



東瑞製葯(控股)有限公司

DAWNRAYS PHARMACEUTICAL (HOLDINGS) LIMITED

(在開曼群島註冊成立的有限公司)

(Incorporated in the Cayman Islands with limited liability)

股份編號：2348 Stock Code：2348

2017 環境、社會  
及管治報告  
ENVIRONMENTAL, SOCIAL  
AND GOVERNANCE REPORT

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“关注健康 持续创新”

attend to health persist in creation

## INTRODUCTION

Dawnrays Pharmaceutical (Holdings) Ltd. (the “Company”) and its subsidiaries (collectively referred to as the “Group” or “Dawnrays” or “we”) operate and develop its business in an integrity, pragmatic and stable manner. The Group also always adheres to the principle of product quality as its operational principle to carry out daily production and management for the purpose of providing customers with reliable products and services, creating economic growth for the society, and bringing return for Shareholders’ investment.

During the progress of our business development, the Group is committed to maintain the core values of its operations and always complies with the requirements of various laws and regulations. The Group responds positively to all aspects of environmental, social and corporate governance, continues to improve and merge with management, and fulfills its obligations as a social corporate to ensure the sustainable development of the Group’s business.

The Group knows well that corporate sustainability is closely related to various environmental and social factors and affects each other. Therefore, when planning business development, the Group strives to assess the long-term impact of the business on social interests and takes the allocation of environmental resources into consideration so as to seek the maximum balance between the business development and the environment and society.

## 引言

東瑞製葯(控股)有限公司(「本公司」)及其附屬公司(統稱「本集團」或「東瑞」或「我們」)一向以誠信、務實、穩健的態度經營與發展業務。本集團亦始終堅持以產品質量為營運的基本原則，執行日常生產及管理任務，旨在為客戶供應可信賴的產品和服務，為社會創造經濟增長，為股東投資帶來回報。

在業務發展過程，本集團致力維護經營的核心價值觀，不忘遵守各種法例和規則的要求；就環境、社會和企業管治各範疇事務積極回應，持續進步並融會貫通於管理工作，以盡義務履行企業的社會責任，務求本集團業務可持續發展。

本集團深知企業可持續發展與各種環境和社會因素息息相關，互相影響。因此，本集團在策劃業務發展過程中，均盡力評估業務長遠對社會利益的影響並將環境資源分配列入考慮當中，以尋求企業發展與環境和社會的互動達致最大平衡。



## ABOUT THIS REPORT

The board of the Company has overall responsibility for the Group's environmental, social and governance strategy and reporting. This Environmental, Social and Governance Report (the "Report") is the second Environmental, Social and Governance Report issued for the stakeholders to fully understand the Group's corporate mission and social responsibility fulfilled.

The Report forms part of the effort of the Group to communicate to its stakeholders in a broad manner the relevant environmental and social initiatives the Group has made during the period from 1 January 2017 to 31 December 2017 ("Reporting Period") in reference to Appendix 27 "Environmental, Social and Governance Reporting Guide" of the Rules Governing the Listing of Securities on the Stock Exchange of Hong Kong ("Reporting Guide"). Details of Corporate Governance are addressed separately in the Corporate Governance Report in the Company's 2017 Annual Report from page 19 to page 31.

As of 31 December 2017, there were eight subsidiaries directly or indirectly wholly owned by the Company. Based on the Group's vertically integrated business model and the functions of its subsidiaries, the following three subsidiaries ("the Three Subsidiaries") form the Group's production bases:

1. Suzhou Dawnrays Pharmaceutical Co., Ltd. ("Suzhou Dawnrays Pharma") — a subsidiary wholly owned by the Company, responsible for development, production and sales of pharmaceutical products.
2. Su Zhou Dawnrays Pharmaceutical Science and Technology Co., Ltd. ("Su Zhou Dawnrays Pharma Science and Tech") — a subsidiary wholly owned by the Company, responsible for production and sales of pharmaceutical intermediates.
3. Dawnrays (Nantong) Pharmaceutical Science and Technology Co., Ltd. ("Dawnrays (Nantong) Pharma Science and Tech") — a subsidiary wholly owned by the Company, responsible for production and sales of pharmaceutical intermediates.

In accordance with the requirements of the Reporting Guide, the Report has disclosed performance on various aspects on environmental and social matters of the Three Subsidiaries during the Reporting Period.

## 關於本報告

本公司董事會對本集團的環境、社會及管治策略及匯報承擔全部責任。本環境、社會及管治報告(「本報告」)為本集團第二份環境、社會及管治報告，讓持份者充分了解本集團的企業使命及履行社會責任。

本報告是本集團向持份者廣泛傳達於二零一七年一月一日至二零一七年十二月三十一日期間(「報告期間」)本集團在環境及社會方面的努力。本報告是根據香港聯合交易所證券上市規則附錄二十七《環境、社會及管治報告指引》(「報告指引」)編制。而有關企業管治方面之詳情則另在本公司二零一七年年報第19至31頁的企業管治報告刊登。

於二零一七年十二月三十一日，本公司直接或間接全資擁有八家附屬公司。基於本集團垂直綜合的業務模式和附屬公司的功能，下述三家附屬公司(「該三家附屬公司」)為本集團生產基地：

1. 蘇州東瑞製藥有限公司(「蘇州東瑞製藥」) — 本公司全資附屬公司，負責開發、生產及銷售醫藥產品。
2. 蘇州東瑞醫藥科技有限公司(「蘇州東瑞醫藥科技」) — 本公司全資附屬公司，負責生產及銷售醫藥中間體。
3. 東瑞(南通)醫藥科技有限公司(「東瑞(南通)醫藥科技」) — 本公司全資附屬公司，負責生產及銷售醫藥中間體。

根據報告指引要求，本報告披露了該三家附屬公司於報告期間於環境及社會事宜各範疇之表現。

## VALUABLE OPINIONS

The compilation of this report may not be entirely satisfactory due to various objective constraints, and therefore stakeholders' valuable opinions can help the Group continue to improve performance on environmental, social and governance. Please feel free to contact the Group with any comments or suggestions related to the Report.

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## 寶貴意見

受各種客觀條件限制，本報告編制可能並不完全使人滿意，因此持份者的寶貴意見有助本集團在環境、社會及管治方面作出持續改善。如有任何有關本報告意見，歡迎與本集團聯絡。

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## CORPORATE OVERVIEW

The Group was founded in December 1995 with focus on product development, production and sale of cephalosporin antibiotics and system specific medicines. The Company listed on the main board of The Stock Exchange of Hong Kong on 11 July 2003 with stock code 2348.

The cephalosporin products of the Group include intermediates, bulk drugs, powder for injections and oral preparations. Specific medicines cover the cardiovascular system, anti-HBV, anti-allergic, digestive system, urinary system and endocrine system. The dosage forms include tablets, capsules and granules.

The Group's Research and Development Center was established in 2002. It is a research and development team with professional technical staff as the backbone and composed of senior researchers such as doctors and masters. The research direction is mainly based on generics of the system specific medicines but also taking into account the development of new drugs and exploration of innovative drugs.

At present, the Group has established "Xian" series of anti-infective drug and "An" series of cardiovascular drug brands. The Group's anti-infective drugs such as Cefoperazone Sodium for injection (先必先<sup>®</sup>), Cefoperazone Sodium and Sulbactam Sodium for injection (先舒<sup>®</sup>); the specific medicines such as Amlodipine Besylate Tablets (安內真<sup>®</sup>), Losartan Potassium and Hydrochlorothiazide Tablets (安內喜<sup>®</sup>), Cetirizine Hydrochloride Tablets (西可韋<sup>®</sup>) and Entecavir Dispersible Tablets (雷易得<sup>®</sup>) were all earlier approved for production and marketing in the similar products in Mainland China with market shares placed in leading positions.

The Group has well established quality management system. The existing production workshops strictly adopt China and international standards for construction. The Group will keep devote itself to the health of human beings and rely on the high sense of social responsibility and forward looking thought in order to continuously deliver safe and effective drugs through constant technological innovation.

## 企業概覽

本集團始創於一九九五年十二月，主要從事頭孢菌素類抗生素以及系統專科藥物的開發、製造及銷售。本公司於二零零三年七月十一日在香港聯合交易所主板上市，股份代號：2348。

本集團頭孢菌素類抗生素產品包括中間體、原料藥、粉針劑和口服製劑。專科藥物覆蓋心血管系統、抗乙肝病毒、抗過敏、消化系統、泌尿系統和內分泌系統。劑型有片劑、膠囊劑、顆粒劑。

本集團研發中心於二零零二年成立，是一支以專業技術人員為骨幹，由博士、碩士等資深研究人員組成的研發團隊。研發方向主要以系統專科藥物仿製藥為主，同時兼顧新藥的研發和一些創新藥的探索。

目前，本集團已建立起「先」系列抗感染藥物和「安」系列心血管藥物品牌，而本集團的抗感染藥物注射用頭孢哌酮鈉(先必先<sup>®</sup>)、注射用頭孢哌酮鈉舒巴坦鈉(先舒<sup>®</sup>)；專科藥物苯磺酸氨氯地平片(安內真<sup>®</sup>)、氯沙坦鉀氫氯噻嗪片(安內喜<sup>®</sup>)、鹽酸西替利嗪片(西可韋<sup>®</sup>)、恩替卡韋分散片(雷易得<sup>®</sup>)皆為國內同類品種較早獲准生產上市的产品，市場佔有率位居前列。

本集團擁有完善的質量管理體系，現有廠房嚴格按照中國和國際標準建設。本集團將始終以致力於人類的健康事業為己任，憑藉高度的社會責任感與前瞻性的思維，通過持續的技術創新，不斷為社會提供安全有效的藥物。

## COMMUNICATION WITH STAKEHOLDERS

The Group understands that all stakeholders have different expectations and requirements to the Group. We wish to establish open, transparent and effective communication channels with our stakeholders to strengthen our understanding on each other's needs. Our goal is to gain a balance between the business development and meeting the requirements of stakeholders so as to achieve a balanced and satisfactory result. In order to understand stakeholders' concerns regarding the Company's business as well as environmental, social and governance issues, we collect their opinions through various methods such as interviews, electronic media communications, various forms of meetings and questionnaires.

The Company identifies external and internal stakeholders in accordance with prevailing criteria of measuring the influence, relevance and importance of different people or organizations on the operations of the Group. Communicating with external stakeholders such as government/regulators, shareholders/investors, customers, suppliers, banks and community residents can deepen their understanding of the Group's efforts in environmental, social and corporate governance. For internal stakeholders, the Group will deepen employees' understanding on relevant areas through various forms of functions.

## 與持份者溝通

本集團明白各方面的持份者對本集團的期望及要求各有不同，我們期望與本公司持份者建立公開、透明以及有效溝通渠道，加強了解彼此的需求；我們的目標是兼顧業務發展同時，能滿足持份者的要求，以取得平衡及美滿的結果。為了解持份者對於本公司業務以及環境、社會和管治等範疇的關注事項，我們透過不同的方式，例如面談、電子媒介通訊、各種形式會議和問卷等收集他們的意見。

本公司根據有關通行準則衡量不同人士或機構對本集團營運的影響力、相關程度和重要性，識別出外部及內部持份者。與外部持份者如政府／監管機構、股東／投資者、客戶、供應商、銀行和社區居民等進行溝通能加深他們對本集團在環境、社會及企業管治方面工作的認識。對於內部持份者僱員而言，本集團將透過不同形式的活動加深企業人員對有關範疇的認識。

According to the questionnaire survey conducted by the Company to the stakeholders and the information collected through various communications, every stakeholder expressed concern about the Group's environmental, social and governance information, and the most concerned topics were as follows:

根據本公司向持份者進行問卷調查及各種溝通所收集資料，各持份者均表示關注本集團關於環境、社會及管治等範疇資訊，而最受關注議題為：

<b>Stakeholders</b> 持份者	<b>The Most Concerned Topics</b> 最受關注議題
Government/regulator 政府／監管機構	regulatory compliance, corporate governance, environmental policy and management systems, product responsibility, business conduct policies and measures, occupational health and safety, employment policies 法規遵循、企業管治、環境政策與管理系統、產品責任、商業操守政策和措施、職業健康與安全、僱傭政策
Shareholder/investor 股東／投資者	corporate governance, product responsibility and development, supply chain management, employment and benefits policies and systems, environmental policy, business conduct policies and measures 企業管治、產品責任及開發、供應鏈管理、僱傭與待遇政策和制度、環境政策、商業操守政策和措施
Employee 僱員	corporate governance, product responsibility, employment and benefits policies and systems, development and training, occupational health and safety, environmental policy and management systems 企業管治、產品責任、僱傭與待遇政策和制度、發展與培訓、職業健康與安全、環境政策與管理系統
Customer 客戶	supply chain management, product responsibility, environmental policy and management systems, materials use policy and status, occupational health and safety 供應鏈管理、產品責任、環境政策與管理系統、材料使用政策與狀況、職業健康與安全
Supplier 供應商	supply chain management, environmental policy and management systems, business conduct policies and measures, occupational health and safety, product responsibility 供應鏈管理、環境政策與管理系統、商業操守政策和措施、職業健康與安全、產品責任
Bank 銀行	corporate governance, financial risk management, product responsibility, occupational health and safety, environmental policy and management systems 企業管治、財務風險管理、產品責任、職業健康與安全、環境政策與管理系統



## ENVIRONMENTAL ASPECTS

The Group is convinced that enterprise must pay attention to environmental protection during its pursuing business development. Only co-existing with the environment and ecology friendly can we achieve sustained economic and social development and ensure that future generations can continue to enjoy better living standards than now. Therefore, the Group actively understands the importance of environmental protection for the sustainable and stable development of the Group, taking into account of the impact on the environment when making business decisions, establishes “Energy Resource Management Procedures” and implements various energy policies and environmental protection measures. The Group strives to improve product quality, meanwhile, seeks to achieve the best balance between cost control and environmental protection, and devotes to becoming a company with low energy and resource consumption, low pollutant emissions, resource conservation, and environmental protection.

Through the establishment of an environmental management system, the Group promoted the applicable energy improvement and clean production plans, used resources more efficiently, reduced the generation of waste and pollution, and reduced the risk of environmental accidents. Meanwhile, the Group implemented its environmental protection policy in accordance with national and regional laws and regulations and identified various environmental factors, and formulated response methods such as “Exhaust Gas Management Procedures”, “Wastewater Management Procedures”, “Waste Management Procedures” and other management procedures to classify and manage emissions and wastes generated from daily production and office work, so as to fulfil its responsibility to environmental protection.

Suzhou Dawnrays Pharma has passed the ISO14001 environmental management system certification issued by a third-party verified institution. The production plants have installed on-line monitoring systems for wastewater, which cooperate with the government’s monitoring of emissions data. Besides, the Group also reports energy consumption to the Suzhou Environmental Energy Trading Center\* (蘇州市環境能源交易中心) every year. The Group has a health, safety and environmental protection department responsible for handling the in-house relevant issues about occupational safety and environmental protection. Each production department sets energy targets annually and collects data for analysis each month. During the Reporting Period, there was no cases of non-compliance with environmental laws and regulations that have significant impact on the Group.

The following output value ten thousand yuan represented in the Report refers to output value of RMB10,000 which was calculated in accordance with the calculation method of total industrial output value published by the National Bureau of Statistics of the PRC.

## 環境範疇

本集團深信企業追求業務發展同時必須關注環境保護，唯有與環境生態的友好永續共存，才能達到經濟社會的永續發展，確保未來世代能持續享受不低於現代的生活水平。因此，本集團積極深入了解環境保護對本集團持續穩定發展的重要性，主動考慮業務決定對環境的影響，設立《能源資源管理程序》，實行各項能源政策和環境保護措施，力求在提高產品品質的同時在成本控制及環境保護之間取得最佳平衡，致力成為能源資源消耗少、污染物排放低、節約資源及保護環境的企業。

本集團通過環境管理體系的建立，推動適用於本集團的能源改善和清潔生產計劃，更有效使用資源，減少產生廢物及污染，降低環境事故風險，同時，本集團按照國家及地區法律法規執行環境保護方針以及已識別出各項環境因素，並制定應對方法如《廢氣管理程序》、《廢水管理程序》、《廢棄物管理程序》及其他管理程序對日常生產及辦公產生的排放、廢棄物和垃圾進行分類管理，以為環境永續恪盡本分。

蘇州東瑞製藥已通過經由第三方審核機構頒發的ISO 14001環境管理系統認證。生產廠房已安裝廢水在線監察系統，配合政府對排放數據監察，同時本集團每年向蘇州市環境能源交易中心填報能源使用情況。本集團設有健康安全環保部負責處理集團內有關職業安全及環保事項。各生產部門每年設定能源指標，每月收集數據進行分析。於報告期間，並沒有違反對本集團有重大影響的環保法律及規例情況。

本報告以下列示之萬元產值指人民幣10,000元之產值，乃按照中國國家統計局公佈的工業總產值計算方法計算。

## EMISSIONS

### Greenhouse gas and exhaust gas emissions

Greenhouse gas emissions data are important indicators of environmental performance. Reducing greenhouse gas emissions is a long-term goal of the Group. The Group's greenhouse gas emissions are mainly due to electricity and steam used in production, followed by motor vehicles. Exhaust emissions have been strictly implemented in accordance with the waste gas management procedures. In order to reduce fuel-related emissions, the Group is committed to construct and promote energy management systems, monitors the status of energy consumption and allocates resources to use energy-efficient products and services, such as renting electric vehicles to pick up employees so as to reduce pollution caused by emissions.

The greenhouse gas and other emissions data of the Three Subsidiaries during the Reporting Period are set out as follows:

## 排放物

### 溫室氣體及廢氣排放

溫室氣體排放數據是環境表現的重要指標。減少溫室氣體排放是本集團的長遠目標。本集團的溫室氣體排放主要因生產時的用電及蒸汽，其次由汽車行駛產生。廢氣排放已按照廢氣管理程序嚴格執行。為減少燃油時的排放，本集團致力於能源管理系統的建設和推動，確實掌握能源使用狀況，調配資源使用具備能源效率的產品和服務，如已租用電動客車接載員工上下班，以減少廢氣排放造成污染。

該三家附屬公司於報告期間溫室氣體及其他廢氣排放數據載列如下：

	Unit 單位	Data 2017 數據 2017
Total greenhouse gas emissions (Scope 1 and 2) 溫室氣體總排放量(範圍1及2)	ton of carbon dioxide equivalent 噸二氧化碳當量	37,144
Direct emissions (Scope 1) <sup>1</sup> 直接排放(範圍1) <sup>1</sup>	ton of carbon dioxide equivalent 噸二氧化碳當量	157
Indirect emissions (Scope 2) <sup>2</sup> 間接排放(範圍2) <sup>2</sup>	ton of carbon dioxide equivalent 噸二氧化碳當量	36,987
Intensity of total greenhouse gas emission 溫室氣體總排放密度	ton of carbon dioxide equivalent/ output value ten thousand yuan 噸二氧化碳當量/萬元產值	0.3488
Nitrogen oxides (NOx) <sup>3</sup> 氮氧化物(NOx) <sup>3</sup>	gram 克	508,218
Sulfur oxides (SOx) <sup>3</sup> 硫氧化物(SOx) <sup>3</sup>	gram 克	960
Particulate matters <sup>3</sup> 顆粒 <sup>3</sup>	gram 克	46,226

<sup>1</sup> Direct greenhouse gas emissions covered in the Three Subsidiaries' business control

<sup>1</sup> 涵蓋該三家附屬公司在業務控制範圍的直接產生的溫室氣體排放

<sup>2</sup> The indirect energy greenhouse covered in gas emissions caused by electricity and steam purchased by the Three Subsidiaries

<sup>2</sup> 涵蓋該三家附屬公司購買的電力、蒸汽所引致的間接能源溫室氣體排放

<sup>3</sup> Emissions of the Nitrogen oxides (NOx), Sulfur oxides (SOx) and Particulate matters were calculated based on stationary combustion sources and fuel consumed by vehicles.

<sup>3</sup> 氮氧化物(NOx)、硫氧化物(SOx)及顆粒排放量是按固定燃燒源及汽車燃料源計算。

### Disposal of waste water

A detailed description for disposal of waste water is set out in the “Use of water” of the Report.

### Waste management

Proper disposal of waste can help to reduce environmental and ecological impacts. The Group established “Waste Management Procedures” according to the “National List of Hazardous Wastes” for classification and disposal, and strictly controlled waste disposal and disposal procedures in accordance with the procedures to ensure that the Group’s wastes were effectively managed and disposed of. At the same time, the Group establishes a clean production assessment system and energy saving mechanism to reduce waste generation. In terms of product process design, the Group prioritizes to use non-toxic or easily degradable raw materials which practicable to reduce the burden on the environment. Wastes are classified as hazardous wastes and non-hazardous wastes. Our different departments are responsible to collect and dispose of different types of wastes, and allocate appropriate storage space for temporary storage of classified wastes. Hazardous wastes are properly packaged and stored in designated storage areas, and are processed by qualified contractors in due course.

The following is the total amount of waste generated by the Three Subsidiaries during the Reporting Period:

#### Waste Category

##### 廢棄物種類

Hazardous waste

有害廢棄物

Non-hazardous waste

無害廢棄物

\* Amount of waste generated per each of output value ten thousand yuan.

### 廢水處理

關於廢水處理於本報告「水資源使用」詳細描述。

### 廢棄物管理

妥善處理廢棄物有助減低對環境及生態影響。本集團根據《國家危險廢物名錄》建立《廢棄物管理程序》進行分類及處理並依照該程序嚴格管控廢棄物處理、處置等流程，確保本集團的廢棄物得到有效的管理和處置。同時建立清潔生產評估制度及節能降耗機制，以減少廢棄物產生。在產品工藝設計上，本集團在可行的情況下優先考慮選用無毒或易降解的原材料，減少對環境負擔。廢棄物分為有害廢棄物及無害廢棄物，我們通過不同的部門負責對不同類廢棄物進行收集和處置，並配置合適的分類貯存場所暫存廢棄物。有害廢棄物均妥善封裝存放於指定貯存區，適時由合格承辦商處理。

以下為該三家附屬公司於報告期間產生的廢棄物總量：

Unit	Amount	Intensity*
單位	數量	密度*
ton	362	0.0034
噸		
ton	109	0.00102
噸		

\* 每萬元產值所產生的廢棄物數量。

## USE OF RESOURCES

### Purchase electricity and steam

The Group purchases electricity and steam for daily production. Every production program is designed to minimize the consumption of various types of resources. In order to save energy more effectively, the Group replaces equipment with energy-saving equipment as needed. The production plants are gradually replacing with LED energy-saving lamps and reducing the energy consumption of high-energy-consuming equipment by adopting frequency conversion control method. The air-conditioning system is a high-power-consumption facility. Therefore, the office building adopts summer air-conditioning temperature control to save electricity.

The total energy consumption of the Three Subsidiaries during the Reporting Period is as follows:

Energy Category 能源種類	Unit 單位	Consumption 消耗量	Intensity* 密度*
Purchased electricity 購買電力	kWh ('000) 千個千瓦時	27,714	0.2602
Purchased steam 購買蒸汽	kg 公斤	5,394,979 <sup>^</sup>	50.66
Diesel 柴油	L 公升	28,660	0.2691
Gasoline 汽油	L 公升	34,676	0.3256

\* Consumption required per each of output value ten thousand yuan.

<sup>^</sup> It was the standard coal volume converted with reference to the "General Principles for Calculation of the Comprehensive Energy Consumption" (綜合能耗計算通則) published by the China government.

## 資源使用

### 購買電力及蒸汽

本集團透過購買電力及蒸汽以進行日常生產。各個生產程式經過設計，並盡量控制各類資源耗用量。為更有效節省能源，本集團按需要更換具節能功能的設備。生產廠房正逐步更換LED節能燈具並採取變頻控制方式降低高能源消耗設備的能耗；空調系統為高耗電量設施，因此辦公大樓實行夏日空調溫度控制以節約用電。

以下為該三家附屬公司於報告期間能源總耗量：

Unit 單位	Consumption 消耗量	Intensity* 密度*
kWh ('000) 千個千瓦時	27,714	0.2602
kg 公斤	5,394,979 <sup>^</sup>	50.66
L 公升	28,660	0.2691
L 公升	34,676	0.3256

\* 每萬元產值所需消耗量。

<sup>^</sup> 乃參照中國政府公佈的《綜合能耗計算通則》折算成的標煤量。

### Use of water

The Group recognizes that the discharge of chemical solutions into river or ocean will result in adverse impact on the ecological environment. As a chemical pharmaceutical enterprise, water is an indispensable resource during the Group's production process. The production process is set with water consumption quota that workshops must strictly comply with. Wastewater from the manufacturing process contains various chemicals that cannot be directly discharged. Therefore, all production plants are equipped with wastewater treatment systems. All wastewater must be treated before being discharged and third-party institutions are regularly invited to conduct inspection every year. All the plants also installed monitors that monitor emissions in real time by government departments and set up on-line monitoring of pollution sources to ensure that the discharge of waste water continues to meet the standards.

The Three Subsidiaries use water supplied by the water supply company, mainly used for production, testing and daily life of employees. In order to effectively use water, the Group has set up water saving management system in accordance with the "Energy Resource Management Procedures" containing posting of water saving signage at workplaces and recycling cooling water to increase the efficiency of water resources. The data of water consumption and industrial waste water discharged of the Three Subsidiaries during the Reporting Period were as follows:

Category 種類	Unit 單位	Amount 數量	Intensity* 密度*
Water consumed 用水量	cubic meter 立方米	581,473	5.4602
Industrial waste water discharged 工業廢水排放量	cubic meter 立方米	525,878	4.9382

\* Amount generated per each of output value ten thousand yuan.

### 水資源使用

本集團深明化學性溶液若溶入河流或海水會對生態環境造成影響。作為化學製藥企業，水為本集團生產過程中不可或缺的資源。生產過程設定有工藝用水量定額，車間嚴格執行。製造過程產生的廢水含有各種化學物質不可直接排放。因此，各個生產廠房均設有廢水處理系統，所有廢水都必須經過處理方可排放，並每年定期邀請第三方進行檢測。各廠房亦安裝了由政府部門實時監測排放的監測儀和設置污染源在線監控，保證廢水排放持續達標。

該三家附屬公司採用自來水公司供應水源，主要用於生產、試驗及員工日常生活。為有效使用水資源，本集團依據《能源資源管理程序》增加節約用水管理制度，包括於工作場所展示節約用水標示牌以及冷卻水循環使用以增加水資源效益。於報告期間該三家附屬公司用水量與工業廢水排放量數據如下：

\* 每萬元產值所產生的數量。

### Use of packaging materials

The Group is an integrated pharmaceutical enterprise. The industry chain contains intermediates, bulk drugs and finished drugs. The packaging patterns and materials for each series of products must be designed in accordance with GMP, Chinese Pharmacopoeia, industry standards, and customer requirements. The daily used packaging materials meet the requirements of the national environmental protection department and are regularly purchased on a demand basis so as to reduce waste. Subject to compliance with laws and regulations and without prejudice to product quality, the Group's product packaging adopts a simple, environmentally-friendly packaging design to save materials.

### 包裝物料使用

本集團為綜合式製藥企業，產業鏈中包含中間體、原料藥和成藥。各系列產品的包裝模式和物料均必須按照GMP、中國藥典、行業標準及客戶的要求制定。日常使用的包裝材料均滿足國家環保部門要求且定時按需求集中採購，減少浪費。於符合法律法規和不影響產品質量前提下，本集團產品包裝採用簡約的環保包裝設計，以節省材料。

During the Reporting Period, the amount of packaging materials used by the Three Subsidiaries was as follows:

於報告期間，該三家附屬公司包裝物料用量如下：

**AMOUNT OF PACKAGING MATERIALS**  
包裝物料用量

	Unit 單位	Amount 數量
Paper 紙張	ton 噸	908
Plastic 塑膠	ton 噸	300
Metal 金屬	ton 噸	182
Other materials (glass/PE box) 其他物料(玻璃/PE盒)	ton 噸	353

**THE ENVIRONMENT AND NATURAL RESOURCES**

*Environmental impact management*

The Group knows that Dawnrays' business involves the production of chemical bulk drugs and finished drugs, our operation process may have an impact on the environment and natural resources. Therefore, the Group actively fulfills its social responsibilities and strives to comply with relevant environmental laws, regulations and emission standards, and implement various management systems for the purpose of improving the use efficiency of various types of resources. The Group also continues to make efforts in improving its work under the basic requirements of safety, hygiene and environmental protection so as to avoid harm to the environment, employees and businesses caused by unsafe environment, behavior and facilities.

To successfully promote its working philosophy of safety, hygiene, and environmental protection, the Group not only needs to build a variety of related systems and allocate appropriate resources, but also needs cooperation from its staffs. The Group conducts environmental risk assessments and environmental emergency management promotion and training each year, requires all departmental management personnel and employees to report the emergency situations affecting the environment. The Group advocates the concept of green office and engages a professional team to green the offices and production plants in the outdoor area. Plant varieties will change subject to the season. It's our expectation that green office will create a comfortable working environment for its employees and enhance the benefits.

**環境及天然資源**

*環境影響管理*

本集團明白東瑞的業務涉及化學原料藥和成品藥生產，營運過程可能對於環境及天然資源造成影響，因此，本集團積極履行社會責任，著力遵守有關環保法律法規及排放標準，執行各種管理制度提升各類資源使用效率。本集團亦以安全、衛生、環保為基本要求，持續努力改善有關工作，力求避免不安全環境、行為及設施造成對環境、僱員及企業的危害。

本集團要成功推動安全、衛生、環保的工作理念，除努力建設各種相關制度並配置適當資源外，同時亦需要員工配合。本集團每年進行環境風險評估、環境应急管理宣傳和培訓，要求各部門管理人員及員工對環境有影響的突發情況作出匯報。本集團倡導綠色辦公理念，聘請專業的團隊為辦公室及生產廠房室外範圍進行綠化，植物品種會按照季節轉換。綠化工作間期望為員工帶來舒適的工作環境提升效益。

## CARE FOR EMPLOYEES

Employees are corporate stakeholders and executors who achieve business goals. The development track of enterprise is closely related to the competence, skills, and team spirit of the employees. The continuous hard work of our employees has created Dawnrays' achievements today. The Group always cares for talents, advocates team work spirit of unity, collaboration, and efficient and interpersonal relationships with tolerance, understanding and harmonious. The Group builds a career platform with diversity of communicative, harmonious, safe and healthy and work environment for employees to jointly organize a high-quality professional team aiming to bring safe and effective drugs for society.

The Group has established human resources management guidelines on the basis of our long-term development direction according to the requirements of National and Jiangsu Province so as to provide reasonable treatment to employees. Meanwhile, the Group continues to improve the remuneration and welfare, training, occupational health and safety systems for the retention of talents, and reviewed and updated regularly to ensure that employees are able to obtain appropriate support and rewards

### EMPLOYMENT

#### *Distribution of employees*

As of 31 December 2017, the total number of employees of the Group was 862, 842 out of which were from the Three Subsidiaries (i.e. Suzhou Dawnrays Pharma, Su Zhou Dawnrays Pharma Science and Tech, and Dawnrays (Nantong) Pharma Science and Tech) and all of them were employed in the Mainland China. 814 of those employees were full-time employees and 28 were trainees. The remaining 20 were employees of the Company and the Group's other subsidiaries (including those registered in Hong Kong and the Mainland China).

## 關愛員工

僱員是企業的持份者和實現業務目標的執行者。企業發展的軌跡與員工的才幹、技能和團隊精神息息相關。員工持續努力的貢獻，為東瑞創造了今天的成就。本集團一貫以人才為本，提倡團結、協作、高效的團隊工作精神和包容、理解、融洽的人際關係，為員工建設多元共融、和諧無間、安全健康的職業平台與工作環境，以共同組成一支高質素專業隊伍，矢志為社會帶來安全有效的藥物。

本集團按照長遠發展方向，根據國家及江蘇省規定，建立人力資源管理方針，給予員工合理待遇，同時為挽留人才不斷完善薪酬福利、培訓、職業健康與安全制度，並定期檢討更新，務求員工獲得合適的工作支援與回報。

### 僱傭

#### *僱員比例分佈*

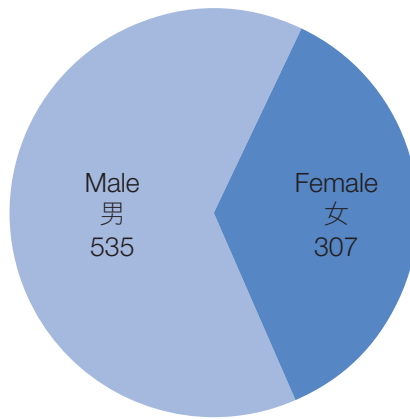
於二零一七年十二月三十一日本集團僱員總人數862人，該三家附屬公司(即蘇州東瑞製藥、蘇州東瑞醫藥科技及東瑞(南通)醫藥科技)合佔其中842人，均屬在中國大陸聘用僱員。當中814人為全職僱員、28人為實習生。其餘20人為本公司及本集團其他附屬公司(包括香港及內地註冊的附屬公司)僱員。

At 31 December 2017, employees of the Three Subsidiaries classified by gender and age were as follows:

於二零一七年十二月三十一日，該三家附屬公司僱員按性別及年齡劃分比例如下：

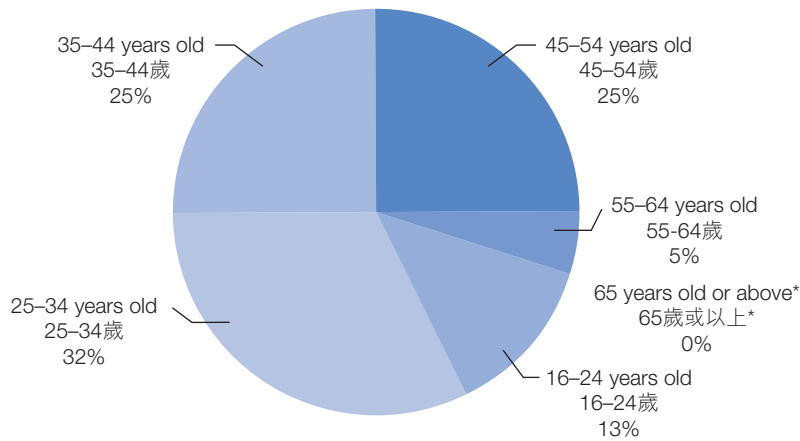
Employees classified by gender:

僱員按性別劃分比例：



Employees classified by age:

僱員按年齡劃分比例：



\* 1 employee aged 65 or above, actual accounting 0.12% of total employees

\* 65歲或以上員工有1人，實際佔員工比例0.12%



#### *Employment policy, remuneration and equal opportunity policy*

As an equal opportunity employer, the Group ensures that all employees are treated fairly. The employee remuneration system is formulated based on laws and regulations, responsibilities and duties, market trends, human resources supply and demand conditions and overall salary levels. Remuneration adjustments are subject to the performance of employees and results of the Group. The basic principles for hiring include open recruitment, equal competition and rigorous appraisal as well as merit priority. Promotion is based on the performance and ability of employees. According to the requirements on rewards and punishments and resignation management of Dawnrays' "Employee Manual" and the "Personnel Relationship Management Rules" of the Company, the Group clearly regulates the handling of various employee demission and employment contracts. The Group implements five work-day weeks and works overtime is not encouraged. If employees are required to work overtime as needed, the Group will compensate the employees in accordance with laws, regulations and internal regulations. In accordance with relevant national regulations and the Group's welfare policy, employees are entitled to various types of occupational and medical insurance, provident funds, paid holidays, etc. In addition, the benefits provided by the Group to its employees include free meals, annual body checks, shared transportation, dormitories and tourism.

Dawnrays is committed to ensuring that employees will not suffer any form of discrimination and employees are entitled to complain and appeal. There are formal channels for employees to complain about irrational treatment. In order to support disabilities in self-reliance, the Group continued to employ disabled people working in Dawnrays in 2017. During the Reporting Period, the Group did not find any case of non-compliance related to the relevant laws and regulations on employment.

#### *僱傭政策、薪酬及平等機會政策*

作為平等機會僱主，本集團確保所有僱員得到公平對待。僱員薪酬系統設計是根據法律法規、職責、市場趨勢，人力資源供需狀況及總體薪資水平釐定，薪酬按照員工工作表現及本集團業績進行調整。聘用的基本原則是公開招聘、平等競爭、嚴格考核、擇優錄用；晉升則根據僱員工作表現及能力決定。根據東瑞《員工手冊》和本公司《人事關係管理規程》分別有關獎勵與懲戒和離職管理規定，本集團明確規範員工各種離職和僱傭合約處理情形。本集團實行每周五天工作制並且不提倡加班，若因工作需要僱員加班的，本集團將按照法律法規及內部相關規定向僱員作出補償。按照國家相關規定和本集團福利制度，僱員享有各類職業和醫療保險、公積金、帶薪假期等。此外，本集團向僱員提供的福利還包括免費膳食、年度健康體檢、共乘交通、宿舍和旅遊等。

東瑞致力確保員工不會遭受任何形式的歧視並賦予員工投訴和申訴的權利，員工有正式的途徑就不合理對待作出申訴。為支持殘障人士自力更生，本集團於二零一七年繼續聘用殘障人士於東瑞工作。於報告期間，本集團未有發現違反相關僱傭法律及規例的情況。

Dawnrays held various types of employee activities in 2017 to strengthen their colleagues' friendship and enhance their teamwork spirit, the followings were the large activities:

東瑞於二零一七年曾舉辦不同類型員工活動加深同事間的友誼及增進團隊合作關係，其中較大型活動有：

“Hiking in the Spring”

— The Chairman and CEO of the Company personally led nearly 300 Dawnrays employees and their relatives to participate in the hiking activity on the Suzhou Guchenghe Jianshen Road (蘇州古城河健身道), a place where is full of history and culture. The theme of the year was “Happy Work, Healthy Life.” The activity was conducted in groups' competitions, which mutual assistance spirit was needed during the competition and all team members should assist each other to reach the end together successfully.

「春季健步走」

— 本公司主席及總裁於新春期間親自帶領近三百名東瑞員工及其親屬在充滿歷史文化的蘇州古城河健身道參加健步走活動。本年度的主題為「快樂工作、健康生活」。活動以小組競賽形式進行，比賽時發揮互助精神，協助所有組員順利抵達終點。



“Discovery best voices”

— A recitation contest that enriched the cultural life of employees. There were more than 100 Dawnrays employees and their relatives had participated in the contest. Besides, employees of the Group, their relatives and friends participated in such activity to vote their favorite players which had enhanced communication and understanding between the Group and employees, colleagues and colleagues, and enterprise and community.

「發現好聲音」

— 一場多彩多姿豐富員工文化生活的朗讀比賽活動，除了百多名東瑞員工及其親屬投入各輪比賽，也同時讓本集團員工、其親屬和朋友參與票選個人喜愛的參賽者，增進了企業與員工、同事與同事和企業與社區的交流和認識。



It's a fact that cultivating employees' owner spirit can strengthen the unity of the workforce and reduce the turnover of employees, thus improving the quality of production and the efficiency and effectiveness of operations. To facilitate communication with employees and enhance mutual trust, the Group has established a labor union and employees can choose to participate freely. In addition to monthly meetings with the representatives of the Group, employees can also communicate with management through the bulletin boards set up in staff restaurants, symposiums, internet community platforms and automated office systems. The Group has internal journals, the main content of which, except for reporting corporate information, is composed of various types of articles written by employees. Employees are free to contribute and get contribution fee. The Group conducts performance assessment every year which also provides a formal platform for employees to discuss their development direction and training needs with their supervisors.

Although the Group strived to meet the needs of its employees, the Three Subsidiaries recorded employee turnover rate of 23% in 2017.

企業培養員工的歸屬感能加強工作隊伍凝聚力，減少員工流失，因而可提高生產質量和營運效率及效果。為促進與員工溝通和增進互信，本集團已有工會成立，員工可自由選擇參與，除每月與本集團代表進行會議外，員工亦可透過員工餐廳的公告欄、座談會、互聯網社群平台及自動辦公系統等與管理層進行溝通。本集團設有內部期刊，除報導企業訊息，主要內容由員工撰寫的各類文章組成。員工可自由投稿並獲得稿酬。本集團每年進行的表現評估，亦提供一個正式平台讓員工與其上司討論發展方向及培訓需要。

儘管本集團盡量滿足員工的需要，於二零一七年該三家附屬公司仍有23%的流失率。

#### EMPLOYEE TURNOVER RATE 2017

##### 僱員流失率2017

By gender	按性別	%
Male	男	58
Female	女	42
By age	按年齡	%
16-24 years old	16-24 歲	24
25-34 years old	25-34 歲	45
35-44 years old	35-44 歲	15
45-54 years old	45-54 歲	9
55-64 years old	55-64 歲	6
65 year old or above	65 歲或以上	1

## OCCUPATIONAL HEALTH AND SAFETY

Dawnrays' occupational health and safety guidelines are "law-abiding operation, safety first, continuous improvement, be sure". In accordance with established guidelines, the Group has established the Occupational Safety and Health Department that is responsible for developing safety standards and strategies to reduce accidents and protect the health of employees so as to fulfill its responsibility for ensuring that employees work in a safe environment. Suzhou Dawnrays Pharma and Su Zhou Dawnrays Pharma Science and Tech have passed the Occupational Health and Safety Management System OHSAS18001 issued by a third-party verified institution, and also standardized safety behaviors according to the "Enterprise Requirements of Safety Standardization", and conducts periodic inspections for all workplaces and arrangement subject to different risks. The Group has also identified work procedures involving high risks, and setting safety guidelines and providing employees with appropriate protective equipment and tools.

The Group's production plants have obtained GMP certification. The production area where has been specially designed to strengthen the ventilation system and the air-conditioning system is regularly inspected as well as keeps maintaining indoor air circulation. The Group believes that enhancing employees' safety awareness is the most effective way to avoid accidents. Therefore, at least two comprehensive occupational safety trainings are held every month. The Group provides employees with health checks to protect their health every year.

During the Reporting Period, the Group complied with laws and regulations that had significant impact on occupational health and safety management with no incident of death due to work. If an employee injury incident occurred at workplace unfortunately, the Group provides immediate assistance to the injured employees and reports relevant work injuries to the social security department. All employee injury incidents will be investigated according to procedures to minimize the chance of recurrence.



## 職業健康及安全

東瑞的職業健康及安全方針為「守法經營、安全第一、持續改進、萬無一失」。按照既定方針，本集團設立職業安全及健康部門負責制定安全標準及策略，減低意外事故及保障員工健康，以履行確保員工在安全環境下工作的責任。蘇州東瑞製藥及蘇州東瑞醫藥科技已通過由第三方審核機構頒發的職業健康及安全管理體系OHSAS18001，亦根據《安全標準化企業要求》將安全行為標準化，按不同的安全風險對所有工作場所的常規及安排進行定期檢查。本集團亦已識別出涉及高風險的工作程序，並設定安全指引及為員工提供適當的防護裝備和工具。

本集團的生產廠房獲得GMP認證，生產範圍經過特別設計加強通風系統，空調系統定期檢查及維修，保持室內空氣流通。本集團相信最有效防止事故發生是提高員工的安全意識，因此每月最少舉辦兩次全面的職業安全培訓。本集團每年為員工提供健康檢查，保障員工健康。

於報告期間，本集團遵守有重大影響的職業健康及安全管理的相關法律法規，未有發生因工作關係而死亡的事。若不幸地發生工傷事故，本集團為受傷員工提供即時協助並向社會保障部門申報工傷。所有的工傷事故都會按程序進行調查，減少再次發生的機會。



## DEVELOPMENT AND TRAINING

### *Employee training management and activities*

The Group attaches great importance to the development of talents and encourages employees to continuously learn new knowledge and skills, improve their position competence and their working ability, thereby enhancing the Group's competitiveness. It is Dawnrays' vision that the Group's business grows with employees' personal and career development, and both parties will make progress together. Therefore, the Group provides employees with various types of training to enhance individual ability and professional knowledge. For example, The Group organizes two management ability trainings every year, regular or irregular leadership ability training, communication skills training, stress and emotional management training, etc. In order to use resources more effectively, the Group will prepare an annual training plan as needed, the contents of which includes professional skills training and management skills training. The Group has internal training that management or employees with relevant knowledge share their knowledge or experience. As the innovation in production and management of drugs keeps going and regulatory laws are complicated and updated frequently, the Group implements plans for sponsoring employees to complete relevant courses and learn new knowledge so to accurately obtain the latest knowledge in each area. In order to improve training content and plans more effectively, questionnaires will be conducted after each training with an aim to optimize future training. During the Reporting Period, employee training of the Three Subsidiaries was as follows:

## 發展及培訓

### *僱員培訓管理及活動*

本集團重視人才的發展，鼓勵員工不斷學習新知識及技能，提高崗位勝任能力和從業能力，從而提升企業競爭力。東瑞期望在本集團業務發展的同時促進員工個人自我成長和職業發展，雙方共同進步，因此本集團為員工提供各類型的培訓，例如每年二次的管理能力培訓，以及定期或不定期的領導能力培訓、溝通能力培訓、壓力和情緒管理培訓等，以提升個人能力及專業知識。為更有效地使用資源，本集團每年會按照需要編寫年度培訓計劃，內容包括專業技能及管理培訓。本集團設有內部培訓，由管理層或具備相關知識的員工分享知識或經驗。藥物的生產和管理不斷創新而監管法例繁複並經常更新，為能夠準確掌握各範疇最新知識，本集團實行資助員工修讀課程計劃，吸收新知識。為更有效完善培訓內容及計劃，在每次培訓後都會進行問卷調查，以優化未來的培訓。於報告期間，該三家附屬公司僱員培訓如下：

### EMPLOYEE TRAINING 2017

#### 僱員培訓 2017

		Number of Trainees 培訓人數	%	Training hours 培訓時數	Average % training hours 平均培訓時數	
<b>By gender</b>	<b>按性別</b>					
Male	男	472	62	30,567	64	
Female	女	292	38	16,885	36	
		Number of Trainees	% of such level	Training hours	% of total training hours 佔總	Average training hours 平均培訓時數
<b>By level of positions</b>	<b>按職級類型</b>	培訓人數	佔該職級 %	培訓時數	培訓時數 %	平均培訓時數
Senior management	高級管理層	18	100	697	1	39
Middle management	中層管理層	31	100	1,721	4	56
Supervisor	主管	59	100	3,092	7	52
Other level	其他層級	656	89	41,942	88	64



To facilitate the long-term development of the Company and cultivate talents for the society, the Group recruits in campus every year to provide opportunities for the younger generation and assist them in accumulating experience. In 2017, the Group had 28 trainees. The Group had provided suitable training and talent training for all trainees and expected them to become our Group's new force for the sustainable development.

為配合企業長遠發展並為社會培育人才，本集團每年在校園進行招聘，為年輕新一代提供機會和協助他們累積經驗。於二零一七年本集團共有28名實習生。本集團為各人員提供適合的培訓及人才訓練，期望他們能成為本集團可持續發展的新生力量。



## LABOUR STANDARDS

### *Prevention of child labour or forced labour*

Although the economy is booming today, child labour is still quite common in labour-intensive industries. Countries all around the world have enacted legislation about child labour. However, due to insufficient manpower and cost savings reason, child labour problems still exist. The Group prohibits employing child labour and will never accept any child's participation in any work. In the recruitment process, the identity documents of the applicants will be carefully reviewed to ensure that the newly recruited employees have reached the legal age on the date of employment. If the employee is found to have provided false evidence when he enters his position, he will be deemed to be unqualified for employment. In that case, the Group has the right to terminate the employment contract at any time without paying compensation.

Dawnrays understands the importance of balance between work and life. Working long hours will only reduce productivity and increase the risk of accidents. Therefore, the Group emphasizes that the work flow should be properly arranged and overtime work should not be encouraged so as to achieve the goal of work-life balance. If employees need to work overtime as needed, the Group will adjust employees' rest time or pay overtime salaries in accordance with legal requirements and internal regulations. Employees' overtime situation and work schedules are reviewed monthly and report to management. The Group did not find any case of non-compliance with laws and regulations relating to child labour, or forced labour during the Reporting Period.

## 勞工準則

### *防止童工或強制勞工*

儘管現今經濟蓬勃，童工在勞動密集行業仍然相當普遍。世界各地均就童工制訂法例，但在人力不足及減省成本的誘因下，童工問題依然存在。本集團禁止僱用童工，絕不接受任何兒童參與任何工作。在招聘流程會認真查閱職位申請人身分證明文件，確保新入職員工在就職當日已屆法定年齡。員工入職後若被發現入職時提供虛假證明，將被視為不符合錄用條件，本集團有權隨時解除僱傭合約且不支付補償金。

東瑞深明工作與生活平衡的重要性。長時間工作只會降低生產力及增加意外風險，因此本集團強調妥善安排工作流程，不鼓勵加班，以達到工作與生活平衡的目標。若因工作需要員工加班的，本集團將按照法律要求及內部相關規定給予員工調休或支付加班工資。員工加班情況及工作安排會每月進行檢視並向管理層匯報。於報告期間，本集團未有發現違反有關童工及強制勞工的法律及規例的情況。

## OPERATING PRACTICES

### SUPPLY CHAIN MANAGEMENT

#### *Management for sustainable operations*

The company adheres to the philosophy of “focusing on health, continuous innovation” to operate its business. In addition to the efforts of the Group’s staff, it also needs the cooperation of various suppliers. In order to effectively manage and ensure product quality, the Group cooperates closely with quality suppliers in China. The Group’s procurement center is responsible for conducting comprehensive procurement and liaising with suppliers so as to regulate the procurement process and reduce costs more effectively. The procurement center will purchase from the approved supplier according to the production plan. All major suppliers must be subject to the Group’s verification before becoming an approved supplier to the Group. Such verification content includes quality, business philosophy, occupational safety and service performance, etc. In order to ensure that the supplier’s quality continuously meets the requirements, the major supplier verification will be carried out regularly by categories according to the “Supplier Verification” and “Supplier Annual Evaluation Management Regulations”.

The quality of the drug is strictly monitored by the regulatory institution. The Group has obtained GMP certification, and the production process and supplier selection set corresponding requirements. In order to ensure that suppliers clearly understand Dawnrays’ philosophy and requirements, the Group has formulated the supplier code that sets out the responsibilities and requirements of both parties. The regulations on drugs change from time to time. The Group exchanges opinions with its suppliers by participating in several large-scale meetings every year, with an aim to improve effectiveness and bring safer and more effective drugs for patients. Moreover, the Group also held seminars with the engineering contractors to discuss environmental protection measures and safety issues during the construction process in 2017. The sustainable development of the Group cannot only depend on the Group’s efforts. The Group encourages suppliers to invest in the environment and community building through communication with them. With the development of the philosophy of sustainable operations, the Group is actively studying how to strengthen suppliers’ verification in terms of environmental and occupational safety.

The Group relies on distributors for terminal sales of drugs. The Group promotes its brand value concept of Dawnrays through distributors so that patients can receive effective medical treatment. Dawnrays only cooperate with reputable distributors who strictly comply with the standards, and they must meet the requirements of regulatory institution and the Group’s codes.

## 營運慣例

### 供應鏈管理

#### *可持續營運管理*

本公司秉承「關注健康、持續創新」的理念經營業務。除本集團員工的努力外，亦需要各供應商的配合。為有效管理及確保產品質量，本集團與國內的優質供應商緊密合作。為更有效規管採購程序及降低成本，本集團物控中心負責進行綜合採購及與供應商聯絡。物控中心會按照生產計劃，向通過審核的供應商進行採購。主要供應商成為本集團認可供應商前均須接受本集團審核。內容包括質量、經營理念、職業安全及服務表現等進行評審，為確保供應商質量符合持續要求，主要供應商審核會按照《供應商審計》及《供應商年度評價管理規程》並依類別定期進行審核。

藥物品質受監管機構嚴格監控，本集團已取得GMP認證，生產過程及供應商挑選有相應的要求。為確保供應商清楚明白東瑞的理念和要求，本集團制定供應商守則，列明雙方的責任和要求。藥物的規例不時變更，本集團藉參與每年舉辦多次大型會議與供應商交流意見，期望提高效益，為病患者帶來更安全有效的藥物。另外，於二零一七年間本集團亦與工程承建商進行研討會，討論在施工過程中的環保措施及安全事項。企業可持續發展不可只靠本集團努力，每年本集團透過與供應商的溝通鼓勵他們在環境及社區建設出力。隨著永續經營的觀念發展，本集團正積極研究加強供應商在環境及職業安全範疇的審核。

本集團依賴分銷商為藥物進行終端銷售，透過分銷商推廣東瑞品牌的價值理念，令病患者可得到有效的藥物治療。東瑞只會與信譽良好及嚴格遵守標準的分銷商合作，分銷商必須符合監管機構的規定及本集團的各項守則。



## PRODUCT RESPONSIBILITY

The Group's core work is to ensure the safety and effectiveness of drugs. Any quality problems will pose a life threat to patients. As a responsible drug manufacturer, the Group promises to provide safe and effective drugs and strictly comply with laws and regulations related to operations. The Group's production plants are constructed with reference to EU standards in accordance with China's GMP requirements, which are also one of the first batches of GMP certified companies in China. The entire production chain, including plant construction, raw material use, production process control, packaging and labeling, is implemented in accordance with the law and monitored by the China Food and Drug Administration. In order to ensure the safety and effectiveness of drugs, the Group has established a quality management system that clearly clarifies the requirements for the use of each element and the quality inspection requirements for each production process to ensure that products meeting the predetermined quality standards. Suzhou Dawnrays Pharma has passed the ISO 9001 quality management system issued by a third-party verified institution. The Group continues to improve its product quality and processes. The quality assurance department regularly reviews the production and monitoring process and makes suggestions for improvement. For any updates on product quality or legislation, the Group arranges employee training to ensure that its production and operation comply with the new regulations and provides the correct information to customers.

### *Product safety*

Drugs production needs to be carried out in a clean environment. There are strictly requirements for the dress and hygiene of employees in our Group's production plants. The plants are regularly cleaned and disinfected. Every employee is required to arrange for a physical examination to ensure that the health condition is in line with the production requirement. The Group establishes guidelines for its employees. Employees need to report health problems or report initiatively when they are ill, so as to avoid physical conditions posing a potential safety risk to production. Drugs are subject to multiple tests before they are made of raw materials, manufacturing processes and become finished products. There are laboratories in the Group's production place. In order to further protect consumers, for those items that laboratories currently do not have the appropriate testing conditions, they must be tested by entrusting institutions or laboratories with appropriate qualifications in accordance with the "Management Procedures for Entrusted Inspections". All of the Group's products must pass relevant internal quality verifications established under laws and regulations, and ensure that product quality meets the registration requirements before approval and sales. No products were recalled due to safety and health issues during the Reporting Period.

## 產品責任

確保藥物安全及有效性是本集團的核心工作，任何品質問題都會對病患者做成生命威脅，作為負責任的藥物生產商，本集團承諾提供安全有效的藥物，並嚴格遵守與營運相關的法律法規。本集團生產廠房按照中國GMP要求並參考歐盟標準建設，亦是首批獲得中國GMP認證企業之一，整個生產鏈從廠房建造、原材料使用、生產過程控制、包裝及標籤等均按照法例執行，並受到國家食品藥品監督管理局監控。為確保藥物安全及有效，本集團建立質量管理系統，明確其中各要素用途及各個生產程序的品質檢查要求，保證生產出符合預定質量標準的產品。蘇州東瑞製藥已通過第三方審核機構頒發的ISO 9001質量管理體系。本集團持續改善產品質量及流程，質量保證部定期檢視生產及監察過程並提出改善建議。對於任何有關於產品質量或法例上的更新，本集團安排員工培訓，確保按照新規定生產及營運以及為客戶提供正確資訊。

### *產品安全*

生產藥物需在潔淨環境下進行，本集團嚴格要求員工在生產廠房內的衣著及衛生，廠房定期進行清潔消毒，每名員工都會安排進行身體檢查確保健康要求符合生產工作。本集團為員工定立指引，員工需就健康問題或在患病時主動報告，以免身體狀況對生產構成潛在安全風險。藥物由原材料、製造過程及成為成品前需經過多重檢測。本集團生產場所內設有化驗室，為更進一步保障消費者，依照《委託檢驗管理規程》，化驗室暫時不具備相應的檢測條件進行檢測的項目，需委託具備相應資質的機構或化驗室進行檢驗。本集團產品均必須通過內部依法規制定的相關質量檢證，確認產品質量符合註冊要求方可放行及銷售。於報告期間未有因產品安全與健康問題召回。

In order to prevent drugs with potential safety hazards from selling in the market, the Group has established a drug recall management system so that recalling can be carried out systematically. Recalling is led by management and reported to regulators. Meanwhile, in order to ensure the effectiveness of the system, relevant staffs conduct system evaluation and simulation recalling regularly.

#### *Customer service and complaint management*

The Group attaches great importance to the opinions of its customers. In order to improve service and product quality, customer service department periodically contacts customers to understand their satisfaction to our products and services. If customers are in any doubt about product quality and services may contact the Group via written or other electronic channels. The Group has formulated customer service standards and complaint management mechanisms in order to ensure the quality of service, maintain the good reputation of the Group and be responsible for the health of the public. All complaints and feedback will be recorded in detail so that follow-up actions will be conducted shortly and continuously make improvement.

#### *Protection of intellectual property and consumer privacy*

The uniqueness of products' production process and technology has effects on the Group's competitiveness and profitability. Therefore, the relevant departments of the Group file a patent application for the proprietary technology with commercial value developed by itself after the necessary technical evaluation and market analysis. For the ownership of patent rights or other intellectual property acquired by employees due to fulfilling their duties or mainly utilizing various resources of the Group, the Company has clear regulations to protect the interests of both parties. In addition to the utilize patent to protect the intellectual property, the Group also applied for trademark registration for its own brand, provided training for its sales staff, and educated its customers to distinguish the Group's products.

Generally, the Group's sales are mainly conducted in a business-to-business model and do not sell drugs to consumers directly and possess their own personal data. However, the Group is still properly engaged in product marketing and promotion activities. The advertising materials and content used during this period are subject to review to meet statutory requirements.

During the Reporting Period, there was no case of non-compliance with relevant laws and regulations that have a significant impact on the Group related to health and safety, advertising, labelling and privacy matters related to products provided.

為防範有安全隱患的藥物流入市場，本集團制定藥物召回管理制度，使召回有系統地進行。召回由管理層領導並向監管機匯報。同時，為確保系統有效性，相關人員定期進行系統評估及模擬召回。

#### *客戶服務及投訴管理*

本集團重視客戶意見，為提升服務及產品質量，客戶服務部會定期與客戶聯絡以了解對產品及服務的滿意度。客戶如對產品質量及服務有任何疑問，可透過書面或其他電子渠道與本集團聯繫。為確保服務質素，維護企業良好聲譽，對市民健康負責，本集團制定客戶服務標準及投訴管理機制。所有投訴及意見回饋都會詳細記錄，以便在日後跟進作出持續改善。

#### *保護知識產權及消費者私隱*

產品生產流程和技術的獨特性對本集團競爭力和盈利具有影響，因此本集團有關部門經必要之技術評估及市場分析後，對於自行開發且具備商業價值的獨有工藝技術提出專利申請。員工因履行其職務或者主要利用本集團各類資源所取得的專利權或其他知識產權的歸屬，本公司有明確規定以保障雙方權益。本集團除利用專利保護知識產權以外，同時為自創品牌申請商標註冊，並為銷售部員工提供培訓，教育顧客分辨本集團產品。

本集團銷售主要以企業對企業模式進行，一般不會直接售賣藥物予消費者及管有其個人資料。惟本集團仍適當從事產品營銷推廣活動，其間所使用之廣告材料及內容均須覆核檢查以符合法定要求。

於報告期間，有關所提供產品的健康與安全、廣告、標籤及私隱事宜均未有發現違反對本集團有重大影響的相關法律及規例。

## ANTI-CORRUPTION

### *Prevention of illegal and unethical behavior*

The Group believes that conducting business with integrity and good corporate governance is an important part of enhancing competitive advantage. Since establishment, the Group operates with “integrity, earnest, cooperative and enterprising” as core principle. Dawnrays has zero tolerance on bribery, extortion, fraud and money-laundering. The Group has established an audit committee in its governance structure, the members of which consists of three independent non-executive directors responsible for developing, reviewing and monitoring corporate management policies and practices to ensure that the Group complies with all relevant laws and regulations and establishes an effective internal control system with constant optimization and improvement in management. The whistleblowing channel is posted online and the whistleblowing of suspected violations or fraudulent activity is encouraged. Any illegal or unethical behavior will be referred to the judicial authorities. In order to ensure that the Group operates with the highest ethical and professional ethics, the code of conduct is set out in the employment contract and the staff manual, and corresponding measures are formulated for the occurrence of irregularities or unethical behavior. In order to prevent conflicts of interest, the Group has identified procedures with relatively high risk of conflict of interest, such as recruitment, bidding, etc., and established regulations to minimize the impact of conflicts of interest. During the Reporting Period, the Group complied with relevant laws and regulations that is related to bribery, extortion, fraud and money laundering.

## 反貪污

### *防止違規及不道德行為*

本集團深信誠信營商和良好企業管治是提升競爭優勢的重要一環，自本集團成立以來一直圍繞「誠信、認真、合作、進取」的經營理念。東瑞對於賄賂、勒索、欺詐及洗黑錢絕不容忍。本集團在管治架構中設立審核委員會，由三位獨立非執行董事組成，負責制定、檢討及監察企業管治政策及常規，確保本集團嚴守各項有關的法律法規，建立有效的內部監控系統，並不斷優化完善管理。舉報渠道在網上發佈，鼓勵舉報可疑的違規或欺詐活動。任何違規及不道德行為將交司法機關處理。為確保本集團以最高的道德和專業操守營運，在僱傭合約及員工手冊中界定行為守則，並對發生違規或不道德行為制訂相應措施。為防範利益衝突，本集團已識別出有較大利益衝突風險程序，如招聘、投標等並制定規管，盡可能減低利益衝突造成的影響。於報告期間，本集團遵守有關賄賂、勒索、欺詐及洗黑錢的相關法律和規例。

## COMMUNITY

### COMMUNITY INVESTMENT

#### Charity Fund

The Group shoulders the corporate social responsibility and is committed to using the existing strengths and resources to give back to the community and conveying the Group's concern for the community where the Group is located, and participating in building a harmonious and livable community. In December 2017, the Group established the Dawnrays Charity Fund with an amount of RMB10 million for the purpose of caring staff and participate in social welfare. The fund provides assistance to the employees of the Group who are in difficulties in their own or family life and helps the needy communities in the following areas.

## 社區

### 社區投資

#### 慈善基金

本集團肩負著企業社會責任，致力運用現有的強項及資源回饋社群，傳遞本集團對本集團所在社區的關懷，參與建設一個和諧宜居的社區。本集團於二零一七年十二月成立金額為人民幣1,000萬元的東瑞愛心基金。基金的宗旨：立足關愛員工，參與社會公益。基金對本集團在職員工本人或家庭生活遇到困難時提供協助，在以下多個範疇幫扶有需要的社群。

### DAWNRAYS CHARITY FUND

#### 東瑞愛心基金

### AREAS

#### 範疇

Staff

員工

Communities

社區

Medical

醫學

Poverty relief

扶貧

Disaster relief

賑災

### ASSISTANCE PLANS

#### 幫扶計劃

Subsidize the children of our staff to receive higher education

資助員工子女接受高等教育

Actively participate in community charity activities

積極參與社區公益活動

Provide scholarships to students major in pharmaceuticals and medical and cultivate more outstanding medical professionals;

為藥物及醫科生提供獎學金，培育更多優秀醫療專才；

Set up special fund for conducting research on prevention and treatment of major diseases

設立基金為重大疾病預防和治療進行研究

Donate to poor families in the society to educate their children

捐助與社會上貧困家庭，讓他們的孩子接受教育

Donations in the event of major disasters in the country

在國內遇到重大災害事故時提供捐助



During the Reporting Period, the Group donated RMB57,000 to support social welfare undertakings and appointed representative to participate in the promotion of the activities of Charity Federation of Wuzhong District in Suzhou (蘇州市吳中區慈善總會).

於報告期間，本集團捐助人民幣57,000元支持社會公益事業，並委派代表參與推動蘇州市吳中區慈善總會會務。

#### Voluntary service

The Group established the Dawnrays volunteer service team in September 2017 which composed of all levels of staff in the Group with the total members of 69 at the very beginning of establishment. The aforesaid team enthusiastically organized and prepared activities since establishment. The team organized activities twice in the fourth quarter of 2017. The Group also encourages employees to actively participate in various public service activities in the community. The employees of Dawnrays enthusiastically participated in the following competitions and public service activities in 2017:

#### 志願服務

本集團在二零一七年九月成立東瑞志願者服務隊，由本集團各層級人員組成，成立時人數69人，成立後團隊積極熱忱開展活動的聯絡和籌備工作，二零一七年第四季度組織活動二次。本集團同時鼓勵員工積極參與社區各項公益活動。東瑞員工們於二零一七年熱烈參與了下列比賽和公益活動：



#### 2017 SUZHOU INTERNATIONAL HALF MARATHON

The Group has developed in Wuzhong District, Suzhou for over 20 years. Suzhou Dawnrays Pharma has become a strategic partner of the organizers in the 2017 Suzhou International Half Marathon. Dawnrays employees actively participate in events and volunteer services to support healthy sports activities.

#### 2017 蘇州國際半程馬拉松賽

本集團在蘇州吳中區發展超過二十年，在2017蘇州國際半程馬拉松比賽中蘇州東瑞製藥成為主辦方的戰略合作夥伴，員工積極參與賽事和義工服務支持健康的體育活動。



### CHARITY WALK ACTIVITY OF “QIONGLONGSHAN — WALKING GE SANG HUA”

To advocate healthy lifestyles and conduct public welfare fundraising activity, the employees of Dawnrays participated in the charity walk activity of “Qionglongshan — Walking Ge Sang Hua” jointly organized by local charity groups. Our staffs also voluntarily raised funds to provide assistance for the Ge Sang Hua Western Student Assistance Association (格桑花西部助學善救助會).

### 「穹窿山 — 行走的格桑花」慈善步走活動

為提倡健康生活方式並實踐公益宣傳籌款活動，東瑞員工參與了由當地團體聯合舉辦的「穹窿山 — 行走的格桑花」慈善步走活動。員工們亦自發進行籌款，為格桑花西部助學善救助會提供協助。



Referring to the Reporting Guide, the relevant matters that are significant to the Group as set out in the Report are summarized as follows:

參考報告指引，於本報告所載對本集團屬相關重大事宜摘要如下：

**Subject Areas and Aspects of the ESG Reporting Guide**

環境、社會及管治報告指引之範疇和層面

**Relevant significant matters**

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社區

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