

# FAME

## Communication on Progress of **FAME PHARMACEUTICALS INDUSTRY CO.,LTD.**



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# STATEMENT OF CONTINUED SUPPORT

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

Dear Mr. Secretary- General,

I am honoured and pleased to confirm that FAME Pharmaceuticals Industry Co., Ltd attests its participation in the United Nation Global Compact in the fields of Human Rights, Labour, Environment and Anti-corruption.

In this annual Communication on Progress, we represent our continuing actions to upgrade 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 customers, colleagues and stakeholders using our primary channels of communication.

I wish we all can overcome this pandemic disease safely and healthily. I hope our earth will recover soon and let continue to work together for the betterment of our society in the future.



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

## MESSAGE FROM THE MANAGING DIRECTOR



Our company, FAME Pharmaceuticals has been established since 1999 and now it has been 21 years. 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 the implementation awareness of innovation project and producing continuously natural and organic herbal medicines.

At the same time, we are performing our CSR activities ceaselessly and also encourage our stakeholders, business leaders, customers and society for co-operation in CSR activities. FAME's CSR Goal is **“To embrace responsibility for the corporate action and encourage a positive impact through activities on the consumers, employees, communities and environment”**.

We have focused on the ten principles of the UN Global Compact into strategies, policies and procedures of our businesses since 2014 and this is the seventh report of our activities and progress during 2020. In this Communication on Progress, we report on our achievements and our actions to implement the ten principles of the UN Global Compact. We take clear measures on these principles and improve our performance year-on-year. This year, we have all been unexpectedly affected by the pandemic disease and our economy, social and health are badly lost. But, we tried the best and performed the principles of UN Global Compact into our business structure, culture and daily operations. So, I hope that we can perform our responsible practices with acceleration by supporting UN Global Compact more than now in the future.

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.







ASEAN BUSINESS AWARDS  
For CSR in 2010  
(Finalist)



ASEAN BUSINESS AWARDS  
2014 (2<sup>nd</sup> Runner UP)  
Most Admired ASEAN  
Enterprise Innovation



National Winner 2014  
(Myanmar)  
Most Admired ASEAN  
Enterprise Innovation



ASEAN Energy Award  
(Winner) in 2013



President's Excellent  
Performance Award  
in 2014



ASEAN-OSHNET  
Excellence Award  
2016



CLMV SME  
EXCELLENCE AWARD  
2016



ASEAN Business Awards  
for Innovation  
SME Excellence Award  
Winner 2017



Excellence in Workplace  
Environment  
Gold Winner 2017



ASEAN Business Awards  
SME Excellence-Employment  
Country Winner 2018

# 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.

While governments have the primary duty to protect, respect and fulfil human rights, other organizations and individuals have important complementary roles to play in respecting and supporting human rights. All businesses everywhere, regardless of size or sector, have the baseline responsibility to respect human rights. Respecting and providing human rights also strengthens a business' relationships with its stakeholders. Recruits increasingly consider the social, environmental and governance record of companies when making their choice of employer. Human rights and inclusive business models can also be a source of innovation for new products or services, access to new markets, help strengthen the social license to operate and to make the business a valued member of the community and society.

Our objective is to create a happy and healthy workplace for employees and then they can do their duties to the best of quality according to the Universal Declaration of human right. Thus, we take the actions of current and future plans to protect internationally proclaimed human right in the workplace:

- Provide technical and education training
- Furnish safe and healthy working conditions,
- Guarantee freedom of association,
- Ensure non-discrimination in personnel practices,
- Guard that they do not use directly or indirectly forced labour or child labour,
- Supply access to essential health, education and housing for the workers and their families
- Make reasonable accommodations for all employees' religious observance and practices.

## Training Programmes

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

In 2020, because of COVID-19 pandemic disease all over the world, we cannot provide abundantly external training to foreign countries like previous years. There were (11) external training within local via online if required and regular internal training including education programme, departmental meetings and training and monthly management system training. We follow the rules and regulations guided by the Ministry of Health and Sports of the Republic of the Union of Myanmar when arranging the meetings and training programmes.

We also make a supporting programme related to new machines. When we purchase a new machine from external suppliers, their experts provide the technical and application training to our responsible employees to be more proficient and familiar with that machine.



Application Training for Trinocular Microscope by Myanmar American Vision



Intellectual Property Fundamental Course by Myanmar Intellectual Property Proprietors' Association (MIPPA)

We have orientation training programmes for new employees who firstly join to our workplace. These training aim to be friendly with the company's systems and to be able to collaborate well. The 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 MR explains the Quality Management System (ISO 9001:2015).
3. QA manager explains Good Manufacturing Practice (GMP).
4. OHSMS MR explains the Occupational Health and Safety Management System (ISO 45001:2018).
5. EMS MR explains the Environmental Management System (ISO 14001:2015)
6. CSR MR explains Corporate Social Responsibility 2.0 Policy (ISO 26000)

And then, we make an evaluation programme after each training.

After all that, they have to learn about job training from their respective managers in their department and monthly departmental training. System training is required not only for new employees but also for all employees as refreshment training.





New Employee Training

## Education Programmes

We have a Saturday programme in an alternative week, and HR department manages the schedules for education programmes. The system representatives give the education training at theatre alternatively, and we also invite external speakers and famous Myanmar authors for Symposium Programme to improve general knowledge and motivation. Improving general knowledge needs for employees because it helps with personal growth, good citizenship, and a stronger society. However, we are not be able to invite external speakers and arrange these education programmes regularly this year due to the pandemic disease. But, we provide health education training, especially to be aware of the coronavirus which threatens the world.



Education Programme



For Employees' health and safety, we are implementing the Occupational Health and Safety Management System since 2007, and upgraded in 2019 (ISO 45001:2018).

## OCCUPATIONAL SAFETY AND HEALTH POLICY

FAME Pharmaceuticals is the business of Research, Development, Manufacturing and Distribution of the Alternative Herbal Medicinal Products for a healthy lifestyle. As such, there are various risk associated with our work activities, such as fire hazards, machinery hazards, electrical hazards.

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 risk.
2. FAME Pharmaceuticals will maintain a safe and healthy work environment by controlling potential hazards as much as we can and will document maintain the implemented the Occupational Health and Safety management system according to the ISO 45001:2018 international standard guidelines.
3. FAME Pharmaceuticals will comply with current applicable Occupational Safety and Health Law and where Myanmar legislation is inadequate will comply with international standards and go beyond the requirements.
4. FAME Pharmaceuticals will provide proper training, supervision, safe equipment 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 to ensure safety and health for every party involved.
6. FAME Pharmaceuticals committed to ensuring the good health of all employees by regular medical check-up and pre-employment medical check-up.
7. FAME Pharmaceuticals reviews the OHSMS Policy periodically to ensure that it remains relevant and appropriate to our organization and for continual improvement.
8. FAME Pharmaceuticals organizes the SA team (the representatives of employees from every level) for the consultation and participation OH&S activities and other decision making.

For Occupational Health, we have an internal clinic for employees and support the medicines, and we provided the following health care programmes for our employees.

### (1) Prevention and Control Measures for Covid-19



Conducting Health education and awareness for COVID-19



Arranging adequate ferries for transportation and don't allow to use public transit



Providing Walk Through Infrared Body Temperature Monitoring Scanner at the security gate for temperature monitoring



Carrying out cleaning and disinfection inside the factory





Providing facemask and other required PPEs like face-shield, N95 masks and gloves



Providing 70% alcohol including Hand Sanitizer at the security gate, ferry, Cafeteria and all office room



Substituting the Face-Scan instead of fingerprint for attendance record



Health surveillance for COVID-19



Providing foods and snacks for quarantine or lockdown employees by the SA team



Providing medicines for employees who admitted the hospital with COVID-19 disease



The partition between the lunch tables for social distancing and arranging with the sitting plan for social distancing



Chief Minister of Yangon and officials from the Ministry of Health and Sports visited our factory to inspect our procedures and preventive measures for COVID-19



Our company arranged the temporary facilities quarantine area for our employees who need to be isolated due to primary contact with COVID-19 confirmed case.

## (2) Pre-employment medical check-up

- Human Resource Manager arrange the date and time to do the very first medical check-up to new employees who pass the interview before they are assigned as temporary employees.
- The employees who pass the medical check-ups are assigned to work as temporary employees for three months.
- The employees who fail the medical check-ups like Hepatitis B(+), Hepatitis C(+), TB (+) and HIV (+) are not assigned to work.
- The medical officer will recommend the temporary employees after two months of work as medical fitness for permanent.



- The extraordinary medical check-ups will be done when an outbreak of any infectious disease occurs.
- Eye test and Lung function test will be done with Ortho Surgeons, Eye Specialists and Physicians from outside specialists if required.

### **(3) Yearly medical check-up**

- Yearly medical check-up has to be done to all permanent employees in FAME by the medical officer.
- If the employees fail during the annual medical check-up, FAME will provide appropriate medical treatment and arrange a suitable job position for them as an administrative approach.
- The extraordinary medical check-ups will be done when an outbreak of any infectious disease occurs.

### **(4) Internal clinic for employees**

Employees who suffered the signs & symptoms and diseases due to Seasonal Flu, Weather, stress and exhausted from work and regular follow-up cases were treated and given required injections, medications and health education

### **(5) Blood donation**

FAME Pharmaceuticals arranges the blood donation programme to corporate social responsibility to save our People and Planet.

This programme is for all employees working at FAME Pharmaceuticals and their family members who require a blood transfusion.

- The employees request to get Blood donors to SA Blood donation team, especially to SA 8000 Leader and OHSMS MR, a medical doctor.
- SA 8000 leader arranges blood donation programme by contacting all departments with the reference of the donor list. SA 8000 leader updates blood donor list of the whole organization. All HOD must participate for an appropriate potential blood donor.
- After arranging the potential blood donors, OHSMS MR, the medical doctor makes Medical Checkup for the FAME Internal clinic's potential donor.
- Select donors for blood donation by the method of twice as required by OHSMS MR. (One blood bottle needs - choose two donors, Two demand - choose four donors, Three condition - choose six donors)
- After passing the medical fitness, OHSMS MR sends the donor lists to HR and Administrative Departmental Managers to again select the administrative approach.
- After selecting the blood donor lists, SA 8000 leader and Health Care assistant will bring the blood donors to the hospitals.



- After blood donation processes, SA 8000 has to supply the donors with food supplements (about 10,000 kyats).
- All the blood donors must be safely sent to the home by the arrangement of the Motor Unit.
- The employees who donate their blood get official medical leave for three days, including the day of blood donation. (This is arranged by OHSMS MR, the medical doctor)

#### (6) Vaccination for Hepatitis B virus and Seasonal Flu

Vaccination for Hepatitis B vaccine was done for all employees within 2020, and the Seasonal flu vaccination was also done.

#### (7) The awareness letter for health and safety monthly

No	Month	Topic
1	January	Wuhan Pneumonia, Lock Out Tag Out
2	February	Usage of Face Mask, Safety Helmet
3	March	Awareness letter for Corona Virus ( Factory Instruction & Q&A for COVID-19, Newspaper COVID-19 News), Awareness about Eye protection
4	April	April Awareness letter for Corona Virus ( Making & Usage of Cloth Mask, Criteria and Guidelines for Workplace, Disinfection for Corona Virus)
5	May	Seasonal Influenza A (H1N1) pdm09
6	June	Dengue Hemorrhagic Fever
7	July	Mobile Elevated Work Platform
8	August	COVID-19 situation at Rakhine State, Motor Vehicle Safety
9	September	Self-reminding at office for COVID, Safety Data Sheet
10	October	House Keeping
11	November	COVID-19 Situational report
12	December	New Normal, VUI 202012/01

**(8) First aid training**

Provided First aid training to our departmental respective first aiders.

**First Aid Training Topic**

- Primary Trauma Care
- Basic life support
- Bleedings
- Dressings & Bandaging
- Bone, Joint & muscles Injuries
- Poisoning
- Shock
- Choking

**For Occupational safety**

We follow the guidelines such as

- General Safety
- Fire safety
- Electrical safety
- Machine safety
- Material Handling
- Chemical safety
- Personal Protective Equipment
- Motor Safety
- Working at Height
- House Keeping

**General Safety**

OHSMS MR and safety officer regularly check on various risks associated with our daily working activities, including fire hazards, machinery hazards, electrical hazards.

Safety officer holds the tool-box meeting with the employees from sub-contractors for in-house safety rules and regulations before they start working.

OHSMS MR provides the OHSMS orientation training to each new employee at the training room and the First Aid training to first aiders from all departments.

We organized the Health and Safety Committee with the representatives from each department. We held the OHSMS monthly meeting to discuss and update about the individual problems in each department concerning occupational health and safety.

## Fire Safety

We provided the proper fire fighting and protection system for fire safety, including a dry rising system with three pump houses and six water tanks. We supplied 260 extinguishers, 16 Fire Hose Reel, 41 smoke detectors, 15 heat detectors, 20 manual call points and 27 fire alarms for fire safety.

We do fire drill exercise and fire fighting training two times per year ( March & December) with the government authorities' guidance from Myanmar Fire Service Department.



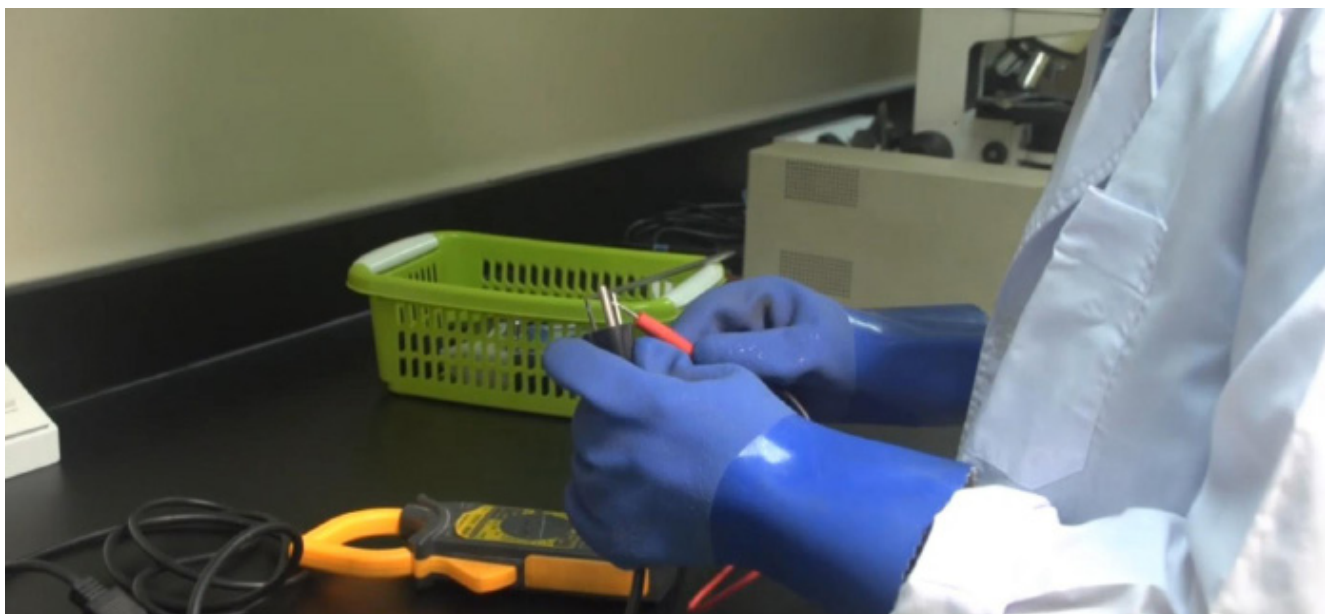
Fire Hose Reel



Fire Extinguisher

## Electrical Safety

The engineers were encouraged to assure the safety procedure of operating machines and electrical devices and to maintain regular checking schedules for electrical safety. The dangerous electrical works were reported to the chief engineer for checking. Encouraging the employees to report to Engineer, OHSMS MR and Factory Director if any electrical process of devices is damaged, or abnormalities occur.





## Machine Safety

The machine operators of the production areas were encouraged to follow SOPs and work instructions of the machines. The tag-outs, lock-outs and the safety signs were checked for the proper usage. Operating machine without fixing machine guard was strictly prohibited. Encouraging cleaning the machine only after switch off (except some machines) at production. SOP for machines was updated for safety aspects. Operators, assistant operators and managers, were provided machine safety training.



## Material Handling



## Chemical safety

- Spillage exercise for chemical safety was done yearly.
- Safety Data Sheet for all chemical was prepared and updated.
- Emergency eyewash and shower were provided in chemical labs room.



## Personal Protective Equipment

Necessary personal protective equipment were provided for each department.





### Motor Safety

We fix the GPS and Black box at all of Motor Vehicles in our factory. We control and limit the maximum speed by 50km/hr for in the downtown area and 100km/hr for out of town (highway). Car black boxes were randomly checked and recorded by Safety Officer. GPS of some vehicles were checked regularly.

First aids boxes, Emergency contact list, fire extinguishers, emergency reflection triangle to be used in emergency cases were randomly checked whether they are properly used or not.

### Working at Height



### House Keeping







The aim of our CSR activity is not for only the company's profits, to fulfil the needs of people and the planet as much as we can.

Our CSR policy function as a build-in self-regulating mechanism whereby business monitors and ensure its active compliance with the spirit of the law, ethical standards and international norms. The goal of CSR is to embrace the responsibility of the company's actions and encourage a positive impact through our activity on the environment, costumers, employees and communities. Our approach is a community-based development approach consisting of not only monetary donation and aid given to local people but to help build on the health knowlgedge and skill to them.

Therefore, we have distributed CSR journals to let all employees know the aim, policy and goal of CSR activities since 2013 and published once per year. All employees are willing to participate in CSR journals. They share their own feelings, poems, novels, motivation, environmental technologies, education, religious knowledges and health awareness letters in CSR journals. By this way, 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 the working area, we allowed freedom of association and collective bargaining in our factory. So, we organize Social Accountability (SA 8000) Team to avoid conflicts by building mutual understanding between employer and employees.

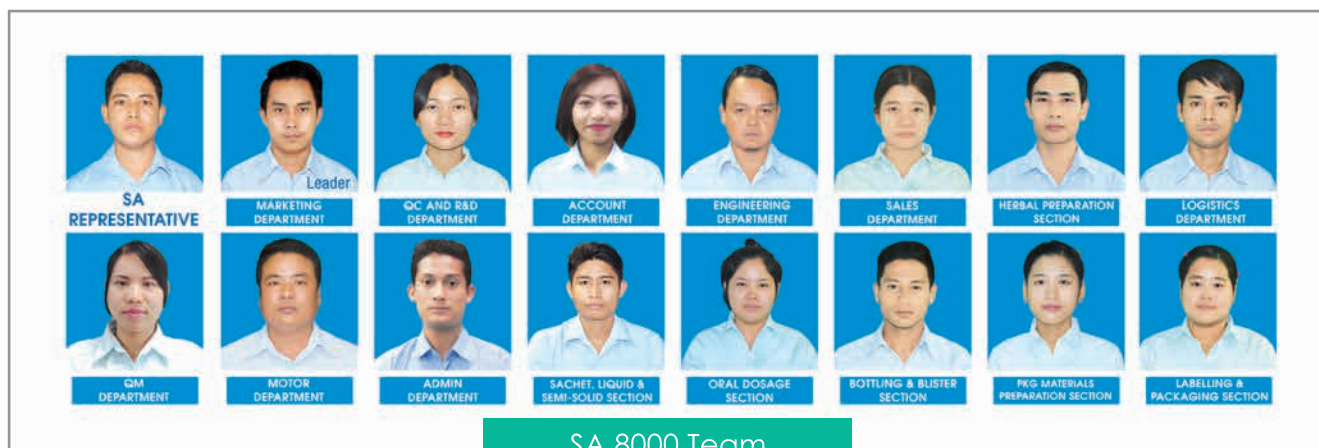
SA8000 is an auditable certification standard that encourages organizations to develop, maintain, and apply socially acceptable practices in the workplace. It integrates nine core elements: child labour, forced or compulsory labour, health and safety, freedom of association and right to collective bargaining, discrimination, disciplinary practices, working hours, remuneration and management system. SA 8000 measures social performance in eight areas important to social accountability in workplaces, anchored by a management system element that drives continuous improvement in all areas of the Standard. It is appreciated by brands and industry leaders for its rigorous approach to ensuring the highest quality of social compliance in their supply chains, all the while without sacrificing business interests.

In our company, 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 the voting system once a year and has a SA representative of SA Executive Committee. Every SA member has an opportunity to discuss on behalf of his or her department at SA meeting which holds monthly. In meeting, each department discusses their problems, needs and expectations. After that, the employer decides and negotiates the required decisions.

<p><b>SA8000:2008 PRACTICE OF FAME PHARMACEUTICALS</b></p> <p>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</p>	<p><b>If any problem with human right issue please contact...</b></p> <p><b><u>ILO ADDRESS YANGON</u></b></p> <p><b>ILO address Ygn</b> <b>No.1(A), Kanbae (Thitsar) Road,</b> <b>Yankin Township, Yangon, Myanmar.</b> <b>Tel : +95 01 - 2336538, 2336539, 578925, 579956</b> <b>FAX : 01 2336582</b> <b>Email : yangon@ilo.org</b></p> <p><b>Township Labor Supervisory Committee</b> <b>Ministry of Labor Union of Republic of Myanmar</b> <b>Hlaing Tharyar, Yangon, Myanmar.</b> <b>Phone - 01 645 026, 645 063</b></p>
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We display the principles board of SA 8000 team and follow the guidelines.





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 our business contractors follow the abolitions of child labour. There is no forced labour, and overtime is voluntary. We practice ISO 45001:2018 (Occupational Health and Safety Management System) for employees' health and safety. There is no discrimination on a person's race, colour, gender and religion which are not related to a person's ability. Besides, we practice labour policies and regulations settled by Local labour laws and ILO. All Employees are eligible for 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; casual leave, earned leave, maternity leave, paternity leave, funeral leave, medical leave and blood donors leave. According to Local labour laws for the private sector, women employees are eligible to three and half months for maternity leave. However, in our company, the employees are allowed an extra four months as lactation leave after the maternity leave.

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



We always provide vacation plans, especially for serviced employees working at FAME Pharmaceuticals. HR department arranged (2) recreation vacations on 7<sup>th</sup>-10<sup>th</sup> March 2020; one was Mogok and another was Chaungtha beach vacation for relaxation.



Annual Vacation to Mogok  
(7<sup>th</sup>-10<sup>th</sup> March 2020)



Annual Vacation to Chaungtha beach  
(7<sup>th</sup>-9<sup>th</sup> March 2020)





This year, we celebrated Staff Awarding Ceremony on 7<sup>th</sup> January 2021. In that ceremony, we appreciated and awarded to outstanding employees without taking leaves the whole year (causal leave, earned leave, fully paid extended medical leave). Besides, we honoured FVTF donors according to donation amount during the entire year and arranged lucky draw programme to let the employees be happy. We held this ceremony in accordance with the regulations guided by the Ministry of Health and Sports of the Republic of the Union of Myanmar.





Donation to Hlaing Tharyar General Hospital



Donation to Patients



Donation to Hlaing Tharyar Fire Station

FAME volunteer task force (FVTF) has volunteering activity by the offering 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. As part of CSR Activity, we make charitable support and donations for community development, (whether in-kind services, knowledge, time and direct financial contributions). Our company makes these activities continually as much as we can do. This year, many people faced with many difficulties such as health problems, job problems, social problems and so on due to COVID-19 pandemic disease. We hope and donate these people cash and food as far as possible.

Besides, we provide monthly donation to Support Group for Elderly Doctors (SGED) and transportation for elderly doctors (social visit).



We aid not only our surrounding communities but also our employees affected with COVID-19 or any suspected employees as much as we can. We encourage them to raise psychological strength and fulfil what they need including food, medicines and quarantine facilities in the factory compound. Moreover, we arrange medical leaves enough to relax comfortably.



# 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 creating a green environment. 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.



The Safety Data Sheet (SDS) for all chemicals which can affect the environment and human health is updated. In SDS that mentioned how to prevent environment risk and human health.

<b>FAME</b> <b>FAME Pharmaceuticals</b> <b>QUALITY MANAGEMENT DEPARTMENT</b> <b>SAFETY DATA SHEET</b>									
Department/Section: Research & Development									Date: 07.07.2020
No.	Composition/Information on ingredients	Hazards identification	First Aid Measures	Fire and explosion data	Accidental releases	Handling and storage	Physical and chemical properties	Stability and Reactivity Data	Ecological information
1	Liquid soap Water (70-80%),COCOAMIDOPROPYL BETAINE (5-10%),Fatty acids, coco, esters with sorbitan, ethoxylated (5-10%), Sodium Lauryl Ether Sulfate (1-5%), Glycerin (1-2%), Polyethylene Glycol Distearate (1-2%)	Serious Eye Damage/ Irritation	General: In all cases of doubt, or when symptoms persist, seek medical attention. Never give anything by mouth to an unconscious person. Inhalation: Not Applicable. Eyes: Flush eyes with lots of water. Skin: Wash off skin with water. Ingestion: If ingested, consult a physician.	Recommended extinguishing media: alcohol resistant foam, CO2, powder, water spray.	Small Spills: Flush with water. Large Spills: Confine larger spill and transfer to suitable containers.	Handle containers carefully to prevent damage and spillage. Store in tight containers. Store at room temperature. Avoid excessive heat. For external use only. Avoid contact with eyes. In case of eye irritation, flush with water. Keep out of reach of children. Store in closed container away from incompatible materials.	Clear Pink Viscous Liquid, Dial odor, pH 5.5-6.5, complete solubility in water	Hazardous Polymerization will not occur. Stable under normal circumstances. No hazardous decomposition data available.	No data available
2	Glass Cleaner D-glucopyranose, oligomeric, decyl acetyl glycolides (5-10%)	Eye irritation	In case of eye contact: Rinse with plenty of water. In case of skin contact: Rinse with plenty of water. If swallowed: Rinse mouth. Get medical attention if symptoms occur. If inhaled: Get medical attention if symptoms occur.	Use extinguishing measures that are appropriate to local circumstances and the surrounding environment.	Contain spillage, and then collect with non-combustible absorbent material, (e.g. sand, earth, diatomaceous earth, vermiculite) and place in container for disposal according to local / national regulations. Flush away traces with water. For large spills, dike spilled material or otherwise contain material to ensure runoff does not reach a waterway.	Wash hands thoroughly after handling. Keep out of reach of children. Store in suitable labeled containers. Store at 5 °C to 50 °C.	Liquid, blue color, pH 10-9, soluble in water	Stable under normal conditions. No dangerous reaction known under conditions of normal use. Decomposition products may include Carbon oxides, Nitrogen oxides, Sulfur oxides & Oxides of phosphorus	No known ecotoxicological effects
Disposal considerations									Company identification (Product procedure, address, contact ph no., Emergency ph no.)
Hazardous waste bin									Europe & Asia Commercial Co., Ltd. No.19, 4 Zaz-Kha, Corner of Haho Road and Nilar Street, (13) Quarter, Hlaing Township, Yangon, Myanmar Telephone: (+95-1) 2305300 Fax: (+95-1) 2305305 Email: encygn@europemadisa.com.mm
Hazardous waste bin									WAX QUEEN, 22/493, corner of Myse Pat Lane and Jade Street, Shwe Paik Kan, North Okkalapa Township, Yangon Region, Myanmar. +959420040581



## Environmental Policy

1. FAME Pharmaceuticals implement Environmental Management System (EMS) 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 the technical and economic possibility.
4. Activities for suppression of waste, energy saving and material conservation and reusing of wastewater should be promoted.
5. All persons working for this EMS should be given a full understanding of this environmental policy through environmental education and internal information.
6. Environment and natural resources management will recognize the critical roles that FAME's environmental management services play in our compound's society and economy.
7. All decisions on environmental policies, plans and activities that could have environmental impacts will be a prior comprehensive assessment of their potential impacts, applying the precautionary principle, systemic risk assessment and the mitigation hierarchy.

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

- (1) Solid Waste Management
- (2) Wastewater Management
- (3) Air Pollution Management
- (4) Energy-Saving Management

## I. Solid Waste Management

### Objectives :

To prevent soil pollution, provide knowledge of integrated solid waste management approaches, familiarize employees on guiding principles of environment and governance in pollution controls

### Programmes :

Waste bin segregation, practice chemicals and oil spillage exercise

### Operational Control :

Give training to all employees about waste types and awareness of spillage response procedure.

### Monitoring & Measurement :

Monthly resale records and departmental spillage exercise records



Wastes are disposed into the different defined waste bins



Oil Spillage Exercise



Chemical Spillage Exercise

## 1. Plastics

Objectives : Reduce plastics as much as we can

Programmes : Using PET bottles, PP plastics for our product packaging and biodegradable bags in our product selling

Operational Control : EMS departmental checklist for plastic control and resold recyclable plastic waste to the local buyer

Monitoring & Measurement : Plastics resale records



Reducing usage of plastics and substitute biodegradable bags



## 2. Paper

**Objectives :** Prevent deforestation

**Programmes :** Communicating and reporting via intranet and internet mailing system, E-form, outlook mail, using double-sided copying, reusing free sided papers

**Operational Control :** All departments use A4 paper within their limitation and don't print the document if not necessary. When required, print on both sides of the paper. Some archived documents over five years can be reused freeside.

**Monitoring & Measurement :** Monthly review of departmental A4 usage



<div><div>FAME</div><div>Environmental Management System Quality Management Department Departmental A4 Usage 2020</div></div>													
Sr.No	Department	20-Jan	20-Feb	20-Mar	20-Apr	20-May	20-Jun	20-Jul	20-Aug	20-Sep	20-Oct	20-Nov	20-Dec
1	QMD	476	639	267	100	599	744	1000	1000	750	520	1000	
2	CLN	192	165	144	58	49	35	249	172	0	0	0	
3	HRD	212	500	156	165	321	105	204	226	170	211	319	
4	ADM	380	200	170	161	189	199	244	334	319	171	547	
5	Log	980	985	980	850	950	985	980	985	900	950		
6	QC	941	705	725	417	589	621	615	618	640	595	789	
7	RND	925	868	537	609	725	1000	661	841	582	677	843	
8	HPS	118	73	201	41	189	187	20	45	174	52		
9	SLS	59	62	56	51	130	96	60	78	88	45	143	
10	ODS	228	280	97	114	195	202	222	232	295	356	280	
11	BBS	66	70	64	30	67	64	61	60	80	135	108	
12	PPS	50	45	60	30	70	60	72	44	60	37	218	
13	LPS	123	120	110	85	120	110	130	105	110	100	130	
14	ENG	306	187	192	222	150	212	302	265	184	179	328	
15	Finance	539	622	285	314	345	352	321	370	757	405	378	
16	Motor	65	70	67	64	64	140	105	105	79	62	90	
17	SAL	200	900	1050	1100	1500	1150	1500	400	1000	1100	700	
18	FFH	605	215	600	440	600	680	560	600	450	550	500	
19	MKT	446	83	595	1000	495	433	610	743	420	350		
20	Executive	107	600	48	156	154	95	30	83	109		81	
TOTAL		7018	7389	6404	6007	7501	7470	7946	7306	7167	6495		
PACKINGS		14	15	13	12	15	15	16	14	14	12		

Monthly Review of Departmental A4 Usage

## II. Wastewater Management

### Objectives :

Prevent water pollution and foul smell from the drainage  
Protect the death of living organisms in water due to the disposal of wastewater

### Programmes :

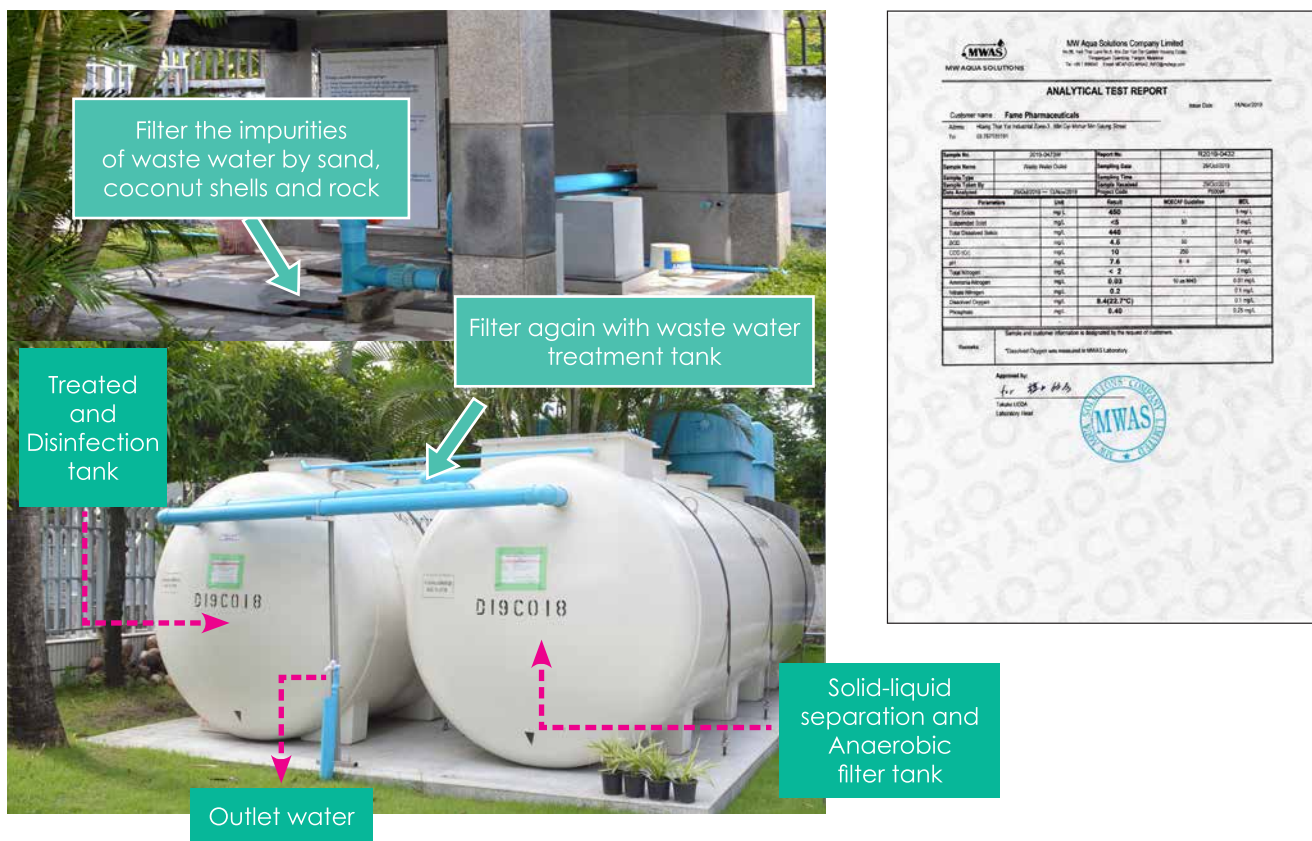
Testing of wastewater from our factory

### Operational Control :

Daily site inspection and monthly cleaning of wastewater treatment tank and other devices, installation of kubota machine and regular cleaning

### Monitoring & Measurement :

Wastewater test result, the daily and monthly checklist of the wastewater treatment



Using treated water for gardening purpose

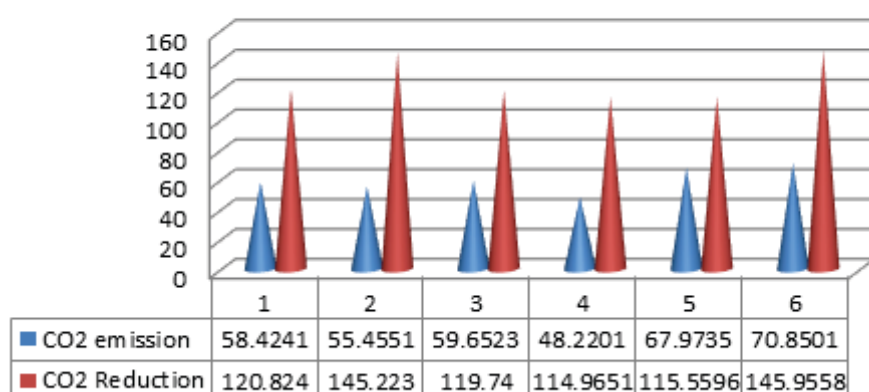


Using treated water in mopping

### III. Air Pollution Management

- Objectives :** Protection of the health of surrounding air system, to perform a positive impact on environmental air quality and reduce CO<sub>2</sub> emissions
- Programmes :** Fame Organic Pharming Project plan, glasshouse drying and natural air drying system and plantation around the factory
- Operational Control :** Inspect to all departments which apply energy conservation practices or not, practise the spillage exercise to prevent the wastage of diesel oil, check diesel pipes to impede leakage and regular maintenance of generator filter and car exhaust, use R410A aircon gas to avoid ozone depletion
- Monitoring & Measurement :** Monthly data records of carbon dioxide emission and absorption (Carbon offset data records)

#### CO2 emission and Reduction



Comparison of equivalent CO<sub>2</sub> emission and reduction



R410A aircon gas



Glass House drying





We have been building a common vision for eco-innovation by implementation eco-friendly policies, programmes and practices for organizational awareness of the 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 Genetically modified food
5. To distribute our organic raw materials and products to local markets and foreign markets
6. To supply high-quality raw materials to the factory
7. To counteract the carbon from FAME (carbon footprint) to protect our environment (as ISO 14001:2015)
8. To result in a sustainable ecosystem

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

#### IV. Energy-Saving Management

**Objectives :** To save natural resources of electricity

**Programmes :** Energy saving programmes such as innovated natural air drying, Glass House drying, energy-saving building design, replacing old or defect electrical parts with energy-saving items, educating employees on knowledge about energy-saving programmes

**Operational Control :** Switch off or transfer sleep mode to all electrical powers such as lights, computers, printers and air conditioners if unnecessary, installation LED lighting

Monitoring & Measurement : Monthly data records of Meter Bill Usage



## Lobby Area with Natural Light

[illegible]

## Meter bill usage record



## Energy Saving with LED lights



# 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 a zero-tolerance approach to corruption and bribery by any of our employees and third-party representatives. Furthermore, we are committed to conducting our business in all applicable laws, rules and regulations and the highest ethical standard.

## Implementation

We conduct training for all new employees and provide relevant training on how to implement and adhere to anti-corruption and anti-bribery policy for all existing employees. This policy applies to everyone working (whether permanent, fixed-term or temporary) at FAME Pharmaceuticals compound including officers, managers and members of the Board of Directors. This policy will be implemented across all FAME Pharmaceuticals businesses. Annually we ask all employees to formally accept conformance to this policy.

The zero-tolerance approach against bribery and corruption must be communicated to all stakeholders including suppliers, contractors and business partners at the outset of our business relationship and as appropriate after that.

The company's business decisions and those of its partners must be made objectively, without influence by gifts or favours. In case of gifts and hospitality,

- Employees of FAME Pharmaceuticals do not make to influence the third party to obtain any business advantage, or to reward the provision or retention of business, or in explicit or implicit exchange for benefits.
- Employees do not offer to, or accept from, government officials or representatives, or politicians or political parties.
- It is not offered any gifts or hospitality expenses to business contents in your personal name.
- It is offered or accepted transparently according to applicable national laws and conformity with Local custom.
- Employees of FAME Pharmaceuticals who received gifts must consider the reason for the gift, that is appropriate type, value and given at a proper time.

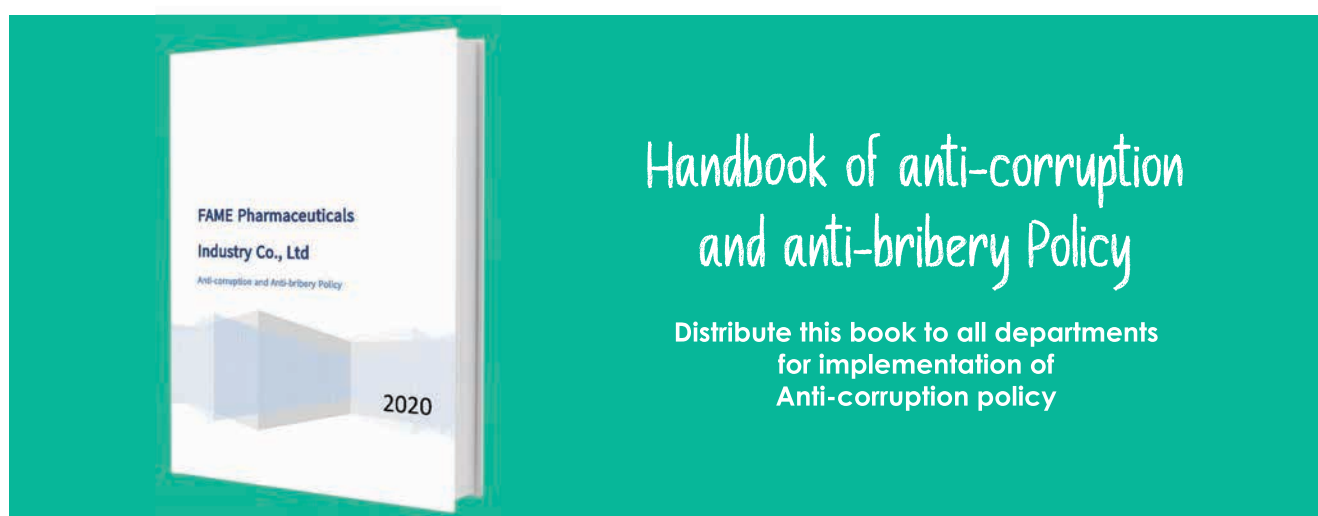


- Employees of FAME Pharmaceuticals who received acceptable gifts contribute what they received to charitable donations for vulnerable community.

## Anti-corruption and Anti-bribery Principle

All employees follow the principles in interactions with the Government

1. FAME Pharmaceuticals will proactively seek dialogue and cooperation 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 links 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 behaviour, 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 of FAME Pharmaceuticals shall not misrepresent their status or the nature of their inquiries to Government Officials, nor shall they create any false impression concerning that.



## Facilitation Payments and Kickbacks

Transparency International defines 'Facilitation Payment' as "a small bribe, payment made to secure or expedite the performance of a routine or necessary action to which the payer has legal or other entitlement".

Organization for Economic Cooperation and Development (OECD) defines 'Kickbacks' as "a form of bribe paid to a person of influence within an organization, in return for them securing some kind of benefit from their organization for the person paying the bribe".

Either employee of FAME Pharmaceuticals or person acting on behalf of FAME Pharmaceuticals may not make or accept any facilitation payment and kickbacks.

Employees of FAME Pharmaceuticals must avoid any activity that might lead to a Facilitation Payment or Kickback.

## Donations

FAME Pharmaceuticals does not make any donations or contributions, whether in cash or kind to any political parties or candidates.

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



## Record-Keeping

All documentation related to anti-corruption and anti-bribery policy is kept in the Document Control Centre. Monitoring and measurement are done yearly. We keep financial records, evidence and have appropriate internal controls, which will evidence the business reason for making payments to third parties. Responsible persons ensure that books, data and comprehensive 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 a 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 following 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 contacts, should be prepared and maintained with strict accuracy and completeness. No accounts must be kept “of-book” to facilitate or conceal improper payments.

## Violation

There is no violation or permitted deviation for policy by any employees of FAME Pharmaceuticals.

## Monitoring and Review

Top level management which includes the Board of Directors is responsible for monitoring and measurement on the sustainable effectiveness of FAME's anti-corruption policy. And then, they have to 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.

## Discipline

Any employee of FAME Pharmaceuticals who violates anti-corruption laws, rules and regulations legislate by Government of Republic of the Union of Myanmar will be subject to action according to these laws, rules and regulations. Any employee of FAME Pharmaceuticals who violates the terms of this Anti-corruption and Anti-bribery Policy will be subject to disciplinary action. Any employee of FAME Pharmaceuticals who has direct knowledge of potential breaches of this policy but fails to report such potential violations to the Board of Directors of FAME Pharmaceuticals will be subject to disciplinary action. Any employee of FAME Pharmaceuticals who misleads or hinders investigators inquiring into potential violations of this policy will be subject to disciplinary action. Disciplinary actions include (Warning or Transfer or Demotion or Dismiss) which action will be taken is decided by the Board of Directors of FAME Pharmaceuticals.