



**Sinco Pharmaceuticals Holdings Limited**  
**兴科蓉医药控股有限公司**

(Incorporated under the laws of the Cayman Islands with limited liability)

(根據開曼群島法例註冊成立的有限公司)

Stock Code 股份代號: 6833



**2022 環境、社會及管治報告**  
**ENVIRONMENTAL, SOCIAL AND**  
**GOVERNANCE REPORT**

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



# Environmental, Social and Governance Report

## 環境、社會及管治報告

### Board of Directors Statement

#### The ESG governance structure

The Board of Directors (the “Board”) of Sinco Pharmaceuticals Holdings Limited and all its subsidiaries (collectively referred to as the “Group” or “we”) recognizes the importance of Environmental, Social and Governance (“ESG”) in meeting the changing expectations of stakeholders while enhancing the value and performance of the Group. Hence the Board, in collaboration with the management, has made the commitment to take full responsibility of assessing and identifying risks associated with ESG, and promote environmentally and socially sustainable culture among employees, thereby maintaining the sustainable growth of the Group.

In 2023, in order to elevate the ESG matters to a more important position in corporate governance, the Group plans to set up the ESG committee under the Board. The ESG committee is tasked with the important roles in providing supervision and guidance, ensuring that ESG matters are incorporated into the business decision making process.

#### ESG Management Approach and Strategy

In 2022, due to changes in the external business environment and policy trends, the Group reassessed the key issues concerning the various stakeholders. We collected and compiled focus topics of stakeholders and continued to respond to key issues and suggestions from stakeholders after conducting extensive and in-depth communication with them through various channels. Our Board manages a range of material issues proactively, including customer privacy and data security, business integrity and supervision, product quality and safety, climate change and energy management, employee health, safety and wellbeing, customer service and satisfaction, etc. Management approaches on how to deal with the aforesaid material issues are discussed in detailed in the Report.

### 董事會聲明

#### 環境、社會及管治架構

興科蓉醫藥控股有限公司及其所有附屬公司(合稱「本集團」或「我們」)之董事會(「董事會」)深明環境、社會及管治對滿足各利益相關人不斷變化的期望及提升本集團價值和表現的重要性。因此，董事會與管理層通力合作，承諾全面負責評估及識別環境、社會及管治相關風險，並向僱員推廣環境及社會可持續發展文化，從而維持本集團的可持續發展。

2023年，為了在企業管治方面將環境、社會及管治事宜提升至更重要的位置，本集團計劃在董事會轄下設立環境、社會及管治委員會。環境、社會及管治委員會肩負監督及指引的重要角色，確保在業務決策過程中納入有關環境、社會及管治的事宜。

#### 環境、社會及管治管理方針及策略

2022年，由於外部經營環境及政策趨勢出現變化，本集團重新評估涉及各利益相關人的主要議題。我們通過多種渠道與利益相關人進行廣泛深入的溝通，收集和編撰彼等的關注議題，並持續回應主要議題及建議。董事會積極管理客戶私隱及數據安全、商業誠信及監督、產品質量與安全、氣候變化與能源管理、員工健康、安全及福祉、客戶服務與滿意度等一系列重大議題。有關如何應對上述重大議題的管理方針將在本報告詳細討論。



## Performance Review

ESG strategies and goals have been set and reviewed by the Group to manage the Group's ESG impact, and to integrate sustainability into relevant business operations. The Board conducts periodic reviews on ESG strategies and goals, the progress made against ESG-related goals and achievements.

Going forward, the Board will continue to optimize the ESG management of the Group, actively respond to concerns of our stakeholders, formulate corresponding action plans, regularly review the progress of the relevant objectives and facilitate the improvement of ESG management, working to fulfill our vision of "Deliver health, care for society, and be a responsible corporate citizen to protect our earth".

## About This Report Basis of Preparation

The Report is prepared in accordance with the Environmental, Social and Governance Reporting Guide (the "ESG Guide") of The Stock Exchange of Hong Kong (the "HKEX") as set out in Appendix 27 of the Listing Rules and complies with the reporting principle of 'Comply or Explain' and in line with the environmental and social key performance indicators ("KPIs") stipulated under ESG Guide. The data and information cited in the Report referenced from the questionnaires, records, statistics and research of the Group.

## 表現檢討

本集團已訂立及檢討環境、社會及管治策略及目標，以管理本集團的環境、社會及管治影響，並將可持續發展融入相關業務營運。董事會定期檢討環境、社會及管治策略及目標以及環境、社會及管治相關目標的進度及達成情況。

展望未來，董事會將持續優化本集團的環境、社會及管治管理，積極回應利益相關人的關注事項，制定相應的行動計劃，並定期檢討相關目標的進度，協助增強環境、社會及管治管理，努力踐行「傳遞健康、關愛社會，成為保護地球的負責任企業公民」的願景。

## 關於本報告 編輯依據

本報告根據上市規則附錄二十七所載香港聯合交易所（「港交所」）《環境、社會及管治報告指引》（「環境、社會及管治指引」）編寫，並且依循「不遵守就解釋」的報告原則及符合環境、社會及管治指引所規定環境與社會關鍵績效指標。本報告所引用的數據及資料源於本集團各項問卷、記錄、統計和研究。

## Reporting Principles

The Group adheres to the four fundamental reporting principles set out in the ESG Reporting Guide in preparing the ESG Report. These reporting principles were applied in this ESG Report as shown below:

## 報告原則

本集團於編製環境、社會及管治報告時遵循環境、社會及管治報告指引所載的四項基本報告原則。該等報告原則應用於本環境、社會及管治報告的方式載列如下：

| Reporting Principles<br>報告原則 | How the principle applied to this report<br>該原則如何應用於本報告  |
|------------------------------|--|
| Materiality<br>重要性           | The ESG Report covers the key environmental and social issues concerning the different stakeholders. These material environmental and social issues were identified through deliberation by the Board, audit committee, discussion between the Board and the management and engagement with different stakeholders. Identification processes of material sustainability issues and the materiality matrix of sustainability issues are disclosed in this Report, further details were set out in the “Stakeholder Engagement and Materiality Assessment” section.<br>環境、社會及管治報告涵蓋涉及不同利益相關人的主要環境及社會事宜。該等重大環境及社會事宜通過董事會、審核委員會的審議、董事會與管理層的討論及與不同利益相關人的溝通確定。重大可持續議題的識別過程以及重大可持續議題矩陣在本報告披露，其進一步詳情載於「利益相關人參與及重要性評估」一節。 |
| Quantitative<br>量化           | Information on the standards, methodologies, assumptions and/or calculation used, and source of key emission and conversion factors used for both quantitative environmental and social KPIs were disclosed in the ESG Report. Details of these information were all explained in the explanatory notes under KPIs the section.<br>有關量化環境及社會關鍵績效指標所用標準、方法、假設及／或計算方法以及關鍵排放來源及轉換因素的資料，於環境、社會及管治報告內披露。該等資料的詳情均於關鍵績效指標章節的註釋說明進行解釋。   |
| Balance<br>平衡                | The ESG report provides an unbiased picture of the Group’s performance from 1 January 2022 to 31 December 2022 (“the Reporting Period”). Information was disclosed in an unbiased manner, without omitting negative and relevant information, without overstating positive news or impacts, and in an objective manner to avoid disclosing information that may inappropriately influence the conclusions or assessments of the information users.<br>環境、社會及管治報告不偏不倚地呈報本集團從2022年1月1日至2022年12月31日（「本報告期」）內的表現。以不偏不倚的方式披露信息，不省略相關負面及相關信息，不過分誇大正面消息或影響，以客觀的方式避免披露可能會不恰當地影響信息使用者結論或評價的資料。  |
| Consistency<br>一致性           | For the purpose of enhancing and maintaining the comparability of ESG performances over time, consistent reporting and calculation methodology are applied by the Group as far as practicable to allow for meaningful comparison. Any changes that could affect a meaningful comparison of the KPIs have been disclosed accordingly.<br>為加強及保持環境、社會及管治表現就不同時期的可比性，於切實可行的情況下，本集團採用一致的報告及計算方法，以便進行有意義的比較。任何可能影響關鍵績效指標作有意義比較的變化已作出相應披露。   |



### Reporting Standard, Period and Scope

The Report covers an information period that spans from 1 January 2022 to 31 December 2022, same as the financial year covered by the 2022 Annual Report of the Group. The Report encompasses the information of Sinco Pharmaceuticals Holdings Limited and all its subsidiaries.

### Contact Information

Should you have any query or feedback on the Report, please contact us via the following methods:

- a. Address: E5-1805, Global Center, 1700 Tianfu Avenue North, Hi-tech Industrial Development Zone, Chengdu City, Sichuan Province
- b. Tel: +86 28 62912988
- c. Fax: +86 28 62912922
- d. Email: [sinco-pharm@sinco-pharm.com](mailto:sinco-pharm@sinco-pharm.com)
- e. Official website: <http://www.sinco-pharm.com>

### Board Confirmation

The Board and the management have reviewed and endorsed the ESG material assessment and the ESG Report, and approval was obtained from the Board of Directors on 29 March 2023.

### About the Company

With extensive experience in the distribution of pharmaceutical imports, the Group's core business is to provide comprehensive marketing, promotion and channel management ("MPCM") services for imported blood products and other imported drug that has a established or fast-growing market.

### 報告標準、期間及範疇

本報告所載資料涵蓋的期間為2022年1月1日至2022年12月31日，與本集團2022年年報涵蓋的財政年度一致。本報告涵蓋興科蓉醫藥控股有限公司及其所有附屬公司之信息。

### 聯繫資料

如對本報告有任何疑問或反饋意見，歡迎通過以下方式與我們聯繫：

- a. 地址：四川省成都市高新區天府大道北段1700號環球中心E5-1805
- b. 電話：+86 28 62912988
- c. 傳真：+86 28 62912922
- d. 電郵地址：[sinco-pharm@sinco-pharm.com](mailto:sinco-pharm@sinco-pharm.com)
- e. 官方網站：<http://www.sinco-pharm.com>

### 董事會確認

董事會及管理層已審閱並認可環境、社會及管治重要性評估及環境、社會及管治報告，並於2023年3月29日獲得董事會批准。

### 關於本公司

本集團擁有進口醫藥分銷的豐富經驗，其核心業務是為進口血液製品及有成熟市場規模或增長迅速的其他進口藥品提供綜合營銷、推廣及渠道管理（「營銷、推廣及渠道管理」）服務。

### Stakeholder Engagement and Materiality Assessment

The Group values its stakeholders and endeavours to understand and accommodate their views and interests relating to the ESG through constructive communication and the fostering of strong relationships. The Group, while formulating operational strategies and sustainable development plan, takes into account of the stakeholders' expectations on ESG matters through their mutual cooperation and active engagement. In doing so, together we gained high acceptance level from the stakeholders which helped us to implement ESG initiatives and corresponding strategies around their considerations and tackle any gaps and deficiencies accordingly.

The focus, means of communication and response & feedback from respective stakeholders are tabulated below:

### 利益相關人參與及重要性評估

本集團重視其利益相關人，並致力通過建設性溝通及建立穩固關係，瞭解和處理彼等對環境、社會及管治方面的意見及關注事項。於制定營運策略及可持續發展計劃時，本集團透過與利益相關人相互合作及利益相關人的積極參與，考慮利益相關人對環境、社會及管治事宜的期望。在此過程中，我們深得利益相關人信任，有助我們按其考慮落實環境、社會及管治工作以及相應策略，並據此解決任何缺口及不足之處。

利益相關人各自的關注重點、溝通方式及反應與反饋載於下表：

| Type of Stakeholders<br>利益相關人類型  | Focus<br>關注重點  | Typical communication channels<br>一般溝通渠道   | Response & Feedback<br>反應與反饋   |
|----------------------------------|--|--|--|
| Shareholders/Investors<br>股東／投資者 | <ul style="list-style-type: none"> <li>Continuous and stable investment returns</li> <li>Timely information disclosure</li> <li>Corporate operation is complied with the laws and regulations</li> </ul> | <ul style="list-style-type: none"> <li>The annual reports, interim reports and announcements</li> <li>General meetings</li> <li>Roadshows/telephone conferences/meet-and-greets</li> <li>Media communication mechanism</li> <li>Press conferences</li> <li>External market benchmarking</li> <li>Consultation via telephone/ email/website</li> <li>Investor visits</li> </ul> | <ul style="list-style-type: none"> <li>Publishing AGM notices and resolutions according to regulations</li> <li>Timely disclosing corporate information</li> <li>Publishing announcements and periodic reports according to regulator's requirements</li> <li>Responding to email/telephone inquiries and handling on-site visit from investors</li> </ul> |
|                                  | <ul style="list-style-type: none"> <li>持續穩定的投資回報</li> <li>及時的信息披露</li> <li>合規的企業運營</li> </ul>  | <ul style="list-style-type: none"> <li>年度報告、中期報告及公告</li> <li>股東大會</li> <li>路演／電話會議／見面會</li> <li>媒體溝通機制</li> <li>新聞發佈會</li> <li>外部市場基準</li> <li>電話／電郵／網站諮詢</li> <li>投資者來訪</li> </ul>  | <ul style="list-style-type: none"> <li>按規定發佈股東週年大會通知和決議案</li> <li>按時披露公司信息</li> <li>按監管機關規定刊發公告和發佈定期報告</li> <li>回覆投資者郵件／電話詢問，及接待投資者現場視察</li> </ul>   |



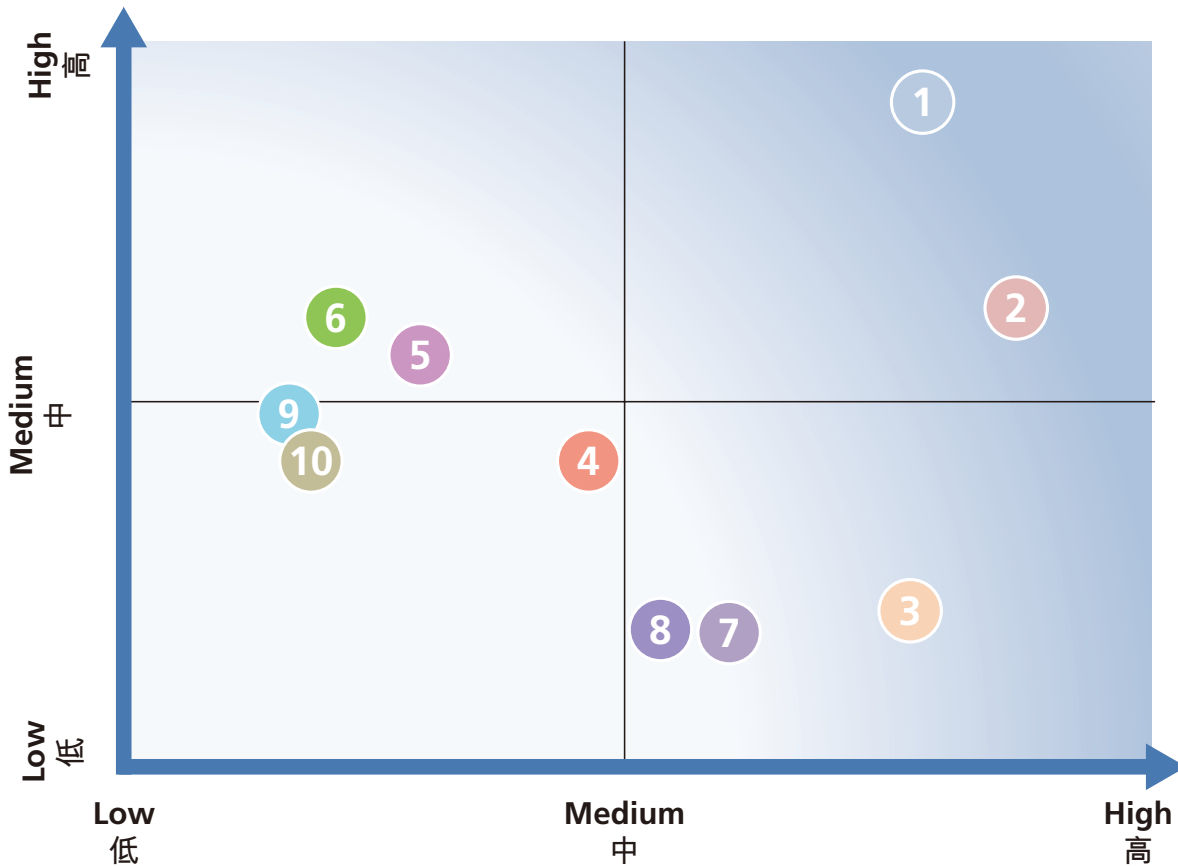
| Type of Stakeholders<br>利益相關人類型 | Focus<br>關注重點   | Typical communication channels<br>一般溝通渠道   | Response & Feedback<br>反應與反饋   |
|---------------------------------|---|--|--|
| Staff<br>員工                     | <ul style="list-style-type: none"> <li>• Training and career development</li> <li>• Remuneration and benefits</li> <li>• Health and safety</li> </ul>   | <ul style="list-style-type: none"> <li>• Direct communication</li> <li>• Performance appraisal</li> <li>• Medical checkups</li> <li>• Training programmes</li> <li>• Staff opinion surveys</li> <li>• Safety management</li> </ul> | <ul style="list-style-type: none"> <li>• Providing a healthy and safe working environment</li> <li>• Establishing a fair and transparent performance appraisal mechanism for promotion</li> <li>• Organizing staff leisure activities</li> <li>• 提供健康、安全的工作環境</li> <li>• 建立公平透明的晉升績效考核機制</li> <li>• 組織員工活動</li> </ul>  |
| Suppliers<br>供應商                | <ul style="list-style-type: none"> <li>• Standard supplier management and purchasing process</li> <li>• Timely execution of contracts</li> <li>• Corporate reputation</li> </ul>  | <ul style="list-style-type: none"> <li>• Execution of orders/contracts</li> <li>• Direct communication</li> <li>• Supplier management system</li> <li>• Supplier questionnaire</li> </ul>  | <ul style="list-style-type: none"> <li>• Fulfilling contractual obligation</li> <li>• Maintaining long-term collaboration with excellent suppliers</li> <li>• Timely payment</li> <li>• Ensuring services and products comply with quality and safety standards</li> <li>• Keeping complete supplier management record</li> <li>• 履行合同義務</li> <li>• 與優秀供應商保持長期合作</li> <li>• 按時付款</li> <li>• 確保服務及產品依循質量安全標準</li> <li>• 齊全的供應商管理檔案</li> </ul> |
| Distributors<br>經銷商             | <ul style="list-style-type: none"> <li>• A robust customer service management and processes</li> <li>• An effective mechanism of information communication</li> <li>• A stable and safe supply system of pharmaceutical products</li> <li>• Timely response to request</li> </ul> | <ul style="list-style-type: none"> <li>• Daily communication</li> <li>• Aftersales services</li> <li>• Customer satisfaction surveys</li> <li>• Customer records</li> <li>• Corporate tours/visits</li> </ul>                      | <ul style="list-style-type: none"> <li>• Enhancing quality management</li> <li>• Honoring contractual obligation</li> <li>• Providing distributors with pharmaceutical knowledge training and marketing support</li> <li>• Adequate and effective communication</li> <li>• 加強質量管理</li> <li>• 實踐合同責任</li> <li>• 為經銷商提供藥品知識培訓和營銷推廣支持</li> <li>• 充分與有效的溝通</li> </ul>  |



| Type of Stakeholders<br>利益相關人類型          | Focus<br>關注重點   | Typical communication channels<br>一般溝通渠道  | Response & Feedback<br>反應與反饋   |
|--|---|---|--|
| Governments/<br>Communities<br><br>政府／社區 | <ul style="list-style-type: none"> <li>Business operations are in compliance with the laws and regulations</li> <li>Contributing to the society and community</li> <li>合規的企業運營</li> <li>貢獻社會及社區</li> </ul>  | <ul style="list-style-type: none"> <li>Government visits</li> <li>Participation in government meetings and regular visits</li> <li>Government projects</li> <li>Community service</li> <li>政府參觀指導</li> <li>參與政府會議、定期拜訪</li> <li>政府項目</li> <li>社區服務</li> </ul> | <ul style="list-style-type: none"> <li>Strictly complying with the laws and regulations</li> <li>Enhancing safety management</li> <li>Actively assuming corporate social responsibility</li> <li>嚴格遵守法律法規</li> <li>加強安全管理</li> <li>積極承擔企業社會責任</li> </ul> |
| Financial Institutions<br><br>金融機構       | <ul style="list-style-type: none"> <li>Good corporate credit, and with a good track record financial stability with a track record of loan repayment</li> <li>Stable corporate growth</li> <li>良好的企業信用，具備償貸往績記錄的財務穩定性良好往績紀錄</li> <li>穩定的企業增長</li> </ul> | <ul style="list-style-type: none"> <li>Financial reports and announcements</li> <li>Site visits</li> <li>Direct communication</li> <li>財務報告及公告</li> <li>實地考察</li> <li>直接溝通</li> </ul>   | <ul style="list-style-type: none"> <li>Timely repayment of loans</li> <li>Maintaining good business relations</li> <li>按時償還貸款</li> <li>保持良好的業務關係</li> </ul>  |

During the Reporting Period, we communicated with our stakeholders to identify potential material sustainability issues related to ESG which may affect the Group. We have further categorized these issues into various areas in accordance with the ESG Reporting Guide, and collected relevant information to evaluate the impact of these ESG issues on the Group. After our analysis, we identified and prioritized 10 ESG-related issues and formalized a matrix of material issues pertaining to the environmental and social responsibilities of the Group.

於本報告期內，我們與利益相關人溝通，以識別與環境、社會及管治有關並可能影響本集團的潛在重大可持續議題。我們已根據環境、社會及管治報告指引將該等議題進一步分類為不同範疇，並收集相關資料以評估該等環境、社會及管治議題對本集團的影響。經過分析，我們識別出10項環境、社會及管治相關議題並對其進行排序，確立了本集團的環境及社會責任相關重大議題矩陣。



- 1 Operation is in compliance with all the applicable regulations
- 2 Occupational safety (work-related injuries)
- 3 Employee welfare
- 4 Intellectual property protection
- 5 Confidentiality of company information
- 6 Supplier relationship
- 7 Workplace equality
- 8 Employee training
- 9 Talent attention and retention
- 10 Anti-bribery and corruption

- 1 根據所有適用法規運營
- 2 職業安全(工傷)
- 3 僱員福利
- 4 知識產權保護
- 5 公司資料保密性
- 6 供應商關係
- 7 工作場所平等
- 8 僱員培訓
- 9 重視與保留人才
- 10 反賄賂及貪污

Based on the above analysis, the Group will improve its ESG performance continuously in order to meet the different expectations of stakeholders and provide feedback to stakeholders and implement mitigation actions to address the risks faced by the Group. Details of our ESG initiatives during the Reporting Period is presented in the respective sections, namely “Our Environment”, “Our Employees”, “Our Business” and “Our Community”.

基於以上分析，本集團將持續改善其環境、社會及管治表現以滿足利益相關人的不同期望，並向利益相關人提供反饋及實施減緩行動解決本集團面臨的風險。我們於本報告期內的環境、社會及管治工作詳情，將於以下章節呈報，分別為「我們的環境」、「我們的員工」、「我們的業務」及「我們的社區」。

## Our Environment

Environmental pollution, global warming and resource scarcity have posed the greatest threats and challenges in the global community.

The Group is aware of the risks associated with the climate change and the importance in managing these risks. It has been our mission to conduct our business in a manner that is environmentally responsible, minimising the negative impact to the environment from our business operations.

During the Reporting Period, the Group is committed to comply with the prevailing environmental laws and regulations in the People's Republic of China ("PRC"), which include but not limited to the following:

- Environmental Protection Law of the PRC;
- Environmental Protection Tax Law of the PRC;
- Law of the PRC on Prevention and Control of Water Pollution;
- Law of the PRC on the Prevention and Control of Atmospheric Pollution;
- Law of the PRC on the Prevention and Control of Environmental Pollution Caused by Solid Wastes;
- Law of the PRC on Promoting Clean Production;
- Law of the PRC on the Prevention and Control of Noise Pollution.

The Group did not receive any report or complaint on any significant breaches of environmental laws and regulations during the Reporting Period.

## 我們的環境

環境污染、全球暖化及資源匱乏已對全球社會構成最大的威脅和挑戰。

本集團知悉與氣候變化相關的風險，深明管理該等風險極其重要。我們的使命向來是以環保方式經營業務，盡力降低業務營運對環境的負面影響。

本報告期內，本集團致力遵守中華人民共和國（「中國」）的主要環境法律及法規，包括但不限於：

- 《中華人民共和國環境保護法》；
- 《中華人民共和國環境保護稅法》；
- 《中華人民共和國水污染防治法》；
- 《中華人民共和國大氣污染防治法》；
- 《中華人民共和國固體廢物污染環境防治法》；
- 《中國人民共和國清潔生產促進法》；
- 《中華人民共和國噪聲污染防治法》。

本報告期內，本集團並無接獲任何有關嚴重違反環境法律及法規的舉報或投訴。



### Aspect A1: Emissions

#### Waste gas and greenhouse gas

As the Group is mainly engaged in the MPCM, it will not have significant impacts on the environment. The Group's production does not consume direct combustion fuel other than the fuel consumed by all vehicles in the transportation process. The greenhouse gas ("GHG") emissions mainly arising from the exhaust of vehicles, Hydrofluorocarbons ("HFC") emissions from the refrigeration, energy consumed from purchased electricity, sewage treatment, paper disposal and business air travel of employees.

During the Reporting Period, the cold chain warehouse of the Group which located at Chengdu Shuangliu Free Trade Zone was in full operation. Since the Group's core product human albumin requires to be stored under the stringent temperature conditions, temperature control facilities are installed in the cold chain warehouse to ensure human albumin are stored at all times under the required and controlled temperature condition. During the Reporting Period, the emissions intensity from the electricity consumption increased by approximately 17% compared to the same period of last year.

During the Reporting Period, the HFC emissions was generated from the air purifier which was newly purchased in 2022 by the Group. The objective of having the air purifier is to provide employees with a conducive working environment where employees can work in a more comfortable workplace with clear air. Being conscious of the greenhouse effect from HFC, we will adopt effective measures to prevent overconsumption, such as setting the optimum temperature with low consumption, equipment power classification according to our operation hours and smart automated lock to turn off the machine timely.

During the Reporting Period, the CO<sub>2</sub> emissions from processing scrap papers were reduced to 2.86 tonnes, achieving years of significant decrease. This is the result of the Group's effort to encourage employees to greatly reduce the use of paper in the workplace.

During the Reporting Period, the CO<sub>2</sub> emissions from processing sewage decreased to 0.16 tonnes, achieving a significant decrease compared with last year. The Group has continued to implement water-saving and energy saving measures and has received strong support from employees.

### 層面A1：排放物

#### 廢氣及溫室氣體

由於本集團主要從事營銷、推廣及渠道管理，故不會對環境造成重大影響。除所有車輛在交通運輸過程中消耗燃料外，本集團的生產並無耗用任何直接燃油。溫室氣體排放物主要產生自車輛的廢氣、製冷產生的氫氟烴排放物、購電消耗的能源、污水處理、廢紙處理及僱員乘搭飛機出差。

本報告期內，本集團位於成都雙流保稅區的冷鏈倉庫全面開放使用。由於本集團核心產品人血白蛋白需要在嚴格的溫度條件下儲存，故於冷鏈倉庫安裝溫控設施以確保人血白蛋白一直存儲在規定及受控的溫度環境下。本報告期內，耗電密度與去年同期相比有約17%的增長。

本報告期內，氫氟烴排放物來自本集團於2022年新購置的空氣淨化器。設置該空氣淨化器的目的是為員工提供有利的工作環境，讓員工可於充滿清新空氣的更舒適工作場所工作。意識到氫氟烴的溫室效應後，我們將採取有效措施防止過度消耗，例如設置最佳溫度減低消耗、根據操作時間進行設備功率分類，以及安裝智能自動鎖以適時關閉機器。

本報告期內，本集團因處理廢紙而產生的二氧化碳排放量下降至2.86噸，實現連年的大幅減排，這歸因於本集團努力鼓勵員工大大減少在工作場所中使用紙張。

本報告期內，因處理污水產生的二氧化碳排放量與去年相比大幅下降至0.16噸。本集團持續推行節水節能措施，得到員工的大力支持。

Major Emissions Indicators  
 Emissions of Vehicle Exhaust

 主要排放指標  
 車輛廢氣排放

| Types of Emissions | 排放物類型 | Emissions<br>in 2022 (kg)<br>2022年<br>排放量(千克) | Emissions Intensity<br>(kg/number of employees)<br>排放密度<br>(千克/僱員人數) |        | Increase/<br>(Decrease)<br>in Intensity<br>密度上升/<br>(下降)<br>(%) |
|--------------------|-------|---|--|--------|---|
|                    |       |   | 2022   | 2021   |   |
| NO <sub>x</sub>    | 氮氧化物  | 5.6563  | 0.0249   | 0.9533 | (97)  |
| SO <sub>x</sub>    | 硫氧化物  | 0.5154  | 0.0023   | 0.0009 | 148   |
| Particles          | 顆粒物   | 1.0606  | 0.0047   | 0.0870 | (95)  |

## Emissions of Greenhouse Gas

## 溫室氣體排放

| Sources of Emissions | 排放源   | CO <sub>2</sub> Emissions<br>in 2022<br>(Tonnes)<br>2022年二氧化碳<br>排放量(噸) | Emissions<br>Intensity<br>(Tonnes/<br>number of<br>employees)<br>排放密度<br>(噸/僱員人數) |
|----------------------|---|---|---|
|                      |   |   |   |
|                      | From air-conditioning<br>源自空調                             | 552.00  | 2.4317  |
| Scope 2<br>範圍2       | From purchased electricity<br>源自購電                        | 171.42  | 0.7551  |
| Scope 3<br>範圍3       | From paper disposal<br>源自處理廢紙                             | 2.86  | 0.0126  |
|                      | From electricity used for processing sewage<br>源自處理污水所用電力 | 0.16  | 0.0007  |
|                      | From business air travel by employees<br>源自僱員乘搭飛機出差       | 64.17   | 0.2827  |

 Note: The GHG is presented as CO<sub>2</sub> equivalent.

附註： 溫室氣體以二氧化碳當量呈列。



The Group sets targets to reduce emissions at the earliest possible timeframe to mitigate the impact of environmental pollution and greenhouse effect. In the future, the Group will formulate corresponding measures for transportation to reduce the environmental pollution caused by vehicle emissions. For example, a vehicle shall take more than one staff member at one time to reduce the number of trips. New energy vehicles are used whenever possible. The Group is committed to centralize production and optimizing the production scheduling and capability. At the same time, the Group is also devoted to instilling the mindset of emissions reduction into daily business operation and production activities.

#### *Hazardous and non-hazardous waste*

The Group strictly complies with laws and regulations relating to solid waste in the countries/regions in which we operate, which includes but not limited to the following:

- Law of the PRC on the Prevention and Control of Environmental Pollution Caused by Solid Waste
- Hazardous Waste Storage Pollution Control Standard
- Graphic Logo for Environmental Protection – Solid Waste Storage (disposal) Site
- Measures for the Transfer of Hazardous Wastes
- National Catalogue of Hazardous Wastes (Edition 2021)

In accordance with such applicable laws and regulations, the waste generated in the operations of the Group is required to be disposed of in the safe and efficient way. We have the special identification label of hazardous waste stored in the room and engaged the eligible professional agent to dispose of hazardous waste. The non-hazardous waste is collected and disposed of collectively by the local municipal sanitation department.

本集團設定各項目標，儘早減少排放，以減輕環境污染及溫室效應的影響。未來，本集團將制定相應的出行措施以減少因汽車排放而造成的環境污染。例如，一輛車應同時搭載一名以上員工，以減少往返次數，亦應盡量使用新能源汽車。本集團致力集中生產以及優化生產工作安排及能力。與此同時，本集團亦將減排意識逐步滲透於日常業務營運及生產活動。

#### *有害及無害廢棄物*

本集團嚴格遵守我們經營所在國家／地區有關固體廢棄物的法律及法規，包括但不限於：

- 《中華人民共和國固體廢物污染環境防治法》
- 《危險廢物貯存污染控制標準》
- 《環境保護圖形標誌固體廢物貯存(處置)場》
- 《危險廢物轉移管理辦法》
- 《國家危險廢物名錄》(2021年版)

根據有關適用法律及法規，本集團須安全、高效地處理其營運產生的廢棄物。我們將有害廢棄物的特殊識別標籤存放於房間內，並聘任合資格的專業服務機構處理有害廢棄物，而無害廢棄物則交由當地市政環衛部門統一收集及處置。

| Type of Waste       | 廢棄物類型 | Total Production in 2022 (Tonnes) | Intensity (Tonnes/number of employees) |
|---------------------|-------|-----------------------------------|--|
|                     |       | 2022年總產生量(噸)                      | 密度(噸/僱員人數)                             |
| Hazardous Waste     | 有害廢棄物 | 1.40                              | 0.006                                  |
| Non-hazardous Waste | 無害廢棄物 | 0.23                              | 0.001                                  |

The hazardous waste was generated in the process of material production and inspection. The amount of chemicals used must comply with the industrial standard which cannot be changed to ensure the quality of material.

有害廢棄物於材料製造及檢驗過程中產生。化學品的使用量須符合行業標準，無法變動，以確保材料質量。

Nevertheless, the Group sets a target to reduce the generation of hazardous and non-hazardous waste at the earliest possible timeframe. We are committed to strengthen the maintenance of equipment and facilities, thus preventing the increase in waste caused by equipment malfunction and minimising waste generation at source to further reducing environmental pollution. By strengthening the education and training of relevant personnel and regulating their behaviors at work, we can eliminate the increase in waste due to human errors.

儘管如此，本集團仍制定目標儘早減少有害及無害廢棄物的產生。我們致力加強維護設備及設施，從而防止設備故障造成廢棄物增加，儘可能從源頭減廢，以進一步降低環境污染。透過加強對相關人員的教育及培訓並規範其工作行為，我們可消除因人為失誤造成廢棄物增加的情況。

### Aspect A2: Use of Resources

During the Reporting Period, the Group's energy and water consumption increased slightly compared with last year.

### 層面A2：資源使用

本報告期內，本集團能源及水消耗與去年相比有輕微增幅。

The Group's electricity and water consumption increased compared with last year, primarily due to the growth of the Group's business, the nearly two-fold increase in the number of employees and the full operation of the cold chain warehouse located at Chengdu Shuangliu Free Trade Zone.

本集團的耗電量和耗水量與去年相比有所增加，主要原因是本集團業務增長、員工人數增加接近兩倍及位於成都雙流保稅區的冷鏈倉庫全面投入運作。

#### Energy and Water Consumption Indicators

#### 能源及水消耗指標

| Type of Energy/Resource | 能源/資源類型 | Total Consumption in 2022   | Intensity (Consumption/number of employees) |
|-------------------------|---------|-----------------------------|---|
|                         |         | 2022年總耗量                    | 密度(耗量/僱員人數)                                 |
| Electricity (purchased) | 電力(購買)  | 326,071.00 KWH 千瓦時          | 1,436.44 KWH/capita 千瓦時/人                   |
| Petrol (unleaded)       | 汽油(無鉛)  | 25.97 Tonnes 噸              | 0.11 Tonnes/capita 噸/人                      |
| Water                   | 水       | 3,576.85 m <sup>3</sup> 立方米 | 15.72 m <sup>3</sup> /capita 立方米/人          |



In this regard, the Group will carry out various measures such as water and energy saving plans to support environmental protection. The Group currently has no problems in obtaining suitable water sources and has actually set the water efficiency target. Taking 2022 as the base year, assuming there is no material change in business model, the water efficiency target set by the Group is to maintain a water consumption intensity of 15.72 tonnes per employee in the next year. In order to achieve this water efficiency target, the Group will continuously devote efforts in innovating, applying and promoting water saving techniques and take various water-saving measures to explore a new water recycling process through reusing the reclaimed water and subsequently reduce water resource consumption in the operation. The Group has also set the targets to reduce the waste of energy, such as electricity, petrol and so on. The Group encourages all employees to turn off the lights when leaving and try to choose public transportation and other details to save energy.

The Group consumes a certain amount of raw materials and packaging materials in product manufacturing, transportation and sales. Adhering to the philosophy of reducing resource consumption and pollutant discharge at the source, we will give priority to the use of degradable materials and other green materials that met the national quality standards.

### Aspect A3: The Environment and Natural Resources

The business of the Group does not cause any material impact on the environment and natural resources.

### Aspect A4: Climate Change

With the growing domestic and global concern about climate change issues, the Group is fully aware of the climate risks associated with its business. Due to the business nature of the Group, we do not expect physical risks associated with climate change to have a significant impact on the Group's operations.

However, the Group has identified the transition risks resulting from the trend of global greenhouse gas reduction and anticipated the upcoming official launch of the cleaner electricity transition policies and more stringent environmental regulations. As logistics parks have always been labelled as the "major carbon emitters", it is clearly mentioned in the "Action Plan for Achieving a carbon Peak before 2030" that energy-saving and carbon reduction projects will be carried out in parks and a number of energy-saving and low-carbon parks should be built. Hence the Group considers our new-built cold chain warehouse at the logistics park will be facing the challenges from stricter requirements of carbon emissions reduction. To mitigate this potential risk, the Group has developed strategies and targets to reduce our carbon footprint. The Group will stay alert on such issues and include any new observations in the subsequent reports.

對此，本集團將會推行節水節能計劃等措施以支持環境保護。本集團在求取適用水源上暫無問題，並且實際上設立了水效益目標。以2022年為基準年，假設業務模式沒有發生重大變化，本集團設定的水效益目標是未來一年內保持用水密度為每名員工15.72噸。為達成此水效益目標，本集團將繼續致力於創新、應用及推廣節水技術，採取多項節水措施，通過循環使用再生水探索全新的水循環利用模式，從而減少運營過程中水資源消耗。本集團還制定了目標減少浪費電力、汽油等能源。本集團鼓勵全體員工從離開時隨手關燈及盡量選擇公共交通等細節做起，節約能源。

本集團在產品製造、運輸及銷售的過程中消耗一定數量的原材料及包裝材料。我們秉承從源頭減少資源消耗及污染物排放的理念，優先選用符合國家品質標準的可降解材料及其他綠色材料。

### 層面A3：環境及天然資源

本集團所經營的業務不會對環境及天然資源造成重大影響。

### 層面A4：氣候變化

隨著國內及全球越來越關注氣候變化問題，本集團充分瞭解到與其業務相關的氣候風險。因本集團的業務性質使然，我們預期與氣候變化有關的物理風險不會對本集團的營運造成重大影響。

然而，本集團已識別全球溫室氣體減排趨勢引致的過渡風險，預測轉用清潔電力的政策及更嚴格的環境法規將會正式出台。由於物流園區一直被稱為「碳排大戶」，《2030年前碳達峰行動方案》中明確提到要在園區實施節能降碳工程，打造一批節能低碳園區，故本集團認為我們於物流園區新建的冷鏈倉庫將面臨來自更嚴格降碳要求的挑戰。為降低該潛在風險，本集團已制定各項策略及目標，以減少我們的碳足跡。本集團將時刻留意有關議題，並會在其後的報告內載述任何新進展。



## Our Employees

People are our most valuable asset. The Group always places great emphasis on our employees and show the value and respect for every individual under the guidance of our talent philosophy. Our talent philosophy is to retaining the talents through provision of a promising career, attracting the talents through good recruitment mechanism and remuneration, motivating the talents with enterprise development vision and instilling the talents with good enterprise culture.

### Aspect B1: Employment

The Group is aware of the laws and regulations on the protection of the labor force established by the PRC. During the Reporting Period, the Group is committed to strictly comply with their requirements when recruiting employees, which include but not limited to the following:

- Labor Law of the PRC
- Employment Promotion Law of the PRC
- Labor Contract Law of the PRC
- Social Security Law of the PRC
- Tentative Provisions on Payment of Wages
- Regulations on the Housing Provident Fund
- Law of the PRC on Mediation and Arbitration of Labour Disputes
- Regulation on Work-related Injury Insurance

The Group recruits employees in accordance with the law and fulfils the signing, modification, dissolution or termination terms as stipulated in the labour contracts with all employees. The labour contracts are executed in accordance with national laws and regulations and relevant internal requirements. An employee's employment relationship cannot take effect until both parties have agreed and signed a labour contract voluntarily. The Human Resources Department of the Group ensures that employees are over 18 years old and can be legally employed by checking their valid IDs. The employment contract clearly requires that the personal information provided by the applicant must be authentic and reliable. If fraud is found, the Group can terminate its labour relationship with the employee in accordance with the rules and regulations of the Company.

## 我們的員工

人才是我們最寶貴的資產。本集團一向非常重視員工，在我們的人才理念指引下，對每位員工珍而重之。我們的人才理念是以充滿希望的事業留人，以優良的招聘機制與薪酬吸引人，以企業的發展願景激勵人及以優秀企業文化熏陶人。

### 層面B1：僱傭

本集團清楚瞭解中國設立的保護勞動人口法律法規。於本報告期內，本集團致力於僱用員工時嚴格按照其規定，包括但不限於：

- 《中華人民共和國勞動法》
- 《中華人民共和國就業促進法》
- 《中華人民共和國勞動合同法》
- 《中華人民共和國社會保險法》
- 《工資支付暫行規定》
- 《住房公積金管理條例》
- 《中華人民共和國勞動爭議調解仲裁法》
- 《工傷保險條例》

本集團依法招聘員工，履行與所有員工的勞動合同所制定的簽訂、變更、解除或終止條款。勞動合同按照國家法律法規及相關內部規定執行。員工的僱傭關係在雙方一致同意並自願簽訂勞動合同之後方可生效。本集團人力資源部通過核查員工有效身份證件確保員工年齡在十八周歲以上，可合法受聘。勞動合同中明確要求應聘者所提供的個人資料信息務必真實可靠。如發現造假情況，本集團可依照公司規章制度終止與其的勞動關係。



Every employee will receive the Employee Management Manual of the Group which clearly set out the employment, KPIs, employee relations, salary and benefits policies practiced by the Group and are in line with the relevant national and local laws and regulations. The Group clearly defines and explains the holidays, working hours and attendance system of employees. Employees' working hours are specified according to the detailed implementation rules of attendance management and local employment laws. The employees who work overtime during non office hours may receive appropriate overtime pay or leave in lieu in accordance with the labour laws and regulations. The Group also ensures employees to the entitlement of all statutory social insurance and statutory holidays. Furthermore, to provide employees with better welfare, the Group formulated Remuneration Management System, Staff Fund Management System, and Staff Reward and Punishment Provisions. The Group also provides employees with allowances for transport and lunch, employees engagement activities and company tours so that the employees can establish greater passion at work, enjoy their work and build a sustainable career.

Moreover, the Group ensures all the job applicants and employees enjoy equal opportunities for employment, and embraces all qualified candidates regardless of their religion, nationality, marital status, gender, age and disability and appreciate their unique personal qualities. During the Reporting Period, no employment discrimination has occurred within the Group. We provide fair and equal opportunities and foster an inclusive culture that allows employees to feel comfortable to speak up and provide feedbacks related to the human resource policies.

The Group has been adopting both the open recruitment and campus recruitment in order to attract talents on the job market and outstanding graduates to join the Group. The Group has set up a strict and fair recruitment policy to make sure that there is no fraud during the recruitment process and the candidates are qualified and competent. To expand the recruitment channel, the Group encourage existing employees to recommend talents to join the Group and "Staff Referral Award" will be granted to the recommender as a reward and incentive.

每名員工會收到本集團的《員工管理手冊》，當中明確載列本集團實行的僱傭、關鍵績效指標、員工關係及薪資福利政策，並符合國家及當地有關法律法規。本集團對員工假期、工作時間及考勤制度進行明確界定和說明。員工工作時數根據考勤管理實施細則及地方就業法律規定。員工若在非辦公時間加班，可根據勞動法律法規收到適當的加班費或補休假。本集團亦確保向員工提供所有的法定社會保險及法定假期。本集團為了向員工提供更好的福利待遇，還制定了《薪酬管理制度》、《員工基金管理制度》及《員工獎懲條例》等政策。本集團亦向員工提供交通及午餐補貼、員工活動和公司旅遊，從而使員工在工作中更有激情，享受工作，持續發展職業生涯。

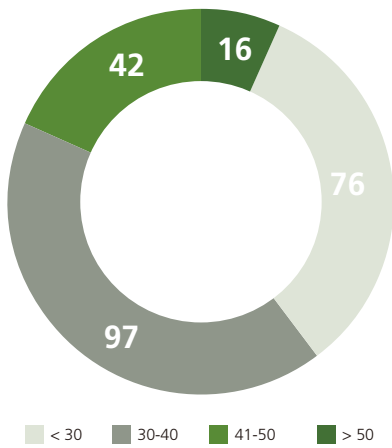
另外，本集團為所有應徵者和員工提供平等的就業機會，不論宗教信仰、國籍、婚姻狀況、性別、年齡及殘疾，尊重每個人的獨特特質，歡迎所有合資格人士的加入。於本報告期內，本集團並無發生就業歧視事件。我們提供公平及平等的機會，提倡包容文化，讓員工可暢所欲言，就人力資源政策提供反饋意見。

本集團一直採取公開招聘與校園招聘兩種方式以吸引就業市場的人才及優秀畢業生加入本集團。本集團制定了嚴格的公平招聘政策，杜絕招聘過程中的欺詐行為，確保應聘者合格及稱職。為擴大招聘渠道，本集團鼓勵現有員工推薦人才加入本集團，並向推薦人頒發「內部推薦伯樂獎」作為獎勵及激勵。

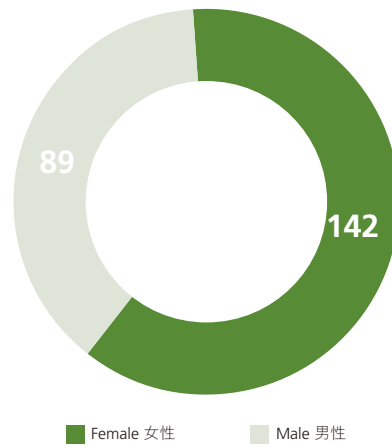
Workforce

員工總數

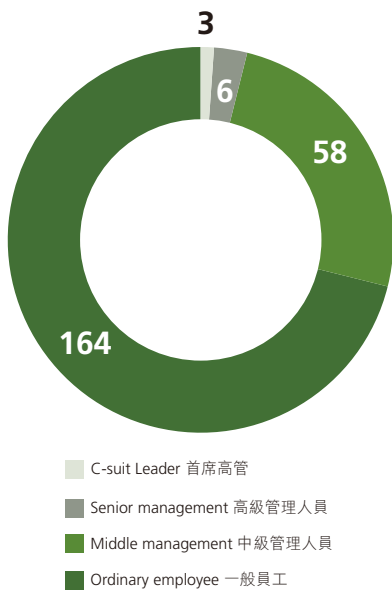
Employees by age  
員工年齡分佈



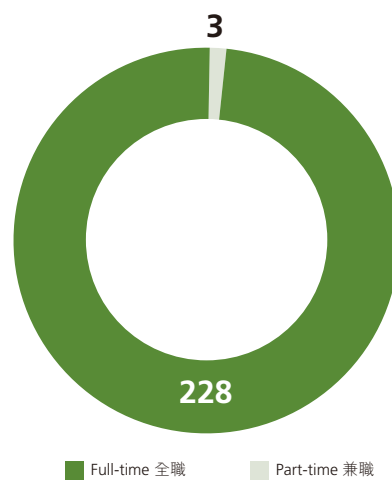
Employees by gender  
員工性別分佈



Employees by rank  
員工職級分佈



Employees by type  
員工僱傭類型分佈



By the end of 2022, the total number of employees of the Group was 231. Three employees are based in Hong Kong, two employees are based in Singapore and the others are based in Mainland of China.

截至2022年末，本集團的員工總數為231人，其中三名員工的工作地為香港，兩名員工位於新加坡，其餘員工均工作在中國大陸。



*Employee turnover*

We strictly follow the labor contracts and relevant laws and regulations of each country/region where we operate to establish employee termination (including resignation and dismissal) procedures to protect the interests of employees. When an employee leaves, we will conduct an interview with him/her to understand the reason of leaving and his/her suggestions for the Group.

*員工流失*

我們嚴格按照勞動合同和我們營運所在國家／地區相關法律法規制定員工離職(包括辭職及解僱)程序，以保障員工權益。當員工離職時，我們會與其進行面談，以瞭解離職原因及其對本集團的建議。

|                                    |                       |              |
|------------------------------------|-----------------------|--------------|
| <b>Employee Turnover Rate (%)</b>  | <b>員工流失率(%)</b>       | <b>31.3%</b> |
| <b>Turnover rate by gender (%)</b> | <b>按性別劃分的流失率(%)</b>   |              |
| Female                             | 女                     | 39.4%        |
| Male                               | 男                     | 20.3%        |
| <b>Turnover rate by age (%)</b>    | <b>按年齡劃分的流失率(%)</b>   |              |
| < 30                               | < 30                  | 61.9%        |
| 30-40                              | 30-40                 | 22.2%        |
| 41-50                              | 41-50                 | 20.0%        |
| > 50                               | > 50                  | 6.5%         |
| <b>Turnover rate by type (%)</b>   | <b>按僱傭類型劃分的流失率(%)</b> |              |
| Full-time                          | 全職                    | 19.1%        |
| Part-time                          | 兼職                    | 25.0%        |

Note: Turnover rate = (Number of employee departed during the Reporting Period / Average number of employee in the Reporting Period) x 100%

附註：流失率=(本報告期內離職員工人數／本報告期內平均員工人數)x 100%

Average number of staff in the Reporting Period = (Number of employee at the beginning of the Reporting Period + Number of employee at the end of the Reporting Period) / 2

本報告期內平均員工人數=(本報告期初員工人數+本報告期末員工人數)／2

**Diversity and equal opportunity**

We embrace diversity and equality in our workforce whilst aiming to eliminate any type of discrimination and harassment in the workplace. All of our recruitment and promotion decisions are based on objective criteria, such as business needs, personal qualifications, experience and performance. In addition, discrimination of any kind including on grounds of age, gender, marital status, pregnancy, family status, disability, race, nationality, or religion is avoided under all circumstances. Through adopting employment principles such as equal pay for equal work and providing equal opportunities irrespective of gender, we proactively safeguards the rights of female employees within the Group. Relevant laws and regulations that have a significant impact on the Group's employment practices, including but not limited to the Special Rules on the Labour Protection of Female Employees and the Law on the Protection of Women's Rights and Interests of the People's Republic of China, were adhered to during the Reporting Period.

**多元化及平等機會**

我們支持僱員隊伍的多元化及平等發展，同時致力於消除工作場所任何類型的歧視及騷擾。我們所有的招聘及晉升決策均依照客觀標準，例如業務需求、個人資質、經驗及績效。此外，在任何情況下均避免任何形式的歧視，包括基於年齡、性別、婚姻狀況、懷孕、家庭狀況、殘疾、種族、國籍或宗教的歧視。我們透過採用同工同酬及不論性別均提供平等機會等僱傭原則，積極保障本集團內女性僱員的權利。於本報告期內，本集團已遵守對其僱傭慣例有重大影響的相關法律及法規，包括但不限於《女職工勞動保護特別規定》及《中華人民共和國婦女權益保障法》。

### Aspect B2: Health and Safety

The Group is dedicated to providing a safe and comfortable working environment for our employees. The Group, at all time, strictly complies with all requirements of relevant regulations, which include but not limited to the following:

- Labor Law of the PRC
- Fire Control Law of the PRC
- Occupational Health and Safety Management System
- Special Provisions on Labour Protection for Female Employees
- Measures for the Ascertainment of Work-related Injuries
- Regulation on Work-related Injury Insurance

The Group strives to offer its employees a safe working environment and minimize all potential risks on health and safety. We constantly conducting the risk assessment and inspection on areas or workplace with higher occupational hazard risk. During the Reporting Period, the Group continuously enhanced the safety procedures, prevention efforts and controls measures so that its employees can work in a safe environment free of occupational hazards:

- **Regular maintenance of equipment and buildings:** The Group conducts regular safety inspections and spot checks on electrical equipment and workplaces. The Group implemented enhancement measures for the existing and hidden danger on a timely manner. For instance, laying rubber mat on the stairs to avoid slipping hazard.
- **Safety management reward and punishment system:** Commendation and generous reward will be given to those who have made outstanding contributions in the investigation and treatment of accident hidden danger, whereas reasonable punishment will be given to those who violate the rules or harm the safety producers. The Group will assign dedicated personnel to supervise employees who often breach safety regulations.
- **Maintenance of daily sanitation of workplace:** Regular disinfection was conducted to keep the working environment clean and hygienic.

### 層面B2：健康與安全

本集團致力於為員工提供一個安全舒適的工作環境。本集團一直嚴格遵守所有相關法規的要求，包括但不限於：

- 《中華人民共和國勞動法》
- 《中華人民共和國消防法》
- 《職業健康安全管理體系》
- 《女職工勞動保護特別規定》
- 《工傷認定辦法》
- 《工傷保險條例》

本集團致力為員工提供一個安全的工作環境，減低各類潛在的健康與安全風險。我們持續對職業危害風險較高的地區或工作場所進行風險評估及檢查。於本報告期內，為給員工提供安全的工作環境，保障員工避免職業危害，本集團不斷加強安全程序、預防工作及控制措施：

- **定期維護設備及樓宇：**本集團對電氣設備及工作場所進行定期安全檢查及抽查。本集團對存在的隱患及時採取改進措施。例如，在樓梯上鋪設橡膠墊，以避免跌倒的危險。
- **安全管理獎罰制度：**對在事故隱患排查治理中作出傑出貢獻的員工給予表彰及豐厚獎勵，對違反規定或損害安全生產的員工給予合理處罰。本集團將指派專門人員監督時常違反安全規定的員工。
- **維護工作場所日常衛生：**實施定期消毒，以保持工作場所環境清潔衛生。



Effective management of environment, health and safety relies on employee participation. Trainings were provided to the employees on a regular basis to raise safety awareness and improve safety management skills. A series of safety trainings were provided to new employees during the onboarding programme and offered to existing employees annually. Examples of safety trainings conducted were:

- Trainings in strengthening the safety concepts to enhance the safety awareness amongst the employees.
- Trainings conducted in a way where employees actively participate in activities, such as fire drills and traffic safety study for drivers, to make employees' safety awareness more profound.

During the Reporting Period, the Group achieved no work-related fatalities among its staff; nor loss of work days due to work-related injuries.

### Aspect B3: Development and Training

Enhancement of knowledge and skills of the employees poses momentum to the Group's business development. The Group encourages all our employees to pursue excellence in their fields and set examples for their peers, leading to constant improvements in their job performance. The Group provides personalized training plan based on their job functions to maximize their potential and improve their career development. To ensure effective implementation of staff training schemes, the Group formulated the Management Measures for Staff Training, which expressly sets out an integrated system and implementation process that included inductions, internal trainings and external trainings:

#### i. Induction

New recruits are introduced to the general knowledge of the Group, such as corporate culture, product knowledge, basic internal control system and process, workflow of the department concerned, and details of the job position.

#### ii. Internal Training

Based on the demands at workplace, the Group applies its internal training resources to the communications on professional knowledge and skills among employees, usually via sharing experience. Such training takes place in the following forms: self-learning on the training materials shared on the Group's online learning platform, discussions at regular departmental meetings, communication sessions for business teams and inter-departmental sharing sessions. The Group formulated the Internal Lecturer Management Measures to enhance the efficiency and effectiveness of training as well as to cultivate a culture of knowledge and experience sharing within the Group.

有效的環境、健康及安全管理一定是員工廣泛參與的。本集團定期為員工提供培訓，以提高安全意識及安全管理技能。新員工於入職計劃中及現有員工每年獲提供一系列的安全培訓。所進行的安全培訓例子為：

- 加強安全觀念的培訓，提高員工的安全意識。
- 以員工積極參與活動的方式進行培訓，如消防演習及駕駛員交通安全學習等，以加強員工的安全意識。

於本報告期內，本集團並無任何員工因工作關係死亡，也無因工傷而損失的工作日數。

### 層面B3：發展及培訓

提升員工知識和技術可以為本集團的業務發展帶來動力。本集團鼓勵所有員工在各自的領域追求卓越，成為同事的榜樣，從而不斷提高其工作表現。本集團根據工作職能提供個性化的培訓方案，最大化地發揮員工潛能和職業發展。為了有效地實施員工的培訓計劃，本集團制定了《員工培訓管理辦法》，當中明確列明入職培訓、內部培訓和外派培訓的綜合體系及實施流程：

#### i. 入職培訓

向新入職員工介紹本集團的企業文化、產品知識、基本內部控制制度及流程等通用知識及所在部門的工作流程、所任崗位的說明等。

#### ii. 內部培訓

根據工作中的需求，本集團利用內部培訓資源在員工中開展有關專業知識和崗位技能的交流活動，通常透過分享經驗進行。有關培訓以下列方式進行：通過集團在線學習平台共享培訓資料進行的自主學習、召開定期部門例會、業務小組溝通會、跨部門分享會等形式進行的討論。本集團還制定了《內部講師管理辦法》，提高培訓的效率及效果，並在本集團內培養知識及經驗共享文化。

## iii. External Training

The Group encourages employees to attend trainings and policy seminars hosted by external institutions to improve their professional techniques and, whenever the work arrangement allows.

At the beginning of each year, Human Resources Department will formulate annual training scheme according to the feedback received in the previous year, the Group's strategic planning and demand from each department. Then the Human Resources Department will prepare the training curricular and course content on a quarterly basis.

## iii. 外派培訓

本集團鼓勵員工在工作安排許可的前提下，參加外部機構舉辦的培訓及政策研討會，提升專業技術水準。

人力資源部門每年年初會根據上年度接獲的回饋、本集團的戰略規劃及各部門需求制定年度培訓計劃。人力資源部門其後會按季度制定培訓大綱及課程資訊。

| Employee Training Indicator                            | 員工培訓指標                  | 2022 | 2021 | Increase/<br>(Decrease)<br>增加/(減少) |
|--|-------------------------|------|------|------------------------------------|
| Percentage of employees trained (%)                    | 受訓員工百分比(%)              | 97.4 | 31   | 214.2%                             |
| <b>Percentage of employees trained by gender (%)</b>   | <b>按性別劃分的受訓員工百分比(%)</b> |      |      |                                    |
| Male   | 男                       | 39.6 | 34   | 16.3%                              |
| Female   | 女                       | 60.4 | 28   | 115.9%                             |
| <b>Percentage of employees trained by position (%)</b> | <b>按崗位劃分的受訓員工百分比(%)</b> |      |      |                                    |
| C-suit Leader  | 首席高管                    | 1.3  | -    | -                                  |
| Senior management                                      | 高級管理層人員                 | 2.7  | -    | -                                  |
| Middle management                                      | 中級管理層人員                 | 24.9 | -    | -                                  |
| Ordinary employee                                      | 普通員工                    | 71.1 | -    | -                                  |

| Employee Training Indicator   | 員工培訓指標                      | 2022 | 2021 | Increase/<br>(Decrease)<br>增加/(減少) |
|---|-----------------------------|------|------|------------------------------------|
| Training hours per capita (hour)  | 人均培訓時數(小時)                  | 35.4 | 15   | 136.2%                             |
| <b>Average training hours completed per employee by gender (hour)</b>   | <b>按性別劃分的員工平均完成受訓時數(小時)</b> |      |      |                                    |
| Male  | 男                           | 16.3 | 26   | (37.3%)                            |
| Female  | 女                           | 47.4 | 6    | 690.4%                             |
| <b>Average training hours completed per employee by position (hour)</b> | <b>按崗位劃分的員工平均完成受訓時數(小時)</b> |      |      |                                    |
| C-suit Leader   | 首席高管                        | 19.3 | -    | -                                  |
| Senior management   | 高級管理層人員                     | 40.8 | -    | -                                  |
| Middle management   | 中級管理層人員                     | 31.1 | -    | -                                  |
| Ordinary employee   | 普通員工                        | 37.1 | -    | -                                  |

Note: The percentage of employees trained = (Employees trained during the Reporting Period/Number of employees at the end of the Reporting Period) x 100%

附註：受訓員工百分比=（本報告期內受訓僱員/於本報告期末僱員人數）x 100%



### Aspect B4: Labour Standards

The Group's Employee Recruitment Policy, Employee Management Manual and Performance Management System are in strict compliance with relevant conventions of International Labour Organization as well as national and local laws and regulations. During the Reporting Period, the Group achieves zero child labor and forced labor.

Child labor and forced labor are strictly prohibited in any form. The Human Resource Department strictly verified the new employees' identities through various compliant methods, such as collection and verification of original identity cards and employment application form. The Employee Manual of the Group clearly states that child labor is strictly not permissible. Relevant departments must also regularly monitor employment-related information and data, to ensure that there is no child labor or forced labor.

Since its establishment, the Group has never recruited any child labor. Nonetheless, the Group still puts the corresponding measures in place to handle the situation properly in the event of child labor practice was uncovered.

- Stop the work of child labor immediately.
- Report the situation to the local labor bureau, get a health examination for the child workers as soon as possible and give priority to treatment until recovery in case of occupational illness. The medical expenses will be borne by the Group.
- Contact the parents or guardians of the child workers and arrange to send them back to their original place of residence, return them to their parents or guardians as soon as possible. The transportation and food expenses during the repatriation will be borne by the Group.
- If the child labor is the main source of income for his/her family, the Group will consider providing financial assistance to the child labor.

### 層面B4：勞工準則

本集團的員工招聘政策、員工管理手冊以及績效管理系統都嚴格按照國際勞工組織的有關公約以及所在國家和地區法律法規執行。於本報告期內，本集團未發現有僱傭童工或強制勞動的情況。

本集團嚴禁以任何形式僱用童工及強制勞動。人力資源部透過收集及核對身份證正本及入職登記表等多種合規方式，嚴格核實新員工身份。本集團的《員工手冊》中已清楚列明嚴禁僱傭童工，有關部門亦會定期檢查僱傭相關資訊及數據，以確保不會出現僱傭童工或強制勞動的情況。

本集團自成立以來從未僱用任何童工，惟本集團仍預先施行相應措施，以便於發現僱用童工的情況下妥善處理。

- 立即停止童工勞動。
- 童工如患職業病，應向當地勞動局報告有關情況，儘快為其進行健康檢查，並優先給予治療以至康復。醫療費用由本集團承擔。
- 聯繫童工的父母或監護人，儘快安排將其送回原居住地，交還其父母或監護人看管。遣返期間的交通及伙食費由本集團承擔。
- 倘童工為其家庭的主要收入來源，本集團將考慮為該童工提供財務援助。



We embrace diversity and equality in our workforce whilst aiming to eliminate any type of discrimination and harassment in the workplace. All of our recruitment and promotion decisions are based on objective criteria, such as business needs, personal qualifications, experience and performance. In addition, discrimination of any kind including on grounds of age, gender, marital status, pregnancy, family status, disability, race, nationality, or religion is avoided under all circumstances. Through adopting employment principles such as equal pay for equal work and providing equal opportunities irrespective of gender, we proactively safeguards the rights of female employees within the Group. Relevant laws and regulations that have a significant impact on the Group's employment practices, including but not limited to the Special Rules on the Labour Protection of Female Employees and the Law on the Protection of Women's Rights and Interests of the PRC, were adhered to during the Reporting Period.

## Our Business

### Aspect B5: Supply Chain Management

The Group understands that effective management of procurement is the most critical part to maintaining quality and safety of product and service. Currently, the Group's suppliers are mainly small- and medium-sized pharmaceutical manufacturers from overseas countries, including Austria, Sweden, Germany, Cyprus and France. In order to streamline the complicated procurement procedures of importing pharmaceutical products from the aforesaid countries, the Group has established the Management Regulation on the Procurement of Imported Products with reference to the regulations of special authorities such as the PRC General Administration of Customs, Entry-Exit Inspection and Quarantine Bureau, China Food and Drug Administration ("CFDA"). Besides, the Group has also formulated standardized procurement documentation for various pharmaceutical products. The Group has set up the complete audit mechanism aimed at all the suppliers to ensure that the quality and safety of the product and service procured are up to the prescribed standard. Each audit process is described below:

- **Acceptance audit:** According to the "Import procurement management system" and "Supplier audit management system", prior to establishing any partnership with suppliers or its sales agents, several factors will be considered by the Group, such as conformance with the national standards, branding, alignment with the Group's strategic objectives, future prospects in the Chinese market and other potential risk associated with the Group's core business and ESG issues.

我們支持僱員隊伍的多元化及平等發展，同時致力於消除工作場所任何類型的歧視及騷擾。我們所有的招聘及晉升決策均依照客觀標準，例如業務需求、個人資質、經驗及績效。此外，在任何情況下均避免任何形式的歧視，包括基於年齡、性別、婚姻狀況、懷孕、家庭狀況、殘疾、種族、國籍或宗教的歧視。我們透過採用同工同酬及不論性別均提供平等機會等僱傭原則，積極保障本集團內女性僱員的權利。於本報告期內，本集團已遵守對其僱傭慣例有重大影響的相關法律及法規，包括但不限於《女職工勞動保護特別規定》及《中華人民共和國婦女權益保障法》。

## 我們的業務

### 層面B5：供應鏈管理

本集團深知採購環節的有效管理是保障各項產品與服務質量與安全的關鍵。目前本集團的主要供應商為海外中小型的製藥企業，供應商來自於奧地利、瑞典、德國、塞浦路斯、法國等國家。為了將上述國家繁複的進口藥品採購程序簡化，本集團根據國家海關總署、出入境檢驗檢疫局、食品藥品監督管理局（「藥監局」）等部門的規章制度，設立了《進口產品採購管理規定》。此外，本集團亦對各種藥品制定了標準的採購文件。本集團建立了針對所有供應商的全過程審核機制，以確保所獲得產品及服務的質量與安全符合規定的標準。各審核流程載述如下：

- **接納審核：**根據《進口採購管理制度》及《供應商審核管理制度》，與供應商或其銷售代理建立任何合作關係前，本集團會考慮是否符合國家標準、品牌、是否符合本集團戰略目標、中國市場未來前景以及與本集團核心業務及環境、社會及管治議題有關的其他潛在風險等多個因素。



- **Process follow-up:** The supplies will be inspected in accordance with the requirements of Materials Management System to ensure the continuous compliant with the Group's standard.
- **Evaluation management:** According to the "Appraisal Measures for Suppliers", the Group organizes regular comprehensive evaluations of suppliers to review and analyse the product quality control, technical competency, delivery performance and capability, product conformance rate, equipment management capability, service levels, etc. Based on the assessment results, the Group will develop a qualified supplier list, identify strategic suppliers, motivate the relevant suppliers to make necessary quality improvements, and establishes a blacklisted supplier list to remove any disqualified and non-compliant suppliers.
- **Change of situation:** In case of major changes in the production conditions, specifications, models, production technology, quality standards, inspection methods and other key factors that may affect the quality of the purchased goods, the supplier shall be re-evaluated and an on-site audit shall be conducted if necessary. "Change Management System" shall serve as the guidance when handling the situation mentioned above.
- **過程跟蹤：**按照《物資管理制度》的要求檢查物資，確保持續符合本集團標準。
- **評估管理：**本集團會按照《供應商考核辦法》定期安排對供應商進行綜合評估，審核及分析產品質量控制、技術能力、交貨表現及能力、產品合格率、設備管理能力、服務水平等方面。根據評估結果，本集團將建立合資格供應商名單，物色戰略供應商，激勵相關供應商作出必要質量改進，並制定供應商黑名單以剔除不合格及不合規供應商。
- **情況變動：**當生產條件、規格、型號、生產工藝、質量標準及檢驗方法等關鍵因素發生重大變化而可能影響所購貨物質量時，本集團會重新評估供應商，必要時將進行現場審核。處理上述情況時，應以《變動管理制度》作為指引。

The Group is committed to jointly building a harmonious partnership and a sustainable business ecosystem, to achieve win-win cooperation through complementary advantages and mutual benefits sharing. The Group builds a good relationship with its suppliers. Suppliers and the Group maintained good working relationship and exchanged information on new market developments and sales data of products in order to better align and adjust the procurement and sales plans accordingly, which in turn will create a sustainable supply chains that are resilient, transparent and fair.

本集團致力攜手構建和諧夥伴關係，打造可持續商業生態圈，透過優勢互補、互利互惠，最終實現合作共贏。本集團一直與供應商建立良好的關係。供應商與本集團保持良好的工作關係，互相提供產品的最新市場發展信息及銷售數據，以便更好地配合及調整採購及銷售計劃，從而建立彈性、透明且公平的可持續供應鏈。

The Group also recognizes the importance of environmental and social risks arising from the supply chain activities, such as political incidents, terrorist attacks, crisis, wars, public emergency events and other events that are difficult to be predicted and prevented. The Group plans to include more ESG risk identification standards in the "Appraisal Measures for Suppliers" and formulate implementation measures to monitor the behaviour of suppliers to address the potential negative environmental and social impacts. In response to these risks, an emergency response team of the Group has prepared various contingency plans and measures in advance to manage some potential but highly disruptive incidents should these incidents occurred.

本集團亦深明供應鏈活動中環境和社會風險的重要性，如政治事變、恐怖襲擊、危機、戰爭、公共緊急事件等難以預測和防範的事件。本集團計劃於《供應商考核辦法》中新增更多環境、社會及管治風險識別標準，並制定實施措施監控供應商的有關行為，以應對潛在負面環境及社會影響。針對這些風險，本集團的應急小組已提前制定各種應急計劃及措施，以便在該等潛在但極具破壞性的事件發生時進行管理。

### Aspect B6: Product Responsibility

As the Group is a member of the pharmaceutical industry and the products are prescription drugs, the product quality is utmost critical and hence the potential risks must be controlled effectively.

To ensure product quality and safety, the Group strictly complies with all national laws and regulations on product safety, which include but not limited to the following:

- Drug Administration Law of the PRC
- Regulations for Implementation of the Drug Administration Law of the PRC
- Good Supply Practice for Pharmaceutical Products
- The Implementation Rules of Good Supply Practice for Pharmaceutical Products

Besides, the Group has a systematic system for managing pharmaceutical product quality which is through active cooperation with the regulators in their inspections. The Group proactively provides internal training on the knowledge of product quality and safety and promotes the policies, systems and concepts of quality management.

#### Post-sales service and Complaint handling

During the Reporting Period, the Group did not recall any product due to product quality issues, nor did it receive any complaints about its products and services. All products are examined by the Institute for Drug Control after their customs clearance, with an examination report of pharmaceutical imports being issued.

The Group published the *Management Regulation on Pharmaceutical Product Return*, which is a statement clarifying the implementation of the voluntary product recall initiative and notifies the downstream distributors how to handle returns and exchanges in an orderly manner. With the aim to collect the records of adverse drug reaction and complaints from the extensive customers base effectively, the Group has launched a dedicated webpage named "Pharmacovigilance" on the company website where the "Adverse drug reaction form" is used to collect the information of patients, drugs used and adverse drug reaction. Upholding the principle of "Sinco Pharma is determined to provide the public with safe, effective and quality-reliable drugs to ensure safe the medication for patients", each feedback and complaint will be taken seriously by the management and duly handled.

### 層面B6：產品責任

由於本集團為醫藥行業的一員，產品亦是處方藥品，產品質量至關重要，因此潛在風險必須得到有效控制。

為確保產品質量及安全，本集團嚴格遵守所有關於產品安全的國家法律法規，包括但不限於：

- 《中華人民共和國藥品管理法》
- 《中華人民共和國藥品管理法實施條例》
- 《藥品經營質量管理規範》
- 《藥品經營質量管理規範實施細則》

除此之外，本集團亦擁有系統化的藥品質量管理制度體系，並積極配合監管部門進行各項檢查。本集團積極向員工提供內部產品質量及安全知識培訓，並宣傳質量管理政策制度及理念。

#### 售後服務及投訴處理

本報告期內，本集團未出現因產品質量問題而召回產品的情況，亦未有收到任何關於產品和服務的投訴。所有產品均在清關後由藥檢所進行藥品檢驗並核發進口藥品檢驗報告書。

本集團發佈《藥品退貨管理規定》，明確主動召回的實施，並告知下游經銷商如何有序處理退換貨。為有效收集廣大客戶的藥品不良反應記錄及投訴情況，本集團於公司網站推出「藥物警戒」專頁，利用其中的「藥品不良反應／事件報告表」收集患者信息、用藥信息及藥品不良反應信息。本集團秉持「興科蓉堅決為公眾提供安全有效、質量可靠的藥品，保障患者用藥安全」的宗旨，各項反饋及投訴都將得到管理層的認真對待及妥善處理。



#### *Protection of intellectual property*

The Group does not engage in any advertisement and promotion of the prescription drugs because advertising of prescription drugs are strictly prohibited according to the national regulations. The product packaging and label were all issued by the National Medical Products Administration (“NMPA”). The Group plans to strengthen and elevate its intellectual property protection mechanism especially on the new product to be launched in the future.

#### *Quality assurance*

In accordance with the national laws and regulations, the Group established a management and supervision system to ensure the quality, health and safety of our product and service. The Group cultivates a quality-centric culture by involving all its employees. We provide high quality products and service, and we aim to improve continuously, and pursue excellence.

In respect of hardware capability, the Group has always been storing pharmaceutical products using advanced technology and facilities. In addition, our product mix has always been attaining excellent quality and safety track record in the import market. The Group has also been cooperating with creditworthy parties of long-term partnership on the provision of warehousing and logistics services. At the same time, the Group built its cold chain storage facility with advanced temperature-control technology and a precise quality control system in Shuangliu District, Chengdu, Sichuan Province, ensuring a robust quality control system is in place for the Group.

The Group has a comprehensive system for quality inspection process, it establishes and strictly executes the policies related to the “Management Regulation on Pharmaceutical Product Procurement”, the “Management Regulation on Pharmaceutical Product Reception” and the “Management Regulation on Pharmaceutical Product Acceptance”, ensuring that all product quality and safety operation programs have been taken place in accordance with the standard procedures.

#### *知識產權保護*

由於國家規定嚴禁處方藥物廣告，故本集團並無從事任何處方藥物廣告及推廣。產品包裝及標籤均由國家藥品監督管理局（「國家藥監局」）簽發。本集團計劃加強及提高知識產權保護機制，尤其是對未來推出的新產品。

#### *質量保證*

根據國家法律法規，本集團建立了管理及監督體系，以確保產品及服務的質量、健康和 safety。本集團打造了以質量為核心、全員參與的企業文化。我們提供優質的產品及服務，旨在持續改善及追求卓越。

在硬件能力上，本集團一向採用先進的技術和設備儲存藥品。此外，我們的產品組合於進口市場上一直保持著優良的質量及安全往績記錄。本集團亦一直選擇信譽良好、有長期合作關係的廠商提供倉儲及物流服務。同時，本集團在四川省成都市雙流區興建的冷鏈倉儲設施擁有先進的控溫技術及精密的質量控制系統，確保本集團擁有強大的質量控制系統。

本集團設有完善的質量檢測系統，亦設立及嚴格執行《藥品採購管理制度》、《藥品收貨管理制度》及《藥品驗收管理制度》等相關政策，確保所有產品質量及安全操作流程以既定的標準進行。

#### Privacy protection and security of information

The Group strictly abides by the rules and regulations regarding privacy protection and information security of the countries/regions where we operate, which include but not limited to the following:

- Administrative Measures on Internet-based Information Services
- Cybersecurity Law of the PRC
- Law of the PRC on the Protection of Rights and Interests of Consumers

In accordance with such laws and regulations, the Group is required to establish a management system to ensure the data security and privacy protection of our customers.

Aiming to ensure that distributors and sales are competent to protect information security, to meet the national and industrial requirements for corporate information security, we have formulated relevant management document such as Distributor Management Measures, Sales Management System and the Code of Conduct on Customer Service to clarify security responsibilities and standardize technical requirements for developing information security system based on national guidelines and standards for information security.

#### Aspect B7: Anti-corruption

During the Reporting Period, there was no case of corruption, extortion, fraud and money laundering occurred within the Group. The Group strictly complied with applicable laws and regulations, which include but not limited to the following:

- Prevention of Bribery Ordinance (Cap. 201 of the Laws of Hong Kong);
- Organized and Serious Crimes Ordinance (Cap. 455 of the Laws of Hong Kong);
- Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Cap. 615 of the Laws of Hong Kong);
- Criminal Law of the PRC (中華人民共和國刑法);
- Anti-Money Laundering Law of the PRC (中華人民共和國反洗錢法);
- Interpretation of the Supreme People's Court and the Supreme People's Procuratorate on Issues Concerning Application of Law in Handling Criminal Cases of Corruption and Bribery.

#### 私隱保護及信息安全

本集團嚴格遵守營運所在國家／地區有關私隱保護及信息安全的規則及法規，包括但不限於：

- 《互聯網信息服務管理辦法》
- 《中華人民共和國網絡安全法》
- 《中華人民共和國消費者權益保護法》

根據該等法律法規，本集團須建立管理制度，以確保客戶的數據安全及私隱保護。

為確保經銷商及銷售的信息安全保護能力，滿足國家及行業對企業信息安全的的要求，我們設立了《經銷商管理辦法》、《銷售管理制度》、《客服工作守則》等有關管理文件，根據國家信息安全指引及標準，明確安全責任及規範開發信息安全系統的技術要求。

#### 層面B7：反貪污

本報告期內，本集團未發生任何貪污、勒索、欺詐及洗黑錢案件。本集團嚴格遵守適用法律法規，包括但不限於：

- 香港法例第201章《防止賄賂條例》；
- 香港法例第455章《有組織及嚴重罪行條例》；
- 香港法例第615章《打擊洗錢及恐怖分子資金籌集條例》；
- 《中華人民共和國刑法》；
- 《中華人民共和國反洗錢法》；
- 《最高人民法院、最高人民檢察院關於辦理貪污賄賂刑事案件適用法律若干問題的解釋》。



The Group has been advocating honesty, integrity and responsibility as its ethical values and opposing any form of corruption, such as bribery, extortion, fraud and money laundering. According to national regulations and the actual industrial condition, the Group formulated its “Anti-corruption and Anti-bribery Management Regulations” and “Staff Code of Conduct against Corruption and Bribery” to set up a comprehensive reporting procedure for reporting non-compliance behaviors and protecting whistleblower. The Group also requires its employees and partners to sign an Anti-corruption and Anti-bribery Letter of Undertaking on a mutually agreed basis. The Group’s Internal Audit Department will also conduct audits on executives in the Sales Department who are leaving the Group. The Group encourages all employees, suppliers and other stakeholders to participate in the anti-corruption and supervision system to provide oversight over the integrity and work diligence of staff. We protect the informants and witnesses, and adhere to the principle of confidentiality in reporting and investigation. Anti-corruption training is incorporated into the Directors and the staff training system to rigorously foster a culture of anti-corruption.

## Our Community

### Aspect B8: Community Investment

The Group is committed to be a responsible global corporate citizen. Community charities and public welfare have always been one of the considerations to stimulate the Group’s business development. The Group is concerned over the business operation impact on each stakeholder, we strive to manage our behaviors to contribute to the communities where our operation takes place. The Group maintains close interaction with the communities by participating in the community activities and ensure that our business development strategy takes into the consideration of our community’s interest and benefits.

In March 2017, the Group established Sinco Charitable Foundation (興科蓉慈善基金) and it continues its operation till 2022. The foundation aims at providing assistance to the impoverished members of the community so that they can receive better medical treatment; improving unhealthy living habit and health conditions of low income patients; enhancing the publicity of health knowledge and changing outdated mindset of getting medical treatment. During the Reporting Period, the Group donated RMB10,000 to the Lei Wan Village Resident Committee in Fang Gao Ping Town of Tuan Feng County for the purpose of assisting their rural development.

本集團的理念以誠實守信、盡職盡責為本，堅決反對任何形式的賄賂、勒索、欺詐及洗黑錢等腐敗行為。根據國家法規和行業實際情況，本集團設立了《反腐敗反賄賂管理制度》及《員工反腐敗反賄賂行為準則》，以設立完善的違規行為舉報方式及保護舉報人。本集團亦要求員工及合作夥伴在雙方同意的情況下簽訂《反腐敗反賄賂承諾書》，本集團的內審部門亦會對即將離開本集團的銷售主管人員進行離任審核。本集團鼓勵全體員工、供應商及其他利益相關人參與反腐敗及監察體系，以監督員工是否誠實守信及勤勉工作。我們會保護舉報人及證人，在舉報和調查工作中堅守保密原則。我們將反腐敗內容納入董事及員工培訓體系，積極促進廉潔文化。

## 我們的社區

### 層面B8：社區投資

本集團致力成為負責任的全球企業公民。社區慈善和公益一直是促進本集團業務發展的考慮因素之一。本集團關注業務運營對各個利益相關人的影響，並致力管理我們的行為，為營運所在社區作出貢獻。本集團通過參與社區活動與社區保持緊密互動，並確保業務發展戰略顧及社區的利益及裨益。

本集團於2017年3月設立了興科蓉慈善基金，並持續經營至2022年。該項基金旨在援助社區的貧困患者，使其獲得更好的醫學治療條件；改善低收入患者的不良生活習慣和健康狀況；加強健康知識宣傳及改善落後的就醫觀念。本報告期內，本集團向團風縣方高坪鎮雷灣村居委會捐款人民幣10,000元以幫助農村發展。

## The guideline to the content

“Comply or explain” Provisions of Environmental, Social and Governance Reporting Guide

## 內容索引

環境、社會及管治報告指引之「不遵守就解釋」條文

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|  | A1.3 | Total hazardous waste produced and intensity  | 所產生有害廢棄物總量及密度   | 11-14                |
|  | A1.4 | Total non-hazardous waste produced and intensity  | 所產生無害廢棄物總量及密度   | 11-14                |
|  | A1.5 | Description of emissions target(s) set and steps taken to achieve them  | 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   | 11-14                |
|  | A1.6 | Description of how hazardous and non-hazardous wastes are handled, and a description of reduction target(s) set and steps taken to achieve them.  | 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。  | 11-14                |



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| 主要範疇、層面、一般披露及關鍵績效指標                                     |      | Description  | 描述  | 頁碼/備註   |
| <i>Aspect A2: Use of Resources</i>                      |      |  |   |   |
| <i>層面A2：資源使用</i>  |      |  |   |   |
| General Disclosure<br>一般披露                              | A2   | Policies on the efficient use of resources, including energy, water and other raw materials  | 有效使用資源(包括能源、水及其他原材料)的政策                     | 14-15   |
| KPI<br>關鍵績效指標   | A2.1 | Direct and/or indirect energy consumption by type in total and intensity   | 按類型劃分的直接及/或間接能源總耗量及密度                       | 14-15   |
|   | A2.2 | Water consumption in total and intensity   | 總耗水量及密度                                     | 14-15   |
|   | A2.3 | Description of energy use efficiency target(s) set and steps taken to achieve them.  | 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。               | 14-15   |
|   | A2.4 | Description of whether there is any issue in sourcing water that is fit for purpose, water efficiency target(s) set and steps taken to achieve them. | 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。 | 14-15   |
|   | A2.5 | Total packaging material used for finished products and with reference to per unit produced.   | 製成品所用包裝材料的總量及每生產單位估量。                       | 15  |
| <i>Aspect A3: The Environment and Natural Resources</i> |      |  |   |   |
| <i>層面A3：環境及天然資源</i>                                     |      |  |   |   |
| General Disclosure<br>一般披露                              | A3   | Policies on minimising the significant impacts on the environment and natural resources.   | 減低對環境及天然資源造成重大影響的政策。                        | The business of the Group does not cause any significant impacts on the environment and natural resources |
| KPI<br>關鍵績效指標   | A3.1 | Description of the significant impacts of activities on the environment and natural resources and the actions taken to manage them.                  | 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。           | 本集團所經營的業務不會對環境及天然資源造成重大影響   |



| Subject Areas, Aspects, General Disclosures and KPIs |    | Description   | 描述  | Pages/Notes<br>頁碼／備註 |
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| 主要範疇、層面、一般披露及關鍵績效指標                                  |    |   |   |                      |
| <i>Aspect A4: Climate Change</i><br>層面A4：氣候變化        |    |   |   |                      |
| General Disclosure<br>一般披露                           | A4 | Policies on identification and mitigation of significant climate-related issues which have impacted, and those which may impact   | 識別及應對已經及可能會產生影響的重大氣候相關事宜的政策   | 15                   |
| <b>B. Social</b><br>B. 社會                            |    |   |   |                      |
| <b>Employment and Labour Practices</b><br>僱傭及勞工常規    |    |   |   |                      |
| <i>Aspect B1: Employment</i><br>層面B1：僱傭              |    |   |   |                      |
| General Disclosure<br>一般披露                           | B1 | Information on:<br><br>(a) the policies; and<br><br>(b) compliance with relevant laws and regulations that have a significant impact on the issuer<br><br>relating to compensation and dismissal, recruitment and promotion, working hours, rest periods, equal opportunity, diversity, anti-discrimination, and other benefits and welfare | 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：<br><br>(a) 政策；及<br><br>(b) 遵守對發行人有重大影響的相關法律及規例<br><br>的資料 | 16-19                |



| Subject Areas, Aspects, General Disclosures and KPIs |      |   |   | Pages/Notes |
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| 主要範疇、層面、一般披露及關鍵績效指標                                  |      | Description   | 描述  | 頁碼／備註       |
| KPI<br>關鍵績效指標  | B1.1 | Total workforce by gender, employment type (for example, full- or part-time), age group and geographical region.  | 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。                    | 16-19       |
|  | B1.2 | Employee turnover rate by gender, age group and geographical region.  | 按性別、年齡組別及地區劃分的僱員流失比率。                               | 16-19       |
| <i>Aspect B2: Health and Safety</i><br>層面B2：健康與安全    |      |   |   |             |
| General Disclosure<br>一般披露                           | B2   | Information on:   | 有關提供安全工作環境及保障僱員避免職業性危害的：                            | 19-21       |
|  |      | (a) the policies; and<br><br>(b) compliance with relevant laws and regulations that have a significant impact on the issuer<br><br>relating to providing a safe working environment and protecting employees from occupational hazards. | (a) 政策；及<br><br>(b) 遵守對發行人有重大影響的相關法律及規例<br><br>的資料。 |             |
| KPI<br>關鍵績效指標  | B2.1 | Number and rate of work-related fatalities occurred in each of the past three years including the reporting year.   | 過去三年(包括匯報年度)每年因工亡故的人數及比率。                           | 19-21       |
|  | B2.2 | Lost days due to work injury  | 因工傷損失工作日數   | 19-21       |
|  | B2.3 | Description of occupational health and safety measures adopted, and how they are implemented and monitored.   | 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。                        | 19-21       |

**Subject Areas, Aspects,  
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 主要範疇、層面、一般披露及  
關鍵績效指標

*Aspect B3: Development and Training*  
 層面B3：發展及培訓

|                            |      | Description   | 描述                            | Pages/Notes<br>頁碼／備註 |
|----------------------------|------|---|-------------------------------|----------------------|
| General Disclosure<br>一般披露 | B3   | Policies on improving employees' knowledge and skills for discharging duties at work. Description of training activities. | 有關提升僱員履行工作職責的知識及技能的政策。描述培訓活動。 | 21-22                |
| KPI<br>關鍵績效指標              | B3.1 | The percentage of employees trained by gender and employee category.  | 按性別及僱員類別劃分的受訓僱員百分比。           | 21-22                |
|                            | B3.2 | The average training hours completed per employee by gender and employee category.  | 按性別及僱員類別劃分，每名僱員完成受訓的平均時數。     | 21-22                |

*Aspect B4: Labour Standards*  
 層面B4：勞工準則

|                            |      |   |  |    |
|----------------------------|------|---|--|----|
| General Disclosure<br>一般披露 | B4   | Information on:<br><br>(a) the policies; and<br><br>(b) compliance with relevant laws and regulations that have a significant impact on the issuer<br><br>relating to preventing child and forced labour. | 有關防止童工或強制勞工的：<br><br>(a) 政策；及<br><br>(b) 遵守對發行人有重大影響的相關法律及規例<br><br>的資料。 | 23 |
| KPI<br>關鍵績效指標              | B4.1 | Description of measures to review employment practices to avoid child and forced labour.  | 描述檢討招聘慣例的措施以避免童工及強制勞工。   | 23 |
|                            | B4.2 | Description of steps taken to eliminate such practices when discovered.   | 描述在發現違規情況時消除有關情況所採取的步驟。  | 23 |



| Subject Areas, Aspects, General Disclosures and KPIs |      | Description   | 描述                                       | Pages/Notes<br>頁碼／備註 |
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| 主要範疇、層面、一般披露及關鍵績效指標                                  |      |   |  |                      |
| <b>Operating Practices</b>                           |      |   |  |                      |
| <b>營運慣例</b>  |      |   |  |                      |
| <i>Aspect B5: Supply Chain Management</i>            |      |   |  |                      |
| <i>層面B5：供應鏈管理</i>                                    |      |   |  |                      |
| General Disclosure<br>一般披露                           | B5   | Policies on managing environmental and social risks of the supply chain.  | 管理供應鏈的環境及社會風險政策。                         | 24-25                |
| KPI<br>關鍵績效指標  | B5.1 | Number of suppliers by geographical region.   | 按地區劃分的供應商數目。                             | 24-25                |
|  | B5.2 | Description of practices relating to engaging suppliers, number of suppliers where the practices are being implemented, and how they are implemented and monitored. | 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。 | 24-25                |
|  | B5.3 | Description of practices used to identify environmental and social risks along the supply chain, and how they are implemented and monitored.                        | 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。    | 24-25                |
|  | B5.4 | Description of practices used to promote environmentally preferable products and services when selecting suppliers, and how they are implemented and monitored.     | 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。     | 24-25                |

**Subject Areas, Aspects,  
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 主要範疇、層面、一般披露及  
關鍵績效指標

*Aspect B6: Product Responsibility*  
 層面B6：產品責任

|                            |      | Description  | 描述   | Pages/Notes<br>頁碼／備註 |
|----------------------------|------|--|--|----------------------|
| General Disclosure<br>一般披露 | B6   | Information on:<br><br>(a) the policies; and<br><br>(b) compliance with relevant laws and regulations that have a significant impact on the issuer<br><br>relating to health and safety, advertising, labelling and privacy matters relating to products and services provided and methods of redress. | 有關所提供產品和服務的健康與安全、廣告、標籤及私隱事宜以及補救方法的：<br><br>(a) 政策；及<br><br>(b) 遵守對發行人有重大影響的相關法律及規例的資料。 | 26-28                |
| KPI<br>關鍵績效指標              | B6.1 | Percentage of total products sold or shipped subject to recalls for safety and health reasons.   | 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。   | 26-28                |
|                            | B6.2 | Number of products and service related complaints received and how they are dealt with.  | 接獲關於產品及服務的投訴數目以及應對方法。  | 26-28                |
|                            | B6.3 | Description of practices relating to observing and protecting intellectual property rights.  | 描述與維護及保障知識產權有關的慣例。   | 26-28                |
|                            | B6.4 | Description of quality assurance process and recall procedures.  | 描述質量檢定過程及產品回收程序。   | 26-28                |
|                            | B6.5 | Description of consumer data protection and privacy policies, and how they are implemented and monitored.  | 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。  | 26-28                |



| Subject Areas, Aspects, General Disclosures and KPIs |      | Description   | 描述  | Pages/Notes<br>頁碼／備註 |
|--|------|---|---|----------------------|
| 主要範疇、層面、一般披露及關鍵績效指標                                  |      |   |   |                      |
| <i>Aspect B7: Anti-corruption</i><br><i>層面B7：反貪污</i> |      |   |   |                      |
| General Disclosure<br>一般披露                           | B7   | Information on:<br><br>(a) the policies; and<br><br>(b) compliance with relevant laws and regulations that have a significant impact on the issuer<br><br>relating to bribery, extortion, fraud and money laundering. | 有關防止賄賂、勒索、欺詐及洗黑錢的：<br><br>(a) 政策；及<br><br>(b) 遵守對發行人有重大影響的相關法律及規例的資料。 | 28-29                |
| KPI<br>關鍵績效指標  | 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.  | 於匯報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。                                   | 28-29                |
|  | B7.2 | Description of preventive measures and whistle-blowing procedures, and how they are implemented and monitored.  | 描述防範措施及舉報程序，以及相關執行及監察方法。  | 28-29                |
|  | B7.3 | Description of anti-corruption training provided to directors and staff.  | 描述向董事及員工提供的反貪污培訓。   | 28-29                |

| Subject Areas, Aspects, General Disclosures and KPIs |      | Description  | 描述                                    | Pages/Notes<br>頁碼／備註 |
|--|------|--|---------------------------------------|----------------------|
| 主要範疇、層面、一般披露及關鍵績效指標                                  |      |  |                                       |                      |
| <b>Community</b>                                     |      |  |                                       |                      |
| <b>社區</b>  |      |  |                                       |                      |
| <i>Aspect B8: Community Investment</i>               |      |  |                                       |                      |
| <i>層面B8：社區投資</i>                                     |      |  |                                       |                      |
| General Disclosure<br>一般披露                           | B8   | 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. | 有關以社區參與來了解營運所在社區需要和確保其業務活動會考慮社區利益的政策。 | 29                   |
| KPI<br>關鍵績效指標  | B8.1 | Focus areas of contribution (e.g. education, environmental concerns, labour needs, health, culture, sport).  | 專注貢獻範疇(如教育、環境事宜、勞工需求、健康、文化、體育)。       | 29                   |
|  | B8.2 | Resources contributed (e.g. money or time) to the focus area.  | 在專注範疇所動用資源(如金錢或時間)。                   | 29                   |



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