

تلتزم شركة مينافارم التزاماً كلياً بإنتاج مستحضرات صيدلانية على أعلى مستوى من مستويات الجودة لكي تلبي احتياجات عملائها والجهات المعنية بالشركة.

هذا الالتزام يشكل الأسس للإستراتيجية المحددة والمعلنة للشركة وعناصرها كما يلي:

○ تصنيع وتوزيع مستحضرات صيدلانية بتصريح ومراجعة دورية من الشركات المانحة للترخيص والرائدة في هذه المجالات.

○ ابتكار وتطوير مستحضرات صيدلانية جديدة والبدء في تصنيعها وتوزيعها لتلبية احتياجات السوق.

تلتزم مينافارم دائماً بما يلي:

➤ تطبيق:

○ نظام إدارة الجودة طبقاً لمتطلبات المواصفة العالمية ISO 9001.

○ قواعد الممارسة الجيدة للصناعة cGMP ومتطلبات منظمة الصحة العالمية والنظم الأخرى للجودة التي تتبعها الشركات المانحة للترخيص وكذلك الالتزام بالمتطلبات القانونية المحلية المتعلقة بصناعة الدواء.

○ نظام إدارة البيئة طبقاً للمواصفة العالمية ISO 14001 والمتطلبات القانونية المحلية المتعلقة بحماية البيئة ومنع التلوث كنتيجة لأنشطة الشركة المختلفة.

○ نظام إدارة السلامة والصحة المهنية طبقاً لمتطلبات المواصفة العالمية ISO 45001 والتشريعات والقوانين المصرية وذلك لحماية وضمان صحة وسلامة العاملين بالشركة والمتريدين عليها من خلال تبادل المعلومات عن مصادر الخطر المختلفة (البيولوجية – الكيمائية..... إلخ)

○ معايير الحوكمة الاجتماعية الصارمة للشركات ومواءمة قيمها التجارية وعملياتها لتلبية توقعات أصحاب المصلحة والمجتمعات على حد سواء.

➤ تحديد العوامل الداخلية والخارجية التي قد تؤثر على الشركة.

➤ استخدام أسلوب التفكير المبني على تقييم المخاطر ومعالجتها.

➤ مراجعة الأنظمة المتبعة بالشركة بصفة دورية للتأكد من مدى فاعليتها والعمل على تطويرها.

➤ الاعتماد على العاملين من ذوي الخبرة والكفاءة والعمل على تطوير أدائهم وقدراتهم ومهاراتهم عن طريق برامج التدريب المستمرة.

➤ تحديد أهداف الشركة ومراجعتها دورياً بواسطة الإدارة العليا للتأكد من تنفيذها.

➤ تطبيق مفهوم الإدارة القائمة على المعرفة (Knowledge Based Organization) لجميع أنشطة الشركة مع وضع آلية لقياس أداء الأنشطة المختلفة بالشركة.

رئيس مجلس الإدارة والعضو المنتدب

د/ وافيقي سعد البرديسي

Wafiqi
Said
Bardissi

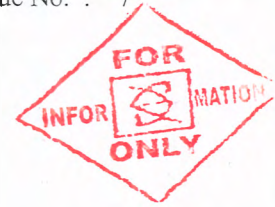
- ✓ MINAPHARM is firmly committed to produce pharmaceutical products with undisputed level of quality to satisfy the needs of its customers and interested parties.
- ✓ Such commitment forms the basis of the well-defined strategy of the company with the following components:
 - The manufacture, distribution of pharmaceutical products under license and frequent assessment by our licensors; the world leaders in those fields.
 - The design, development, manufacture, distribution of new pharmaceutical products to meet the increasing demands of our markets
 - ✱ In applying the above strategy MINAPHARM shall at all times be committed to:
- Implement:
 - The Quality Management System according to the requirements of the International Standard ISO 9001.
 - The current good manufacturing practices (cGMP), the WHO requirements, licensors as well as the Local regulatory requirements for drug manufacturing.
 - The Environmental Management System according to the requirements of the International Standard ISO 14001 and the legal requirements for the environment protection and pollution prevention.
 - The Occupational health and safety management system according to the requirements of the international standard ISO 45001, the Egyptian regulations and laws interesting to protect personnel's health and safety as well as the visitors and contractors from the different hazard sources (Biological – Chemical.... etc.) through communication of the information.
 - Rigorous corporate social governance standards and aligning its business values and operations to meet the expectations of stakeholders and communities alike.
- Determine the internal and the external issues that can impact the strategic direction of MINAPHARM.
- Apply Risk Based Thinking.
- Assess the implemented systems periodically to assure its improvement.
- Rely on experienced and qualified personnel and enhancement of their knowledge, performance, capabilities and craft by continuous training programs.
- Set company objectives which are reviewed periodically by the top management to check their implementation.
- Implement the concepts of “Knowledge Based Organization” and setting a performance measurement framework for the organizational activities.



Chairman & CEO
Dr. Wafik El Bardissi



SITE MASTER FILE



Chapter 12


PLANNING, IMPLEMENTATION AND CHECK OF EHS (EMS & HMS)

- Minapharm has a written procedure "Evaluation of environmental aspects and impacts" for Identifying environmental aspects of the different activities to evaluate those have or can have significant impacts on the environment.
- Minapharm has also a written procedure "Hazard Identification and Risk Control " for identifying the hazards and carry out risk assessment of the different activities to evaluate the risks that may influence the personnel , decide whether the existed or planned controls are adequate, and hence implementation of necessary control measures to reduce hazard.
- Minapharm complies with the Egyptian legal requirements to which MINAPHARM subscribes that are appreciable to the environmental aspects as well as the occupational health and safety requirements that are associated with the activities and products.
- Minapharm is responsible for process, installations, machinery, etc including the adaptation of human capabilities.
- MINAPHARM provides resources like the suitable design of workplace, equipment, devices, tools, trained personnel in order to eliminate or reduce the environmental aspects and hazards and their source. Also an alarm system is installed for preparedness and response to emergency situation and accidents.
- Emergency plans were established, documented and maintained to identify potential response to emergency situations, accidents and incidents and for preventing significant impacts, illness and injury that may associated with them.
- MINAPHARM has established and maintained a written procedure for the environmental and safety monitoring and measurements.
- Records of accidents, incidents, non-conformances, corrective actions are maintained for analysis and investigation.
- Minapharm has well established and maintained Fire alarm system.

Reviewed By:

Quality Senior Director

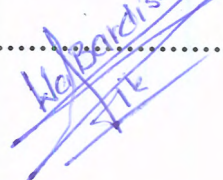
Dr. Hanan Lamei

.....

09-7-24

Approved By:

Chairman & CEO

Dr. Wafik Bardissi

.....

SITE

CORPORATE SOCIAL RESPONSIBILITY POLICY

Table of Contents

Introduction.....	3
Policy Brief and Purpose.....	3
Scope	3
Policy Elements	4
– Compliance with Laws and Regulations:	4
– Ethical Business Practices:	4
– Environmental Sustainability:	4
– Human Rights:	4
– Employee Well-being and Diversity:	5
– Community Engagement and Philanthropy:	5
– Education:.....	6
Implementation and Communication	7
Monitoring and Reporting	7
Review.....	7
Approval	8

Corporate Social Responsibility Policy

Introduction

Minapharm Pharmaceuticals is a leading pharmaceutical company in Egypt and the Middle East and the premier biopharmaceutical company in Africa with over 20 years of experience in cellular and bioprocess engineering. Headquartered in Cairo, Minapharm commercializes over 100 life-saving and life-enhancing products ranging from small molecules to complex genetically engineered proteins, with an impressive immunotherapy pipeline. Together with its wholly-owned Berlin-based subsidiary, ProBioGen AG, a globally renowned CDMO and provider of innovative proprietary technologies in the fields of monoclonal antibodies, protein, viral, and cell therapies to the global biotech industry at large, Minapharm has established an integrated business model making it to date the only gene-to-market biopharmaceutical company in the region. Minapharm employs a collective workforce of over 2,000 and is listed on the Cairo and Alexandria stock exchanges (Symbol: MIPH).

For more than 60 years, Minapharm's vision is to transform medicine to face the most complex challenges of unmet medical needs; and to provide advanced innovative products at affordable prices that commensurate with the economic capacity of the individual in our society. In that Minapharm adheres to rigorous corporate governance standards aligning its business values and operations to meet the expectations of stakeholders and communities alike.

Policy Brief and Purpose

At Minapharm Pharmaceuticals, we recognize our responsibility to contribute positively to society and the environment. Our Corporate Social Responsibility (CSR) policy aims to integrate social and environmental concerns in our operations and interactions with stakeholders. This policy outlines our commitment to ethical behavior, sustainability, and community engagement. By adhering to this policy, we aim to contribute positively to the welfare of our employees, the communities we operate in, and the environment.

Scope

This policy applies to the company's Cairo based subsidiaries. It extends to all aspects of our operations, including but not limited to, Compliance with Laws and Regulations, Ethical Business Practices, Environmental Sustainability, Human Rights, Employee Well-being and Diversity, Community Engagement and Philanthropy, and Education.

Policy Elements

Minapharm focuses its CSR activities primarily on the hereby areas:

— Compliance with Laws and Regulations

Our Company will:

- Respect the law
 - Egyptian Labor Law
 - Income Tax Authority
 - Social Insurance Law
 - Egyptian Child Rights Law
 - Law of Rights of Persons with disabilities
- Honor its internal policies
- Ensure that all its business operations are legitimate

— Ethical Business Practices

We'll always conduct business with integrity and respect to human rights. We will:

- Conduct our operations in an open, honest and ethical manner
- Promote Safety and fair dealing
- Show respect toward the consumer and keep every partnership and collaboration open and transparent
- Promote anti-bribery and anti-corruption practices
- Abide by our code of conducts
- Put in place strict anti-retaliation procedures

— Environmental Sustainability

Minapharm recognizes the need to proactively protect the natural environment. Keeping our environment clean and unpolluted is a benefit to all. Minapharm shall always follow best practices when using chemicals and disposing wastes.

— Human Rights

Our company is dedicated to protecting human rights.

- We are a committed equal opportunity employer and will abide by all fair labor practices.
- We'll ensure that our activities do not directly or indirectly violate human rights in any country (e.g. forced labor and child employment).

- No person shall be subject to any discrimination in employment, including hiring, compensation, advancement, discipline, termination or retirement, based on gender, race, religion, age, disability, sexual orientation, nationality, political opinion, social group or ethnic origin.
- Overall, success and advancement within the company shall depend solely on personal ability, behavior and work performance.
- All employees shall be treated with equal respect and dignity and shall be provided with equal opportunity to develop themselves and their careers.
- We do not engage or tolerate unlawful workplace conduct, including intimidation, discrimination or harassment
- We do not tolerate abuse of Human Rights nor conduct activities that can be labelled as abuse

— **Employee Well-being and Diversity**

We'll ensure that we:

- Don't risk the health and safety of our employees and community.
- Avoid harming the lives of local and indigenous people.
- Support diversity and inclusion.

The company is striving to achieve diversity at all levels of the organization and values the individuality, diversity and creative potential that every employee brings to their business- and supports the continuous development of their skills and abilities.

Minapharm promotes economic inclusion for people with disabilities through collaborating with different Stakeholder like recruitment agencies, NGOs, community organizations, and educational institutions such as the Faculty of Specific Education for the Deaf and Dumb at Ain Shams University to identify individuals with disabilities who need employment.

We regularly conduct awareness sessions for disability inclusion, Gender Equity, Women Empowerment for staff at partner organizations to create an inclusive work environment

Minapharm keens to support work-life balance and employee well-being by providing many programs and benefits including but not limited to, Transportation, Meals, Doctor On-Site, Health and Life Insurance, Team Building Activities, Social Gathering Events, Well-Being Programs, etc.

— **Community Engagement and Philanthropy**

As part of our CSR activities Minapharm is a keen advocate and sponsor of Hospice Egypt, the first non-profit organization in Egypt that provides free-of-charge comprehensive services to the terminally-ill patients, estimated at around 500,000 patients annually in Egypt, and their families.

Believing in the importance of hospice services to the terminally-ill patients during the most challenging time in their lives, and the urgent yet unmet need of these services in Egypt and other developing countries,

Minapharm's support to Hospice Egypt entails the cost of the wide range of hospice services, disbursed after receiving the board of directors' approval, include:

Medical Support: Minapharm contributes by allocating different specialty doctors like pain management doctors to manage symptoms and alleviate the pain and suffering of patients. Also provides the patients with medical supplies and medical equipment as per decided in their medical protocols.

Nursing Support: Minapharm participates in nursing support by providing a highly trained nursing team for efficient nursing care.

Psychological Support: Minapharm provides psychological support by offering specialized doctors and psychologists qualified to handle such special cases and their families upon needed.

Financial Support: Minapharm contributes by providing financial support to patients' families to cope with life challenges under their difficult living conditions and also covers hospital treatment costs.

Direct Volunteering: Minapharm encourages its employees to volunteer in caring for end-of-life patients and holds seminars to raise community awareness.

Digital Marketing Support: Minapharm provides comprehensive digital marketing services for Hospice Egypt on various digital platforms and the official website to raise awareness of Hospice services.

Support for Patients' Families After Death: Minapharm participates in providing free services to the patients' families even after their death, including job opportunities, educational support for children, microenterprise management to maintain a steady income for the family, and assistance with official documents and government papers, including obtaining social solidarity pensions.

— Education

We are committed to offer internship opportunities for Pharmacy and Biotechnology students currently enrolled in the third or fourth academic years from different universities during the summer vacation.

- It is a full-time, one-month internship at Minapharm & Migentra.
- Interns are given hands on experience in Production Lines and labs.
- The internship also embraces professional introductory session from Supply Chain, Business Development, Medical, Marketing, Human Resources and other departments of Minapharm Pharmaceuticals & MigenTra Egypt.
- The Internship is an exclusive program aimed at cultivating the next generation of innovators and leaders in the biotechnology and pharmaceutical sectors. This immersive experience is designed for top-tier students at their final years who are passionate about advancing healthcare through cutting-edge research and development.
- Program Highlights:
 - Duration: 1 month.
 - Mentorship: Collaborate with and learn from industry pioneers and seasoned professionals.

- Projects: Participate in groundbreaking projects addressing real-world challenges in biotechnology.
- Networking Opportunities: Connect with a professional network of peers, mentors, and industry experts.
- Hiring Opportunity: Potential for full-time employment upon successful completion.

Implementation and Communication

Through clear communication of our CSR initiatives, achievements, and ongoing projects, we aim to build trust, inspire collaboration, and demonstrate our contribution to a healthier and more sustainable future.

Our commitment to Corporate Social Responsibility (CSR) is prominently reflected across our website and social media platforms ensuring transparency and engagement with all stakeholders.

It is the responsibility of management to ensure that the code of conduct and standards are communicated, understood and acted upon. They are required to positively promote them by personal example and are not entitled to permit any exceptions to the required behavior.

All Employees should familiarize themselves with the code of conduct and must comply with it. Failure to act in compliance with the code will result in appropriate disciplinary action against both the employee committing the breach and others who condone it.

It is the responsibility of each employee to report promptly any violations of the code of conduct of which they become aware. The company assures individual employees who raise the issues that they will be protected from any adverse impact on their employment as a result

Monitoring and Reporting

The CSR Committee shall monitor and provide guidance on review and reporting mechanism on projects / programs in such manner, at such frequency as may be deemed necessary from time to time and as per the CSR Provisions.

Review

The CSR Company Policy should undergoes periodic reviews to ensure it remains relevant and effective. Updates or amendments will be implemented as needed to align with evolving best practices and the shifting landscapes of business and society.

Approval

This policy has been approved and endorsed by the Board of Directors. Any questions or concerns regarding this policy should be directed to the CSR Committee (Human resources and Corporate Marketing departments) each in its relevant scope for resolution.



Dr. Shaheer Bardissi

Co-CEO and Executive Board Member

Issue No.: 1

Issue Date: 07/2024