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BELLEN-QMS-TML-001.V01 (2020.07.22)

题目: Bellen 劳工、人权、行为道德政策

Title: Bellen Labor, human rights and ethics

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起草与审批 Draft, Review and Approval

角色 Role	姓名 Name	部门/职务 Department/Position	签名/日期 Signature/Date
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批准人 Approver	刘 波	CEO	 2024-01-03

发放部门 Distribution and transmission

文件发放至三地公司各部门，通过培训进行内容传达。

The documents were distributed to all departments of the three Bellen companies, and the contents were communicated through training.

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1. 目的

为了建立共同的企业文化，明确公司的价值观和基本原则，保证公司内外部利益相关者的权益，促进企业合规化建设及可持续发展，不断提升企业形象，特制定本政策。

This policy is formulated to establish a common corporate culture, clarify the values and basic principles of the company, ensure the rights and interests of internal and external stakeholders of the company, promote the construction of corporate compliance and sustainable development, and continuously improve the corporate image. This policy is formulated.

2. 范围

本政策适用于 Bellen 所有公司及部门。

This policy applies to all Bellen companies and departments.。

3. 定义

NA

4. 职责

4.1. 最高管理层/ Top management:

4.1.1 参与并支持制定本政策，确保公司的战略和业务决策与劳工、人权、行为道德政策一致。

Participate in and support the development of this policy to ensure that the Company's strategic and business decisions are consistent with its labor, human rights, and ethical conduct policy.

4.1.2 组织内部或外部团队定期审查各公司对于此政策要求的遵守和落实情况。

Organize the internal or external teams to regularly review the companies' compliance and implementation of this policy requirement.

4.2 总经办和人事/GM office and HR

4.2.1 起草、制定、劳工、人权、行为道德政策并定期进行回顾。

Drafting, formulating, Labor, human rights, conduct and ethics policies and reviewing them regularly.

4.2.2 制定培训计划，向员工传达政策的核心原则，以确保员工了解其职责和公司承诺。

Develop a training plan to communicate the core principles of the policy to employees to ensure that employees understand their responsibilities and company commitments.

4.2.3 管理并调查任何与政策违反相关的投诉，确保及时、公正处理，并采取适当的纠正措施。

Manage and investigate any complaints related to policy violations, ensure timely and fair handling, and

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take appropriate corrective action.

4.3 各部门负责人/Responsible person of each department

4.3.1 确保本政策在部门的传达和充分遵守。

Ensure that this policy is communicated and fully complied with in the department.

4.3.2 协助处理相关投诉事宜，确保及时和公正对待。

Assist in handling relevant complaints to ensure timely and fair treatment.

4.3.3 确保本政策在部门的传达。

Ensure that this policy is communicated in the department.

4.4 员工/Employee:

4.4.1 积极学习相关政策和程序，充分了解相关责任，并承诺严格遵守。

Actively learn the relevant policies and procedures, fully understand the relevant responsibilities, and commit to strictly abide by them.

4.4.2 对于发现的违规劳工、人权行为道德事项向相关部门进行举报。

Report violations found of labor, human rights and ethics to relevant departments.

5. 目标/Goals

5.1 健康和安​​全：减少工作场所事故发生率，至 2030 年，年度损失工时事件数为 0 起。

Health and safety: Reduced the incidence of workplace occurrence rate。Annual lost time incident number will be zero by 2030.

5.2 提高员工工作条件满意度，至 2030 年，达到年度员工满意度调查的积极反馈率在 85%以上。

Improve employee satisfaction with working conditions and achieve a positive feedback rate of more than 85% in the annual employee satisfaction survey by 2030.

5.3 提高员工代表的社会对话次数，每年不少于 2 次。

Increase the number of social dialogues between employee representatives, at least twice a year.

5.4 职业生涯管理，提高员工培训计划覆盖率，至 2030 年参与率达到 80%以上。

Career management, improve the coverage of employee training programs, and ensure that the participation rate reaches more than 80% by 2030.

5.5 至 2030 年无人权、道德等不良事件的投诉和发生，包括零童工、强迫劳动事件，零歧视，不公平对

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待事件，零骚扰事件，零舞弊和欺诈事件，零腐败和贿赂事件，零利益冲突事件，零不正当竞争事件，零疑似洗钱行为或洗钱行为事件。

By 2030, there will be no complaints and incidents of adverse human rights and ethics, including zero incidents of child labor and forced labor, zero incidents of discrimination, unfair treatment, zero incidents of harassment, zero incidents of fraud and fraud, zero incidents of corruption and bribery, zero incidents of conflict of interest, zero incidents of unfair competition, and zero incidents of suspected money laundering or money laundering.

5.6 提倡多元化和包容性，至 2030 年，提升公司女性员工占比数至 20%。

Promote diversity and inclusion. Increase the proportion of female employee in the company to 20% by 2030.

5.7 维生工资，我们承诺在 2033 年在整个 Bellen 集团实现维生工资的发放，维生工资的发放占比人员为 100%。

Living Wage: We are committed to paying living wage across the Bellen Group by 2033, with 100% of staff receiving living wage.

5.8 外部利益相关方人权，至 2030 年参与关于制药行业人权问题意识培训的员工百分比不低于 85%。

External Human Rights Issues, by 2023, more than 85% of employees participated in the training of human right issues within pharmaceutical industry.

6. 政策和承诺/Policy and commitment

6.1 员工健康和安​​全/ Employee health and safety

6.1.1 提供符合法律法规和行业标准的设施、设备，以确保员工工作环境的安全。

Provide facilities and equipment that comply with laws and regulations and industry standards to ensure the safety of employees' working environment.

6.1.2 制定并执行健康与安全的政策及程序，保障员工在工作场所的安全和健康。

Develop and implement health and safety policies and procedures to safeguard the safety and health of employees in the workplace.

6.1.3 提供必要的培训和防护，以减少工作相关的风险和事故。

Provide the necessary training and protection to reduce work-related risks and accidents.

6.1.4 设立紧急响应计划，以应对潜在的紧急情况。

Establish an emergency response plan to deal with potential emergencies.

6.2 工作条件/Working conditions

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6.2.1 确保公正的薪酬和福利制度，包括透明的工资结构和福利计划。

Ensure a fair compensation and benefits system, including transparent wage structures and benefit plans.

6.2.2 提供公平的工作待遇，防止歧视和不平等对待。

Provide fair treatment at work and prevent discrimination and unequal.

6.2.3 支持工作与生活的平衡。

Support work-life balance.

6.3 劳工关系/Labor relations

6.3.1 鼓励开放和透明的沟通渠道，以促进员工与管理层之间的有效沟通。

Encourage open and transparent communication channels to facilitate effective communication between employees and management.

6.3.2 尊重员工的权利，组织和加入工会的权利。

Respect the rights of employees and the right to organize and join trade unions.

6.3.3 鼓励员工代表的社会对话来处理员工的困惑和问题。

Encourage social dialogue among employee representatives to deal with employee confusion and problems.

6.4 职业生涯管理/ Career Management

6.4.1 提供培训和发展机会，以促进员工的职业成长。

Provide training and development opportunities to promote the professional growth of employees.

6.4.2 采用公平的招聘政策，防止歧视，并支持多元化。

Adopt fair recruitment policies that prevent discrimination and support diversity.

6.4.3 为员工制定职业规划和提供晋升机会。

Career planning and promotion opportunities for employees.

6.5 童工和强迫劳动/Child Labor and forced Labor

6.5.1 我们承诺禁止童工和强迫劳动，并制定相关政策和程序。

We commit to prohibit child Labor and forced Labor and to develop relevant policies and procedures.

6.5.2 我们实施相应的监测措施，确保 Bellen 各公司不存在非法劳工的参与。

We implement monitoring measures to ensure that no illegal workers are involved in Bellen companies.

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6.6 多元化、公平和包容/Diversity, equity and inclusion

6.6.1 我们致力于建立多元化和包容的企业文化，鼓励不同背景的员工合作与交流。

We are committed to building a diverse and inclusive corporate culture that encourages collaboration and exchange among employees from different backgrounds.

6.6.2 我们消除歧视，包括但不限于种族、肤色、宗教、性别、残疾、性取向等，确保公平机会和待遇。

We eliminate discrimination, including but not limited to race, color, religion, gender, disability, sexual orientation, etc., to ensure equal opportunities and treatment.

6.7 外部利益相关者/ External stakeholders

6.7.1 我们尊重社区、客户、供应商、股东等外部利益相关者之间的人权。

We respect human rights among external stakeholders such as communities, customers, suppliers and shareholders.

6.7.2 我们在供应链中参与推动人权尊重，并与相关方共同合作解决可能存在的问题。

We engage in promoting respect for human rights in our supply chain and work with interested parties to address issues that may exist.

6.8 反腐败和贿赂/Anti-corruption and bribery

6.8.1 我们绝对禁止任何形式的腐败和贿赂行为，无论是在国内还是国际业务活动中。

We absolutely prohibit all forms of corruption and bribery, whether in domestic or international business activities.

6.8.2 员工不得向客户、供应商、政府官员或任何其他个人或实体提供或接受任何形式的贿赂、回扣或非法支付。

Employees shall not offer or accept any form of bribery, kickbacks or illegal payments to customers, suppliers, government officials or any other person or entity.

6.8.3 所有礼物、款待或赞助活动必须符合适用法规和公司内部要求。

All gifts, hospitality or sponsorships must comply with applicable regulations and internal company requirements.

6.9 防止利益冲突/Prevent conflicts of interest

6.9.1 员工必须避免与公司的业务决策产生实际或潜在的利益冲突。

Employees must avoid actual or potential conflicts of interest with the Company's business decisions.

6.9.2 发生利益冲突的员工有责任立即向上级领导或指定的部门进行披露，以便采取适当的管理和解决措施。

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Employees who have conflicts of interest have the responsibility to immediately disclose them to their superiors or designated departments so that appropriate management and resolution measures can be taken.

6.10 反欺诈/Anti-Fraud

6.10.1 我们致力于防止和打击所有形式的欺诈行为，包括但不限于虚报财务信息、操纵业务记录等。

We are committed to preventing and combating all forms of fraud, including but not limited to misrepresentation of financial information, manipulation of business records, etc.

6.10.2 内部监管控制体系被建立和维护，以预防和检测潜在的欺诈活动。

The internal regulatory control system is established and maintained to prevent and detect potential fraudulent activities.

6.11 反洗钱/ Anti-money laundering

6.11.1 我们承诺遵守所有反洗钱法规，并将建立反洗钱流程，确保公司资金流动和交易活动的合法性和合规性。

We are committed to complying with all anti-money laundering regulations and will establish anti-money laundering processes to ensure the legality and compliance of the company's financial flows and trading activities.

6.11.2 内部监管控制体系被建立和维护，以预防和检测潜在的违法活动。

The internal regulatory control system is established and maintained to prevent and detect potential fraudulent activities.

6.12 反不正当竞争/ Anti-unfair competition

6.12.1 公司坚守诚实竞争原则，绝不采取任何不正当竞争手段，包括虚假宣传、恶意破坏竞争对手等。

The Company adheres to the principle of honest competition and will never take any unfair means of competition, including false publicity, malicious destruction of competitors, etc.

6.12.2 我们将确保市场竞争活动符合法规和道德标准。

We will ensure that competitive activities in the market comply with regulatory and ethical standards.

7. 举报和投诉/Whistle-blowing and complaints

7.1 公司内任何个人及组织如发现违背和偏离本政策的行为、事件都有权向分公司总经理及 Bellen 总部总经办及 HR 举报和投诉。

Any individual or organization within the Company has the right to whistle blow and complain to the General Manager of the branch, the General Manager office of Bellen Headquarters and HR if they find violation or deviation from this policy.

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7.2 举报和投诉方式，可通企业微信，企业邮件或书信的形式等，但不限于以上方法。

whistle-blowing and complaints can be made through wechat, corporate emails or letters, but are not limited to the above methods.

7.3 对于举报人，保护其个人信息，防止报复打压。确保举报人在绩效评估和升职加薪中公平的对待。

For whistleblowers, prevent the protection of their personal information and prevent retaliation and oppression. Ensure that whistleblowers are treated fairly in performance evaluations and promotions.

7.4 被举报事件应该由被组织的独立团体进行调查，并将调查结果反馈给举报人。如确有此事应制定整改措施及纠正。

The reported incident shall be investigated by an independent group of the organization, and the results of the counter-investigation shall be fed back to the whistleblower. If this is the case, corrective measures and corrections should be made.

8. 参考文献和相关文件/ References and related documents

NA

9. 附件/Attachment

NA

10. 版本历史/Version history

版本号	生效日期	修订内容	变更原因
01	2024 年 01 月 05 日	新文件	NA