Indicator B.2.2	Lost days due to work injury.	During the Reporting Period, there were 33 man-days lost due to work-related injuries
指標B.2.2	因工傷損失工作日數。	報告期內共有33個人天因工傷損失工作日數
Indicator B.2.3	Description of occupational health and safety measures adopted, and how they are implemented and monitored.	B2
指標B.2.3	描述所採納的職業健康與安全措施，以及相關執行及監察方法。	B2

Environmental, Social and Governance Report

環境、社會及管治報告

ASPECT B.3	Development and Training	B3
方面B.3	發展及培訓	B3
Indicator B.3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management).	B3
指標B.3.1	按性別及僱員類別(如高級管理層、中級管理層)劃分的受訓僱員百分比。	B3
Indicator B.3.2	The average training hours completed per employee by gender and employee category.	B3
指標B.3.2	按性別及僱員類別劃分，每名僱員完成受訓的平均時數。	B3
ASPECT B.4	Labour Standards	B4
方面B.4	勞工準則	B4
Indicator B.4.1	Description of measures to review employment practices to avoid child and forced labour.	B4
指標B.4.1	描述檢討招聘慣例的措施以避免童工及強制勞工。	B4
Indicator B.4.2	Description of steps taken to eliminate such practices when discovered.	No violations during the Reporting Period
指標B.4.2	描述在發現違規情況時消除有關情況所採取的步驟。	報告期內未有違規情況
ASPECT B.5	Supply Chain Management	B5
方面B.5	供應鏈管理	B5
Indicator B.5.1	Number of suppliers by geographical region.	B5
指標B.5.1	按地區劃分的供應商數目。	B5
Indicator B.5.2	Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, how they are implemented and monitored.	B5
指標B.5.2	描述有關聘用供應商的慣例，向其執行有關慣例的供應商數目，以及相關執行及監察方法。	B5
Indicator B.5.3	Description of the practices related to the identification of environmental and social risks in each section of the supply chain, as well as related implementation and monitoring methods.	B5
指標B.5.3	描述有關識別供應鏈每個環節的環境及社會風險的慣例，以及相關執行及監察方法。	B5
Indicator B.5.4	Description of the practices that promote the use of environmentally friendly products and services when selecting suppliers, as well as related implementation and monitoring methods.	B5
指標B.5.4	描述在揀選供應商時促使多用環保產品及服務的慣例，以及相關執行及監察方法。	B5

Environmental, Social and Governance Report

環境、社會及管治報告

ASPECT B.6	Product Responsibility	B6
方面B.6	產品責任	B6
Indicator B.6.1	Percentage of total products sold or shipped subject to recalls for safety and health reasons.	During the Reporting Period, no products were required to be recalled due to safety and health reasons
指標B.6.1	已售或已運送產品總數中因安全與健康理由而須回收的百分比。	報告期內未有產品因安全與健康理由而須回收
Indicator B.6.2	Number of products and service related complaints received and how they are dealt with.	There were a total of 32 complaints during the Reporting Period, and all of them have been dealt with through clarification and communication through customer service. Among these complaints, no product has to be recycled due to quality problems.
指標B.6.2	接獲關於產品及服務的投訴數目以及應對方法。	報告期內共有32宗投訴，並已通過顧客服務的解釋及溝通悉數處理，當中未有因品質問題而須回收產品的情況
Indicator B.6.3	Description of practices relating to observing and protecting intellectual property rights.	B6
指標B.6.3	描述與維護及保障知識產權有關的慣例。	B6
Indicator B.6.4	Description of quality assurance process and recall procedures.	B6
指標B.6.4	描述質量檢定過程及產品回收程序。	B6
Indicator B.6.5	Description of consumer data protection and privacy policies, how they are implemented and monitored.	B6
指標B.6.5	描述消費者資料保障及私隱政策，以及相關執行及監察方法。	B6

Environmental, Social and Governance Report

環境、社會及管治報告

ASPECT B.7	Anti-corruption	B7
方面B.7	反貪污	B7
Indicator B.7.1	Number of concluded legal cases regarding corrupt practices brought against the issuer or its employees during the Reporting Period and the outcomes of the cases.	There were no corruption lawsuits during the Reporting Period
指標B.7.1	於報告期內對發行人或其僱員提出並已審結的貪污訴訟案件的數目及訴訟結果。	報告期內未有貪污訴訟案件
Indicator B.7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored.	B7
指標B.7.2	描述防範措施及舉報程式，以及相關執行及監察方法。	B7
Indicator B.7.3	Description of the anti-corruption training provided to directors and employees.	B7
指標B.7.3	描述向董事及員工提供的反貪污培訓。	B7
ASPECT B.8	Community Investment	B8
方面B.8	社區投資	B8
Indicator B.8.1	Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).	B8
指標B.8.1	專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。	B8
Indicator B.8.2	Resources contributed (e.g. money or time) to the focus area.	B8
指標B.8.2	在專注範疇所動用資源(如金錢或時間)。	B8

