



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

2023

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



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BOARD STATEMENT

Shenzhen Heparlink Pharmaceutical Group Co., Ltd. (the “Company” or “Heparlink”) and its subsidiaries (the “Group”, “we”, “our” or “us”) are pleased to issue the fourth Environmental, Social and Governance Report (the “Report”) of the Group, which aims to explain the Group’s policy development and performance in ESG aspects in 2023 (the “Reporting Year”, “Reporting Period” or “Year”) 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 Heparlink understands the importance of sustainability risk management, and strives to meet the expectations of stakeholders through communication and cooperation with stakeholders. The Group is always committed to performing its social responsibilities and the Board will give full support to and take responsibility for the implementation of issues related to sustainability.

The Board is responsible for formulating the ESG strategies and reporting of the Group, as well as monitoring and managing ESG-related risks. The Board understands that risk management is the key to the sustainability of the Company. To facilitate a unified corporate risk management of the Group, we have established a risk management and internal control system. The Board reviews the effectiveness of the system through the Audit Committee every year and encompasses major control measures, including controls on finance, operation and compliance. In addition, the Group also engages external independent professionals to assist in identifying and assessing the ESG-related risks and opportunities of the Group through interviews. The Board believes that the current internal control and risk management system is effective and sufficient.

The Group has always attached great importance to the communication and interaction with stakeholders. During the Reporting Period, the Group conducted a questionnaire survey on ESG stakeholder engagement. The Group hopes to assist the Board and the management in evaluating the current ESG performance through questionnaire surveys, and compare the gap between the stakeholders’ expectations on the Group’s ESG performance and the current situation of the Group, while comparing with market standards and expectations. This will help the Group to optimise its future sustainability and environmental policies, so as to meet the needs of stakeholders.

In recent years, all sectors of society, including consumers, investors and business partners, have paid more and more attention to corporate social responsibility, and sustainable development has become an increasingly important social issue. As a responsible enterprise, the Group has been paying continuous attention to the social responsibility performance within the enterprise and related supply chains. While pursuing innovation and providing high-quality products and services, we also endeavour to make contribution to the sustainable development of the community. During the Reporting Period, we actively implemented existing environmental and social policies and measures to fulfil our corporate responsibility to the environment

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」)欣然發佈本集團第四份環境、社會及管治報告(「本報告」)，旨在闡述本集團於二零二三年(「本報告年」、「本報告期」或「年」)在履行環境與社會責任方面的制度建設和績效表現，以回應持份者對於本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」)理解可持續發展風險管理的重要性，並透過與持份者溝通合作，致力達成各持份者的期望。本集團從不間斷地實踐社會責任，董事會將予以全力支持，亦肩負切實執行可持續發展相關事宜的責任。

本集團的董事會負責制定和報告有關環境、社會和管治策略，並監察和管理相關風險。董事會深知風險管理對企業的可持續發展至關重要。為了確保企業內統一的風險管理，本集團已建立了風險管理和內部監控系統。董事會每年透過審計委員會審查系統的執行效果和涵蓋重大監控措施，包括財務、運營和合規控制。此外，本集團也委託外部獨立專業人士通過訪談幫助識別和評估本集團的環境、社會及管治相關風險及機遇。目前，本集團的內部監控和風險管理系統是有效和充分的。

本集團一直非常重視與持份者的溝通和互動，在報告期內進行了ESG持份者參與的問卷調查。本集團希望透過問卷調查，協助董事會和管理層評估目前的ESG表現，並比較利益相關者對本集團在ESG表現方面的期望與本集團目前現狀之間的差距，同時與市場標準和期望進行對比。這將有助於本集團優化未來的可持續發展及環境政策，以滿足持份者的需求。

近年來，社會各界包括消費者、投資者及商業夥伴均日益增加對企業社會責任的關注，可持續發展已成為越趨重視的社會問題。本集團作為負責任的企業，一直持續關注企業內部及相關供應鏈的社會責任表現。在追求創新及提供優質產品服務的同時，亦竭力為社區可持續發展作出貢獻。在報告期內，我們積極實施現有的環境和社會政策和措施，以履行企業對環境和社會的責任。在僱傭方

and society. In terms of employment, the Group attaches great importance to the health and safety of employees, and invites third party occupational health assessment units to conduct safety assessments on the current status of occupational hazards, so as to actively protect the well-being and safety of employees. In addition, the development and training of employees are crucial to the development of the Group. We have a comprehensive online learning platform in place to inform employees to participate in learning and training in a timely manner, so as to continuously improve their competitiveness. In terms of environment, the Group strictly complies with the relevant policies and measures formulated, aiming to improve the efficiency of resource utilisation, reduce emissions, and expects to reduce the impact on the surrounding environment of the place where it operates.

As an established multinational pharmaceutical company in the pharmaceutical industry for 26 years, the Group has been fully supporting the sustainable development of education and research and development in the biopharmaceutical industry in Shenzhen, and is committed to business development and community care. During the Year, as the global pandemic gradually subsided, Hepalink seized the opportunity to re-invest resources in community development, including cooperating with Guangdong Pharmaceutical University and inviting teachers and students to visit Hepalink for exchanges. Through supporting the biopharmaceutical industry competition organised by the local government, the Group's unremitting efforts in making contribution to the community have also been recognised by the society.

In the past year, we have experienced a year with severe external environmental impact. The complicated direction after the end of the global public health event, the reshaping of the global heparin supply chain structure, and the changes in the macroeconomic and market environment have brought great uncertainties, which have profoundly affected the future choices and development of Hepalink. Against tremendous uncertainties, we still maintain a positive attitude towards seeking progress while maintaining stability, further emphasizing our resilience and flexibility, and better dealing with changes in the external environment through rolling adjustments so that the Group can iterate and make breakthroughs in changes. Hepalink is ready to pursue quality sustainable development of the Group with sustainable production, sales and management conditions. Looking forward, we will continue to achieve stable growth in our performance and rise up to the ever-changing environment to expand steadily and utilize the resources properly. The Board will also regularly review ESG-related policies, oversee ESG-related risks and opportunities and continuously improve the performance of corporate governance, environmental protection and social responsibility. We are fully confident in the prospect of our future. This report has been reviewed and approved by the Board in March 2024.

面，本集團非常重視員工的健康和安全，邀請第三方職業健康評估單位進行職業危害現狀安全評估，積極保障員工的福祉和安全。此外，員工的發展和培訓對本集團的發展至關重要，我們設有完善的線上學習平台，適時通知員工參與學習和培訓，持續提升競爭力。在環境方面，本集團嚴格遵守已制定的相關政策和措施，旨在提高資源利用效率，減少排放物，並期望減少對營運所在地周邊環境的影響。

作為一家深耕醫藥行業逾二十六載的跨國藥企，本集團一直全力支持深圳市在生物醫藥產業教育及研發的持續發展，致力於業務發展同時關懷社區。年內全球疫情逐漸消退，海普瑞把握時機重新在社區發展投入資源，包括與廣東藥科大學合作，邀請師生到海普瑞參觀交流；支持當地政府舉辦的生物醫藥行業賽，本集團對社區貢獻的努力不懈亦獲得社會認可。

過去這一年，我們經歷了外部環境衝擊較為劇烈的一年，全球公共衛生事件結束後的複雜走向、全球肝素供應鏈結構的重塑、宏觀經濟和市場環境的變化，種種方面帶來的巨大不確定性，深刻地影響著海普瑞未來的選擇和發展。面對巨大的不確定性，我們仍然保持穩中求進的積極態度，進一步強調企業自身的韌性及靈活性，通過滾動式調整，以此更好地應對外部環境的變化，在變化中疊代與突破。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，可推進本集團高質量可持續發展。展望未來，我們會堅持實現業績的穩健增長，並在各地區反覆多變的市場環境中迎難而上，繼續穩步擴展，妥善管理資源。董事會亦將定期審視環境、社會及管治相關政策，監督環境、社會及管治相關風險及機遇，持續提升企業管治、環境保護與社會責任方面的表現。我們對未來前景充滿信心。本報告已於二零二四年三月獲董事會確認及批准。

ABOUT HEPALINK

關於海普瑞



Our Mission 我們的使命

Be responsible for the health of the patients, explore, develop and provide drugs and medical services that are safe, effective and of high quality, to safeguard their health 以患者之需為己任，探索、開發並提供高質量的安全有效藥物和服務，護佑健康



Our Vision 我們的願景

Become a world leading innovation-driven international pharmaceutical company
成為全球領先的創新型
跨國製藥企業



Our Values 我們的價值觀

Scientific Thinking,
Superb Performance,
Being Innovative, Diversification
科學實證、高效卓越、
創新進取、多元融合

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 businesses include the manufacture and sales of pharmaceutical products, development of Contract Development and Manufacturing Organisation (CDMO) services and innovative drugs. Our sales of pharmaceutical products consist of (i) finished dose pharmaceutical products, which mainly include enoxaparin sodium injection; (ii) active pharmaceutical ingredient ("API") products, which mainly include heparin sodium API and enoxaparin sodium API; and (iii) other products, which mainly include pancreatin API. We operate a CDMO business providing research and development ("R&D"), manufacturing, quality management and programme management services, through our wholly-owned subsidiaries Cytovance Biologics, Inc. ("Cytovance"), which specializes in the development and manufacture of recombinant pharmaceutical products and critical non-viral vectors and intermediates for gene therapy, and SPL Acquisition Corp. ("SPL"), which provides services in the development and manufacture of naturally derived pharmaceutical products. In addition, the Group has obtained exclusive development and commercial rights in Greater China for certain clinical stage innovative drug candidates.

海普瑞於一九九八年在中國深圳成立，是一家全球製藥公司，「以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。此外，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。

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 is prepared pursuant to all mandatory and the “comply or explain” provisions set out in the Environmental, Social and Governance Reporting Guide (the “ESG Reporting Guide”).

SCOPE OF THE REPORT

The Group is a leading global pharmaceutical company with pharmaceutical, CDMO businesses and innovative biotech 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 2023 and ended on 31 December 2023, same as the reporting period of our 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 statistical reports obtained, relevant documents and internal communication documents of the Company for 2023. 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 Environmental, Social and Governance Reporting Guide of the Hong Kong Stock Exchange. 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.

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.

關於本報告

本報告披露了本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)載列的強制性及不遵守就解釋級別的條文要求編製。

匯報範圍

本集團是領先的全球製藥公司，在製藥領域、CDMO領域及創新生物科技領域擁有全球業務。本報告內容涵蓋對本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。報告期為二零二三年一月一日至二零二三年十二月三十一日，與年報的財政期間相同。

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二零二三年度公司統計報告、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「香港聯交所環境、社會及管治報告指引」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。

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 conduct 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 and the relationships 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).

The communication methods between the Group and stakeholders as below:

持份者參與及重要性評估

本集團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溝通及關係。本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。

本集團與持份者的溝通方式如下：

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, emails, investor relations hotline and investor mailbox and announcements. 通過定期投資者會議、股東週年大會、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。

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

在報告期內，為更了解持份者在環境、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重要性評估，其中包括：管理層、外部及內部持份者問卷調查。

Three steps we take to prepare the materiality assessment:

我們採取三個步驟以準備重要性評估：

Step 1 第一步

Identify Material Issues 識別重要議題

With reference to the "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 overseen different ESG risks and opportunities, which could support the evaluations of whether significant ESG risks and opportunities receive appropriate attention, and have identified twenty-two material issues of sustainable development, which was based on various dimensions. The issues we identified cover four main areas including the environmental protection, employment and labour practices, business practices and community investment.

參考《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，不同維度出發，監督不同的環境、社會及管治風險及機遇，以支持評估重大環境、社會及管治風險及機遇是否獲得適當關注，並識別了二十二個重大議題，涵蓋環境保護、僱傭及勞工慣例、經營慣例及社區投資等四大範疇。

Step 2 第二步

Collect Stakeholders' Opinions 收集持份者意見

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 第三步

Determine Material Issues 釐定重要議題

The materiality of each issue is determined by two factors: its impact on the Group's business and its impact on stakeholders. We have drawn the materiality matrix based on the results of evaluation. Out of the twenty-two issues, eight were identified as high importance material issues and would be prioritised when handling and reporting. The remaining thirteen issues of medium importance and one issue of low importance will also be disclosed in this Report.

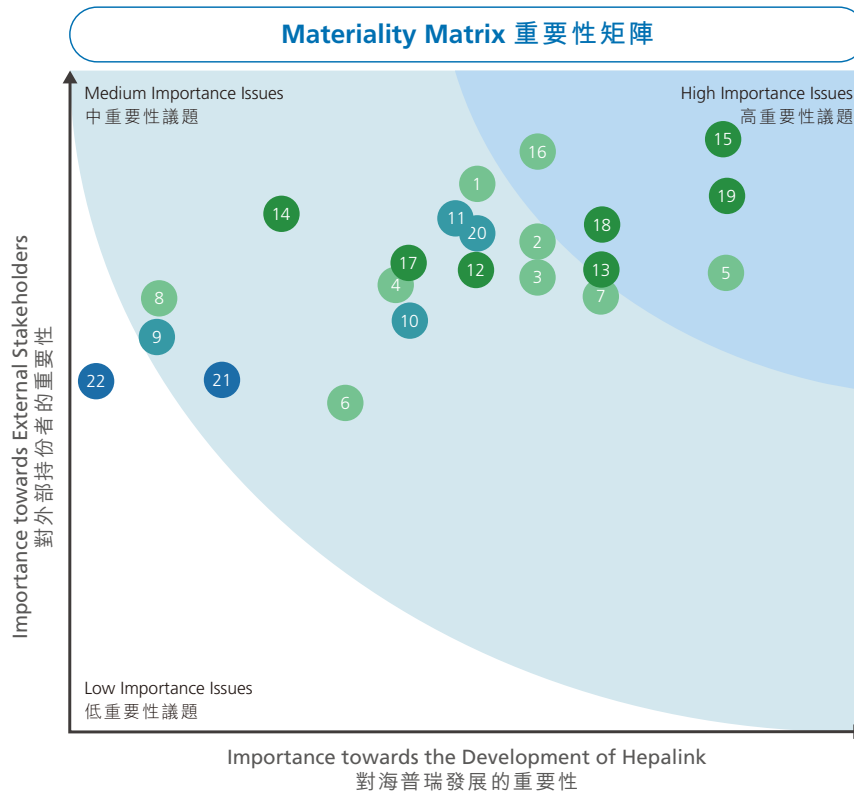
每項議題的重要性由其對本集團業務的影響及對持份者的影響兩項因素決定。我們基於評估結果繪製重要性矩陣。二十二項議題當中的八項被定為高重要性議題並予以優先處理及報告。另外十三項議題中度重要議題和一項低重要性議題亦會於本報中進行披露。

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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.

問卷調查邀請內部及外部持份者對環境保護、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，了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 twenty-two 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，本集團在二十二項相關議題中，按其重要性程度降序排列如下：

High Importance Issues

高重要性議題

15. Quality control of production materials
生產材料的質量控制
19. Protection of interests of customers and business partners
保障客戶及業務合作夥伴的利益
16. Health and safety of customer
客戶的健康與安全
18. Customer complaint handling and response mechanism
客戶投訴處理及應對機制
5. Water saving
節約用水
13. Labour standards
勞工準則
7. Managing the impact of the operations on environment and natural resources
管理營運對環境及天然資源造成的影響
2. Wastewater discharge management
廢水排放管理

Medium Importance Issues

中重要性議題

3. Waste control
廢棄物管理
1. Air pollutant/greenhouse gas emissions management
空氣污染物／溫室氣體排放管理
11. Occupational safety and health
職業安全及健康
20. Prevention of bribery, extortion, fraud and money laundering
防止賄賂、勒索、欺詐及洗黑錢
12. Staff training and development
僱員培訓與發展
17. Product recall system
產品回收制度
4. Energy saving
節約能源
10. Employment Environment of anti-discrimination, equality and diversity
反歧視、平等和多元化僱傭環境
14. Environmental and social risks in the supply chain
供應鏈的環境及社會風險
6. Efficiency of other resources
其他資源的使用效益
8. Enhancement of adaptation and resilience to climate change
強化氣候適應力與韌性
9. Employment practices
僱傭制度
21. Community needs and interests
社區需要和利益

Low Importance Issues

低重要性議題

22. Community investment
社區投資

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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.

A. ENVIRONMENTAL

1. OBJECTIVES AND DIRECTIONS OF ENVIRONMENTAL PROTECTION

The Group is committed to performing its social responsibility as a corporate citizen and implements environmental protection measures in a proactive manner to promote sustainability. The Group integrates the concept of environmental protection into its daily operations in a proactive manner, formulates a number of environmental management policies and measures to prevent and reduce environmental pollution and energy consumption. We set up the following objectives in order to mitigate the impacts of our operations on the environment.

Environmental objectives 環境目標	Directional description 方向性的陳述	Measures taken during the Year 本年度所採取的措施
Energy efficiency 能源使用效益	Equipment that reduces energy consumption 減少能耗的設備	<ul style="list-style-type: none"> • Turned off unnecessary lighting in common areas (such as reception areas, corridors, elevator halls, etc.) during non-office hours 在非辦公時間，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 • Turned off the air conditioning device when leaving meeting room, office and after normal office hours 在離開會議室、辦公室及非辦公時間，關掉空調裝置 • Turned off office equipment such as computers, printers, etc. during non-office hours to reduce power consumption 在非辦公時間時，關閉電腦、印表機等辦公設備，以減少耗電量 • Set up environmental protection bulletin and publicity boards with regular updates to remind employees to save resources 設置環保公示與宣傳欄，內容定期更新，提醒員工節約資源

就評估所識別出的重要性議題，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，本集團將繼續致力建立多元化、透明、誠信及準確的溝通渠道，為本集團的環境、社會及管治策略提供重要依據。

A. 環境

1. 環境保護的目標方向

本集團堅持履行企業公民的社會責任，積極實踐環保措施，以推動可持續發展。本集團積極將環保理念融入到日常營運，制訂了多項環境管理政策及措施，以避免及減少環境污染和能源消耗；並制定下列目標以減低營運時對環境所造成的影響。

Environmental objectives 環境目標	Directional description 方向性的陳述	Measures taken during the Year 本年度所採取的措施
	<p>More energy-saving equipment used 新增節能設備</p>	<ul style="list-style-type: none"> Adopted environmentally friendly equipment, such as air-conditioning equipment with variable frequency drives and refrigerants which can reduce the damages to the ozone layer 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 Purchased office equipment with energy saving labels, such as photocopiers and printers 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 Used 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
<p>Reduction of exhaust emissions 減少廢氣排放</p>	<p>Adoption of energy saving measures and renewable energy to reduce the greenhouse gas emissions in energy indirect category (Scope 2) generated by purchased electricity 採用節能措施及可再生能源，從而減少外購電力所產生的能源間接類別(範圍二)的溫室氣體排放量</p> <hr/> <p>Reduction of direct category (Scope 1) greenhouse gas emissions from production, operation and transportation 減低因生產、運營、交通運輸引致的直接類別(範圍一)的溫室氣體排放量</p>	<ul style="list-style-type: none"> Used the above-mentioned equipment that reduces energy consumption (lights, air conditioners, computers), to reduce the greenhouse gases indirectly produced by electricity consumption 透過上述減少能耗的設備(電燈、空調、電腦等)，因而減少耗電所間接地產生的溫室氣體 Factories in Shenzhen piloted the replacement of some low-nitrogen burners of steam boilers with ultra-low-nitrogen burners to reduce exhaust gas emissions 深圳工廠試行將部分蒸汽鍋爐低氮燃燒機更換為超低氮燃燒機，減少廢氣排放 Provided an online office platform, and encouraged employees to use video and telephone conferencing systems to communicate in daily office scenarios to improve work efficiency and reduce greenhouse gas generated by business travel and related transportation 提供線上辦公平台，並鼓勵員工在日常辦公場景多使用視頻及電話會議系統溝通，提高工作效率的同時減少商旅出差及其相關交通運輸產生的溫室氣體 Formulated the regional procurement policy, and local suppliers shall be selected in first priority, to reduce greenhouse gas emissions resulted from additional transportation 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溫室氣體的排放

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Environmental objectives 環境目標	Directional description 方向性的陳述	Measures taken during the Year 本年度所採取的措施
Reduction of waste 減少廢棄物	Use of recyclable products, recycled materials or materials from waste 使用可循環再用的產品、再造物料或廢品中的物料	<ul style="list-style-type: none"> Over 90% of the laser toner cartridges used by the Group were recyclable 本集團使用的鐳射打印碳粉盒，逾90%均為可循環再用種類 Used environmentally friendly stationeries, such as recycled pencils and correction fluids, and furniture made of shredded woods 使用環保文具，如再造鉛筆、塗改液及以碎木製造的傢具
Reduction of waste paper 減少紙質廢棄物	Reduction of waste paper 減少紙質廢棄物	<ul style="list-style-type: none"> Enhanced electronic operations and file management to reduce paper consumption 加強電子化的營運及檔案管理，減少紙張的用量 Sent internal documents and letters with recycled envelopes and temporary folders 循環使用信封和暫用檔案夾，發送內部文件及書信 Used both sides of the paper for printing and photocopying, and use the blank side of the paper for drafting, printing and receiving faxes 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

Environmental objectives 環境目標	Directional description 方向性的陳述	Measures taken during the Year 本年度所採取的措施
Water efficiency 用水效益	Mitigating leakage of water equipment 減低用水設備滲漏	<ul style="list-style-type: none"> Carried 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 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
	Reducing water consumption 減少水耗量	<ul style="list-style-type: none"> Adopted steam condensate reuse technology to reduce energy consumption and tap water consumption 採用蒸汽冷凝水回用技術，既減低能耗，又減少自來水的用量 Replaced single chemical water treatment with cooling water tower circulating water treatment technology to save water 利用冷卻水塔循環水處理技術，取代單一化學水處理，達至節省用水 Regularly monitored and analysed the monthly water consumption to formulate more effective water-saving plans and measures 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 Proactively promoted 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 積極向員工推行節約用水的概念，於適當地地方貼上「節約用水」標語，提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

2. 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. We strictly abide by the requirements of relevant laws and regulations, including the Environmental Protection Law of the People's Republic of China, the Law of the People's Republic of China on Prevention and Control of Water Pollution, the Atmospheric Pollution Prevention and Control Law of the People's Republic of China, the Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste, Soil Pollution Prevention and Control Law of the People's Republic of China, Environmental Impact Assessment Law of the People's Republic of China and the Regulation on the Administration of Pollutant Discharge Licensing. To implement the relevant measures more specifically, the Group has formulated the "Environmental Management Regulations" to describe 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 organisations 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. During the Reporting Period, there were no violations of such laws and regulations by the Group which resulted in fines or prosecutions.

2. 排放物

本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。我們嚴格遵守《中華人民共和國環境保護法》、《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》、《中華人民共和國土壤污染防治法》、《中華人民共和國環境影響評估法》、以及《排污許可管理條例》等相關法律法規的有關規定。為更具體落實相關措施，本集團已制定《環保管理規範》，闡述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可持續運行。

本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，報告期內並未有違規的情況。

AIR POLLUTANT

In accordance with the requirements of relevant laws, regulations and rules such as the Environmental Protection Law of the People's Republic of China, the Atmospheric Pollution Prevention and Control Law of the People's Republic of China, the Meteorology Law of the People's Republic of China, the Emergency Response Law of the People's Republic of China, the Interim Measures for the Administration of Emergency Response Plans for Environmental Incidents (《突發環境事件緊急應變計劃管理暫行辦法》), and the Measures of Guangdong Province on Prevention and Control of Air Pollution (《廣東省大氣污染防治條例》), the Group has established management systems and processes such as the Response Plan for Strengthening Emission Reduction of Atmospheric Pollution (《大氣污染強化減排應對方案》) to improve the emergency protection system for active control, orderly command, rapid response and effective prevention of serious pollution weather. Moreover, 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".

At the factory of Techdow in Nanshan, we have adopted various measures to treat the organic exhaust gas in the production process, so as to reduce the impact on the surrounding environment. The exhaust gas generated by the factory is directed to the top of the workshop building for collection, and is discharged after the treatment of two-stage water spray, UV equipment and activated carbon adsorption device. Furthermore, the boiler uses natural gas as fuel, and is equipped with low-nitrogen burners, and the exhaust gas is discharged through a exhaust funnel which complies with regulations. In addition, the exhaust gas generated by the backup generator is discharged after meeting standards through water spray treatment. The odour of the wastewater treatment station is treated by water spray and UV equipment before discharge. In recent years, some low-nitrogen burners of steam boilers have been replaced by ultra-low-nitrogen burners in the factory of Techdow in Nanshan to further reduce emissions of nitrogen oxide.

空氣污染物

根據《中華人民共和國環境保護法》、《中華人民共和國大氣污染防治法》、《中華人民共和國氣象法》、《中華人民共和國突發事件應對法》、《突發環境事件緊急應變計劃管理暫行辦法》、《廣東省大氣污染防治條例》等有關法律、法規及規範的要求，本集團建立了《大氣污染強化減排應對方案》等管理體系流程，完善主動預防、指揮有序、反應迅速、防範有力的重污染天氣應急保障體系。再者，本集團亦嚴格要求廠區內嚴禁擅自拆除或者閑置防治廢氣污染的設施，同時我們亦要求所有生產過程中產生廢氣的部門，嚴格按照本集團制定的《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，如發現任何問題及時解決，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。

在天道南山工廠，我們採取了多種措施來處理製程有機廢氣，減低對周邊環境的影響。工廠所產生的廢氣會被引導至車間大樓頂部進行收集，經過兩級水噴淋、紫外線UV設備和活性炭吸附裝置處理後進行排放。再者，鍋爐使用天然氣作為燃料，並配置了低氮燃燒器，廢氣通過合規的排氣筒排放。此外，備用發電機的廢氣經過水噴淋處理後達標排放。廢水處理站的惡臭經過水噴淋和紫外線UV設備處理後進行排放。近年來，天道南山工廠將部分蒸汽鍋爐的低氮燃燒器更換為超低氮燃燒器，進一步降低氮氧化物排放量。

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In order to ensure the air pollution emissions from the factories are not exceeding the relevant requirements set out in laws and regulations, the Group strictly monitors the exhaust gas emissions generated by the equipment and in the production processes in accordance with national standards such as the "Boiler Air Pollutant Discharge Standards" and "Emission Control Standard of Volatile Organic Compounds for Industrial Enterprises", as well as engages external agency to conduct examination of emission index. In addition, we regularly collect samples from the exhaust gas outlets to detect the concentration of exhaust gas emission factors to evaluate the effectiveness of emission reduction and strengthen the maintenance and management of exhaust gas facilities.

The Group's air pollution emissions as below:

Pollutants 污染物	Unit 單位	Emissions in 2022 二零二二年排放量	Emissions in 2023 二零二三年排放量
Nitrogen Oxides (NO _x) 氮氧化物(NO _x)	kg 千克	11,433.2	9,086.0
Sulphur Dioxide (SO _x) 硫氧化物(SO _x)	kg 千克	12.3	10.8
Particulate Matter (PM) 顆粒物(PM)	kg 千克	775.5	669.3

為確保工廠的空氣污染物排放量不超出相關的法律法規規定，本集團根據《鍋爐大氣污染物排放標準》及《工業企業揮發性有機物排放控制標準》等國家標準，嚴格控制設備及工藝過程中產生的廢氣排放，並定期委託第三方機構進行排放量指標檢測。此外，我們會定期對廢氣排放口進行採樣，偵測廢氣排放因子的濃度，以評估減排成效，並加強廢氣設施的維護與管理。

本集團的空氣污染物排放量數據如下：

GREENHOUSE GAS

The Group has been paying attention to climate change issues and 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, and the Hong Kong Road Traffic Offenses (for automobile exhaust emissions). To effectively identify the sources of carbon emissions, we identified the operational activities resulting in emissions of greenhouse gases (Scope 1) and (Scope 2) according to the definition of direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions in Appendix 2: Reporting Guidance on Environmental KPIs issued by the The Stock Exchange of Hong Kong Limited ("Hong Kong Stock Exchange"). Please refer to the notes to the table below for details.

溫室氣體

本集團一直關注氣候變化議題，嚴格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》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。為有效識別碳排放源，我們根據香港聯合交易所有限公司（「香港聯交所」）發佈的附錄二：環境關鍵績效指標匯報指引，對直接（範圍一）及能源間接（範圍二）溫室氣體排放的定義，識別哪些營運活動導致溫室氣體（範圍一）及（範圍二）的排放，詳情可參閱下表附註。

The Group's greenhouse gas emissions as below:

本集團的溫室氣體的排放量如下：

Scope 範圍	Unit 單位	Emissions in 2022 二零二二年排放量	Emissions in 2023 二零二三年排放量
Total GHG Emissions (Scope 1 and Scope 2) 總溫室氣體排放量 (範圍一及範圍二)	tonnes of carbon dioxide equivalent 公噸二氧化碳當量	58,349.4	55,874.2
Direct Emissions (Scope 1) 直接排放(範圍一)	tonnes of carbon dioxide equivalent 公噸二氧化碳當量	24,355.2	24,672.9
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	33,994.2	31,201.2
Intensity of GHG Emissions (By the number of million revenue) 總溫室氣體排放量密度 (按百萬元營收數目計)	tonnes of carbon dioxide equivalent/million revenue 公噸二氧化碳當量／百萬元營收	8.2	10.3

Notes:

- The calculations were based on the Reporting Guidance on Environmental KPIs issued by the Hong Kong Stock Exchange, 2006 IPCC Guidelines for National Greenhouse Gas Inventories, IPCC Sixth Assessment Report, Greenhouse Gas Emission Accounting Method for Chinese Enterprises Reporting Guidelines for Power Generation Facilities (2022 Revised Version), U.S. Environmental Protection Agency Grid Database;
- Scope 1 includes stationary combustion emissions from diesel, liquefied petroleum gas and natural gas, direct combustion emissions from mobile sources of diesel and unleaded gasoline, and fugitive emissions from refrigeration equipment;
- Scope 2 includes indirect energy emissions from purchased electricity; and
- During the Reporting Year, the total greenhouse gas emission intensity was changed from tonnes of carbon dioxide equivalent/production line to tonnes of carbon dioxide equivalent/million revenue to improve data comparability and consistency.

附註：

- 計算乃基於香港聯交所所發佈的《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第六次評估報告》、《中國企業溫室氣體排放核算方法寫報告指南發電設施(二零二二年修訂版)》、《美國環境保護署電網數據庫》；
- 範圍一包括柴油、液化石油氣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；
- 範圍二包括源自外購電力的能源間接排放；以及
- 總溫室氣體排放量密度於本報告年由公噸二氧化碳當量／生產線轉為公噸二氧化碳當量／百萬元營收，以提高數據的可比性和一致性。

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We will review the carbon emissions of our factories every year, prepare an annual quantitative greenhouse gas report, and submit it to a third party designated by the competent environmental protection authority for review, so as to evaluate the effectiveness of carbon reduction. The Group will continue to monitor the emission performance and strive to mitigate the impact on climate change.

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

- Provided an online office platform, and encouraged employees to use video and telephone conferencing systems to communicate in daily office scenarios to improve work efficiency and reduce greenhouse gas generated by business travel and 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
- Adopted energy-saving and environmentally friendly equipment, such as energy-saving lamps, 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

我們會每年度對工廠碳排放進行核查，並編製年度溫室氣體量化報告，提交環保主管機關指定的第三方進行複查，以評估減碳成效。本集團會持續監察排放量表現，並致力減緩對氣候變化的影響。

針對減少產生排放物，本集團採納及實踐一系列的措施：

- 提供線上辦公平台，並鼓勵員工在日常辦公場景多使用視頻及電話會議系統溝通，提高工作效率的同時，減少商旅出差及其相關交通運輸產生的溫室氣體
- 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
- 優先選用較節能環保的設備，例如：使用節能燈、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

WASTEWATER

In terms of wastewater discharge management, the Group has compiled the "Sewage Treatment Operation Regulations" in accordance with the Law on Prevention and Control of Water Pollution of the PRC, and requires the sewage treatment operators of the Engineering Operation Department to strictly follow the operation. The "Sewage Treatment Operation Regulations" covers wastewater process flow, wastewater treatment procedures, and the operating procedures of the exhaust gas purification treatment system of wastewater. The sewage generated during the production process is treated at our self-built sewage treatment station to ensure that the relevant standards are met and then discharged into the sewage treatment plant through the municipal sewage pipe network. In terms of monitoring, we have installed an online monitoring system for pollution factors at the discharge outlets of the sewage treatment station, and collect water samples every hour for testing. In addition, we have signed regular testing agreements with qualified units certified by CMA to collect samples and test the pollution factors in the drainage on a quarterly basis. The online sewage discharge monitoring system is maintained by a third party qualified unit to ensure the stable operation of equipment in the online monitoring system. Meanwhile, a third party qualified unit was engaged to conduct a data comparison on a quarterly basis, so as to confirm the accuracy and stability of online monitoring data. The above online data will be uploaded to the government's smart environmental protection platform for supervising environmental protection, so that the environmental supervision department can monitor the data and ensure that the sewage discharged meets the discharge standards of the law.

WASTE

The Group attaches great importance to the management of solid waste. To ensure that the management and disposal of solid waste generated during the production and operation of operating plants comply with laws and regulations, the Group has formulated the Environmental Management Regulations and the Solid Waste Management Regulations to regulate the management of the generation, storage, transfer and disposal of solid waste in the production process. In accordance with the requirements of the Law of the People's Republic of China on the Prevention and Control of Environmental Pollution by Solid Waste, solid waste is entrusted to qualified units that are registered with the environmental supervision department of the government for harmless treatment, and relevant disposal agreements are signed.

污水

在污水排放管理方面，本集團已根據《中華人民共和國水污染防治法》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規程進行操作。《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。生產過程中產生的污水會經由我們自建的污水處理站進行處理，確保達到相關標準後再通過市政污水管網排入污水處理廠。在監察方面，我們在污水處理站的排放口安裝了污染因子線上監測系統，每一小時採集水樣本進行檢測。此外，我們與獲得CMA認證的合格單位簽訂了定期檢測協議，每季對排水中的污染因子進行採樣檢測。而污水排放線上監測系統委託第三方有資質單位進行維護，確保線上監測系統設備穩定運行。同時，另請了第三方有資質單位每季做一次資料比對，確認線上監測資料準確穩定性。上述線上數據會上傳至政府環保監管智慧環保平台，以便環保監管部門監測數據，並確保所排放的污水符合法例的排放標準。

廢棄物

本集團十分重視固體廢物方面的管理，為確保營運工廠生產營運過程中產生的固體廢棄物管理及處置合法合規，本集團已製定《環保管理規範》《固體廢棄物管理規範》，規範生產過程中固體廢棄物的產生、儲存、轉移、處置等環節的管理。固體廢棄物依照《中華人民共和國固體廢棄物污染環境防治法》要求，委託給有資格的並在政府環保監管部門備案過的單位進行無害化處理，並簽訂了相關處置協議。

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The non-hazardous solid waste generated in the production and operation of the Group mainly includes centrifugal impurities and waste philtre film generated in the production process; waste philtre film and activated carbon generated in the pure water extraction process; and general reagents, product packaging and retired equipment and facilities, and others. Hazardous waste includes expired waste reagents and waste organic solvents, waste chemical reagent packaging; waste activated carbon generated by exhaust gas purification towers, UV light tubes and waste nitric acid produced by passivation of pipes; and chromium-containing waste acid liquid generated after cleaning of experimental instruments.

For the disposal of non-hazardous waste, the Group 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 local Sanitation. The Administrative Department should appoint staffs to supervise the workers of the sanitation station to transfer and process domestic garbage and nonhazardous waste at the garbage collection point of the back door of the Group's building.

For the hazardous waste, the Group identifies hazardous waste in factories with reference to the requirements of the Directory of National Hazardous Waste of the State (2021) 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 disposed of by organisation qualified for hazardous waste disposal for harmless waste treatment. 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 requirements. The discarded chemical reagents generated in experiments should be collected and treated; random discharge is strictly prohibited.

本集團生產經營過程中產生的無害固體廢棄物主要有生產過程中產生的離心雜質、廢濾膜；純水製取過程中產生的廢濾膜、活性炭；一般試劑、產品的包裝物及報廢設備設施等；危險廢棄物包括過期廢試劑及廢有機溶劑、廢化學試劑包裝；廢氣淨化塔產生的廢活性炭、UV燈管及管路鈍化產生的廢硝酸；用於清洗實驗器具後產生的含鉻廢酸液等。

對於管理無害廢棄物，本集團依據《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當地環衛所簽訂的《城市垃圾清運合同書》，指定人員監督環衛所的工作人員到本集團後門垃圾收集點轉移處理生活垃圾和非危險廢物。

而危險廢物方面，我們已參照國家《國家危險廢物名錄》(2021年版)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物污染環境防治法》、《危險廢物轉移管理辦法》等法規制定《環保管理規範》，所有危險廢棄物均交由有危險廢棄物處理資格的單位進行無害化處理。我們設置收集容器將產生的危險廢物進行回收，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。

In addition to the above measures, the Group actively supports garbage classification and promotes resource recycling and reuse. The Group provides waste classification and recycling bins in production and office areas, and requires employees to develop the habit of waste classification, and establishes corresponding management processes and treatment records. Departments that generate general industrial solid waste are responsible for dividing the area and setting up specific collection containers with clear labels, and establishing waste collection points. We ensure that the centralised storage sites for general industrial solid waste comply with the requirements of the Standard for Pollution Control on the Storage and Burning of General Industrial Solid Waste (《一般工業固體廢棄物貯存和填埋污染控制標準》) (GB18599-2020) and relevant national and local regulations and standards. Relevant departments are required to provide training to all employees to understand the meaning and role of general industrial solid waste classification, and urge employees to classify and place general industrial solid waste in corresponding containers for recycling.

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

除了上述措施之外，本集團積極支持垃圾分類工作，並推動資源回收再利用。在生產和辦公區域提供廢棄物分類回收桶，並要求員工養成廢棄物分類的習慣，同時建立相應的管理流程和處理記錄。針對一般工業固體廢棄物的產生部門，負責劃分區域並設置標示明確的專用收集容器，建立廢棄物收集點。而針對一般工業固體廢棄物的集中儲存場所，確保符合《一般工業固體廢棄物貯存和填埋污染控制標準》(GB18599-2020)以及國家和地方相關法規標準的要求。有關部門需要向所有員工提供培訓，使他們了解一般工業固體廢棄物分類的意義及作用，並督促員工將一般工業固體廢棄物進行分類及投放到相應的回收容器內。

本集團的有害及無害廢棄物產生量如下：

Type of Waste	Unit	Consumption and Production in 2022 二零二二年 耗量年產生量	Consumption and Production in 2023 二零二三年 耗量年產生量
廢棄物類別	單位		
Hazardous waste 有害廢棄物	tonnes 公噸	151.3	179.5
Intensity of hazardous waste (By the number of million revenue) 有害廢棄物密度 (按百萬元營收數目計)	tonnes/million revenue 公噸／百萬元營收	0.02	0.03
Non-hazardous waste 無害廢棄物	tonnes 公噸	589.0	581.2
Intensity of non-hazardous waste (By the number of million revenue) 無害廢棄物密度 (按百萬元營收數目計)	tonnes/million revenue 公噸／百萬元營收	0.08	0.11

Note: During the Reporting Year, the hazardous and non-hazardous waste intensity was changed from tonnes/production line to tonnes/million revenue to improve data comparability and consistency.

附註：有害及無害廢棄物量密度於本報告年由公噸／生產線轉為公噸／百萬元營收，以提高數據的可比性和一致性。

3. USE OF RESOURCES

The Group has been managing resources with a prudent attitude, actively considering and adopting various methods to reduce the use of resources. In our daily operations, resources such as electricity are mainly used. In this regard, the Group has formulated the Protocol Document for Energy Management to further strengthen our commitment to energy conservation. The protocol document provides detailed guidelines and requirements to ensure our effective management and control of energy consumption. We advocate the use of energy-saving, efficient and environmentally friendly equipment, machinery, packaging materials 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 to adopt various energy-saving measures.

In addition, our factory in Shenzhen has obtained the ISO14001:2015 environmental management system certification and review. Every year, qualified third-party units are invited to the factory site to review the system maintenance, so as to control the potential negative impacts on the environment systematically. Meanwhile, we continuously update the latest environmental news to optimise the existing measures, so as to reduce environmental pollution. During the Year, the Group implemented the following energy-saving measures to control power consumption:

3. 資源使用

本集團一直以審慎的態度管理資源，積極思考並採用多種方法減少資源的使用。在日常營運中，主要使用電能等資源。為此，本集團已制定《能源管理規程文件》以進一步加強我們對節約能源的承諾。該規程文件提供了詳細的指引和規定，以確保我們有效地管理和控制能源消耗。我們提倡使用國家、行業推薦的節能、高效、環保的設備、機器、包材和辦公用具等，以逐步提高能源效益為目標優先考慮相關設備，而且針對節能要求採取各項節約能源措施。

此外，我們的深圳工廠已通過 ISO14001:2015 的環境管理體系認證及複查工作，每年請有資質的第三方單位到工廠現場對體系維護進行審查，務求以具有系統性的方式管控對環境可能造成的負面影響。同時我們亦持續更新環保的最新消息以優化現有措施，從而減少環境污染。年內，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
在自然光線過強的地方，應關閉過量的照明設備
- Turn off unnecessary lighting in common areas (such as reception areas, corridors, elevator halls, etc.) during non-office hours
在非辦公時間，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
- Replace energy-saving lighting fixtures, such as light-emitting diodes (LED), to achieve higher energy efficiency
更換節能的照明燈具，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 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 temperature of air conditioning device not lower than 26°C
保持空調設置溫度不低於26°C
- Turn off the air conditioning device when leaving meeting room, office and after normal office hours
在離開會議室、辦公室及非辦公時間，關掉空調裝置
- 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
在炎熱的月份穿着輕便的服裝，盡量減低對空調的需求

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 afternoons, 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

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The Group's total energy consumption as below:

本集團的耗能量如下：

Type of Energy 能源種類	Unit 單位	Consumption in 2022 二零二二年耗量	Consumption in 2023 二零二三年耗量
Total Energy Consumption 總能源耗量	kWh in '000s 千個千瓦時	182,147.3	163,871.0
Direct Energy Consumption 直接能源耗量	kWh in '000s 千個千瓦時	115,281.4	102,397.3
— Non-renewable Fuel: Petrol 不可再生燃料：燃油	kWh in '000s 千個千瓦時	7,643.7	6,639
— Non-renewable Fuel: Natural gas 不可再生燃料：天然氣	kWh in '000s 千個千瓦時	107,554.2	95,758.2
— Non-renewable Fuel: liquefied petroleum gas 不可再生燃料：液化石油氣	kWh in '000s 千個千瓦時	83.5	0
Indirect Energy Consumption 間接能源耗量	kWh in '000s 千個千瓦時	66,865.9	61,473.7
— Purchased Energy: Electricity 購買能源：電力	kWh in '000s 千個千瓦時	66,865.9	61,473.7
Intensity of Energy Consumption (By the number of million revenue) 能源耗量密度(按百萬元營收數目計)	kWh in '000s/million revenue 千個千瓦時／百萬元營收	25.5	30.2

Note:

Energy data is converted into kWh with reference to lower calorific value. Fuel includes unleaded gasoline and diesel.

During the Reporting Year, the intensity of energy consumption was changed from kWh in '000s/production line to kWh in '000s/million revenue to improve data comparability and consistency.

The Group regularly reviews energy conservation measures and actively promotes energy conservation and emission reduction. To demonstrate our commitment to energy conservation, we will enhance the energy conservation control system of the chiller cooling water pump and chillers at the factory of Techdow in Nanshan in 2024. The system matches supply and demand by analysing and calculating the energy demand of different equipment at different times and using frequency conversion control, so as to achieve energy conservation and reduce the waste of electricity resources.

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。

能源耗量密度於本報告年由千個千瓦時／生產線轉為千個千瓦時／百萬元營收，以提高數據的可比性和一致性。

本集團定期檢視節能措施，積極推動節能減排。為展現對節約能源的承諾，我們將於二零二四年對天道南山工廠的冷水機組冷卻水泵和冷水機組進行節能控制系統的增強工程。這個系統透過分析計算不同設備在不同時段的能源需求，並使用變頻控制，將供應和需求相匹配，以達到節能效果並減少電力資源的浪費。

The Group's use of water mainly comes from municipal pipelines, and there is no difficulty in accessing to water. The Group is striving to reduce the consumption of water resources during business operations. During the Year, the Group has taken the following energy conservation measures to control water consumption:

- Used steam condensate reuse technology to reduce energy consumption and tap water consumption;
 - Replaced single chemical water treatment with cooling water tower circulating water treatment technology to save 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 and conduct regular maintenance of water mains and pipes, to reduce hidden leakage and prevent water wasting due to facility damages;
 - The Group monitors and analyses our monthly water consumption condition on a regular basis for formulating more effective water conservation plans and measures;
 - We 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;
 - We encourage our stakeholders to make the best use of water resources to build a culture of water conservation.
- 本集團的用水主要來自市政管道，並沒有取水的困難。本集團致力減少業務營運所使用的水資源。本年內，本集團實行以下的節能措施以控制耗水量：
- 利用蒸汽冷凝水回用技術，既減低能耗，又減少自來水的用量；
 - 採用冷卻水塔循環水處理技術，取代單一化學水處理，達至節省用水；
 - 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；
 - 本集團亦會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；
 - 我們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，提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；
 - 我們也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。

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The water consumption of the Group as below:

本集團的耗水量如下：

	Unit 單位	Consumption in 2022 二零二二年耗量	Consumption in 2023 二零二三年耗量
Total Water Consumption 總耗水量	m ³ 立方米	853,385	751,216
Intensity of Water Consumption 耗水量密度	m ³ /million revenue 立方米／百萬元營收	119	138

Note: During the Reporting Year, the intensity of water consumption was changed from m³/production line to m³/million revenue to improve data comparability and consistency.

附註：耗水量密度於本報告年由立方米／生產線轉為立方米／百萬元營收，以提高數據的可比性和一致性。

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 materials, on the premise of meeting quality standards, we give priority to environmentally friendly packaging materials and endeavour to minimise energy consumption and avoid unnecessary consumption of packaging materials in the production. For recyclable materials, we will recycle them and keep records.

除了主要的電力及水資源，本集團亦十分關注其他的資源使用情況，例如包裝使用的塑膠、紙張、金屬及木材等。在包裝物料方面，在符合品質標準的前提下，我們優先採用環保包材，並盡量在生產過程中減少能耗，以及盡可能減少生產時所採用包裝物料。對於可回收利用的物料，我們將回收利用並做好記錄。

The Group's consumption of packaging materials as below:

本集團的包裝物料使用量如下：

	Unit 單位	Consumption in 2022 二零二二年使用量	Consumption in 2023 二零二三年使用量
Total Consumption of Packaging Materials 使用的包裝物料總量	tonnes 公噸	78.2	58.9
Consumption Intensity of Packaging Materials (by number of million revenue) 使用的包裝物料密度(按百萬元營收 數目計)	tonnes/million revenue 公噸／百萬元營收	0.01	0.01

Note: During the Reporting Year, the intensity of packaging materials used was changed from tonnes/production line to tonnes/million revenue to improve data comparability and consistency.

附註：使用的包裝物料密度於本報告年由公噸／生產線轉為公噸／百萬元營收，以提高數據的可比性和一致性。

4. ENVIRONMENT AND NATURAL RESOURCES

The Group integrates environmental responsibility into its daily business operations and is committed to implementing a number of environmentally friendly management measures in the office. We have formulated the Guidance on Management and Operation of Environment and Hygiene to regulate the requirements for management of environment and hygiene of the Group's production and office areas, so as to reduce the consumption of the environment and natural resources. In terms of plant conservation, we will follow the guidance to implement the management of the allocation, irrigation and maintenance of greening plants in the factory, stipulate the scope of disinfection supplies, and prohibit the use of non-efficient and low-toxic disinfection supplies. The disinfection must be carried out in accordance with the regulations. In addition, the Group regularly organises training for employees on laws, regulations and policies in the field of environmental protection. Meanwhile, environmental management personnel also actively participate in relevant training organised by the government and relevant technical service units to obtain more comprehensive information on environmental protection, which is conducive to the planning of the Group's sustainable development direction and measures.

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 low-carbon and environmentally friendly working habits and have adopted the following environmental protection measures to reduce paper consumption:

- Fully implement electronic file management, continuously improve the level of information-based office, and encourage employees to process documents on computers and transmit information electronically as much as possible, so as to reduce unnecessary paper printing;
- The number of company envelopes, briefcases, picture albums, etc. is also subject to verification and control, so as to minimise the demand for paper;
- Upload reports, notices and other promotional materials to the Group's WeChat platform, electronic reporting board, intranet, and Internet for general reference;

4. 環境及天然資源

本集團積極將環境責任融入企業的日常經營中，並致力於辦公室實施多項促進環保的管理措施。我們制定《環境衛生管理操作指導書》，規範本集團生產辦公區域的環境衛生管理要求，以減低對環境及自然資源的消耗。在植物保育方面，我們會遵循指導書的規範，實行廠區綠化植物的配置、灌溉、維護等管理，並規定消毒用品範圍，不得使用非高效低毒消毒用品，消毒工作必須依照規定進行。此外，本集團定期組織員工進行環保領域的法律法規及政策培訓。同時，環境管理人員亦積極參與政府及相關技術服務單位組織的相關培訓，以獲得更全面的環保資訊，有助規劃本集團的可持續發展方向及措施。

辦公室環保管理工作，主要著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，員工已經形成低碳環保的工作習慣，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，不斷提高資訊化辦公水平，鼓勵員工盡量在電腦上進行文檔處理及以電子方式傳遞資訊，減少不必要的紙張列印；
- 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；
- 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；

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- 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.

The Group prioritises the use of environmentally friendly and energy-saving office equipment and office supplies, and deploys them on an as-needed basis to meet work needs. Adhering to the principles of saving, energy saving, hygiene and environmental protection, we promote on-demand use, reuse of materials and reduction of waste. On the one hand, we use a large number of environmentally friendly materials, such as replaceable pen cores, metal push cabinets/file cabinets. 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 Year, over 90% of the laser toner cartridges used by the Group were recyclable. On the other hand, 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 environmental protection, 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 promote the environmental protection culture and to ensure that the operation of the office complies with environmental protection principles.

- 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。

本集團優先採用環保、節能的辦公設備及辦公用品，並以滿足工作需要為前提按需調配。我們遵循節約、節能、衛生、環保的宗旨，宣導按需使用、物盡其用、減少浪費。一方面，我們大量使用環保物料，如替換筆芯、鐵質推櫃／文件櫃等。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。年內，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。另一方面，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。除了定期傳閱有關環保的指引外，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，推行環保文化，並確保辦公室的運作符合環保原則。

5. CLIMATE CHANGE

The Group pays great attention to climate change and understands that climate change leading to severe weather conditions. Therefore, we strive to take the most effective measures to reduce greenhouse gas emissions due to our operations. With reference to the recommendations of the Task Force on Climate-related Financial Disclosures (TCFD), the Group identifies risks in relation to climate change caused by its operations and formulate countermeasures based on the relevant risks in order to mitigate the impacts of climate change.

The risk types, risk descriptions and countermeasures of the Group in relation to climate change during the Reporting Period are as follows:

Risk types 風險類型	Risk descriptions 風險描述	Measures taken for the risks 風險應對措施
Policies and Laws 政策及法律	Regulatory requirements in relation to climate change in terms of operations, products and services are increasingly tightened, resulting in increased operating costs, including compliance costs, and product development costs. 在營運、產品和服務方面的氣候變化相關的監管規定日益收緊，從而導致營運成本增加，包括合規成本、產品開發成本上升。	Each of the Group's places of business has implemented a number of energy-saving and emission-reduction measures, as well as fully complying with all environmental-related laws and regulations. During the Year, the Group has set targets for waste reduction, electricity and water conservation, which expects to do more than what the regulations require to mitigate the regulatory risks. 本集團的各個營運地點實施多項的節能減排措施，並全面遵守所有環境相關的法例。年內，本集團亦為減少廢棄物、節約用電及用水制訂目標，期望優於法律的要求，以減少監管上風險。
Technology risk 技術風險	The technologies used in the Group's operations need to follow the trend of climate change. Therefore, it needs to actively devote time and resources to develop and adopt new technologies to cope with climate change. 本集團在營運所採用的技術需要趕上氣候變遷趨勢，因而需要積極投資時間及資源來發展及採用新技術，以應對氣候變化。	We actively invest in and adopt environmentally friendly technologies to save water and electricity and reduce carbon emissions. For example, we adopted steam condensate reuse technology and cooling water tower circulating water treatment technology, and replaced existing burners with ultra-low-nitrogen burners. 我們積極投資及採用環保技術，務求節省水電，以及減少碳排放。例如：採用蒸汽冷凝水回用技術、冷卻水塔循環水處理技術、更換為超低氮燃燒機等。

5. 氣候變化

本集團一直關注氣候變化議題，深明氣候變化可引致惡劣的天氣情況，為此我們力求採取最佳措施，減少業務營運所帶來的溫室氣體排放。本集團參考了金融穩定委員會氣候相關財務信息披露工作組(Task Force on Climate-related Financial Disclosures, TCFD)的建議，識別於營運上的氣候變化相關風險，並跟據相關風險而制定應對措施，以減緩氣候變化所導致的影響。

本集團報告期內的氣候變化的風險類型、風險描述及應對措施如下：

The Group has formulated the Accident Prevention and Emergency Rescue Plan in accordance with the Meteorology Law of the People's Republic of China, the Emergency Response Law of the People's Republic of China, the Interim Measures for the Administration of Response to Environmental Incidents (《突發環境事件應急管理暫行辦法》) and other relevant regulations, which regulates the establishment of emergency response plans for extreme or severe weather such as typhoons, rainstorms and high temperatures. In case of severe weather such as typhoon, rainstorm and extreme heat, the corresponding emergency response plan will be activated according to the corresponding warning level. The safety centre of the Group will pay attention to the natural disaster information issued by the government at any time, such as typhoons and rainstorms, and immediately inform the personnel of all departments of the dynamic information of natural disaster warning and organise disaster prevention. In addition, we will regularly provide relevant disaster prevention and response training to employees, strengthen our daily safety inspections, and install emergency equipment and facilities to ensure the safety of employees, and purchase corporate property accident insurance to avoid the impact of natural disasters as much as possible.

本集團已依據《中華人民共和國氣象法》、《中華人民共和國突發事件應對法》、《突發環境事件應急管理暫行辦法》等相關法令制定《事故預防及應急救援預案》，規範針對颱風、暴雨、高溫等有關極端或惡劣天氣建立緊急應變計劃。當萬一遇上颱風、暴雨及酷熱等惡劣天氣，將根據相應的預警等級啟動相對應的緊急應變計劃。本集團安全中心將隨時關注政府發佈的有關颱風、暴雨等自然災害訊息，第一時間將自然災害預警動態資訊通知各部門人員，組織防災工作。此外，我們會定期向員工提供相關的防災應對訓練，加強日常安全檢查，並配備應急設備設施以保障員工安全，以及購買公司財產意外險，盡量避免天災所帶來的影響。

B. SOCIAL

1. EMPLOYMENT

Human resources are an important cornerstone for the sustainable development and business vitality of Hepalink. The Group recognises the importance of human resources to corporate development and has always insisted on ensuring all employees are treated fairly since its establishment. "Diversification" is one of the corporate values that the Group adheres to. We oppose any form of discrimination and embrace employees regardless of ethnic group, skin colour, age, gender, sexual orientation, race, disability, pregnancy, belief or marital status. The Group has established a series of employment-related policies to effectively protect the interests of employees and maintain the relationship between employees and the Group, including:

- **Recruitment Management Process:** Standardise the entire recruitment management process, including release of recruitment information, evaluation of interview, recruitment and determination of salary, confirmation of onboarding and summary. The interviewer will also evaluate the applicants through various methods to evaluate the degree of matching between the applicants and the recruitment position. The Group provides competitive remuneration packages in the market and signs labour contracts with employees in accordance with the law.

B. 社會

1. 僱傭

人力資源是海普瑞持續發展和業務保持活力的重要基石。本集團深明人力資源對企業發展的重要性，自成立以來一直堅持確保所有員工均受公平對待。「多元融合」是本集團的堅守的企業價值觀之一，我們反對任何歧視，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。本集團已經建立了一系列僱傭相關政策，以切實保障員工利益並維繫員工與本集團關係的和諧發展，當中包括：

- **《招聘實施管理流程》:** 規範整個招聘管理過程，包括招聘信息發佈、面試評估、錄用定薪、確認入職以及總結等環節。面試官亦會通過多種方式評估應聘者，以考察應聘者與招聘崗位的匹配程度。本集團提供市場上具有競爭力的薪酬待遇，並依法與員工簽訂勞動合同。

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- General Rules for Performance Management: A scientific and systematic management foundation has been established as the basis for employee promotion, salary adjustment, development and other aspects, so as to realise the management expectations of the Company and employees for mutual promotion and development.
- Job Transfer Process: Standardise the management of job transfer including promotion, standardise the management of employee job transfer based on business needs, work arrangements and personal performance, and provide clear promotion conditions for employees. The Group always adheres to the talent management philosophy with achieving organisation's and individual's success as the core, and provides employees with diversified professional development and management development channels to promote career growth. The Group has established the E-HR system to record the personal rank and position of employees, and regularly records the annual performance of employees to manage the process of employee promotion and transfer;
- In addition, the Group has established institutional documents such as the Annual Personnel Acquisition and Planning Process, the Management Process for Recruitment Demand, the Recruitment Management Process, the General Rules for Remuneration Management, the Management Process for Remuneration Adjustment and the Management Process for Passive Talent Exit, to standardise performance assessment and talent management by establishing a reasonable and sustainable employment management process system.
- 《績效管理總則》：建立了科學系統的管理基礎，作為員工晉升、調薪、發展等方面的依據，以實現公司和員工相互促進發展的管理期望。
- 《崗位調動流程》：規範包括晉升在內的崗位調動管理，基於業務需求、工作安排和個人履職情況，規範員工崗位調動管理，並給予員工明確的晉升條件。本集團始終堅持以成就組織及個人為核心的人才管理理念，為員工提供多元化的專業發展和管理發展通道，促進職業成長；本集團設有E-HR系統記錄員工個人職級、職位等，並定期記錄員工年度績效表現，管理員工晉升調任過程；
- 本集團另設有《年度人員獲取規劃流程》、《招聘需求管理流程》、《招聘實施管理流程》、《薪酬管理總則》、《薪酬調整管理流程》、《人才被動退出管理流程》等制度文件，藉著建立一套合理且可持續發展的僱傭管理流程體系，規範績效考核和人才管理。

By adhering to the principle of “position-based ranking and rank-based salary”, the Group formulates the starting salary range of different ranks, and regularly evaluates and adjusts the starting salary range of different ranks, including the salary level of the same industry in the same region, and also provides personalised salary adjustments for outstanding employees. For example, the Group also improves employees' motivation and strives to attract and retain outstanding talents through remuneration packages such as salary range management and special incentive bonuses.

本集團遵循「以崗定級，以級定薪」的原則，制定不同職級的起薪範圍，並定期評估及調整不同職級的起薪範圍，包括同地區同行業的薪酬水準，亦會為優秀員工提供個性化薪酬調整。如本集團內部亦通過薪酬寬帶的管理及專項激勵獎金等待遇方案，提升員工士氣，致力吸引和挽留優秀人才。

The Group endeavours to ensure that the wages of its employees are not lower than the minimum wage standards stipulated by local laws and regulations, and pays various statutory social insurances and benefits for all in-service employees, such as five social insurance and one housing fund, statutory holidays, high temperature subsidies, funeral subsidies, one-time relief and one-time pension for immediate family members.

Every employee will be given the Employee Handbook (electronic version) in his/her orientation, and he/she is required to sign the Employee Handbook Confirmation (electronic signature) after checking. The Employee Handbook provides guidance on the work specifications and code of conduct of employees, covering the main contents of the Company's rules and regulations in various aspects such as human resources management, financial management, quality management and safety management. The Group provides an electronic version of the Employee Handbook for employees to review, and employees can consult the Human Resources Department if they have any doubts.

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 and Labour Contract Law of the People's Republic of China. There was no violation of such laws of regulations by the Group which resulted in fines or prosecution during the Reporting Period.

本集團致力保證員工的工資均不低於當地法律法規的最低工資標準，並為所有在職員工繳納各項法定社會保險與福利，例如五險一金、法定假期、高溫補貼、喪葬補助費、供養直系親屬一次性救濟金及一次性撫恤金。

每位員工在入職時均會獲發員工手冊(電子版)，員工查閱後需簽署員工手冊確認書(電子簽)。<《員工手冊》對員工的工作規範和行為規範進行指導，涵蓋了企業包括人力資源管理、財務管理、質量管理、安全管理等各個方面規章制度的主要內容。本集團提供電子版本的員工手冊供員工查閱，員工如有疑問可諮詢人力資源部。

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》及《中華人民共和國勞動合同法》，期內並未有違規情況。

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

本集團按不同類別劃分的僱員人數如下：

Category	分類	Figures for 2022 (pax) 二零二二年數字 (人)	Figures for 2023 (pax) 二零二三年數字 (人)
By Gender	按性別劃分		
Male	男性	1,389	1,200
Female	女性	890	809
By Employment Type	按僱傭類型劃分		
Full-time	全職	2,159	1,952
Part-time	兼職	2	1
Temporary	臨時工	0	0
Apprentices and interns	學徒和實習生	105	50
Contract ¹	合約 ¹	13	6
By Age Group	按年齡組別劃分		
Below 25	25歲以下	335	232
25-34	25至34歲	908	757
35-44	35至44歲	653	621
45-54	45至54歲	251	268
55-64	55至64歲	116	105
Above 65	65歲或以上	16	26
By Region	按地區劃分		
China	中國	1,680	1,503
North America	北美	599	506

Note: The calculation in the Reporting Period was based on the Reporting Guide for Social Key Performance Indicators issued by the Hong Kong Stock Exchange.

註：本報告年計算乃基於香港聯交所發佈的社會關鍵績效指標匯報指引。

¹ Contract employees are only presented in the data categorised by employment type.

¹ 合約員工僅在按僱傭類型劃分的數據中呈列。

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

本集團按不同類別劃分的僱員流失比率如下：

Category	分類	Employee Turnover Rate in 2022 (%) 二零二二年僱員流失率(%)	Employee Turnover Rate in 2023 (%) 二零二三年僱員流失率(%)
By Gender	按性別劃分		
Male	男性	28	22
Female	女性	27	29
By Age Group	按年齡組別劃分		
Below 25	25歲以下	49	70
25-34	25至34歲	35	25
35-44	35至44歲	16	15
45-54	45至54歲	11	10
55-64	55至64歲	12	19
Above 65	65歲或以上	18	31
By Region	按地區劃分		
China	中國	31	25
North America	北美	19	25

Note: The calculation in the Reporting Period was based on the Reporting Guide for Social Key Performance Indicators issued by the Hong Kong Stock Exchange.

註：本報告年計算乃基於香港聯交所發佈的社會關鍵績效指標匯報指引。

2. HEALTH AND SAFETY

The Group upholds the safety production principle of “safety-foremost with prevention-oriented and comprehensive treatment”. In accordance with the Production Safety Law of the People’s Republic of China, the Law of the People’s Republic of China on the Prevention and Control of Occupational Diseases and the Labour Law of the People’s Republic of China and other laws and regulations, the Group has formulated safety management systems such as the Standards for Managing the Occupational Health of Employees to ensure that employees are not affected by occupational disease hazards during production and work, prevent occupational safety accidents and occupational diseases, and protect the legitimate rights and interests of employees. These systems clarify the standards for managing the occupational health of employees, regulate the occupational safety and health measures adopted, occupational health education of employees, occupational safety and health examination, reporting and handling of work-related accidents, and the management of reporting and handling of occupational diseases. The Group has formulated management systems for safety management, accident prevention and emergency rescue plans, and employee occupational health, etc. In the event of occupational diseases, the Group will deal with it in accordance with laws and regulations, and the safety centre will report the case to the local health administrative department and safety production supervision department in a timely manner. In addition, the Group also strengthened the 5S management policy, implemented refined management of factories, and strengthened the on-site 5S management and control, forming regulations for good safety behaviour. Through daily safety inspections, abnormal problems related to 5S will be eliminated in time, so as to continuously improve the awareness of 5S among employees.

Proper risk assessment can help reduce the chance of accidents. The Safety Management Centre of the Group has established a scientific safety management system, which conducts risk assessments on the current safety management status of each unit from time to time, and also regulates the management of safe production and safety protection in terms of fire-fighting facilities, hazardous chemicals, precursor chemicals, construction safety, laboratory operation safety, special operators, pressure vessel safety, elevator safety, channel safety, security duty and others. 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.

2. 健康與安全

「安全第一、預防為主、綜合治理」為本集團的重要安全生產方針。本集團根據《中華人民共和國安全生產法》、《中華人民共和國職業病防治法》、《中華人民共和國勞動法》等法律法規，制定了《員工職業健康管理規範》等安全管理制度，確保員工在生產勞動過程中不受職業病危害因素的影響，並預防職業安全事故和職業病的發生，保護員工的合法權益。這些制度明確了員工職業健康管理的準則，規範了採取的職業安全健康措施、員工職業健康教育、職業安全健康檢查、工傷事故報告和處理，以及職業病報告和處理的管理。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，按照法律法規規定處理職業病，由安全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。此外，本集團亦加強五常管理政策，開展工廠精益化管理，加強現場五常管控，形成良好的安全行為規範，並通過開展日常安全巡查，發現五常相關異常問題定會及時消除，並不斷提升員工的五常意識。

妥善的風險評估能有助減低事故發生機會。本集團的安全管理中心建立了科學的安全管理體系，不定期對各單位的安全管理現狀進行風險評估，亦規範消防設施、危險化學品、易制毒化學品、施工安全、實驗室操作安全、特種作業人員、壓力容器安全、電梯安全、通道安全、安防值班等方面安全生產和安全防護的管理。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。

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, the proper use of protective devices, safety devices, signal devices, fire and explosion-proof facilities. Through the establishment of a fire safety management system, we enhance fire prevention, carry out daily check-up for fire safety, monthly inspection for fire safety inspections and maintenance of fire protection equipment and facilities to ensure fire prevention system operating normally. The Group has formulated safety management systems such as the Operating Instructions for Fire Safety Management and the Operating Instructions for Management of Fire Protection Facilities, regularly organised fire safety inspections and maintenance and tests of fire protection system, and organised employees to participate in fire-fighting and evacuation emergency drills to improve fire safety awareness and capabilities.

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 encourages employees to use protective equipment correctly, provides sufficient labour protective equipment for employees in positions with occupational disease risks, and urges and educates employees to wear and use labour protective equipment properly. The use of labour protective measures that do not meet the requirements will be stopped and corrected in a timely manner. In order to protect employees from accidents during the production process, the Group 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, the Group strives to improve working conditions and create a working environment that meets hygiene standards and requirements for safety and health.

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，正確使用防護裝置、保險裝置、信號裝置、防火防爆設施等措施。透過建立消防安全管理制度，加強消防安全隱患檢查，每日防火巡查、月度消防安全檢查及消防設備設施維護檢測，確保消防系統運行正常。本集團制定《消防安全管理操作指導書》及《消防設施管理操作指導書》等安全管理制度，定期組織消防安全檢查及消防系統維保測試，組織員工參與滅火、疏散應急演練，提升消防安全意識與能力。

本集團亦對職業病防護設備、應急救護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。本集團倡導員工正確使用防護用品，為涉及職業病風險崗位的員工提供充足的勞動防護用品，並督促及教育員工正確佩戴和使用勞動防護用品，使用的勞動防護措施不符合要求亦會及時制止並糾正。為使員工在生產過程中免遭事故傷害，本集團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，本集團積極改善工作條件，創造符合衛生標準和安全健康要求的作業環境。

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The Group actively engaged a third-party occupational health assessment unit to conduct a safety assessment of the Company's current occupational hazards, and arranged staff who exposed to hazard risk on work to undergo health examination annually based on the result of assessment. To establish 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 applicable laws and regulations, and the Safety Management Centre would promptly report to the local health administrative departments as well as safe production supervisory and management departments.

The Group conducts safety risk assessment on the factory area, identifies areas and facilities with high safety risks, and adopts corresponding safety control measures to reduce safety risks and control the risks within acceptable limits. A medical first aid kit is also set up in the workplace, and emergency medicines are provided for use when necessary. The Safety Management Centre also formulates an annual safety training plan in accordance with the Safety Education Management Process of the Group, 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.

Following the COVID-19 pandemic, the Group continued to improve the hygiene level in the workplace. Each premise mainly focuses on ventilation and air exchange as well as cleaning and sanitation, and conducts preventive disinfection of public items and locations with high exposure. The Group regularly cleans the air-conditioning system, wipes and disinfects the air inlet and outlet with disinfectants, and strengthens the cleaning and disinfection of the natural condensation discs and cooling water of the fan's coil pipes.

本集團積極邀請第三方職業健康評價單位對公司開展職業危害現狀安全評價。並按照評價報告中的涉及職業危害因素崗位人員開展年度職業健康體檢。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生生產監督管理部門報告。

本集團對廠區開展安全風險評估，識別安全風險較高區域及設備設施並採取相應的安全管控措施，降低安全風險並將風險控制在可接受範圍之內。工作場所亦設置醫療急救箱，並提供應急藥品於有需要時使用。安全管理中心亦根據本集團《安全管理流程》，制定的年度安全培訓計劃，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劃。安全教育培訓的形式有內部培訓、外部培訓、員工自學等。

自新冠疫情後，本集團繼續提升工作場所衛生水平。各場所日常以通風換氣和清潔衛生為主，並對接觸較多的公用物品和位置進行預防性消毒。定期清洗空調系統，對進風口、出風口採用消毒液擦拭消毒，加強對風機盤管的凝結水盤、冷卻水的清潔消毒。

The Group pays close attention to the psychological conditions of employees. By establishing a special column for feedback and mutual assistance, the Group provides psychological counselling channels for employees on the Group's enterprise WeChat account and Boonhi platform (博海平台). The human resources department establishes a corporate culture and employee relation unit to help mediate and relieve employees' psychological problems. In addition, the Group has also built a diversified democratic communication platform for employees, and established employee representative meetings, online communication platforms, employee complaints and other channels to ensure that employees enjoy full rights to know, participate, express and supervise.

The Group strictly complies with the relevant laws and regulations that have a significant impact on the Group's provision of a safe working environment and protection for its 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 of such laws and regulations by the Group which resulted in fines or prosecutions 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 Group has established the New Employee Induction Training Management Process. New employees are also required to receive pre-employment training to help them understand the Group's management system and corporate culture, so as to join the Hepalink family. In addition, the Probation Management Process is in place to designate "navigator" for new employees, so as to guide and help new employees join the Group. The Group expects new employees can perform their job responsibilities and complete their work tasks after the onboarding period. The Group has also implemented the Process for Managing Planning of Training, the Special Design and Management Process of Training, the Implementation and Evaluation Process of Training, the Construction and Course Development Process of Internal Lecturers and other systems to establish an on-the-job training system, so as to support the Group's business development and talent development strategies.

本集團悉心關心員工心理狀況，在本集團企業微信博海平台上提供員工心理輔導渠道，建立反饋互助專欄，人力資源部成立企業文化及員工關係模塊，以助調解、疏導員工心理問題。此外，本集團亦為員工搭建多元化的民主溝通平台，成立職工代表大會、在線溝通平台、員工申訴等渠道，保障員工享有充分的知情權、參與權、表達權和監督權。

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》，期內並未有違規情況。

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。本集團已設立《新員工入職培訓管理流程》，新入職員工亦須接受職前培訓，幫助其了解本集團的管理體系和企業文化，融入海普瑞大家庭。另設有《試用管理流程》，為新員工指定「導航人」，引導、幫助新員工融入，期望在導入期以後，新員工能夠履行崗位職責，完成工作任務。本集團亦實施《培訓規劃管理流程》、《培訓專項設計與管理流程》、《培訓實施和評估流程》、《內部講師建設與課程開發流程》等制度，建立在職培訓體系，以支持本集團的業務發展和人才發展策略。

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The Group has an online learning platform for employees of Boonhi (博海), which pushes training notices to new employees through its corporate WeChat account to assist newly joined employees to learn online and understand the corporate culture and values. 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.

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 also arranged leadership training for senior management, and provided employees with training on soft skills such as communication skills, so as to create a training camp for general workplace skills.

The Group also attaches great importance to the personal development of employees, with an aim to match the career development goals, strengths and interests of employees with the development needs of the Company, promoting the common growth of the Group and its employees, and leading employees to realize personal value and ambition of them by improving knowledge and skills.

本集團設有博海員工在線學習板塊，通過企業微信推送參訓通知給新員工，協助新員工進行線上學習，了解公司企業文化及價值觀。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，因應本集團各業務策略及計劃及員工的反饋訂立培訓計劃。

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。亦為高管安排參加高管領導力培訓，為員工提供溝通力等軟技巧培訓，打造職場通用力學習訓練營。

本集團亦重視員工的個人發展，並希望將員工的職業發展目標、特長及興趣，與企業的發展需求配合，促進本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。

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

本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	Percentage of Trained Employees in 2022 (%) 二零二二年受訓僱員百分比 (%)	Percentage of Trained Employees in 2023 (%) 二零二三年受訓僱員百分比 (%)	Average Number of Hours of Training Completed by Each Employee in 2022 (Hour) 二零二二年每名僱員完成受訓的平均時數 (小時)	Average Number of Hours of Training Completed by Each Employee in 2023 (Hour) 二零二三年每名僱員完成受訓的平均時數 (小時)
By Gender 按性別劃分				
Male 男性	61	60	73	115
Female 女性	39	40	41	43
By Employee Category 按僱員類別劃分				
Senior Management 高級管理層	3	3	30	42
Middle Management 中級管理層	7	7	23	41
Supervisor 主管	6	8	40	57
General Staff 一般員工	84	82	77	105

Notes: The calculation in the Reporting Period was based on the Reporting Guide for Social Key Performance Indicators issued by the Hong Kong Stock Exchange

註：本報告年計算乃基於香港聯交所最新發佈的社會關鍵績效指標匯報指引

4. LABOUR STANDARDS

The Group specifically forbids forced labour and child labour, and takes its prevention very seriously. The Group has established the Management Process of Recruitment Demand. The recruitment demand must comply with the requirements of the laws and regulations of the place where the position and the candidate is located. Any discrimination based on race, nationality, religion, identity, health status, gender, sexual orientation, labour union membership or political relationship is prohibited. Any violations of laws and regulations such as employment of child labour are prohibited.

The Group would check the age-related documents thoroughly and take necessary actions to verify the age of the applicant, 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. We also allow employees to establish a labour union, so as to perform the basic duties of safeguarding the legitimate rights and interests of employees in accordance with the law, coordinate the labour relations of the enterprise, and provide employees with care, promoting the construction of corporate culture.

Employees are the valuable assets of Heparlink. In addition to making contribution to statutory social insurance and providing statutory holidays for all in-service employees, the Group provides employees with a variety of care and benefits in accordance with relevant national laws and regulations and relevant policies of the Company, including working meals or meal allowance, employee accommodation, annual physical examination, holiday benefits, birthday benefits, marriage and maternity benefits, departmental team building activities, high temperature subsidies, mommy huts, club and interest group activities, flexible working hours, etc., to enhance employees' sense of belonging. To promote work-life balance, the Group encourages departments to carry out appropriate team building activities, encourages employees to participate in various employee clubs and interest groups, and provides financial support. To collect employees' opinions more effectively, various functional departments of the Group regularly organise and conduct satisfaction surveys of employees every year to improve relevant labour measures.

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，並建立《招聘需求管理流程》，招聘需求需符合崗位及候選人所在地區法律、法規的規定，杜絕任何基於種族、國籍、宗教、身份、健康狀況、性別、性別取向、工會會員資格或政治關係的歧視行為，杜絕僱傭童工等違法違規行為。

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檔檔案，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。我們亦准許員工成立工會，依法履行維護職工合法權益的基本職責，協調企業勞動關係，並提供員工關懷，推動企業文化建設。

員工是海普瑞寶貴的財富。除了為所有在職員工繳納法定社會保險及提供法定假期外，本集團根據國家相關法律法規及公司相關政策為員工提供多種關懷與福利，包括工作餐或餐補、員工住宿、年度體檢、節假日福利、生日福利、結婚添丁福利、部門團建活動、高溫補貼、媽咪愛心小屋、俱樂部及興趣小組活動、彈性工作制等，提高員工歸屬感。為推廣工作生活平衡，本集團鼓勵部門適當開展團建活動，鼓勵員工參與各類員工俱樂部和興趣小組，並提供經費支援。為更有效收集員工意見，本集團多個職能部門每年定期組織開展面向員工的滿意度調查，藉此改善相關勞工措施。

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, Labour Contract Law of the People's Republic of China and Prohibition of Child Labour Provisions. There was no violation of such laws and regulations by the Group which resulted in fines or prosecutions during the Reporting Period.

5. SUPPLY CHAIN MANAGEMENT

Suppliers are our key partners. The Group has a series of supplier management policies in place to ensure operational needs while taking into account the needs of environmental and social responsibilities. The Group has established the Bidding and Procurement Process to regulate the Group's bidding and procurement activities, improve the execution efficiency of procurement, and ensure smooth and orderly bidding activities. In terms of supplier appointment policies, internal processes such as the Supplier Development and Admission Process, the Management Process for Supplier Inspection, the Procedures for Managing the Audit of Material Suppliers, the Standard Operating Procedures for Audit of Material Suppliers, and the Management Regulations for the Grading and Inspection of Suppliers of Chemical Reagents for Production also assist the Group in selecting and managing suppliers. Through a series of qualification audits, sample confirmation, supply trials, and product inspections, the Group conducts comprehensive reviews on its performance in quality, environment and safety.

The Group adopts the principle of fair, open and just for bidding. To promote a good competitive environment among suppliers, all suppliers are given fair and equal treatment in the management of procurement business, so that the procurement process is fair, just and honest enough to regulate the behaviour of the market and procurement business. The principle of confidentiality is also one of the general principles for the Group to carry out procurement activities. Any information obtained by the procurement personnel in the procurement activities must comply with the Group's confidentiality system and shall not be disclosed to any third party to ensure that the procurement activities are carried out in an orderly manner.

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》《中華人民共和國勞動合同法》《禁止使用童工規定》，期內並未有違規情況。

5. 供應鏈管理

供應商是我們至關重要的合作夥伴。本集團設有一系列供應商管理政策，在確保營運需要的同時，兼顧環境及社會責任的需求。本集團設有既定《招投標採購流程》，規範本集團招標採購活動，提高採購執行效率，保證招標活動順利有序進行。在委任供應商政策方面，《供應商開發與準入流程》、《供應商考察管理流程》、《物料供應商審計管理規程》、《物料供應商審計標準操作規程》、《生產用化學試劑供應商分級檢驗管理規程》等內部流程亦協助本集團挑選及管理供應商，通過一系列資質審核、樣品確認、供貨試用、產品檢驗，全盤審視其質量、環境及安全等表現。

本集團採用公平、公開、公正的招標原則，為促進供應商之間形成良好的競爭環境，在採購業務管理中給予所有供應商以公平和平等待遇，促使採購過程公平、公正、誠實，以規範市場及採購業務行為。保密性原則亦是本集團開展採購活動的總原則之一。採購人員在採購活動中接觸到的任何資訊，必須遵守本集團的保密制度，不得向任何第三方透露，以保證採購活動有序開展。

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A series of audit procedures must be run by suppliers to review their 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 will also review the performance of existing suppliers on a regular basis, and organise meetings with suppliers where dedicated staff will communicate with suppliers on telephone or face-to-face regularly. In order to ensure the quality, environmental safety of the supply chain are in line with the Group's policies, the Group requires suppliers with relevant risks to improve the existing mechanism and performance, and will suspend cooperation with suppliers who are not able to meet the requirements.

The Group would also comprehensively consider the environmental performance of the materials, equipment 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. The Group will get the information about the policies of suppliers to tackle environmental and social risk in the process of carrying out supplier review or conducting questionnaires, and give due consideration to evaluate suppliers in respect of environmental protection and social responsibility while assessing suppliers in terms of product quality and safety, to achieve green supply chain safety and compliance of products and fulfil sustainable development responsibility.

供應商必須通過一系列審核程式，全盤審視其品質、環境及安全等表現，合格後方可採用。本集團要求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。本集團亦會定期審視現有供應商的表現，舉行供應商交流大會，定期由專門人員與供應商進行電話或者現場交流。為確保供應鏈的品質、環境及安全等表現符合本集團的方針，本集團要求有相關風險的供應商改善既有機制及表現，並會中止與無法符合要求的供應商的合作關係。

本集團在採購物料及設備、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。本集團在供應商審查或進行調查問卷時亦會向供應商了解其涉及環境及社會的風險政策，在對供應商進行產品質量與安全考核時亦會適當考慮對其環境保護和社會責任方面的表現進行考核評分，以實現供應鏈綠色安全合規和可持續發展責任要求。

Number of suppliers of the Group by region as below:

本集團按不同地區劃分的供應商數目如下：

Region	地區	Figures for 2022 二零二二年數目	Figures for 2023 二零二三年數目
China	中國	865	902
North America	北美	57	439
Others	其他	20	70
Total	總數	942	1,411

During the Reporting Year, the Group carried out the engagement practices and measures to assess all our 1,411 suppliers to ensure the proper management of supply chain.

年內，本集團向全數一千四百一十一間供應商執行了有關妥善管理供應鏈的聘用慣例及措施。

6. PRODUCT RESPONSIBILITY

Product quality is the lifeline of the Group's production and operation. The Group implements comprehensive quality management based on the quality and business requirements involved in each stage of the lifecycle of pharmaceutical products. To achieve the quality objectives of the corresponding business, the Group has formulated the quality control system for each business segment according to business division, forming a unified management system for quality compliance of the Group. 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 ICH Q7A regulations recognised by the collaborative organisation and recognised officially by NMPA, FDA, EMA for several times. The Group has also been certified with ISO 9001 quality management system certification. 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.

6. 產品責任

產品品質是本集團生產經營的生命線。本集團基於藥品生命周期各階段涉及的質量業務要求，落實全面質量管理。基於業務分類，為達成對應業務的質量目標，分別制定了各業務模塊的質量管控制度，形成本集團統一質量合規管理體系。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ICH Q7A規範等要求，建立了一套科學、嚴格、全面的質量控制和保證體系，並多次通過NMPA、FDA、EMA官方認證。本集團亦已獲發ISO 9001質量管理體系認證，上市的藥品皆以真實、充分、可靠的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。

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The Group has established comprehensive drugs quality control and assurance systems, and arranged specialists to control drug quality independently, to clarify the standards and conditions for drugs ready to be released from the factory, kept 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 regularly evaluates the quality of the production process through various methods, such as undergoing on-site inspections on registration for specific products, on-site inspections on registration of change of production site and inspections on GMP compliance, unannounced inspections, inspections on reporting and monitoring of adverse drug reactions and special inspections for injections. Meanwhile, the Group will also conduct quality review on the products manufactured every year to ensure that the manufacturing process of the product is consistent with the process approved by drug regulators and can continuously manufacture products that meet the registered quality. In addition, the Group reviews the quality system every year to ensure that the quality management system meets the requirements of the Company's quality policies, laws and regulations. The Group has also established and implemented a drug traceability system to provide traceability information in accordance with regulations to ensure drug traceability. Our Quality Control Department has laboratories, which are equipped with equipment rooms, physicochemical laboratories, stability inspection laboratories and microbiological laboratories that meet the GMP requirements.

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. To avoid misleading, all promotional materials of the Group must be reviewed by multiple departments to ensure that the promotional materials is true, accurate, rigorous and compliant. The Group conducts continuous product training and job skills training for sales personnel, and employees should follow the highest standards of honesty and ethics in all activities related to the Group's business. Employees should develop business relationships in an open, honest and transparent manner to ensure that true and accurate information is provided during product promotion.

本集團已建立全面藥品質量控制和品質保證體系，透過配備專門人員獨立負責藥品質量管制，明確產品出廠放行的標準、條件，並通過定期審核，持續具備質量保證和控制能力，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。本集團通過多種方式定期評估生產流程的質量，如接受針對特定產品的註冊現場核查、變更生產場地註冊現場核查和GMP符合性檢查、飛行檢查、藥品不良反應報告與監測檢查和注射劑專項檢查等。同時，每年度本集團亦會對生產的產品進行質量回顧，確保產品生產工藝與藥監批准工藝一致，可以持續生產符合註冊質量的產品。此外，本集團每年對質量體系實施評審，保證質量管理體系滿足公司的質量方針和法律、法規。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。質量控制部設有實驗室，實驗室配置符合GMP要求的儀器室、理化實驗室、穩定性考察室和微生物實驗室等。

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。為避免誤導情況發生，本集團所有宣傳內容需經多部門協同審閱，保證宣傳內容真實準確、嚴謹合規。本集團對銷售人員持續進行產品培訓和工作技能培訓，在所有與本集團業務有關的活動中，員工應遵循誠實和道德的最高標準。員工應通過公開、誠信和透明的方式發展業務關係，確保在產品推廣過程中提供真實、準確的資訊。

The Group has also established comprehensive lifecycle surveillance from new drug research to post-market drug of the Group, covering governing pharmacovigilance operations, pharmacovigilance training and drug safety monitoring and others. Meanwhile, the Group also conducted regular review on the quality of service procedures. The Group has formulated relevant policies, such as Post-marketing Medical Inquiry Support Process (《上市後醫學問詢支持流程》), Guiding Manual of Drug Safety Information Reporting Management (《藥品安全性信息報告管理指導書》) and Quality Complaint Investigation Handling Procedure (《質量投訴調查處理程序》), which set out in detail the collection, investigation, analysis, reporting and handling procedures for customers' feedback on or complaint about our products, aiming to continuously provide customers with safe and effective high-quality drugs. The Group has built a better customer service system and established a variety of channels for collecting information on drug safety (such as offering twenty-four hour customer service with telephone hotlines, emails, third-party call centers, and visiting randomly-chosen customers regularly after their medication) to collect reports of medical effects from customers, partnership and patients, and ensure that feedback on product quality and other information can be obtained in a timely manner. If medical consultation is involved, customers' consultation will be answered in a timely manner with reference to the Post-marketing Medical Inquiry Support Process (《上市後醫學問詢支持流程》). If the adverse drug reaction or event is involved, it will be dealt with immediately with reference to requirement of the Procedures for Handling Complaints About Adverse Drug Event, Death Cases and Group Adverse Events and the Procedures for Handling Individual Post-market Safety Reports of Drugs. If complaints about product quality are involved, the pharmacovigilance unit will notify the quality department to carry out investigation on complaints about product quality in accordance with the relevant regulations such as the Procedures for Investigating and Handling Complaints About Quality. The Group has also formulated product recall procedures. If circumstances under which the Procedures for Managing Product Recall is applicable are triggered, we will immediately inform relevant enterprises and institutions to stop sales and use, recall the drugs sold, release recall information in a timely manner, and report the drug recall and handling to the local drug regulatory authorities and health authorities when necessary. The Group has also formulated systems such as the Procedures for Managing Unqualified Product, the Procedures for Managing Returning/Reprocessing, and the Procedures for Handling Product Return. Unqualified products in the deviation processing shall be reproduced, scrapped, changed or returned through the Standard Operating Procedures for Handling Unqualified Products. The personnel of the quality department shall monitor the whole process of handling unqualified products.

本集團亦已建立健全集團從新藥研發到藥品上市後全生命周期的藥物警戒體系，涵蓋藥物警戒運營、藥物警戒培訓和藥物安全監測等方面。同時，本集團亦定期評估整個服務流程的質量。本集團制定了相關政策如《上市後醫學問詢支持流程》、《藥品安全性信息報告管理指導書》及《質量投訴調查處理程序》，詳細規定了針對客戶對於產品的反饋或投訴資訊的收集、調查、分析、報告及處理程序，致力於向客戶持續提供安全有效的高品質藥物。本集團建立了完善的客戶服務體系，設置多種藥品安全性資訊收集管道(如電話熱線、郵件、第三方呼叫中心等全年二十四小時品牌服務管道、用藥後定期隨訪)收集客戶、醫療夥伴及患者的反饋，確保產品品質反饋等資訊能夠被及時獲知。涉及醫學諮詢的，將參照《上市後醫學問詢支持流程》及時解答客戶的諮詢。如涉及藥品不良反應或事件問題，將立即參照《藥品不良事件投訴、死亡病例和群體不良事件處理流程》和《上市後藥品個例安全性報告處理流程》的規定處理；如涉及產品品質投訴，藥物警戒模組將通知品質部門按照《質量投訴調查處理程序》等相關規定開展產品品質投訴調查。本集團亦訂有產品召回規程，如觸發適用《產品召回管理規程》的情形，我們將立即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。本集團同步制定了《不合格品管理規程》、《返工／重新加工管理規程》、《產品退貨處理流程》等制度，對於偏差處理判斷為不合格的產品，通過不合格品處理標準操作規程，進行返工、報廢或退換貨處理，由質量部人員對不合格品的處理全過程實施監控。

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Intellectual property rights are the most important assets of the Group, including copyrights, patent rights, trademark rights, design rights and trade secrets. The Group enjoys the ownership of employees' work achievements, including the achievements made by employees for the Group, as well as other work achievements completed in performing their duties to the Group. Employees shall ensure that the Group's intellectual property rights are properly, safely and effectively protected, and shall not infringe on the intellectual property rights of others. Employees should report any unauthorised use of the Group's intellectual property or infringement of others' intellectual property to the legal and compliance department in a timely manner.

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 also rigorously implements the information security management system in accordance with law and regulations such as Personal information Protection Law of the People's Republic of China, Cybersecurity law of the People's Republic of China and internal systems, including the Code of Business Conduct for Employees, Data Compliance Policy. 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 including customers and data security.

The Group strictly complies with relevant laws and regulations related to quality, safety, selling, promotion, 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", the "Law against Unfair Competition of the People's Republic of China" and the "Anti-monopoly Law of the People's Republic of China" etc. There was no violation of such laws and regulations by the Group which resulted in fines or prosecutions during the Reporting Period.

知識產權是本集團最重要的資產，包括著作權、專利權、商標權、設計權和商業秘密等。本集團享有員工工作成果的所有權，包括員工為本集團所作的成果，也包括其在本集團工作過程中完成的其他工作成果。員工應確保本集團知識產權得到妥善、安全、有效的保護，且不得侵犯他人的知識產權。員工發現任何未經授權使用本集團知識產權或侵犯他人知識產權的行為，應及時向法務合規部門報告。

本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本集團長遠利益。

本集團同時亦根據《中華人民共和國個人資訊保護法》、《中華人民共和國網路安全法》等法律法規及《員工商業行為準則》、《數據合規政策》等內部制度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，以保障包括客戶在內的相關方利益和數據安全。

本集團嚴格遵守有關產品的品質安全、銷售推廣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》、《中華人民共和國反不正當競爭法》及《中華人民共和國反壟斷法》等，期內並未有違規情況。

7. ANTI-CORRUPTION

The Group upholds a high standard of integrity as part of its core values and is committed to business practises against corruption and fraud, so as to maintain high ethical standards and effective corporate governance, protect the Group's interests from fraud, corruption or other misconduct committed by employees or third parties. To create a good corporate atmosphere, guide and standardize the daily work behaviour of our employees, as well as maintain normal operation and management order, the Group has formulated an internal control management system. The system is designed to manage anti-fraud investigation and to promote the relevant concepts. It aims also to prevent fraudulent acts that harm the interests of the Group, as well as employee conflicts of interest. The Group also has a system for employees to make their complaints and reportings. All departments and subsidiaries of the Company must respectfully treat complainants and whistle-blowers, who make report lawfully. Employees are not allowed to retaliate against those who report cases to our management.

In addition, the Group formulated comprehensive anti-corruption policies, including the Management System for Supervision of Complaints and Whistle-blowing, the Code of Business Conduct for Business Partners, the Code of Business Conduct for Employees, the Anti-Bribery and Anti-Corruption Policy, the Conflict of Interest Policy, the Gifts, Entertainment and Third Party Travel Policy and the Interaction Policy with Medical Professionals and Patient Organisations. The Group has formulated systems such as the Comprehensive Risk Management and Internal Control Management System, the Internal Audit System and the Compliance Audit Process to establish a sound internal control system and provide relevant guidance for employees. In addition, the Group has also formulated the Operation Instructions for Anti-Money Laundering Investigation, requiring employees to report money laundering risks in a timely manner and the internal audit unit to conduct investigation and verification.

7. 反貪污

本集團秉持高度的廉正標準作為團體核心價值的一部分，並致力於反貪污和反舞弊的商業實踐，以維持高道德標準及有效的企業管治，保護本集團的利益免受員工或第三方欺詐、腐敗或其他不當行為侵害。為營造健康良好的企業氛圍，引導和規範本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，本集團制訂內控管理體制管理反舞弊調查及宣傳，防範損害本集團利益的舞弊行為，以及員工利益衝突。本集團亦為員工制定投訴、舉報管理制度，公司各部門及子公司都必須正確對待投訴舉報人依法舉報的行為，不得以任何藉口打擊報復投訴舉報人。

此外，本集團設有完善的反貪污政策，包括《監察投訴舉報管理制度》、《商業夥伴商業行為準則》、《員工商業行為準則》、《反賄賂反腐敗政策》、《利益衝突政策》、《禮品、招待和第三方旅行政策》、《與醫療專業人士和患者組織的互動政策》，並已制訂《全面風險管理與內部控制管理制度》、《內部審計制度》和《合規審計流程》等制度建立健全內部控制體系，為員工提供相關引導。此外，本集團亦已制定《反洗錢調查操作指導書》，要求員工在發現洗錢風險情況時及時報告，內審模組開展調查核實。

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The Employee Handbook, the Code of Business Conduct for Employees and the Conflict of Interest Policy and other systems of the Group govern employees on accepting gifts and monies. The Interest Declaration Form is open for download and used by employees internally, providing employees with channels to accept gifts and declare interests. Employees who have existing or may have conflicts of interest are required to fill in the declaration form of conflict of interest in a timely manner. The Group will grade the declaration form of conflict of interest completed by employees for review. If further investigation is required, the declarant will be asked to provide additional explanation, and the internal audit unit will further conduct relevant investigation. The Group also engages independent non-executive directors to monitor corporate governance performance and external agency to review internal finance.

The Group has formulated the Anti-Fraud Publicity Process, and the internal audit unit conducts anti-fraud publicity from time to time every year, including environmental publicity for all employees, and targeted publicity for key positions and sensitive positions. According to summarises and analyses of the characteristics of the Company's business, the internal audit unit continuously collects the latest information on anti-fraud, including the recent major fraud incidents and handling measures in various industries. Based on the information collected from fraud incidents, summarises and analyses, the Group prepared anti-fraud publicity materials, including brochures and videos, to make publicity to all employees within the Group, so as to integrate the important concept and conduct of anti-fraud into daily business processes. During the major traditional Chinese festivals (such as the Chinese New Year and Mid-Autumn Festival), the internal audit unit will issue announcements on the internal platform to remind all employees to strengthen integrity and self-discipline, and consciously resist temptations, and strictly abide by the relevant requirements of the Heparlink Employee Handbook, the Employee Conflict of Interest Management System and the Gift, Entertainment and Third Party Travel Policy. Any provision/acceptance of gifts or hospitality must have a legitimate business purpose. The provision or acceptance of gifts or hospitality must be conducted in an open and transparent manner according to the relevant procedures of the Group. The methods for monitoring whistleblowing and complaints are also listed in internal announcements. The Group also formulated codes of conduct for business partners and employees, and set up appropriate guidelines for relevant teams.

本集團《員工手冊》、《員工商業行為準則》、《利益衝突政策》等制度均對員工收受的禮品及禮金設有規範。《利益申報表》內部公開可供員工下載使用，為員工提供接受饋贈和利益申報途徑。已經存在或可能存在利益衝突的員工需及時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，由內審模組進一步進行相關調查。本集團亦另聘請獨立非執行董事監管企業管治表現，及聘請外部機構審核內部財務。

本集團已制定《反舞弊宣傳流程》，內審模組每年度不定期進行反舞弊宣導，包括全員從業環境宣導、關鍵崗位和敏感崗位針對性的宣導等。內審模組持續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，結合公司業務的特點匯總分析。根據收集到的舞弊事件及匯總分析的資料，編製反舞弊宣傳資料，包括宣傳手冊及視頻等，向本集團內的全體員工宣傳時，務求把反舞弊的重要概念及操守融入日常業務流程。每逢中國傳統重大佳節（如春節和中秋），內審模組會在內部平台發出公告溫馨提醒全體員工務必加強廉潔自律，自覺抵制誘惑，嚴格遵守《海普瑞集團員工手冊》、《員工利益衝突管理制度》及《禮品、招待和協力廠商旅行政策》的相關要求。任何提供／接受禮品或接待的行為必須具有合法的商業目的。提供接受禮品或接待的行為必須以公開透明的方式進行，並遵循本集團的相關程式。內部公告中亦列出監察舉報投訴方式。本集團亦制定商業夥伴以及員工商業行為準則，設立合適指引供相關團隊參考。

After the publicity, the internal audit unit will give feedback on the coverage of anti-fraud publicity to ensure that the publicity covers all levels of personnel. The Group will also cooperate with local communities to carry out anti-fraud training from time to time, prepare and distribute business-related training materials for the management, and arrange appropriate on-site training after taking into account our time and work. The Group also prepares simple publicity materials for employees, which are open internally for all employees to self-study, so as to continuously create a good anti-fraud environment within the Group and strengthen employees' awareness of integrity and self-discipline.

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. The Group has established reporting channels and investigation mechanisms, such as the Management System for Supervision of Complaints and Whistle-blowing and the Anti-Fraud Investigation Process. When receiving reports of suspected fraud, the internal audit unit will make registration and records, collect relevant information on suspected fraud and conduct preliminary analysis, and set up an investigation team to confirm the case and carry out investigation if necessary. The investigation team will formulate a detailed investigation plan and conduct investigation, and confirm the authenticity of fraud by collecting relevant clues of the incident and conducting interviews with the staff involved, so as to accurately determine the nature of the fraud incident, amount involved or the loss caused by fraud. After the investigation, the internal audit unit will analyse the investigation findings based on the evidence collected and relevant records to prepare an investigation report, and submit it to the responsible leader for approval. 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 those must be transferred to the judiciary for their handling, the internal audit unit would hand over the persons and related information involved in the fraud incidents to the judiciary. Meanwhile, the unit would also formulate remedial measures for process defects or execution defects discovered during the occurrence of the fraud incidents, and would follow up the implementation of remedial measures accordingly to avoid recurrence of similar incidents.

內審模組在宣導結束後，會對反舞弊宣導覆蓋率進行反饋，保證宣導覆蓋各層級人員。本集團亦會配合當地社區不定期開展反詐培訓，為管理層編製發放與業務相關聯的培訓資料，並視乎時間及工作安排適當安排現場培訓，亦為員工編製簡易的宣傳資料，內部公開供全體員工自學，在本集團內持續營造良好的反舞弊大環境，加強員工廉潔自律意識。

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》。本集團建立了《監察投訴舉報管理制度》、《反舞弊調查流程》等常態化的舉報管道及調查機制。內審模組收到涉嫌舞弊事件的舉報時會作出登記記錄，收集相關涉嫌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。調查小組會制定詳細的調查方案並開展調查，通過收集事件的相關線索、對涉及的工作人員進行訪談等方式對舞弊的真實性進行確認，準確判斷舞弊事件的性質、涉及金額或舞弊造成的損失情況。調查結束後，內審模組根據收集的證據及相關記錄整理調查發現，編製調查報告，並提交分管領導審批。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。須移交司法機關處理的，由內審模組將舞弊事件相關人、舞弊涉及資料一併移交司法機關。同時，亦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，避免此類事件再次發生。

8. COMMUNITY INVESTMENT

Hepalink has always maintained its passion for the industry, continuously demonstrated its corporate responsibility and supported the development of the local biopharmaceutical industry. Meanwhile, we attach great importance to the expectations and opinions of the community, actively respond to the call of the community, support projects that meet the needs of the community where feasible, and cooperate with groups with the same vision to obtain and maintain the mutual trust of various stakeholders, so as to make continuous contribution to the long-term development of the industry and the community.

- ***Assisting Rural Revitalization***

In July 2023, under the leadership of the Federation of Trade Unions of Xili Subdistrict, Nanshan District, Shenzhen, the labour union members of 14 key enterprises, including Hepalink, went to Ziyuan County and Longsheng County, Guilin, Guangxi to carry out a five-day cooperation and partnership assistance activity between Guangdong and Guangxi. Through on-site visits to Ziyuan County and Longsheng County, and discussions and exchanges on rural revitalization with the main responsible persons of the two counties, the parties provided support in terms of industrial cooperation, labour cooperation, talent exchange, tourism publicity, business cooperation, scientific and technological exchanges, etc. according to the actual situation of the two counties, and made concerted efforts to facilitate the development of the two counties. The parties also visited and consoled some people in need, donated assistance materials for their daily living expenses.

8. 社區投資

海普瑞始終保持對行業的熱忱，持續展現企業擔當，支援當地生物醫藥產業的發展。同時，我們非常重視社區的期望和意見，積極對社區的號召作出回應，在可行的情況下支持符合社區需求的項目，並與具有相同願景的團體合作，以贏得和維護各持份者的互信，為行業和社區的長遠發展持續貢獻力量。

- ***助力鄉村振興***

二零二三年七月，在深圳市南山區西麗街道總工會的帶領下，海普瑞等十四家重點企業工會成員赴廣西桂林資源縣及龍勝縣開展為期五天的粵桂協作結對幫扶活動。通過實地走訪資源縣、龍勝縣，與兩縣主要負責人進行鄉村振興座談交流，結合兩地實際，多方就產業合作、勞務協作、人才交流、旅遊宣傳、商貿合作、科技交流等方面給予支援，群策群力助力兩縣發展，並走訪部分慰問困難群眾，捐贈幫扶物資，用於困難群眾的日常生活開支。

In the future, Hepalink will continue to deepen the exchange and cooperation with the Federation of Trade Unions of Xili Subdistrict, increase its support for assistance, pay attention to rural construction, and further promote new progress and new achievements in assistance through various forms of assistance, so as to facilitate the high-quality development of rural industries.

未來，海普瑞會繼續深化和西麗街道總工會的交流協作，加大幫扶支持力度，關注鄉村建設，通過多種幫扶形式，進一步推動幫扶工作取得新進展新成效，助力鄉村產業高品質發展。



- *New Journey of University-Enterprise Cooperation*

In June 2023, the University-Enterprise Joint Activity Day of Guangdong Pharmaceutical University and Hepalink and the grand unveiling ceremony of the education base were held at the park of Hepalink's headquarters in Shenzhen. More than 20 teachers and students from Guangdong Pharmaceutical University visited Hepalink for exchange, during which the two sides carried out in-depth communication in many fields such as talent training, scientific research exchange and student career planning.

- 校企合作新征程

二零二三年六月，廣東藥科大學與海普瑞校企聯合活動日暨教育基地揭牌儀式在海普瑞深圳總部園區隆重舉行，廣東藥科大學二十多名師生到海普瑞參觀交流，期間雙方圍繞人才培養、科研交流、學生職業規劃等諸多領域開展深度溝通。

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In the future, Heparlink will work closely with Guangdong Pharmaceutical University to comprehensively build a high-quality talent training system integrating industry and education and promote the integrated development of industry, university and research through more diversified and innovative forms of university-enterprise cooperation.

未來，海普瑞將與廣東藥科大學緊密協作，以期通過更加多元、創新的校企合作形式，全面構建產教融合高品質人才培養體系，推動產學研一體化發展。



- *Supporting Innovation and Entrepreneurship*

In July 2023, as an outstanding representative enterprise in the biopharmaceutical industry in Nanshan District, the Group supported the “Innovative Nanshan 2023 Entrepreneurship Star Competition” (Biopharmaceutical Industry) (「創新南山二零二三創業之星大賽」生物醫藥行業賽) held by the Government of Nanshan District. As one of the main supporting units of the industry competition, Heparlink has played a leading role in promoting the coordination of industrial upgrading and innovative development in Nanshan, Shenzhen, and also took this opportunity to learn and understand the relevant information on entrepreneurial projects in the biopharmaceutical industry at this stage. Meanwhile, the participants in the industry competition can further understand Heparlink and enhance the brand awareness and influence of Heparlink in the industry through our physical booth layout.

- 支持創新創業

二零二三年七月，本集團作為南山區生物醫藥行業的優秀代表企業，支持南山區政府舉辦的「創新南山二零二三創業之星大賽」生物醫藥行業賽。海普瑞作為本次行業賽的主要支援單位之一，為促進深圳南山產業升級、創新發展協同起到了帶頭作用，也藉此機會學習和了解現階段生物醫藥行業創業專案的相關資訊，同時通過現場的展位佈置，讓行業賽參賽選手進一步認識和了解海普瑞，增強了海普瑞在業界品牌知名度和影響力。

In the future, Heparlink will continue to improve its own innovation capabilities, serve as a model for more innovative enterprises and innovative projects, and contribute more to the innovation and upgrading of the biopharmaceutical industry in Shenzhen and even the whole country.

未來，海普瑞將持續提升自身的創新能力，為更多創新企業與創新項目起到模範作用，為深圳乃至全國的生物醫藥產業創新升級貢獻更多力量。



Looking forward, Heparlink will continue to fulfil its corporate social responsibility with practical actions and demonstrate its corporate responsibility. During the Reporting Period, the factory of Shenzhen Group provided a total of 150 hours of volunteer service.

展望未來，海普瑞將繼續用實際行動履行企業社會責任，彰顯企業擔當。報告期內深圳集團工廠共投放一百五十小時義工服務時數。

9. HONOURS OF THE COMPANY

9. 公司榮譽

Hepalink 海普瑞	<ul style="list-style-type: none"> — Ranking the 44th in the “2022 Top 100 Chinese Pharmaceutical Enterprises” [2022年度中國醫藥工業百強榜]第44位 — Ranking the 25th in the “2022 TOP 100 Ranking of Chinese Chemical and Pharmaceutical Enterprises” [2022年度中國化藥企業TOP100排行榜]第25位 — “Drafting Parties of the Association Standard: Quality Standard and Production Management of Crude Heparin (T/CBPIA0001-2022)” [團體標準《肝素粗品質量標準和生產管理》(T/CBPIA0001-2022)起草單位] — “2022 Top 10 Specialized, Refined, Innovative and Differentiated Enterprises in Terms of Added Value in Nanshan District” [2022年度南山區專精新特企業增加值十強] — Level 2 Certificate of “Maturity Level of Intelligent Manufacturing Capability” [智慧製造能力成熟度等級]二級證書 — Ranking the 140th in the “2023 Top 500 Enterprise in Guangdong Manufacturing Industry” [2023年廣東省製造業500強]第140位
Techdow Pharmaceutical 天道醫藥	<ul style="list-style-type: none"> — “2022 Guangdong Provincial Single Champion Enterprise in Manufacturing Industry (Product)” (Techdow Pharmaceutica — Enoxaparin Sodium Injection) [2022年廣東省省級製造業單項冠軍企業(產品)](天道醫藥 — 依諾肝素鈉注射液) — Ranking the 128th in the “2023 Top 500 Enterprise in Guangdong Manufacturing Industry” [2023年廣東省製造業500強]第128位 — “2023 Outstanding Brand of Bio-chemical Enterprises” (Prolongin) [2023年度生化生物企業優秀品牌](普洛靜) — “Prestigious Annual Le Fonti Award for Excellence in Innovation and Leadership” (Techdow Pharma Italy) [LE FONTI大獎之年度卓越創新領導力獎項](天道義大利) — Level 2 Certificate of “Maturity Level of Intelligent Manufacturing Capability” [智慧製造能力成熟度等級]二級證書

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Indicator A.1.1 指標A.1.1	The types of emissions and respective emissions data. 排放物種類及相關排放數據。	A1
Indicator A.1.2 指標A.1.2	Direct (Scope 1) and energy indirect (Scope 2) greenhouse gas emissions in total (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 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 指標A.1.3	Total hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 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 指標A.1.4	Total non-hazardous waste produced (in tonnes) and, where appropriate, intensity (e.g. per unit of production volume, per facility). 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 指標A.1.5	Description of the emission targets set and the steps taken to reach these targets. 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 指標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. 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
ASPECT A.2 方面A.2	Use of Resources 資源使用	A2
Indicator A.2.1 指標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). 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 指標A.2.2	Water consumption in total and intensity (e.g. per unit of production volume, per facility). 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 指標A.2.3	Description of the energy efficiency targets set and the steps taken to achieve these targets. 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 指標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. 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 指標A.2.5	Total packaging material used for finished products (in tonnes) and, if applicable, with reference to per unit produced. 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

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A	Environmental 環境	Chapter 章節
ASPECT A.3 方面A.3	Environment and Natural Resources 環境及天然資源	A3
Indicator A.3.1 指標A.3.1	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。	During the Period, there were no activities that had a significant impact on the environment and natural resources 期內未有對環境及天然資源的重大影響的事故
ASPECT A.4 方面A.4	Climate Change 氣候變化	A4
Indicator A.4.1 指標A.4.1	Description of the major climate-related issues that have and may have an impact on the issuer, and the response actions. 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
B	Social 社會	
ASPECT B.1 方面B.1	Employment 僱傭	B1
Indicator B.1.1 指標B.1.1	Total workforce by gender, employment Type (e.g. full-time 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。	B1
Indicator B.1.2 指標B.1.2	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。	B1
ASPECT B.2 方面B.2	Health and Safety 健康與安全	B2
Indicator B.2.1 指標B.2.1	Number and rate of work-related fatalities in the past three years (include reporting year). 過去三年(包括匯報年度)每年因工亡故的人數及比率。	There were no work-related fatalities in the past three years including the reporting period 包括報告期內的過去三年未有因工亡故事件
Indicator B.2.2 指標B.2.2	Lost days due to work injury. 因工傷損失工作日數。	During the Reporting Period, there were 197 working days lost due to work-related injuries 報告期內共有一百九十七天因工傷損失工作日數
Indicator B.2.3 指標B.2.3	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。	B2

B Social 社會		
ASPECT B.3 方面B.3	Development and Training 發展及培訓	B3
Indicator B.3.1 指標B.3.1	The percentage of employees trained by gender and employee category (e.g. senior management, middle management). 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 指標B.3.2	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。	B3
ASPECT B.4 方面B.4	Labour Standards 勞工準則	B4
Indicator B.4.1 指標B.4.1	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。	B4
Indicator B.4.2 指標B.4.2	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。	No violations during the Period 期內未有違規情況
ASPECT B.5 方面B.5	Supply Chain Management 供應鏈管理	B5
Indicator B.5.1 指標B.5.1	Number of suppliers by geographical region. 按地區劃分的供應商數目。	B5
Indicator B.5.2 指標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. 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 指標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. 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 指標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. 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

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B		Social	
		社會	
ASPECT B.6	Product Responsibility		B6
方面B.6	產品責任		
Indicator B.6.1 指標B.6.1	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。	Percentage of products subject to recalls for safety and health reasons during the Period is 0% 期內因安全與健康理由而須回收的產品百分比為零	
Indicator B.6.2 指標B.6.2	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。	There were total of 33 complaints during the Period, and all of them have been dealt with. Among these complaints, no product has to be recycled due to quality problems 期內共有三十三宗投訴，並已悉數處理，當中未有因品質問題而須回收產品的情況	
Indicator B.6.3 指標B.6.3	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。		B6
Indicator B.6.4 指標B.6.4	Description of quality assurance process and recall procedures. 描述質量檢定過程及產品回收程序。		B6
Indicator B.6.5 指標B.6.5	Description of consumer data protection and privacy policies, 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。		B6

B		
Social		
社會		
ASPECT B.7	Anti-corruption	B7
方面B.7	反貪污	
Indicator B.7.1 指標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. 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。	There was no concluded case in relation to corruption during the Period 期內沒有已審結的貪污訴訟案件
Indicator B.7.2 指標B.7.2	Description of preventive measures and whistle-blowing procedures, how they are implemented and monitored. 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 指標B.7.3	Description of the anti-corruption training provided to directors and employees. 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	
Indicator B.8.1 指標B.8.1	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)。	B8
Indicator B.8.2 指標B.8.2	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)。	B8



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