

Sino Biopharmaceutical Limited

Employee Development Policy

1. Our Position

Sino Biopharmaceutical Limited (hereinafter referred to as ‘the Group’, ‘Sino Biopharm’, ‘we’ or ‘us’) has always regarded employees as its asset and strategic resource since its inception, which are the cornerstone of the Group’s development. Adhering to the concept of "Creating Excellent Employee Experience and Continuously Empowering Employee Growth", we are committed to continuously shaping a workplace culture of equality, inclusion and diversity as the core element of talent attraction and pursuing the common growth of the Group and its employees.

2. Role and Responsibility

The Group gives full play to the resource advantages of its member companies. The Group’s Human Resources Department, the Human Resources Departments of its member companies, the corporate universities and the training related departments will work together to carry out all-employee training that meets the needs of different businesses in the light of their own realities, and to promote the formation of a mechanism for employee training and talent cultivation that is led by the advantaged companies, shares high-quality resources and enhances all employees together. Employees are encouraged to focus on growth by creating development plans, engaging in career discussions with managers, and taking action to build their skills and broaden their experiences.

3. Our Development Program

Investment in the development of employees’ knowledge and skills is critical for the Company’s success and helps to attract and retain employees. To meet the training and development needs of our employees, the Group provides various tools and resources ensuring that employees are motivated by the prospect of new challenges or career development opportunities. Our extensive development programs are intended to enrich our talent pool and promote our formal talent pipeline.

(1) Job-specific Training Program

We will provide a variety of on-the-job training programs based on job qualifications and actual business needs, including general skills training, vocational skills training, management skills training, mentor program by position and needs, and training courses collaborated with external institutes.

(2) Job Rotation Program

We will carry out annual/semi-annual job rotation programs for different types of talents to continuously broaden their career path, review individual career development planning, cultivate composite talents through multi-position challenges and provide more trial-and-error opportunities for employees' career development.

(3) Leadership Development Program

We carry out different types of leadership development programs for the leadership development needs of employees at different levels, including theoretical learning, practical job trainings, thematic training camps, intelligent coaching, mini-MBA, etc., which help us to identify and cultivate high-potential employees, to enhance their personal leadership and to positively convey their influence to their subordinates, co-workers and customers.

(4) Succession Program

To ensure the integrity and continuity of our talent pipeline, we conduct succession planning for all employees to avoid the risk of changes in key positions or strategic positions. In accordance with the Group's development strategy and talent strategy, we sort out the characteristics of each position, define the requirements for successors and the existing talent pool, and through continuous systematic training and coaching, we will continue to improve the competence of our successors until they are fully qualified.

(5) Continuing Education for Employees

We encourage and support our employees to pursue further education, support all employees to participate in various types of training and learning, and provide resources to support further education programs, including academic education, certification, accreditation, skills training, forums and conferences. For all employees, we encourage employees to participate in external learning and further education by formulating and implementing support policies and measures, such as reimbursement of tuition fees and leave of absence for work time taken up by exams or classes, to obtain academic qualifications, degrees or certificates.

(6) Performance Appraisals and Feedback

We attach great importance to employee performance management, formulate and implement the Performance Management System applicable to the Group and its member companies and introduce the OKR (Objectives and Key Results) management tool that enhances the vitality of the organization and empowers the development of the employees, to help the employees to find the optimal solution, to enhance the efficiency of the work and to activate the creativity of the team.

4. Reporting and Grievances

The Group fully respects and values the expression of employees' opinions, formulates and implements policies on employees' feedback and grievance management, clarifies the means of employees' communication and complaints, opens up channels for employees' grievances, and provides protection for employees' whistleblowing.

- a) Speak with management-level personnel or the Human Resources Department
- b) Employee representative assemblies, in which all employees have the right to participate independently and to form opinions and suggestions on key issues of immediate interest to employees
- c) Calling service hotlines of the corporate office system
- d) Anonymous question and answer service of the corporate office system
- e) Submit concerns via email to the Internal Audit Department, mail box: Sbox@sino-biopharm.com

f) Reflect the situation to the chairman of the board of directors via e-mail

We have formulated and implemented the "Feedback and Grievance Management System for Employees of China Biopharmaceutical". We will promptly handle reports and grievances filed by our employees and implement serious and effective investigations into all possible cases of non-compliance. After carefully evaluating the facts, we will feedback the results of the investigation to the reporting officer where appropriate. When allegations are substantiated, we will take corrective action as necessary or appropriate. We also accept any reports of retaliation against us and have zero tolerance for retaliation for reporting grievances.

5. Employee Care and Benefits Support

We believe that a balanced and harmonious work-life relationship, as well as fair remuneration, is an indispensable and important factor in promoting the sustainable development of our employees. We encourage our employees to actively tackle work challenges while also focusing on the balance between work and life. To this end, we offer competitive salaries and have developed an employee-specific benefits matrix to provide comprehensive, multi-dimensional and continuous care and support for our employees and their families.

6. Employee Diversity and Equality

The Group and its subsidiaries are committed to fostering a diverse and equal working environment and undertake not to discriminate or treat employees differently based on factors such as nationality, ethnicity, origin, gender, age, physical characteristics, hobbies and religious beliefs.

7. Our Governance

The Environmental, Social and Governance (ESG) Committee has reviewed this policy to ensure its adherence to our employee management strategy. Our Board of Directors regularly reviews the Group's policy, with the oversight and support of the Group management.

The Group will periodically review this policy and revise it as necessary.