

2024 年企业履行社会责任情况说明

2024 Corporate Social Responsibility Report

烟台宁远药业有限公司

Bellen Chemistry Co., Ltd. Yantai

2025 年 10 月

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目录 Catalogue

| | |
|--|----------|
| 烟台宁远药业有限公司..... | 1 |
| Bellen Chemistry Co., Ltd. Yantai | 1 |
| 目录 Catalogue | 1 |
| 一、企业概况 Company overview | 1 |
| 1.1 公司简介 Company profile..... | 1 |
| 1.2 企业文化 Corporate culture | 1 |
| 1.3 社会责任承诺 Social responsibility commitment | 3 |
| 1.4 社会责任战略 Social responsibility strategy | 4 |
| 1.5 利益相关方识别与沟通 Stakeholder identification and communication | 6 |
| 1.6 社会责任重要性分析 CSR Importance Analysis..... | 7 |
| 二、社会责任 Social responsibility | 9 |
| 2.1 社会责任履行情况 Performance of social responsibility | 9 |
| 2.2 股东权益保护 Protection of shareholders' rights | 9 |
| 2.3 员工权益保护 Protection of employee rights and interests..... | 9 |
| 2.4 供应商客户权益保护 Rights and interests protection of suppliers and customers | 12 |
| 2.5 环境保护与可持续发展 Environmental protection and sustainable development | 14 |
| 2.6 人权和公平运行 Human rights and fair operation..... | 16 |
| 2.7 社会公益事业 Social welfare undertakings | 16 |
| 三、高效运营管理 Efficient operation and management..... | 18 |
| 3.1 持续优化管理 Continuous optimization of management..... | 18 |
| 3.2 公司治理规范透明 Corporate governance standards and transparency..... | 18 |
| 四、总结与展望 Summary and prospect..... | 21 |
| 五、绩效汇总 Performance Summary..... | 22 |

一、企业概况 Company overview

1.1 公司简介 Company profile

烟台宁远药业有限公司，成立于 2014 年，注册资本 3 亿元，是北京六合宁远医药科技股份有限公司的全资子公司。公司位于山东省烟台市招远市金岭镇高新技术产业集聚区，是国家高新技术企业、山东省瞪羚企业、山东省专精特新企业，建设有烟台市一企一技术研发中心、烟台市企业技术中心、烟台市智能工厂。

Bellen Chemistry Co., Ltd. Yantai is founded in 2014 with a registered capital of 300 million CNY, is a wholly owned subsidiary of Bellen Chemistry Co., Ltd. The company is located in high-tech industry cluster area, Jinling Town, Zhaoyuan City, Yantai City, Shandong Province. It is a national high-tech enterprise, a gazelle enterprise in Shandong Province, and a specialized and special new enterprise in Shandong Province. It has built a technology R&D center in Yantai City, an enterprise technology center in Yantai City, and a smart factory in Yantai City.

公司主要服务于国际主流医药企业及国内初创型新药研发企业，为客户提供小分子化学创新药研发、中试放大、生产一体化外包服务。服务范围涵盖了创新药临床研究阶段研发外包服务（CRO）、商业化准备阶段的工艺研发外包服务（CDMO）及商业化生产外包服务（CMO）。

The company mainly serves international mainstream pharmaceutical enterprises and domestic start-up new drug research and development enterprises, providing customers with small molecule chemical innovative drug research and development, pilot scale up, production integration outsourcing services. The scope of services covers R&D outsourcing services (CRO) in the clinical research phase of innovative drugs, process R&D outsourcing services (CDMO) in the commercialization preparation phase, and commercialization manufacturing outsourcing services (CMO).

1.2 企业文化 Corporate culture

1.2.1 公司使命 Company mission

持续打造卓越的小分子药物一站式化学服务平台

Continue to build an excellent small molecule drug one-stop chemical service platform

挖掘员工潜力，努力以奉献、诚信和协作的方式发展我们的业务

Unlock the potential of employees and strive to grow our business with dedication, integrity and

collaboration

重视与客户的双赢合作伙伴关系，提供创新、有竞争力和可持续性的解决方案

We value partnerships with our customers to provide innovative, competitive and sustainable solutions

1.2.2 公司愿景 Company vision

发展一流的以客户为中心的合作伙伴关系，并成为创新医药领域首选的、专业的、创新的化学解决方案服务供应商。

Develop first-class customer-centric partnerships and become the preferred, professional and innovative chemical solutions service provider in the field of innovative medicine.

1.2.3 公司文化价值观 Company culture values:

可靠高效 Reliable and efficient

正直诚实 Integrity and honesty

持续改进 Continuous improvement

保持热情 Stay enthusiastic

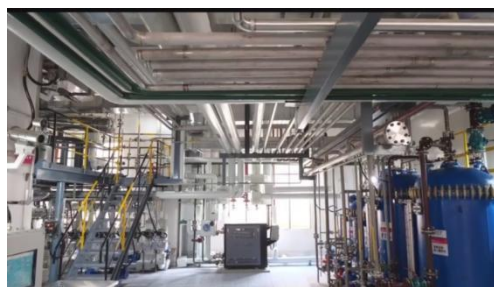
团结协作 Solidarity and cooperation



北京创新研究中心 Beijing R&D Center



上海工艺研发中心 Shanghai Process Chemistry R&D Center



山东生产基地
Manufacturing Plant in Shandong

1.3 社会责任承诺 Social responsibility commitment

质量是企业的生命，诚信是企业的灵魂。医药科技行业是一个特殊的行业，与人民生命息息相关，我司将不遗余力地履行对所有利益相关方的承诺，在产品生产全生命周期内，从产品研发、原料采购、生产制造，到能源资源利用和废弃物管理始终践行可持续发展策略。

Quality is the life of the enterprise, integrity is the soul of the enterprise. Medical science and technology industry is a special industry, closely related to people's lives. We will spare no effort to fulfill the commitment to all stakeholders. At the same time, we have implemented a sustainable development strategies throughout the entire life cycle of our products, from product research and development, raw material procurement, manufacturing, energy resources utilization and waste management.

1、遵纪守法：严格执行《药品管理法》、《药品管理法实施条例》等法律法规，遵守国家、地方及行业相关社会责任管理标准。

Abide by laws and regulations: strictly implement the Drug Administration Law, the Implementation Regulations of the Drug Administration Law and other laws and regulations, and comply with the relevant national, local and industry social responsibility management standards.

2、职业健康：为员工工作、生活提供健康安全的环境，禁止雇佣童工、歧视、强迫劳动、惩罚员工等一系列行为。尊重员工意愿自愿加入工会，遵守劳动法工时要求，并努力为员工提供成长空间和交流学习的机会，每年定时组织员工体检，做好职业病防范工作。

Occupational health: to provide employees with a healthy and safe environment for work and life, prohibit child labor, discrimination, forced labor, punishing employees and a series of behaviors. Respect employee's wish to join the labor union, comply with the labor law requirements, and strive to provide employees with growth space and opportunities for learning and exchange, organize regular annual medical examination of employees, and do a good job in occupational disease prevention.

3、安全环保：作为医药企业，安全、环保是我们工作的重心，我司设立 EHS 部门专管安全环保工作。遵循安全第一的原则，构建安全管理体系；坚持绿色低碳环保的理念，防止污染，做好节能减排和废料处理，为社会提供安全环保的产品与服务。

Safety and environmental protection: As a pharmaceutical company, safety and environmental protection have become the top priority in our work, and our company has set up EHS department to manage safety and environmental protection work. Follow the principle of safety first, build a safety management system. Adherent to the concept of green and low-carbon environmental protection, prevent pollution. Do a good job in energy saving, emission reduction and waste

disposal, and provide safe and environmental protection products and services for the society.

4、技术创新：作为一家以创新驱动、以客户为中心的公司，我们致力于为客户和社会创造价值的同时，也积极探索绿色化学工艺、技术研发和产品制造，减少原材料的消耗，降低对环境的负面影响，推动公司绿色转型。

Technological innovation: As an innovation-driven, customer-centric company, we are committed to creating value for customers and society at the same time, but also actively explore the development of green chemical processes, technology and product manufacturing, decrease the consumption of raw materials, reduce the negative impact on the environment, promote the company's green transformation.

5、自愿接受评估：我方自愿接受来自第三方的社会责任评估活动，如果公司违反上述承诺，公司愿意依法采取纠正措施，并逐步完善体系。

Voluntary Acceptance of assessment: We voluntarily accept social responsibility assessment activities from third-party. If the company violates the above commitments, the company is willing to take corrective measures according to law and gradually improve the system.

1.4 社会责任战略 Social responsibility strategy

公司可持续发展承诺为保证企业社会责任的有效落实，公司高级管理层负责制定战略目标和规划，管理和协调公司的社会责任和可持续发展方面的工作，以确保企业运营能够为社会、环境及利益相关方带来积极的影响，进而促进企业和整个社会的可持续发展。

In order to ensure the effective implementation of CSR, the company's senior management is responsible for setting strategic objectives and planning, managing and coordinating the company's social responsibility and sustainable development work, so as to ensure that the company's operations can bring positive impact on the society, the environment and stakeholders, and thus promote the sustainable development of the company and the whole society.

1.4.1 对企业管理者和员工的责任 Responsibilities for enterprise managers and employees

医药企业应树立以人为本的理念，关爱企业人、尊重人、重视人的教育和发展，保障员工劳动权益。

Pharmaceutical enterprises should establish a people-oriented concept, care for enterprise people, respect people, pay attention to people's education and development, and protect employees' labor rights and interests.

1.4.2 对债权人和合作商的责任 Liability to creditors and partners

对于企业的合作方包括企业的供应商和销货商，企业要本着相互协作、相互信任、对他人负责的意识，结成稳定的合作伙伴，互相促进，从而形成一种稳定而忠诚的战略合作伙伴关系，共同发展。

For the enterprise's partners, including the suppliers and sellers, the enterprise is in line with cooperation, mutual trust, the sense of responsibility to others, to form a stable partner, promote each other, so as to form a stable and loyal strategic partnership, common development.

1.4.3 社会信用与法律责任 Social credit and legal responsibility

倡导和遵守社会信用及法律责任，成为“重承诺、守信用、遵纪守法”的良心企业。

Advocate and abide by the responsibility of social credit and laws, and become a conscientious enterprise with "strong commitment, good faith, and law-abiding."

1.4.4 对社会公益事业的责任 Responsibility for social welfare undertakings

作为有经济能力的组织，企业应有回报社会、积极参与社会慈善活动的责任，如对社会福利资金的筹集活动、对社会文化教育事业的扶持、关注社会弱势群体、提供社会帮助等。

As an organization with economic ability, enterprises should have the responsibility to return to society and actively participate in social charity activities, such as raising social welfare funds, supporting social cultural and educational undertakings, paying attention to vulnerable groups in society, and providing social help.

1.4.5 对社会资源、环保的责任 Responsibility for social resources and environmental protection

倡导对社会资源的合理使用，保护生态环境和节能减排的理念。

Advocate the rational use of social resources and the concept of protecting the ecological environment and energy saving and emission reduction.

1.5 利益相关方识别与沟通 Stakeholder identification and communication

利益相关方沟通是企业社会责任管理的重要部分。公司高级管理层全方位、多角度地向员工、客户、供应商、政府及社会组织进行双向沟通，促进企业文化的不断繁荣和发展。

Stakeholder communication is an important part of corporate social responsibility management. The senior management leadership of the company conducts two-way communication with employees, customers, suppliers, government and social organizations in an all-round and multi-angle manner to promote the continuous prosperity and development of corporate culture.

我们将利益相关方沟通作为企业社会责任的重要内容，通过多种渠道和方式，加强与利益相关方的对话与沟通，及时了解和回应各方诉求与建议，建设和谐的利益相关方关系，形成发展共识，凝聚发展合力，共同破解发展难题，合作推进可持续发展。

We take stakeholder communication as an important part of our corporate social responsibility. Through various channels and means, we strengthen dialogue and communication with stakeholders, timely understand and respond to the demands and suggestions of all parties, build harmonious stakeholder relations, form development consensus, gather development forces, jointly solve development problems, and cooperate to promote sustainable development.

多渠道与相关方沟通方式。

Multi-channel communication with relevant parties.

1.5.1 企业员工 Enterprise employees

员工手册、技能培训、宣传册、宣传视频、宣传栏、主题例会等

Employee handbooks, skills training, brochures, promotional videos, publicity boards, theme meetings, etc

企业文化培训、岗位技能培训、新员工入职培训

Corporate culture training, job skills training, new employee induction training

老员工带新员工、内部学习交流会、部门例会等

Old staff with new staff, internal learning exchange meetings, department meetings, etc

电话、企业微信、电子邮件等

Telephone, enterprise wechat, E-mail, etc

1.5.2 客户 Customer

广告多媒体宣传、服务热线、企业官网、电话/视频沟通、企业参观等

Advertising multimedia publicity, service hotline, corporate official website, telephone/video communication, corporate visits, etc

1.5.3 供应商

现场考察、电话/邮件沟通、企业参观等

Site visits, telephone/email communication, corporate visits, etc.

1.5.4 政府

工作汇报、参观指导、企业网站、公益活动、慈善捐赠等

Work report, visit guidance, corporate website, public welfare activities, charitable donations, etc.

1.6 社会责任重要性分析 CSR Importance Analysis

企业履行社会责任，是契合自身企业文化、践行社会责任承诺、落地社会责任战略的必然要求，更是基于核心利益相关方识别与沟通结果，锚定核心责任方向、统筹推进各项责任工作的核心前提，贯穿企业经营管理全流程，具备不可替代的现实重要性。

扎实推进社会责任工作，一方面能够筑牢合规经营底线，助力实现高效运营管理，推动公司治理规范透明与持续优化管理，防范经营风险，保障企业长期稳健运营；另一方面能够全面落地各项社会责任举措，切实做好股东权益保护、员工权益保护、供应商客户权益保护，深耕环境保护与可持续发展，坚守人权和公平运行准则，积极投身社会公益事业，全方位落实社会责任履行相关要求。

该项工作将社会责任理念深度融入企业经营各环节，兼顾经济效益与社会、环境效益，保障各类利益相关方合法权益，助力企业实现可持续发展，切实履行企业主体责任，创造长效社会价值。

Fulfilling social responsibility is an inevitable requirement for the enterprise to conform to its own corporate culture, practice its social responsibility commitment, and implement its social responsibility strategy. It is also a core premise to define key responsibility directions and coordinate various responsibility tasks based on the results of stakeholder identification and

communication, running through the whole process of enterprise operation and management with irreplaceable practical importance.

Solid promotion of social responsibility work can, on the one hand, build a bottom line for compliant operation, help achieve efficient operation management, promote standardized and transparent corporate governance and continuous optimization of management, prevent operational risks, and ensure the long-term stable operation of the enterprise; on the other hand, it can fully implement various social responsibility measures, effectively carry out protection of shareholders' rights, protection of employee rights and interests, and rights and interests protection of suppliers and customers, deepen environmental protection and sustainable development, adhere to the principle of human rights and fair operation, actively participate in social welfare undertakings, and fully meet the requirements of performance of social responsibility.

This work integrates the concept of social responsibility into all links of enterprise operation, balancing economic benefits with social and environmental benefits, and protecting the legitimate rights and interests of all stakeholders. Helping the enterprise achieve sustainable development, earnestly fulfill its main responsibilities, and create long-term social value.

二、社会责任 Social responsibility

2.1 社会责任履行情况 Performance of social responsibility

公司在致力于自身发展的同时，还积极主动地履行社会责任，诚实守信、安全生产、职业健康、保护劳动者合法权益、满足员工发展需求，为待业者提供更多合适的就业机会，严格履行促进社会效益的义务。作为医药企业，我司秉承爱护环境、节约资源、绿色化学的理念进行可持续发展，支持慈善事业，热衷社会公益，追求科学创新和技术进步等。

While committed to its own development, the company also actively fulfills its social responsibilities, honest and trustworthy, safe production, occupational health, protects the legitimate rights and interests of workers, meets the development needs of employees, provides more suitable employment opportunities for jobseekers, and strictly fulfills its the obligations to promote social benefits. As a pharmaceutical company, our company adheres to the concept of protecting the environment, saving resources, and sustainable development of green chemistry, and supports charity, keen on social welfare, the pursuit of scientific innovation and technological progress.

2.2 股东权益保护 Protection of shareholders' rights

公司遵循“公平、公正、公开”的原则，通过会议、电话/网络会议等措施，保证沟通渠道顺畅，方便投资者和公司沟通、互动

The company adheres to the principle of "fairness, justice and openness" and ensures smooth communication channels through meetings, telephone/network conferences and other measures to facilitate communication and interaction between investors and the company.

创造价值，回报股东，回馈社会

Create value, return to shareholders, and contribute to society.

2.3 员工权益保护 Protection of employee rights and interests

2.3.1 职业健康与安全 Occupational Health and Safety

- 提供安全工作环境 Provides a safe working environment

公司定期对影响员工健康安全的风险进行识别、评价，并接受相关部门监督检查。由专业第三方对公司进行评估，制定针对性的保护、防范措施，定期组织员工体检。

The company regularly identifies and evaluates the risks affecting the health and safety of employees, and accepts the supervision and inspection of relevant departments. The company is evaluated by a professional third party, targeted protection and preventive measures are formulated, and regular medical examinations are organized for employees.

目前已经建立了系统的安全生产、职业健康管理规章制度，并在生产办公区域张贴警示标语、紧急事故的抢救办法和逃生路线，配备了消防器材、抢救用设备，如紧急医用箱等，每年定期做消防演习，防患于未然。通过了 ISO 45001 职业健康体系认证。2024 年公司未发生任何违反职业健康和安全生产法律法规的行为，未出现任何行政处罚，也没有发生与工作相关的死亡事故。

At present, a system of safety production and occupational health management rules and regulations has been established, and warning signs, emergency rescue methods and escape routes are posted in the production and office areas. Equipped with fire equipment, rescue equipment, such as emergency medical boxes. Fire drills are done regularly every year to prevent problems before they happen. The company has passed ISO 45001 Occupational Health System certification. In 2024, there were no violations of occupational health and safety laws and regulations, no administrative penalties, and no work-related fatalities.

每月开展 EHS 培训和 EHS 简报，以便员工更好地了解职业健康和安全生产有关事项。培养建立一批训练有素的急救人员、消防人员和应急响应人员。

Monthly EHS training and EHS newspaper are conducted to provide employees with a better understanding of occupational health and safety issues. Develop and establish a group of trained first responders, firefighters and emergency responders.

关注员工身心健康 Pay attention to the physical and mental health of employees

确保员工快乐，与健康同样重要。公司提供健身、娱乐设施和休息区，定期举办篮球赛、拔河比赛、运动会等团体活动，鼓励员工锻炼，释放工作压力，改善工作情绪。建立完善的劳动保护制度，根据岗位性质为员工配发工装及必要的工作保护用品，并为员工提供宽敞、舒适的办公环境。

Making sure employees happy is just as important as being healthy. The company provides fitness, recreational facilities and rest areas, and regularly holds group activities such as basketball games, tug of war and sports meeting to encourage employees to exercise, release work pressure and improve work mood. Establish a sound labor protection system, according to the nature of the position for employees to distribute tooling and necessary work protection supplies and provide employees with a spacious and comfortable office environment.

- 为方便员工通勤，增设班车及路线，方便员工往返同时，减少碳排放。

In order to facilitate employees' commuting, additional shuttle buses and routes were added to facilitate employees' commuting and reduce carbon emissions.

2.3.2 培训与发展 Training and development

公司关注平台引才、借智发展政策，科学系统地形成了一整套规范、灵活、切合公司实际的用人机制，充分调动凝聚士气，共谋发展。公司严格遵守《劳动合同法》，保障员工的合法权益。2024 年公司新招聘 51 人。

The company pays attention to the platform to attract talents and borrow wisdom development policy and has scientifically and systematically formed a set of standardized, flexible and suitable for the company's actual employment mechanism, fully mobilizing morale and seeking common development. The company strictly abides by the Labor Contract Law to protect the legitimate rights and interests of employees. The company hired 51 new people in 2024.

培训从入职第一天开始，新员工根据岗位和职责不同，具有不同的个人培训计划、年度培训计划和公司级培训计划，确保了解公司文化和业务信息。根据培训需要，通过线上、线下或实操等方式，参与不同课程培训，培训效果均经过评估。每周开展业务知识专项培训。根据业务需要，鼓励员工参与外部培训。2024 年报名参加外部培训花费资金 5.8 万元，取得像特种作业之类的证件。

From the first day on the job, according to different positions and responsibilities, new employees will have different personal training plans, annual training plans and company-level training plans to ensure that they understand the company culture and business information. According to the training needs, through online, offline or practical operation, participate in different courses training, training effects are evaluated. Conduct special training on business knowledge weekly. Encourage employees to participate in external training according to business needs. There is total spend of 58000CNY for personal certification eg. special operations certification.

建立岗位晋升和转岗机制，关注员工职业发展。公司秉承公平、公正、合理的原则，每年 1 月、7 月为员工提供晋升、转岗和薪酬调整机会，注重贤能选拔和员工发展。2024 年工晋升 82 人，转岗 18 人。

Establish post promotion and post transfer mechanism, pay attention to staff career development. Adhering to the principle of fairness, justice and reasonableness, the company provides promotion, job transfer and salary adjustment opportunities for employees in January and July every year, focusing on talent selection and employee development. In 2024, 82 employees were promoted, and 18 employees were transferred.

完善薪酬体系，建立有竞争力的激励制度、公正的社会保险等薪酬和福利制度，保护员工合法权益。公司福利制度包括双休、五险一金、年终奖、技术（岗位）津贴、高温补贴、工伤慰问、各类节日福利等。公司会根据经营业绩、个人绩效、贡献价值等因素发放额外的奖金奖

励，设置突出贡献奖等激励措施。

We improve the compensation system, establish a competitive incentive system, fair social insurance and other compensation and welfare systems, and protect the legitimate rights and interests of employees. The company's welfare system includes two days off, five insurance and one fund, year-end bonus, technical (post) allowance, high-temperature subsidy, work-related injury condolences, and various holiday benefits. The company will issue additional bonuses according to business performance, personal performance, contribution value and other factors, and set up incentive measures such as outstanding contribution award.

2.3.3 倾听与沟通 **Listening and communicating**

建立沟通和反馈机制。包括但不限于微信、邮箱和面对面沟通。公司鼓励员工畅所欲言，发现并提出对公司运营过程中的问题和建议。促进反馈机制的同时，也加强团队协作力。这些措施在企业运营过程中的实施，可以进一步监控、解决任何违背企业文化和价值观的行为。

Establish communication and feedback mechanisms. Including but not limited to we-chat, email and face-to-face communication. The company encourages employees to speak freely, identify and raise problems and suggestions about the company's operations. While promoting feedback mechanisms, it also strengthens teamwork. The implementation of these measures in the course of business operations can further monitor and address any violations of corporate culture and values.

公司设立了团建资金，用于部门内部和部门之间互动、协作。2024 年共投入资金 10.7 万元，公司鼓励员工参加这些活动。

The company sets up the funds for team building which is used for the interaction and cooperation within and among departments. In 2024, a total of 0.107 million CNY was costed in team building. The company encourages employees to participate in these activities.

2.4 供应商客户权益保护 **Rights and interests protection of suppliers and customers**

根据供应商管理制度，对供应商进行公正评估；不拖欠、不压款；帮助供应商进行整改，提升其供应能力和质量管理水平；我司对采购进行严格监控，维护供应商利益。同时在合同中明确知识产权权属和诚信经营条款。

Impartially evaluate suppliers according to the supplier management system. Do not default or pressure payment. Help suppliers to make corrections, improve the supply capacity and quality management level. We strictly monitor the procurement and safeguard the interests of suppliers. At the same time, the intellectual property rights and honest business terms are clearly defined in

the contract.

公司注重供应链一体化建设，获得了 GB/T 23001-2017 和 23006-2022 两化认证管理体系认证，不断完善采购流程与机制，建立公平、公正的评估体系，为供应商创造良好的竞争环境。与重要供应商建立战略合作关系，促进供应商在货源保障、质量、价格、服务方面理念上的提升和转变，从理念上认同公司的管理和程序，形成共识，优势互补，利益共享。

The company attaches great importance to the integrated construction of supply chain and has obtained the GB/T 23001-2017 and 23006-2022 certification management system certifications. It constantly improves the procurement process and mechanism, establishes a fair and just evaluation system, and creates a good competitive environment for suppliers. Establish strategic cooperative relations with important suppliers, promote the supplier's improvement and transformation in the concept of supply security, quality, price and service, identify with the company's management and procedures from the concept, form a consensus, complement each other's advantages and share benefits.

公司严格遵守并履行合同，友好协商解决纷争，以保证供应商的合理合法权益。同时发挥自身优势，协助供应商解决生产和工艺问题，实现共进、共享、共赢。推行公开招标，施行阳光采购，杜绝暗箱操作、商业贿赂和不正当交易情形。所有高层、采购员工均进行反贿赂反腐败专项培训，相关培训资料全公司内部员工共享。2024 年也进行了专项培训，确保能够应对不同的商业道德风险，并满足合规要求。

The company strictly abides by and performs the contract, settles disputes through friendly negotiation to ensure the reasonable and lawful rights and interests of suppliers. At the same time, we give full play to our own advantages and assist suppliers to solve production and process problems to achieve common progress, sharing and win-win. Promote open bidding, implement sunshine procurement, and put an end to shady practices, commercial bribery and improper transactions. All senior management and procurement staff have special anti-bribery and anti-corruption training, and relevant training materials are shared with all employees in the company. Special training has also been carried out in 2024 to ensure that different business ethical risks are addressed and compliance requirements are met.

公司通过高层互访、供应商审核、电话沟通、网络沟通、技术交流会等形式，就发展战略、企业文化、业务信息等与供应商开展沟通交流。

The company communicates with suppliers on development strategy, corporate culture and business information through high-level visits, supplier audit, telephone communication, network communication, technical exchange meetings and other forms.

所有主管以上员工均签订《竞业禁止协议》，总部风险管理部监督公司各项业务活动，确保合规。

All employees who are above the supervisor level shall sign the Non-Competition Agreement. The risk management Department of the headquarters shall supervise all business activities of the

company to ensure compliance.

信息保护。执行严格内部管理流程，采用先进技术手段，在遵守相关法律法规和标准的基础上，确保各方信息和数据安全（包括商业机密等），已通过 ISO/IEC27001:2022 信息安全管理体系认证证书。

Information protection. Implementation of strict internal management processes, the use of advanced technical means, in compliance with relevant laws and regulations and standards to ensure information and data security (including trade secrets, etc.), has passed the ISO/IEC27001:2022 information security management system certification.

网络安全。采用多层防御系统，同时对通信进行加密，保护网络和系统安全，制定内部流程，并聘请专业第三方保证数据安全和管理。

Network security. Protect networks and systems by encrypting communications, developing internal processes, and hiring professional third parties to ensure data security and management.

物理安全。根据岗位和区域分类，设置访问权限和门禁，规定访客活动及访问范围。

Physical security. According to the classification of posts and regions, set access rights and access control, and specify the activities and scope of visitors.

每年举办两次全员信息安全相关制度培训，要求全员参加并考试。定期对数据安全、管理和流程进行内部审计，出具内审报告。

Organize information security-related system training for all staff twice a year and require all staff to attend and take the exam. Conduct regular internal audits of data security, management and processes, and issue internal audit reports.

知识产权部通过合同和内部管理制度，实现知识产权管理。定期搜索、识别可能发现的侵权行为，评估风险，制定应对措施。采购正版软件，同时对使用和下载软件进行统一监管，避免侵犯他人知识产权。2024 年公司未发生任何与知识产权相关的诉讼和纠纷。

The Intellectual Property Department manages intellectual property through contracts and internal management systems. Regularly search and identify possible infringements, assess risks, and develop countermeasures. Procurement of genuine software, and unified supervision of the use and download of software to avoid infringement of intellectual property rights of others. In 2024, the company did not have any litigation and disputes related to intellectual property rights.

2.5 环境保护与可持续发展 Environmental protection and sustainable development

烟台宁远药业有限公司“始终，也将持之以恒地致力于低碳环保、节约资源的社会使命”。

严格执行用水用电管理制度并加强考核水电消耗、增加硬水回收利用消耗、做好用电用水设施维护保养、设备设施改造时用低能耗产品。建立完善的管理制度包括废料处理、污水排放等，利用化学原理知识、技术从源头上减少和消除工业生产对环境的污染，减少向环境排放废物，做到节约资源、绿色化学。

Bellen Chemistry Co., Ltd. Yantai always committed to the social mission of low carbon environmental protection and resource conservation. Strictly implements the water and electricity management system, strengthens the assessment of hydropower consumption, increases the consumption of hard water recycling and utilization, and does a good job in the maintenance of electricity and water facilities, equipment and facilities to use low-energy products. The establishment of a sound management system including waste treatment, sewage discharge, the use of chemical principles and technology from the source to reduce and eliminate industrial production of environmental pollution in order to reduce the discharge of waste to the environment, so as to save resources, green chemistry.

二氧化碳减排目标：2022 年经管理层批准设定至 2026 年短期减排目标，以 2021 年碳排放为基准，至 2026 年每百万产值的碳排放量（Scope 2）比 2021 年减少 5%。2024 年公司在审核制定环境可持续发展政策时对于目标进行了调整。

CO₂ emission reduction target: Set a short-term emission reduction target by 2026 with the approval of the management in 2022. Based on the carbon emissions in 2021, the carbon emissions per million output value in 2026 (Scope 2) will be reduced by 5% compared with 2021. In 2024, the group adjusted its goals when it reviewed and developed its environmental sustainability policy.

| 2021Total CO2 emission (Scope 2) | 2022 Total CO2 emission (Scope 2) | 2023Total CO2 emission (Scope 2) | 2024Total CO2 emission (Scope 2) | 2021Metric ton/revenue (Scope 2) | 2022Metric ton/revenue (Scope 2) | 2023Metric ton/revenue (Scope 2) | 2024Metric ton/revenue (Scope 2) |
|----------------------------------|-----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| 9350.28 Tons | 11169.85 Tons | 10755.39 Tons | 9144.24 Tons | 4452.51 Tons | 4407.98 Tons | 4058.64 Tons | 4903.08 Tons |

公司设立 EHS 部门，遵守职业健康和安全生产法律法规，通过 ISO 14001 环境管理体系认证，并切实运用到公司管理和运营。2024 年公司未发生任何违反环境和相关法律法规的行为，未出现任何行政处罚。

The company has established EHS department, which abides by occupational health and safety laws and regulations, and has passed ISO 14001 environmental management system certification, which has been effectively applied to the company's management and operation. In 2024, the company did not have any violations of environmental and related laws and regulations, and there was no administrative punishment.

引进培训软件和 APP，减少线下培训，推行无纸化培训，减少纸张使用。设备设施采购前，优先考虑节能设施。运行时，对能耗实时监控。

Introducing training software and apps to reduce offline training, paperless training, and reduce paper use. Before purchasing equipment and facilities, priority should be given to energy-saving facilities. Real-time monitoring of energy consumption during operation.

结合 2024 年查找浪费和合理化建议，公司鼓励员工在日常工作过程中发现资源、能源浪费现象，提出改进方案。支持节约资源、清洁、可持续的商业模式。公司各部门制定节能计划，每半年向总公司汇报实施进展，工程部负责监督目标的实现。

In conjunction with 2024 Find waste and rationalization suggestions activities, the company encourages employees to find waste of resources and energy in the daily work process and put forward improvement plans. Support resource-saving, clean and sustainable business models. Each department of the company makes energy saving plans and reports the implementation progress to the head office every six months, and the engineering department is responsible for supervising the realization of the goals.

2.6 人权和公平运行 Human rights and fair operation

公司不但严格遵守相关法律法规，而且还建立了内部管理制度，严禁腐败、贿赂、欺诈、垄断和不正当竞争等行为。公司每年对所有业务进行内部审计，并聘请第三方进行审计，确保审计公平和独立。2024 年公司未发现腐败、不正当竞争等与诚信相关纠纷和诉讼。

The company not only strictly abides by the relevant laws and regulations, but also has established an internal management system to prohibit corruption, bribery, fraud, monopoly and unfair competition strictly. The company conducts internal audits of all operations annually and engages third parties to conduct audits to ensure that the audits are fair and independent. In 2024, the company did not find corruption, unfair competition and other integrity-related disputes and lawsuits.

2.7 社会公益事业 Social welfare undertakings

在道德行为方面，公司遵守社会公德和商业道德规范，与相关方建立良好的关系。我司在公益支持方面，把“慈善、教育和社会建设”等作为重点支持领域，同时高层领导积极带头，普通员工热烈响应，以实际行动积极参与社会各项公益事业。

In terms of ethical behavior, the company abides by social ethics and business ethics, and establishes good relations with relevant parties. In terms of public welfare support, our company

regards "charity, education and social construction" as key support areas, while senior leaders actively take the lead, ordinary employees warmly respond, and actively participate in various social public welfare undertakings with practical actions.

关注教育和儿童。公司为促进高校发展，为青岛科技大学捐赠教育基金。参与“希望小屋”儿童关爱项目，主动认领并捐献 2 间“希望小屋”，致力于帮助贫困孩子，让他们能有一个好的学习、生活环境。

Focus on education and children. In order to promote the development of colleges and universities, the company donated education funds to Qingdao University of Science and Technology. Participated in the "Hope House" childcare project, take the initiative to claim and donate 2 "Hope houses", committed to helping poor children, so that they can have a good learning and living environment.

赞助社会上公益活动。每年赞助社会上篮球赛、足球赛。

Sponsors public welfare activities. Sponsor social basketball games and football matches every year.

三、高效运营管理 Efficient operation and management

3.1 持续优化管理 Continuous optimization of management

公司按照现代企业管理要求，遵循企业治理规范，实行董事会、监事会和经营班子管控体制，强化决策程序、议事规则的规范化与制度化建设，确保重大决策的科学化、规范化与专业化水平，公司在进行投资项目决策过程中，对项目的经济、环境和社会影响全面考量，认真进行企业利益与社会效应双方面的研究，打造企业与社会的双赢局面，不断实现可持续发展。

In accordance with the requirements of modern enterprise management, the company follows the corporate governance norms, implements the management and control system of the board of directors, the Board of supervisors and the management team, and strengthens the standardization and institutionalization of decision-making procedures and rules of procedure. Make sure the scientific, standardized and professional level of major decisions. In the process of making investment project decisions, the company comprehensively considers the economic, environmental and social impacts of the project, and carefully conducts researches on both corporate interests and social effects. Create a win-win situation for enterprises and society, and continuously achieve sustainable development.

3.2 公司治理规范透明 Corporate governance standards and transparency

近年来，公司依据《公司法》、《证券法》等有关法律法规和规范性文件的要求，进一步修订《公司章程》，完善法人治理结构，健全现代企业制度。

In recent years, in accordance with the requirements of relevant laws, regulations and normative documents such as the Company Law and the Securities Law, the Company has further amended the Articles of Association to improve the corporate governance structure and improve the modern enterprise system.

3.2.1 股东与股东大会 Shareholders and General meeting

公司章程明确规定了股东大会议事规则，确保全体股东享有平等地位、行使股东权利。

The articles of association of the company clearly stipulate the rules of procedure of the shareholders' meeting to ensure that all shareholders enjoy equal status and exercise their rights.

3.2.2 控股股东 Controlling shareholder

公司控股股东不得超越股东权限直接或间接干预公司的决策及生产经营活动，不得损害公司及其它股东利益。公司控股股东与公司在人员、资产、财务、机构和业务等方面相互独立。

The controlling shareholder of the Company does not directly or indirectly interfere with the company's decision-making and production and business activities beyond the rights of shareholders and does not harm the interests of the Company and other shareholders. The controlling shareholder of the company is independent from the company in terms of personnel, assets, finance, organization and business.

3.2.3 董事与董事会 Directors and board of directors

公司严格按照章程规定的程序选聘董事，董事会的人数和人员构成符合法律法规和公司章程的规定；公司章程对董事会议事规则做出明确指示。

The company shall select and appoint directors in strict accordance with the procedures prescribed in the articles of association, and the number and composition of the board of directors shall comply with laws, regulations and the articles of association. The articles of association give clear instructions on the rules of procedure of the board of directors.

3.2.4 监事与监事会 Supervisors and the board of supervisors

公司监事会能够独立、有效地行使对董事、经理和其他高级管理人员的监督和检查权。

The board of supervisors can independently and effectively exercise the power of supervision and inspection over directors, managers and other senior management personnel.

3.2.5 绩效评价与激励约束机制 Performance evaluation and incentive and constraint mechanism

公司积极建立高级管理人员的绩效评价标准和程序，并根据实施情况，适时作相应的修改、完善。对高级管理人员的职责进一步规范细化，并及时对外公告。

The company actively establishes performance evaluation standards and procedures for senior managers and makes corresponding modifications and improvements in time according to the implementation situation. The duties of senior managers shall be further standardized and detailed and announced to the public in a timely manner.

3.2.6 利益相关者 Stakeholders

内部利益相关者，公司能够充分尊重债权人、职工、合作商等利益相关者的合法权利，并与他们积极合作，共同推进公司持续、健康发展。

The company can fully respect the legitimate rights of creditors, employees, partners and other stakeholders, and actively cooperate with them to jointly promote the sustainable and healthy development of the company.

外部利益相关者，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，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 respect human rights among external stakeholders such as communities, customers, suppliers and shareholders. We engage in promoting respect for human rights in our supply chain and work with interested parties to address issues that may exist.

四、总结与展望 Summary and prospect

2024 年，公司在继续深入研究工艺、生产技术，实现主营业务快速稳定增长的同时，重视权益方保护，实现可持续发展，维护职工利益最大化，积极投身公共关系和公益事业，做出了可喜的成绩。

In 2024, the company continued to in-depth study of technology and production technology, to achieve rapid and stable growth of the main business at the same time, pay attention to the protection of rights and interests, to achieve sustainable development, to maintain the maximum benefits of employees, and actively participate in public relations and public welfare undertakings, and made gratifying achievements.

2025 年我们将以更加饱满的工作态度和务真求实的热忱，继续接受社会各界的监督，并紧抓医药改革带来的发展机遇，完成经营发展、企业规模扩大的同时，不断完善公司社会责任管理体系建设，不断探索有效履行社会责任的着力点，加强与合作伙伴等利益相关方的沟通与交流，从而促进公司更好地履行社会责任和支持社会公益事业，实现自身与全社会的和谐发展。

In 2025, we will continue to accept the supervision of all sectors of society with a fuller working attitude and a down-to-earth enthusiasm, and while grasping the development opportunities brought by the pharmaceutical reform, completing business development and expanding the scale of enterprises, constantly improving the construction of the company's social responsibility management system, and constantly exploring the focus of effectively fulfilling social responsibility. Strengthen communication and exchange with partners and other stakeholders, so as to promote the company to better fulfill social responsibilities and support social welfare undertakings and achieve harmonious development of itself and the whole society.

五、绩效汇总 Performance Summary

| 2024 年主要 KPI 汇总 2024 Main KPI summary | | |
|---|------------|---|
| KPI | Result | Note |
| 碳排放减量(范围 2) CO2 reduce (Scope 2) | -10.1% | 2023、2022 年对比 2021 年单位产值减少 8.8%和 1% 的碳排放量, 2024 碳排放总量 (范围 2) 为这 4 年最低, 但因受外部大环境影响产值减少, 造成百万产值碳排放减排为-10.1% Compared with 2021, the carbon emissions per unit of output in 2023 and 2022 decreased by 8.8% and 1% respectively. The total carbon emissions (Scope 2) in 2024 were the lowest among these four years. However, due to the impact of the external environment, the output value decreased, resulting in a carbon emission reduction of -10.1% per million output value. |
| 商业道德培训率 Business ethics training rate | 100% | |
| 不良行为举报 Misconduct behavior case | 0 | 不良行为举报事件包括歧视, 骚扰, 不公正对待, 使用童工和强迫劳动, 不当利益冲突, 欺诈, 洗钱等 Incidents of bad behavior reporting include discrimination, harassment, unfair treatment, use of child and forced labor, improper conflict of interest, fraud, money laundering, etc. |
| 确认的贪污腐败事件 Confirmed cases of corruption | 0 | |
| 社会对话情况调查反馈 Feedback from the survey on social dialogue | Acceptable | 2024 年员工代表社对会全年 2 次, 涵盖员工 388 人, 内容包括但不限于工作环境, 福利和人员发展等事项的沟通。 In 2024, the employee representative social dialogue hold two times in a year, covering 388 employees, including but not limited to communication on work environment, welfare and personnel development. |
| 员工健康安全调查反馈 Feedback from the survey on Employee Health& safety | good | 2024 年 388 名员工, 累计出勤天数 109945 天, 每天 8 小时。 全年安全健康事件及未遂事件 9 起, 1 起一般 EHS 事件, 2 起医疗处理事件 (未损失工时), 6 起未遂事件。 2024 388 employees, 109,945 cumulative days of attendance, 8 hours per day. During the year, there were 9 incident and near miss happened. There were 1 general EHS incident, 2 medical treatment incidents (without loss of working hours), and 6 attempted incidents. |



2024 年企业履行社会责任情况说明

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|--|-------------------|---|
| <p>工作条件、环境调查反馈 Feedback from the survey on working conditions</p> | <p>good</p> | <p>五险一金涵盖 388 人，包括医疗保险和工伤医疗保险。 Five insurances and one fund cover all 388 people, including medical insurance and industrial injury medical insurance.</p> |
| <p>职业发展和培训调查反馈 Feedback from the survey on career management & training</p> | <p>good</p> | <p>2024 年内部培训，安全培训 98 次，共培训约 16900 人次；人事部组织：培训 12 次，共培训约 52 人次；质量部组织：培训 186 次，共培训约 22901 人次；工艺部组织：7 次，893 人次；生产部组织：44 次，5164 人次。外部培训 66 人次。单人年平均培训时长约为 91.5 小时。 2024, internal training, safety training 98 times, a total of about 16,900 person-times; Personnel Department: Training 12 times, a total of about 52 person-times; Quality Department organized: 186 trainings, a total of about 22,901 person-times; Process Department organization: 7 times, 893 person-times; Production Department organization: 44 times, 5,164 person-times. External training 66 person-times. The average annual training duration per employee is approximately 91.5 hours</p> |
| <p>多样性，包容性反馈 Feedback from the survey on diversity/discrimination & harassment</p> | <p>Acceptable</p> | <p>2024 年全员 388 人，女员工 79 人 占比 20.4% 中高级管理层女性 6 名，占比 1.5%， 员工少数民族 4 人，残疾人 5 人 By 2024, it has 388 employees and 79 employees Account for 20.4% 6 women in middle and senior management, accounting for 1.5%, The employees are 4 ethnic minorities and 5 people with disabilities</p> |

备注：调查反馈等级分为:1.不可接受 2.可接受 3 良好 4 卓越

Note: Survey result classification: 1. Unacceptable 2. Acceptable 3 Good 4 Excellent