

凯莱英医药集团（天津）股份有限公司

多元化、公平和包容政策

Asymchem Laboratories (Tianjin) Co., Ltd.

Diversity, Equity and Inclusion Policy

一、 适用范围 Application Scope

本政策适用于凯莱英医药集团（天津）股份有限公司及其子公司（以下简称“集团”或“我们”）。

The policy applies to Asymchem Laboratories (Tianjin) Co., Ltd. and its subsidiaries (hereinafter referred to as “Group” “we”, or “us”).

二、 我们的承诺 Our commitments

- 1 我们致力于促进就业机会平等，创造重视多样性和包容性的工作场所文化，使每个人都得到尊严和尊重。作为我们对任何形式歧视零容忍态度的一部分，无论年龄、残疾、婚姻、怀孕或生育、种族、肤色、国籍、民族、宗教或信仰、性别或性取向，您和任何求职者都将得到平等对待。我们还致力于为所有与我们打交道的人提供公平的待遇，包括客户和供应商。

We are committed to promoting equal opportunities in employment and creating a workplace culture in which diversity and inclusion is valued and everyone is treated with dignity and respect. As part of our zero-tolerance approach to discrimination in any form, you and any job applicants will receive equal treatment regardless of age, disability, marital or civil partner status, pregnancy or maternity, race, color, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. We are also committed to providing equitable treatment to all those we deal with as an organization, including customers and suppliers.

- 2 我们为应聘者提供公平的就业机会，确保为残疾人提供就业岗位为集团总人数的 1.5%。通过招聘作为工会获取新会员、壮大组织力量的重要手段，确保工会会员符合工会要求。

We provide fair employment opportunities for applicants and ensure that employment opportunities for people with disabilities account for 1.5% of the Group's total workforce. Recruitment is an important means for unions to acquire new members and strengthen organizational strength, ensuring that union members meet union requirements.

- 3 在招聘人员中设置女性员工占比及外籍员工占比作为招聘指标。

Set the proportion of female employees and the proportion of foreign employees

as recruitment indicators in the recruitment process.

- 4 对于促进员工多元化、包容性的行为，给予奖励的机制：
Mechanisms for rewarding behaviors that promote employee diversity and inclusivity:

优先培训名额：为积极参与多元化与包容性活动的员工提供额外的培训和发展机会，如参加行业会议、研讨会或高级课程。

Priority Training Quota: Provide additional training and development opportunities for employees who actively participate in diversity and inclusivity activities, such as attending industry conferences, seminars, or advanced courses.

职业发展路径：将多元化与包容性的表现作为晋升和职业发展考虑的一部分。
Career Development Path: Incorporate diversity and inclusivity as part of promotion and career development considerations.

优秀讲师评选：每年度对在多元化培训主题中取得优秀成绩的讲师，给予优秀讲师称号及相关奖品。

Outstanding Lecturer Selection: Each year, outstanding lecturers who achieve outstanding results in diverse training topics will be awarded the title of Outstanding Lecturer and related prizes.

三、 关于本政策 About this policy

- 1 本政策阐明了我们对多元化、公平和包容的态度。我们的目标是鼓励和支持多元化、公平和包容，并在我们的工作场所积极推动一种重视差异和消除歧视的文化。它适用于我们雇佣的所有方面，包括招聘、薪酬、福利和条件、灵活的工作和休假、培训、评估、晋升、工作行为、纪律和申诉程序以及终止雇佣。

This policy sets out our approach to diversity, equity and inclusion. Our aim is to encourage and support diversity, equity and inclusion and actively promote a culture that values difference and eliminates discrimination in our workplace. It applies to all aspects of employment with us, including recruitment, pay, benefits and conditions, flexible working and leave, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment.

- 2 本政策适用于所有员工、管理人员、顾问、承包商、实习生、临时工和劳工工。

This policy applies to all employees, officers, consultants, contractors, interns, casual workers and agency workers.

- 3 多元化和包容性培训 Diversity and inclusion training

管理人员将接受适当的培训，以认识和避免歧视、骚扰和受害，并在招聘、发展和晋升方面促进机会平等和多样性。人力资源部门全面负责员工和经理的平等培训。

Managers will be given appropriate training on recognizing and avoiding discrimination, harassment and victimization, and promoting equality of opportunity and diversity in the areas of recruitment, development and promotion. HR Department has overall responsibility for equality training, for staff and managers as appropriate.

我们将为所有员工提供关于多元化和包容性、工作场所歧视或骚扰相关的培训，每年一次，以确保每个人都知道并理解本政策的内容。

We will provide you with regular training on topics related to diversity and inclusivity, as well as training on workplace discrimination or harassment for all employees per year to ensure that everyone is aware of and understands the contents of this policy.

集团设立董事会多元化目标，并由董事会提名委员会定期审阅相关情况。集团人力资源部组织发展和薪酬绩效模块负责人对员工多元化相关绩效进行定期审阅和监督。

The Group has established a board diversity objective, and the status is regularly reviewed by the Nomination Committee of the Board of Directors. The head of the Organization Development and Compensation and Performance Module of the Group's Human Resources Department regularly reviews and monitors employee performance in relation to diversity.

4 歧视 Discrimination

不得非法歧视或骚扰他人，包括现任和前任员工、求职者、客户、顾客、供应商和访客。这既适用于工作场所，也适用于工作场所之外(与客户、供应商或其他与工作有关的联系人打交道时)，以及与工作有关的旅行或活动(包括社交活动)。

You must not unlawfully discriminate against or harass other people, including current and former staff, job applicants, clients, customers, suppliers and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers or other work-related contacts), and on work-related trips or events including social events.

本政策禁止以下形式的歧视：

The following forms of discrimination are prohibited under this policy and are unlawful:

直接歧视：因受保护特征而对某人不利。例如，拒绝一个求职者，因为他们的宗教观点。

Direct discrimination: treating someone less favorably because of a Protected

Characteristic. For example, rejecting a job applicant because of their religious views.

骚扰:这包括性骚扰和其他不受欢迎的行为,其目的或效果是侵犯某人的尊严或为他们创造恐吓、敌对、有辱人格、羞辱或攻击性的环境。

Harassment: this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them.

受害:对投诉或支持他人对歧视或骚扰的投诉的人进行报复。

Victimization: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.

残疾歧视:这包括直接和间接歧视,由于残疾的影响而不公平的待遇,以及未能做出合理调整以减轻残疾造成的不利情况。

Disability discrimination: this includes direct and indirect discrimination, any unjustified less favorable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

5 招聘及甄选 Recruitment and selection

招聘、晋升及其他甄选工作,将以优异表现为基础,以客观标准进行,避免歧视。在招聘或提升员工时,我们将采取措施提高员工的多样性,并提供平等的机会。候选名单和面试应该尽可能由不止一个人来完成。我们会定期对招聘程序进行复盘,以确保根据个人的相关优点和能力,客观地评估个人。

Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. When recruiting or promoting, we will aim to take steps to improve the diversity of our workforce and provide equality of opportunity. Shortlisting and interviewing should be done by more than one person where possible. Our recruitment procedures will be reviewed regularly to ensure that individuals are objectively assessed on the basis of their relevant merits and abilities.

空缺职位一般应在劳动力市场的不同部门刊登广告。广告应避免刻板印象或使用可能阻止特定群体申请的措辞。

Vacancies should generally be advertised to a diverse section of the labor market. Advertisements should avoid stereotyping or using wording that may discourage particular groups from applying.

求职者不应该被问到可能暗示有意以受保护的特征为由进行歧视的问题。例如,申请人不应该被问及是否怀孕或计划要孩子。

Job applicants should not be asked questions which might suggest an intention to

discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

在提供工作机会之前，不应询问求职者的健康或残疾情况，除非是在法律允许的非常有限的情况下。健康或残疾问题可列入平等机会监测表格，但不得用于选择或决策目的。

Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

6 违反本政策的行为 Breaches of this policy

我们对违反本政策的行为采取严格的措施，并将根据我们的纪律处分程序进行处理。蓄意歧视和伤害的严重案件可能构成严重的不当行为，导致解雇。We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination and victimization may amount to gross misconduct resulting in dismissal.

如果您认为自己遭受了骚扰、欺凌或歧视，或目睹其发生在工作场所的其他人身上，您可以通过我们的申诉程序提出此事。投诉将保密处理，并进行适当的调查。

If you believe that you have suffered harassment, bullying or discrimination, or witnessed it happening to someone else in the workplace, you can raise the matter through our Grievance Procedure. Complaints will be treated in confidence and investigated as appropriate.

人力资源部负责本政策的落实与执行情况检查。

The Human Resources Department is responsible for inspecting the implementation and execution of this policy.

集团保留对本政策进行修订、变更和中止实施的权利，并将根据最新的法律法规和集团运营情况变化，对本政策进行适时地更新。

The Group reserves the right to revise, change, and suspend the implementation of this policy, and will update this policy in a timely manner based on the latest laws and regulations and changes in the Group's operational situation.

集团高层管理者负责对员工多元化绩效进行监督管理。

The Group executives are responsible for supervising and managing employee diversity performance.

7 申诉程序 Grievance Procedure:

提交途径：员工可通过邮箱（asymchemaudit@asymchem.com.cn）、钉钉中意见征询工作流程及员工意见箱进行反馈，让员工能随时提交建议或申诉。

Submission channels: employees can provide feedback via email (asymchemaudit@asymchem.com.cn), the opinion solicitation workflow in the pin and the employee suggestion box, enabling them to submit suggestions or grievances at any time.

审计部有专门员工负责接收、记录、分类并跟踪所有提交的内容。

The Audit Department has specialized staff responsible for receiving, recording, categorizing and tracking all submissions.

集团确保所有提交的信息保密处理，制定非报复政策，保护提出意见或申诉的员工权益。

The Group ensures that all submitted information is handled confidentially and has a non-retaliation policy in place to protect the rights and interests of employees who submit suggestions or complaints.

集团持续保护投诉或举报歧视的员工避免受到伤害或受到报复。如果您认为自己因投诉或报告歧视而成为受害者，或目睹歧视发生在工作场所的其他人身上，您应该通过我们的申诉程序提出。

There must be no victimization or retaliation against staff who complain about or report discrimination. If you believe you have been victimized for making a complaint or report of discrimination, or have witnessed it happening to someone else in the workplace, you should raise this through the procedure set out in this policy OR our Grievance Procedure.

- 8 我们鼓励举报所有类型的潜在歧视，因为这有助于我们确保在工作场所坚持多元化、公平和包容的原则。然而，恶意做出虚假指控，或者明知不真实，将被视为行为不端，并根据我们的纪律处分程序进行处理。

We encourage the reporting of all types of potential discrimination, as this assists us in ensuring that diversity, equity and inclusion principles are adhered to in the workplace. However, making a false allegation in bad faith, or that you know to be untrue, will be treated as misconduct and dealt with under our Disciplinary Procedure.

- 9 本行为准则以中文编制，如两个版本有任何不相符之处，以中文版本为准。

This Code of Conduct is originally drafted in Chinese. In the case of any discrepancies, the Chinese version of the Policy shall prevail.