



COMMUNICATION ON PROGRESS OF FAME Pharmaceuticals Industry Co.,Ltd.



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The period covered by
Communication on Progress (COP) of
FAME Pharmaceuticals is
from February 2017 to February 2018.

Contents

Statement of Continued Support	1
Message from Managing Director	2
Certificates and Awards	3
Implementation on	
Human Right Principles	6
Labour Principles	15
Environmental Principles	25
Anti-corruption and Anti-bribery Policy	36
Conclusion	40

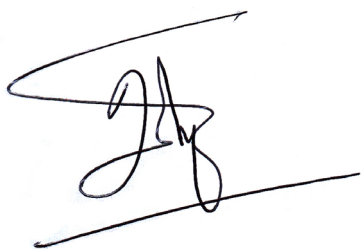
STATEMENT OF CONTINUED SUPPORT

Mr. Antonio Guterres
Secretary – General
United Nation
New York, NY 10017
USA

Dear Mr. Secretary- General,

I am honored and pleased to confirm that FAME Pharmaceuticals Industry Co.,Ltd reaffirms its support of Ten principles of United Nation Global Compact in areas of Human Rights, Labour, Environment and Anti-corruption.

In this annual Communication on Progress, we represent our actions to continually improve the integration of the Global Compact and its principles into our business structure, culture and daily operations. We also commit to share this information with our stakeholders using our primary channels of communication.

A handwritten signature in black ink, appearing to be 'KML', is written over a light blue rectangular stamp. The signature is fluid and stylized, with a long horizontal line extending from the bottom left.

Dr. Khin Maung Lwin
Managing Director
FAME Pharmaceuticals Industry Co.,Ltd.

MESSAGE FROM THE MANAGING DIRECTOR

Our main priority is “Better Health and Brighter Future for people from Myanmar to worldwide through leading innovation in Organic Herbal Medicines.” Thus, FAME has been building a common vision for eco-innovation by implementation awareness of innovation project. Our innovation policy is focus on alignment of market based innovation with National Health Needs.



So, we target CSR goals to provide opportunities to our employees, communities, the environment of our planet and also our business. To success our goal, we have been actively implementing (5) CSR approaches based upon CSR 2.0 Policy since 2010 such as

- (1) Defensive CSR (OHSAS 18001:2007 and SA 8000 team)
- (2) Charitable CSR
- (3) Promotional CSR
- (4) Strategic CSR (ISO 9001:2015 and GMP)
- (5) Systemic CSR (ISO 14001:2015 and FAME Organic Pharming Project)

In 2014, FAME Pharmaceuticals was honored to join and became a dedicated member of the United Nations Global Compact, the world’s largest voluntary corporate responsibility initiative.

Besides continually implementing on our CSR activities, we support the UN Global Compact and its Ten Principles based on four main areas: Human Rights, Labour, Environment and Anti-corruption. We take clear actions on these principles and improve our performance year-on-year.

FAME’s Communication on Progress clearly embellishes how we have embedded policies and procedures which comply with 10 principles of UN Global Compact. This is the fourth report of our activities and progress during 2017.

For coming years and future, we strongly commit to support both UN Global Compact and our CSR activities to implement more and more sustainable ways which are benefits of our customers, employees, stakeholders and society and environment. I hope and believe that our cooperate social responsibilities can be carried out by not only voluntary approach but also developing our responsible practices with acceleration.

A handwritten signature in black ink, consisting of stylized, flowing characters, likely representing the name Dr. Khin Maung Lwin.

Dr. Khin Maung Lwin
Managing Director
FAME Pharmaceuticals Industry Co.,Ltd.

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ASEAN Energy Award
(Winner) in 2013



President's Excellent
Performance Award
in 2014



ASEAN BUSINESS AWARDS
For CSR in 2010
(Finalist)



ASEAN BUSINESS AWARDS
2014 (2nd Runner UP)
Most Admired ASEAN
Enterprise Innovation



National Winner 2014
(Myanmar)
Most Admired ASEAN
Enterprise Innovation



ASEAN-OSHNET
Excellence Award 2016



ASEAN Business Awards
for Innovation
SME Excellence Award Winner 2017



CLMV SME
EXCELLENCE AWARD 2016



Excellence in Workplace Environment
Gold Winner 2017

Human Rights Principles

Principle 1:

Business should support and respect the protection of internationally proclaimed human right.

Principle 2:

Business should make sure they are not complicit in human right abuses.

Our objective is to create the happy and healthy workplace for employees and then they can do their duties to the best of quality according to Universal Declaration of human right. We organize Social Accountability (SA 8000) Team to avoid conflicts by building mutual understanding between employer and employees. In addition, we are providing training programs, entertainment, education programs and health and safety system for employees.

I. Training Programs

We continuously invite internal and/or external trainers from local and foreign for capacity building of our employees. We give the application trainings and technical trainings by the skilful trainers to the responsible employees as job requirements. We also send employees to foreign countries for learning the knowledge and technical know-how to be able to abreast internationally. We aim to become more skilful persons and to give and share more knowledges to all employees.

In 2017, there were (26) external trainings including Foreign (9) and Local (17) and regular internal trainings including education program, departmental meetings and trainings and monthly management system trainings.

External training





We also make a supporting program that when we purchase a new machine from external suppliers, they provide the technical and application trainings to our responsible employees by their experts to be more familiar with that machine.

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Internal training

We have new employee training programs and train to new employees who firstly join to our workplace. Training period is not more than 10 hours and trained by responsible managers.

1. HR manager explains in house HR Rules and Regulations.
2. QMS manager explains Quality Management System (ISO 9001:2015).
3. QA manager explains Good Manufacturing Practice (GMP).
4. OHSAS Officer explains Occupational Health and Safety Assessment System (OHSAS 18001:2007).
5. EMS manager explains Environmental Management System (ISO 14001:2015)
6. CSR manager explains Corporate Social Responsibility 2.0 Policy (ISO 26000)

to get more knowledges in our company and then we make evaluation program after each training.

After all that, they have to learn on job training from their respective managers in their department and departmental training monthly.



New Employee training



Departmental training



II. Education and Entertainment

We have Saturday program in alternative week and HR department manages the employees into (4) groups: group A, B, C, D to make education and entertainment programs. The system representatives give the education trainings at theatre alternatively and we also invite external speakers and the famous Myanmar authors for Symposium Program to improve general knowledges and motivation. Improving general knowledges needs for employees because it helps with personal growth, good citizenship, and a stronger society. Moreover, entertainment programs are arranged to employees for mind relaxation.



Education Program from External Speaker



Education Program



Entertainment Program

III. For Safety and Health care for employees,

For the Health and Safety of employees by OHSAS 18001:2007 system, new employees have been made medical checked-up for infectious diseases such as HIV, TB, HBV, HCV etc. We provide a First Aid box at each department and well-trained First Aider from each department. We also give First Aid training to First Aider as required.

Every employee can consult or get medical attention with OHSAS doctor at FAME internal clinic for medical problems or in emergency case. And also they are subjected to general medical check-up per year.



IV. Refreshment





Valentine's Decoration



Thing Gyan Decoration



Christmas Decoration



Cafeteria

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We create a pleasant and comfortable working area, library with up to date pharmacopoeias, medicinal books and references, cafeteria, transportation and theatre for our employees.



Comfortable and clean
working area

Professional Library



Transporation



Theatre



CSR journals have been distributed since 2013 and publish (2) times per year. All employees are willing to participate in CSR journals. In CSR journals, they share their own feelings, poems, novels, motivation, environmental technologies, education, religious knowledges and health awareness letters. Thus, we can improve internal communication between all employees. CSR journals are available to our employees, stakeholders and business partners free of charge to know more about our company activities

Labour Principles

Principle 3:

Business should uphold the freedom of association and the effective recognition of the right to collective bargaining

Principle 4:

the elimination of all forms of forced and compulsory labour

Principle 5:

the effective abolition of child labour

Principle 6:

the elimination of discrimination in respect of employment and occupation

For supporting Human Right in working area, we allowed freedom of association and collective bargaining in our factory.

Social Accountability (SA 8000) team was organized with SA members since 2008.



In SA 8000 Team, a member from each department and SA leader are elected by voting system once a year and has a SA representative of SA Executive Committee. Every SA member has opportunity to discuss at SA meeting which holds monthly. In meeting, each department discusses their problems, needs and expectations. After that, SA representative decides and negotiate the required decisions.

We display the principles board of SA 8000 team and follow the guidelines.

SA8000:2008 PRACTICE OF FAME PHARMACEUTICALS

Discipline as government and ILO
Practice as GMP and ISO
Appointed only over 18 years
Overtime must be voluntary
Working hours : 8 hrs / day 44 hrs / week
Minimum of one day off in a week
Coverage of OHSAS 18001 : 2007
No discrimination
Fair payment
Allowance as indicated
Compensation as necessary
Formation of SA8000 Task Force
Freedom of expression

If any problem with human right issue please contact...

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Township Labor Supervisory Committee
Ministry of Labor Union of Republic of Myanmar
Hlaing Tharyar, Yangon, Myanmar.
Phone - 01 645 026, 645 063

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FAME volunteer task force(FVTF) has volunteering activity by donation of cash and in-kind to orphanage house, nursing home, flood-victims, etc. This consists of not only monastery donation and aid given to local people but also to help build on the health knowledge and skills to attain sustainable development.

It has been 34th donation of FVTF activity.



Donation at Aung Zayar Min Monastery



Donation at Tontay Monastery

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All Employees are eligible to monthly salaries, overtime allowance for extra hours, travelling allowance, supporting transportation, Social Security Insurances at Social Security Board for employees and for yearly leave entitlement; causal leave, earned leave, maternity leave, paternity leave, funeral leave, fully paid extended medical leave and blood donors leave.

We offer salary to our employees according to basic salary policy of Local Labour Organization.

We practice labour policies and regulations settled by Local labour laws and ILO.

There is no forced and compulsory labour and overtime is voluntary.

There is no discrimination on a person's race, colour, gender and religion which are not related to a person's ability.

In our factory, we do not appoint any person who is under 18 years old. Moreover, our business contractors do not hire under 18 years old person. Not only in our factory but also in our business contractors follow the abolitions of child labour.

We always provide vacation plans especially for serviced employees working at FAME Pharmaceuticals.

Human resource department arranged 2 recreation vacations in 2017; one was Dawei vacation and another was Bagan vacation for relaxation in Myanmar NewYear holidays.



Annual Vacation to Dawei



Annual Vacation to Bagan



We celebrated new year staff party in New year Eve night. In that party, we appreciated and awarded to outstanding employees without taking leaves and blood donors. We also invited famous external speaker for raising employees' motivation and general knowledges. Because General knowledge is valued information regarding with the social interests of a society, culture, civilization, community, or nation gathered from a range of various media platforms and motivation is very important at working environment. Many human characteristic traits and skills such as intelligence, problem-solving and confidence are judged by the level of general knowledge one has obtained. That's why we inserted this symposium program in this party. In addition, we arranged interesting programs like lucky draw and refreshment.



New Year Staff Party

For Employees' health and safety, we are implementing Occupational Health and Safety Assessment System (OHSAS 18001:2007) since 2006.

OCCUPATIONAL SAFETY AND HEALTH POLICY

1. FAME Pharmaceuticals implements occupational health and safety management system which is appropriate to the nature and scale of the organization's occupational health and safety risks.
2. FAME Pharmaceuticals will maintain a safe and healthy work environment by controlling potential hazards as much as we can and will document and maintain the implemented the Occupational Health and Safety management system according to the ISO (OHSAS 18001) international standard guidelines.
3. FAME Pharmaceuticals will comply with current applicable occupational health and safety legislation and where Myanmar legislation is inadequate, will comply with international standards and go beyond to the requirements.
4. FAME Pharmaceuticals will provide proper training, supervision, safe equipment and facilities and sufficient resources to meet our requirements.
5. FAME Pharmaceuticals will continually strive to improve on our work safety performance from time to time by controlling potential hazards so as to ensure safety and health for every parties involved.
6. FAME Pharmaceuticals OSH Policy is available to all interested parties.
7. FAME Pharmaceuticals reviews the OSH Policy periodically to ensure that it remain relevant and appropriate to our organization

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For Occupational Health, we support OHSAS activities as follows;

1. Pre-employment medical checking
2. Yearly medical check-up
3. Internal clinic for employees
4. First Aid Training and Exercises
5. Blood donation
6. Sharing the awareness letter concerned with health

We have internal clinic for employees and support the medicines free of charge. If we have emergency case, the employee is admitted to contracted Pan-Hlaing Siloam Hospital and transferred to Labour Hospital.



Blood Donation



Yearly Medical Check-up



Medical Treatment at Internal Clinic

For Occupational Safety, we implement the guidelines such as

1. General Safety (Laboratory Safety, Biological safety, Electrical Safety, Chemical Safety, Machine Safety, Construction Safety, Confined Space Safety, Working at height procedure, proper handling and storing of materials and tools and so on).
2. Personal Protective Equipment (PPE) Management
3. Vehicle Safety
4. Proper Housekeeping
5. Hazards Identification and Risk Management
6. Accident Incident and Near Miss Investigations and reporting
7. Emergency and Major incident plan
8. Fire management plan
9. Occupational Safety Training

OHSAS officer and safety officer regularly check on various risks associated with our work activities, including fire hazards, machinery hazards, electrical hazards, etc.



Chemical Safety

Biological Safety



Electrical Safety

Machine Safety



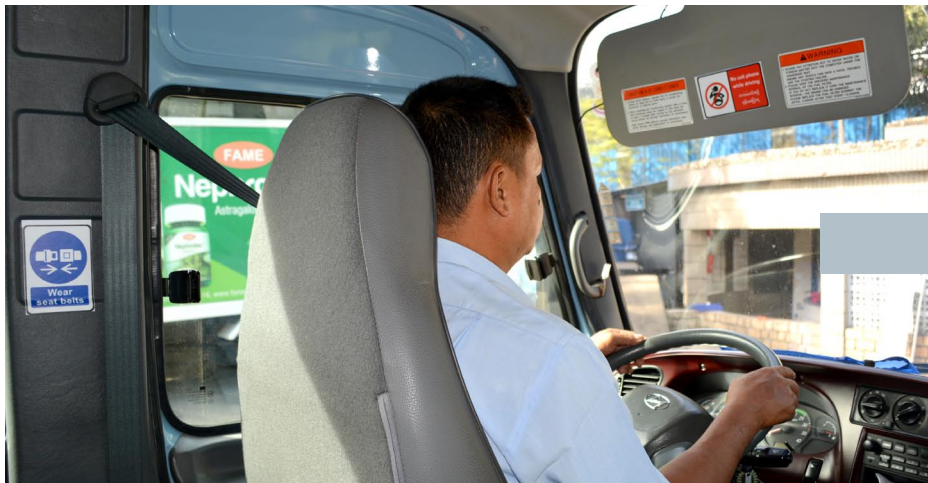
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For Scaffolding and ladders safety



Storage of Materials



Vehicle Safety



Clean & Tidy Workplace

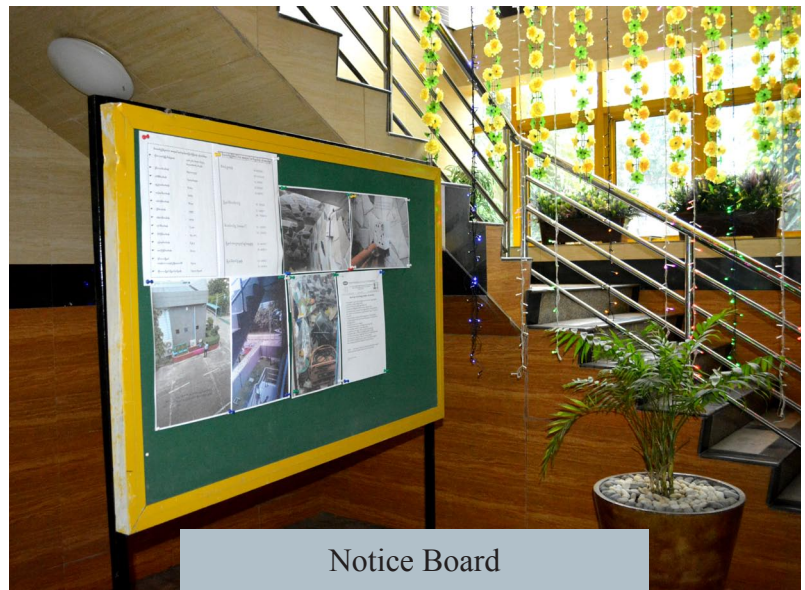
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Sample Wearing PPE

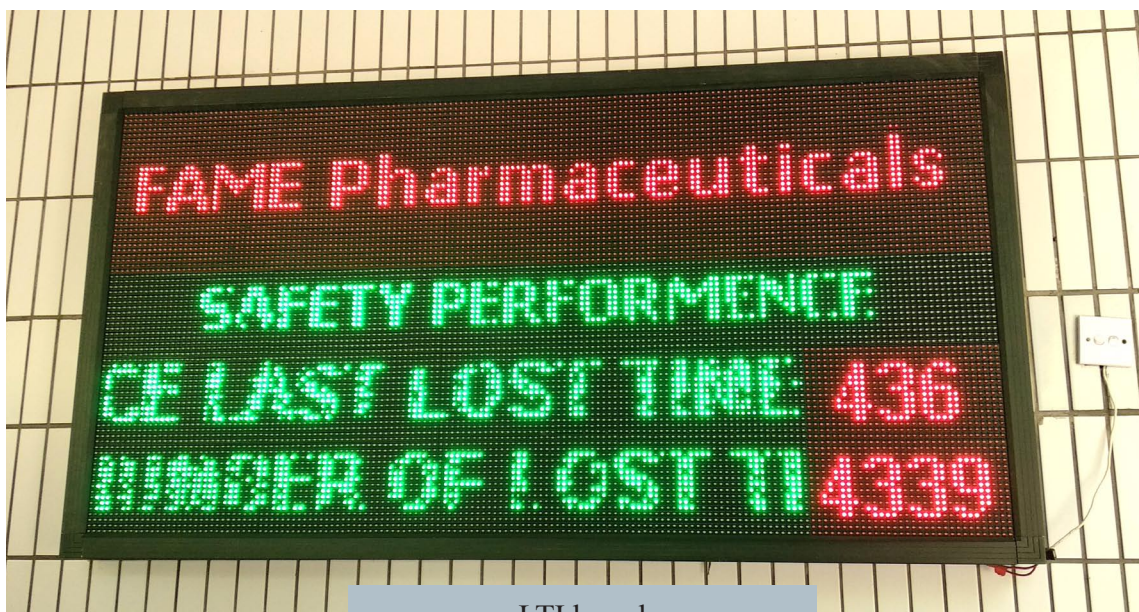


Personal Protective Equipment (PPE)



Notice Board

We describe Lost Time Injury (LTI) board to aware employees' health and safety as a part of safety performance in OHSAS System.



LTI board

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For fire safety, fire drill training and exercise was done twice a year (in March and December) in collaborating with Hlaing Thar Yar Fire Brigade. All the employees from the whole factory participate in Fire Drill.



Environmental Principles

Principle 7 :

Businesss should support a precautionary approach to environmental challenges

Principle 8 :

Undertake initiatives to promote greater environmental responsibility

Principle 9 :

Encourage the development and diffusion of environmentally friendly technologies

As Organic herbal medicines manufacturing company, we control the risk of environment caused by our factory leading to create the green environment.

In April 2016, Environmental Management System was upgraded to 2015 version.



According to Guidelines of Environmental Management System (ISO 14001:2015), we always need to consider product life cycle and update the EMS risk assessment register for our factory especially for our interested parties requirements (1) internal, and (2) external interested parties like Employees, Government sectors, Environmental technological companies, Engineering service companies, External

Analytical lab, Communities, etc.

Also update the Material Safety Data Sheet (MSDS) for all chemicals which can affect the environment and human health. In MSDS that mentioned how to prevent environment risk and human health.

FAME Pharmaceuticals QUALITY MANAGEMENT DEPARTMENT MATERIAL SAFETY DATA SHEET								
Department/Activity : Research and development Department								
Date: 3.9.2016.								
No	Product/ Chemical Name	Type of Material Physical Properties	Chemical properties/ Formula	Hazard	Risk : What can happen and how it can happen	Extinguishing media	Source information	Existing Control
1	Cream soap	White, soft cream	Salt formed by saponification of vegetable oil with caustic soda	Corrosive to skin	Eye and skin contact, ingestion	—	MSDS	Wash thoroughly after handling
				Disposal	Water pollution	—	MSDS	Waste Water Treatment
2	Glass cleaner	Liquid	-	Combustible	Irritates eyes & skin	Any Extinguishing media	MSDS	Keep away from heat, sparks or flames
				Disposal	Land contamination	—	MSDS	Spillage SOPs P-QMD 16
3	Carbon Ink (Printer cartridge)	Characteristic colour	Carbon	Flammable	Abdominal pain, nausea, vomiting redness, pain, drying, cracking, dermatitis, respiratory tract disturbance after prolong inhalation without PPE, (Carbon Mask)	Dry chemical powder, carbon dioxide, water spray or alcohol resistant foam	Site inspection, MSDS	Practice good personal hygiene after handling. Store away from ignition sources and in areas of good ventilation, wear the PPE

QMD/MSDS(F-QMD-26/Rev -04)

Revised by Daw Ei Ei Myat Aung/JUNE-7-2016

Approved by :Dr.Khin Maung Lwin/JUNE-8-2016

To reduce the risk of these environmental impacts, we clearly set objectives and target upon this.

- (1) Energy conservation
- (2) Soil pollution control
- (3) Water pollution control
- (4) Air pollution control

For precautionary approach, we are practicing spillage exercise for emergency chemical spillage and distribute awareness letters concerned with environmental issues as EMS activities.

Environmental Policy

1. FAME Pharmaceuticals implement Environmental Management System to improve its Environmental Management and ultimately, to reduce the environmental impacts of its operation, activities and products.
2. Environmental Management organizations will clearly define responsibilities and authorities. This shall be established to ensure conformance with legislation and regulation of the nations and with other related requirements to which the organization subscribes related to its environmental aspects.
3. The environmental impact caused by our production activities, products and services shall be precisely analyzed and assessed. The objectives, targets and measure for improving the environment shall be established, implemented and reviewed considering technical and economical possibility.
4. Activities for suppression of waste, energy saving and material conservation should be promoted.
5. All persons working for this Environmental management system should be given full understanding of this environmental policy through environmental education and internal information. All the persons concerned oneself should be interested in an environmental problem and be able to act. We are implementing continually our EMS policy by Internal Environmental Management Committee.

I. Energy Conservation

Sources : Electricity, Diesel fuel, Water

Main objective :

To promote energy and natural resource conservation and reduce use of water, electricity & diesel fuel by developing energy management systems.

Operational control :

To develop energy saving programs, better maintenance and evaluation of energy leakage.

Monitoring & Measurement :

Checking the actual usage of records.

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1. Electricity



Herbal drying process in Glass House



Preservation of Energy



Sleep when no use




Lobby Area with Natural Lighting

2. Diesel fuel

**Differences Between
Pharmaceutical Grade & Industrial Grade Air Compressors**

BRAND	BOGE (30HP)	KAESER (30HP)
Country of origin	Germany	Germany
Used for	Pharmaceutical Grade	Industrial Grade
Price	USD 70,700	USD 16,258
Type	Oil free scroll Compressor	Screw Compressor
Model	EO 22	ASD 37
Sound level	64 dB (A)	66 dB(A)
Air receiver tank capacity	750 L	1000 L
Maximum pressure	8 bars	8 bars
Standard	ISO 8573-1	-
Compressed Air Quality Class	Class 0	-
Control	FOCUS Control 2	SIGMA Control 2
Filter Model & Impurity	F 36 P-Pre filter 99.925% (1µm)	Air filter
	F 36 M-Micro filter 99.9999%(0.01µm)	Oil filter
	ST 35-Sterile filter 100% sterilised	Oil separator cartridge



Pharmaceutical Grade Compressor House

3. Water

**Aircon outlet
water storage tank**



Reuse waste water from Air-cons
Waste water collected from one Air-con - 8 liters/ 8hrs
Waste water collected from three Air-con - 24 liters/ 8hrs
Capacity of Air-con waste water tank - 300 liters
Capacity of waste water usage - 24 liters/ 8hrs

Handwashing



Reuse waste water from Air-cons
Waste water collected from one Air-con - 8 liters/ 8hrs
Waste water collected from three Air-con - 24 liters/ 8hrs
Capacity of Air-con waste water tank - 300 liters
Capacity of waste water usage - 24 liters/ 8hrs

Mopping



II. Soil Pollution Control

Source :Disposal of Plastic, Paper, chemicals and fertilizer residue

Main objective : To prevent soil pollution

Operational control : Reduce, reuse, recycle program, practice spillage exercise, use natural fertilizers

Monitoring & Measurement : Checking the monthly records of resale and spillage record.

1. Plastic



Reducing usage of plastic and substitute
recycle bags



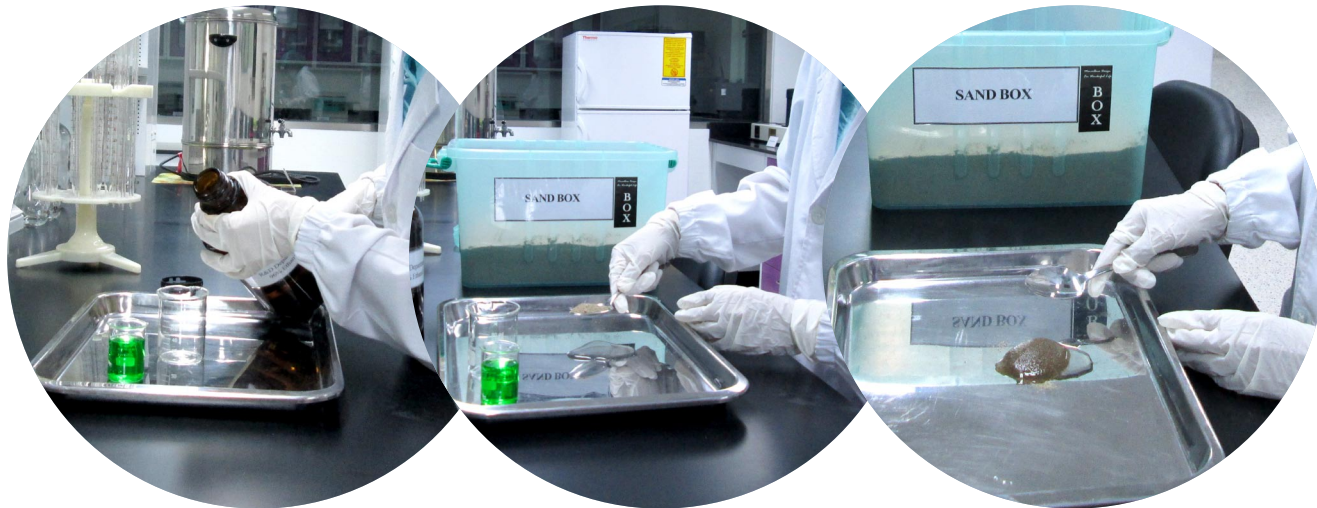
2. Paper

We use intranet mailing system and share network to communicate between departments in our compound. So, we can reduce time and paper usage for internal communication. We also practice mail system for taking leaving to HR department. Instead of disposing the used paper into the environment, we practice resale procedure.



3. Chemicals

All employees must know the spillage response procedure to prevent soil pollution. So we practice the spillage procedure, regular spillage exercise and keep records.



Spillage Response Procedure

4. Fertilizers

To minimize Soil pollution, we have FAME Organic Pharming Project at Pyin Oo Lwin.

We always use natural fertilizers such as green manure, animal waste (cow, bat manure), EM bokashi, earthworm fertilizer, cross rotation and planting soil nourishing plants (nitrogen fixing plants) to improve soil quality because chemical fertilizers can destroy the soil quality.

Crop residues which are waste from FAME Organic Pharming Project are used to form green manure and thus we can reduce the tendency of soil pollution.



Earthworm Fertilizer



Green Manure



Cow Manure

III. Water Pollution Control

Source : Waste water, dilution of chemicals waste

Main objective : To prevent water pollution by reducing effluent contaminants from our factory.

Operational control : Reusing the treated water and daily maintenance.

Monitoring & Measurement : Checking the waste water test result record.

1. Waste water



2. Dilution of chemicals waste

To perform assay and analytical tests for our products, we use chemicals. To prevent water pollution, we don't dispose directly into drain after processing. We neutralize the residual acid/base that generated from the chemical tests by using water and then measure pH level that conform or not between the accepted range (pH 5-12).



Disposal of Chemical Waste by Dilution

IV. Air Pollution control

Source : Carbon dioxide

Main objective :	To prevent environmental air pollution by increasing the carbon dioxide absorption and reducing carbon dioxide emission associated with environmental impacts.
Operational control :	Air pollution control with planting around the factory and Organic pharm
Monitoring & Measurement :	Checking monthly records of carbon dioxide reduction and emission.

1. Carbon dioxide

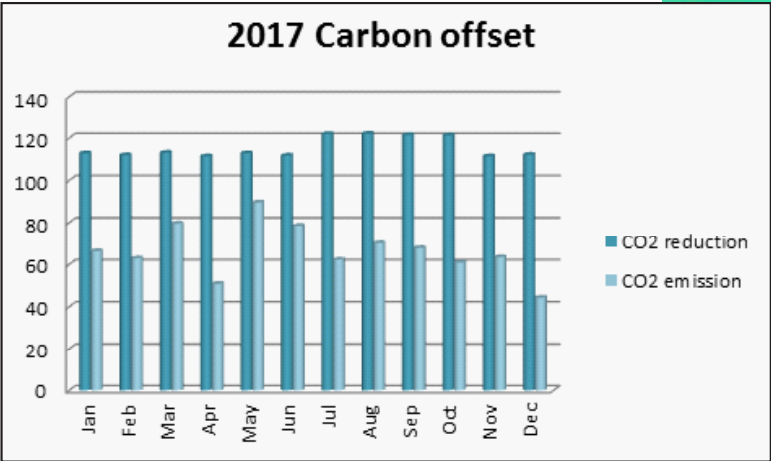


Plantation around Our Factory

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FAME Organic Pharming Project
(Plants use CO₂ for photosynthesis and emit O₂ to atmosphere)



100% carbon neutral product
ISO 14001 : 2015 Certified

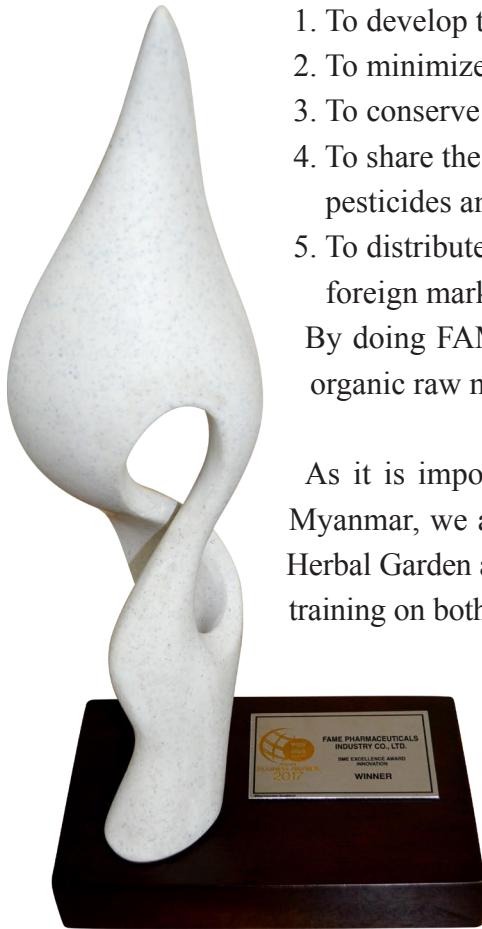
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We have been building a common vision for eco-innovation by implementation eco-friendly policies, programs and practices for organizational awareness of innovative organic farming project. Thus, FAME Organic Pharming Project was first established in Pyin Oo Lwin, Mandalay in 2003. The purposes of FAME Organic Pharming Project are

1. To develop the organic Agriculture techniques in Myanmar
2. To minimize the risk of hazards to the environment
3. To conserve the endangered medicinal plants in Myanmar
4. To share the knowledge concerning with side effect of using synthetic pesticides and Genetic modified food
5. To distribute our organic raw materials and products to local markets and foreign markets

By doing FAME Organic Pharming Project, we can not only get the qualified organic raw materials but also save the environment.

As it is important to develop sustainable organic agriculture communities in Myanmar, we are implementing to establish a Training Centre, Medicinal Plant Herbal Garden and Organic Museum which provides Organic Agriculture Farming training on both lecture and hands-on practice. Moreover, our guided tour program to FAME Organic Pharm promotes ecotourism and FAME always conducts all of our business to sustain health of soil, ecosystem and people. That's why we, FAME Pharmaceuticals achieved ASEAN Business Awards for Innovation SME Excellence Award Winner in 2017.



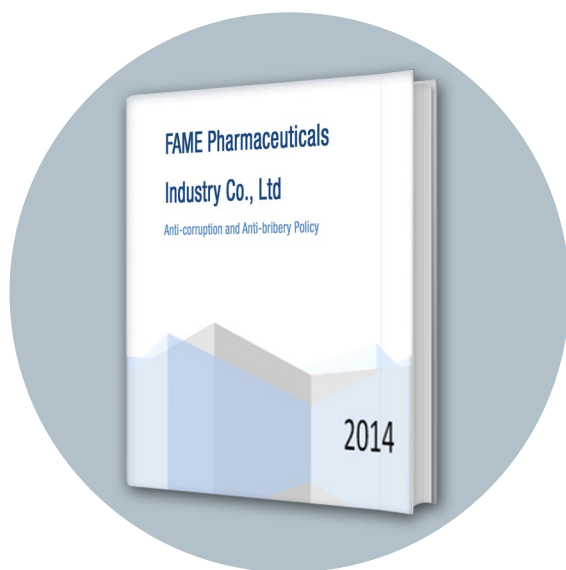
Anti-corruption and Anti-bribery Policy

Principle 10:

Business should work against corruption in all its forms, including extortion and bribery

Policy Statement

FAME Pharmaceuticals has a well-established reputation in conducting all of our business in honest and ethical manners. We also take zero tolerance approach to corruption and bribery by any of our employees, third-party representatives. Furthermore, we are committed to conducting our business in all applicable laws, rules and regulations and the highest ethical standard.



Handbook of anti-corruption

Distribute this book to all departments
for implementation of
Anti-corruption policy

Implementation

We conduct training for all new employees and provide relevant training on how to implement and adhere to anti-corruption policy for all existing employees. Annually we ask all employees to formally accept conformance to this policy.

Our zero-tolerance approach to bribery and corruption must be communicated to all those who are working with us including suppliers, contractors and business partners at the outset of our business relationship with them and as appropriate thereafter.

In case of gifts and hospitality,

Employees of FAME Pharmaceuticals do not make with the intention of influencing a third party to obtain any business advantage, or to reward the provision or retention of business, or explicit or implicit exchange for benefits.

It is given openly, not secretly according to applicable national laws and conformity with Local custom.

Employees not offered to, or accepted from, government officials or representatives, or politicians or political parties.

Employees of FAME Pharmaceuticals who received appropriate gifts contribute what they received to charitable donations for vulnerable community.

Anti-corruption and Anti-bribery Principle

All employees follow principles in interactions with the Government

1. FAME Pharmaceuticals will proactively seek dialogue and co-operation with the Government of Republic of the Union of Myanmar provided such engagement is necessary, appropriate and mutually beneficial to both parties.
2. FAME Pharmaceuticals will build its dialogue with Government Officials on its active involvement in and close link to civil society including Non-governmental organizations.
3. FAME Pharmaceuticals is committed to honesty and integrity when in its interactions with Government Officials, by adopting a transparent and responsible behavior, respecting all applicable local laws.
4. In their interactions with Government Officials, employees of FAME Pharmaceuticals are expected to take all reasonable steps to ensure the truth and accuracy of all statements made or information provided by them.
5. Employees of FAME Pharmaceuticals shall always identify themselves openly and correctly when representing and their specific function.
6. Employees shall not misrepresent their status or the nature of their inquiries to Government Officials nor shall they create any false impression in relation thereto.

Facilitation Payments and Kickbacks

Either employees of FAME Pharmaceuticals or person acting on behalf of FAME Pharmaceuticals may not make or accept any kind of facilitation payments and kickbacks.

“Facilitation payment” is defined as payment made to a government officials to facilitate approval of some type of business transaction or activity.

“Kickbacks” is defined as “Payments made to commercial organizations in return for a business advantage, such as a payment made to secure the award of a contract”.

Employees of FAME Pharmaceuticals avoid any activity that might lead to a facilitation Payment or Kickback will be made.

Donations

FAME Pharmaceuticals do not make any donation or contribution whether in cash or kind to any political parties or candidates.

As part of FAME Pharmaceuticals Corporate Social Responsibilities, we are committed to support in the development of our community therefore we accept to make charitable support and donations for the development of local people, whether of in-kind services, knowledge, time, or direct financial contributions. However, every employee of FAME Pharmaceuticals do careful to ensure that charitable contributions are not used as a scheme to conceal bribery. We only make charitable donations that are legal and ethical under local laws and practices. We, FAME Pharmaceuticals publicly disclose information of the charitable donations every time we make.



Record-Keeping

All documentations related to anti-corruption policy are kept in Document Control Centre. Monitoring and measurement are done on Yearly basis.

We keep financial records and have appropriate internal controls in place which will evidence the business reason for making payments to third parties. Responsible persons ensure that books, records and overall financial reporting are also transparent. They accurately reflect each and all underlying transactions. We declare and keep a written record of all hospitality or gifts accepted or offered which will be subject to



Document Control Center

managerial review which is usually held twice a year.

We also ensure all expenses claims relating to hospitality, gifts or expenses incurred to third parties are submitted in accordance with our expenses policy and specifically record the reason for the expenditure. All accounts, invoices, memoranda and other documents and records relating to dealings with third parties, such as clients, suppliers and business contracts, should be prepared and maintained with strict accuracy and completeness. No accounts must be kept “of-book” to facilitate or conceal improper payments.

Monitoring and Review

Top level management which includes Board of Directors are responsible for monitoring and measurement on the sustainable effectiveness of FAME’s anti-corruption policy and review the implementation of this policy, regularly considering its suitability, adequacy and effectiveness.

All employees are responsible for the success of this policy and should ensure they use it to disclose any suspected danger or wrongdoing.

Employees are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries should be addressed to the Board of Directors.

This policy does not form part of any employee’s contract of employment and it may be amended at any time.

Conclusion

As FAME has a vision to create the best workplace for our employees not only in Myanmar but also in ASEAN countries, our MD manages to fulfill the requirements of the employees in various sections such as infrastructure, facilities, transportation, recreation, education, health and safety. We are practicing Good Manufacturing Practice (GMP), ISO 9001:2015 (Quality Management System) for the continuous improvement and customer satisfaction, OHSAS 18001:2007 to create a safe and happy workplace for employees, ISO 14001:2015 (Environmental Management System) to reduce the risk of environmental impacts and ISO 26000 (Corporate Social Responsibility).

As being a member of United Nations Global Compact, we support its ten principles based on four main areas; Human Rights, Labor, Environment and Anti-corruption. For our sustainable goals in order to get the “Business for Peace”, FAME has been implementing in the following sectors:(1) No Poverty & Zero Hunger by providing job opportunities and charitable CSR activities, (2) Peace Related Education through our weekly education programs and factory visit program, (3) Gender equality & reduce inequalities, (4) Peace Justice & strong institutions by forming the accountable institution and SA-8000 team, (5) Avoid conflicts by building mutual understanding, respects and trust among the employees. As our company fulfills GMP, ISO management systems and provides various kinds of facilities for employees, our employees can perform their duties with confidence, good morality, motivation and satisfaction in the workplace. Therefore, we achieved Myanmar Employer Awards; Excellence in Workplace Environment (Local) Gold Winner and Most Innovative Use of Technology in HR (Local) Bronze Winner in 2017.

