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## 1. Introduction

Unibest is built on a firm conviction to produce and provide high-value pharmaceutical solutions that help people globally live longer, healthier lives. Our vision extends into all aspects of our organization, guiding our ambition to be an ideal partner for global pharmaceutical companies. This commitment is characterized by our drive to supply quality pharmaceutical products and deliver continuous, sustainable solutions to challenges inherent to the drug life cycle.

Our commitment to ethical standards is paramount and deeply ingrained in Unibest's mission. We maintain not only to satisfy the requirements of the law, but also to fulfill the higher ethical responsibilities we owe to our customers, employees, and global community.

This Code of Ethics serves as a guide to the principles and values governing our business's conduct. It manifests our dedication to the 7 core values of United, Network, Innovation, Beyond, Efficiency, Satisfaction, and Technology, which all members of Unibest are expected to uphold and are further explained in the following section. It outlines our responsibilities and ethical standards required to ensure the success of our corporate mission, the satisfaction of our clients, and the welfare of our society.


Adherence to this document's principles is a requisite, and it serves as the foundation for our reputation, the relationships we forge, and the high-quality solutions we provide. Thus, we encourage all stakeholders to study and retain the essence of this Code of Ethics and entrust its principles into practice daily.

## 2. Core Values

We believe that the fabric of our success is woven from the values we uphold. The following are Unibest's core values that underpin our actions and guide us in fulfilling our mission, as well as the opposite practices that we should avoid:

### 2.1 United:

Resource Integration: Harmonize all resources—including customers, factories, and partners—to create win-win situations for stakeholders.

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Individualism: Prioritize the maximum benefit for individuals without the understanding of uniting with customers, factories, and partners for higher value creation.

## **2.2 Network:**

Information-based Approach: Value the creation of a chemical network transaction platform, emphasizing information technology infrastructure to enable online transactions of pharmaceutical and chemical products.

Traditional Approach: Remain immersed in outdated practices and overlook the potential of the internet and information-based platforms.

## **2.3 Innovation:**

Innovative Mindset: Embrace innovation to provide higher-quality products and services for our customers, manufacturing partners, and subsidiaries.

Complacency: Remain stagnant and satisfied with past achievements without pushing the boundaries of one's comfort zone.

## **2.4 Beyond:**

Surpass Expectations: Constantly learn, reflect, and improve by surpassing both personal and external benchmarks.

Passive Lagging: Dislike learning and self-improvement, which ultimately leaves one in a perpetual passive state.


## **2.5 Efficiency:**

High Effectiveness: Advocate leveraging platforms, data, and software to continuously upgrade and improve work efficiency.

Task Completion: Depend solely on human effort to complete tasks, resisting the assistance of modern tools and new approaches.

## **2.6 Satisfaction:**

Achieving Win-Win: Seek a win-win outcome for customers, factories, shareholders, and employees.

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Personal Satisfaction: Strive for personal satisfaction, with no regard for the impact on others.

## 2.7 Technology:

Technological Advancement: Recognize that the pharmaceutical industry thrives on advanced technology; Unibest's scope of work extends beyond traditional trade services to include customized pharmaceutical CDMO services.

Conservatism: Remain content with the status quo and lack the ability to break through existing technological barriers, failing to utilize the power of technology or leverage skilled talent.

By adhering to these core values, we can forge a strong foundation for upholding our Code of Ethics as we work to realize our vision of serving as a trusted partner in the global pharmaceutical industry.


## 3. Ethical Standards

At Unibest, we are committed to upholding the highest level of ethical standards. This includes compliance with all applicable laws, regulations, and internal policies. We expect all employees and partners to undertake their responsibilities with integrity and honesty while maintaining the confidentiality and privacy of all stakeholders.

Moreover, we value data integrity and rigorous quality control to ensure the information we provide and use in our operations is reliable and accurate, a commitment that likewise extends to our pharmaceutical development, manufacturing, trade, investment and other relevant operations.

## 4. Responsibility towards Customers

Unibest is dedicated to its responsibility towards customers. This responsibility manifests in guaranteeing the quality of the services and products we deliver, carrying out business in a transparent manner, and engaging in ethical marketing practices. We strive for open and candid communications with our customers, partners, and stakeholders.

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## **5. Business Conduct**

We believe in the fair conduct of business. We respect the intellectual property rights of others and strive to avoid any conflicts of interest. Our dealings with customers, distributors, suppliers, competitors, and other third parties are characterized by fairness and integrity, without compromising the integrity of any presigned non-disclosure agreements and laws and regulations.

## **6. Relation with Employees**

In cultivating a respectful workplace, we recognize the contributions of our employees as a key driver of our success. Placing a strong emphasis on diversity and inclusion, we foster an environment where everyone feels valued, respected, and engaged. Additionally, we are committed to ensuring the highest standards of workplace safety and health, focusing on creating a conducive working environment.


## **7. Social Responsibility**

Unibest seeks to make a positive impact in the communities in which it operates. We are committed to sustainable practices that respect the environment and contribute towards health and science.

## **8. Compliance and Reporting**

At Unibest, we take violations of this code seriously. We encourage our employees, clients, and partners to raise concerns about any behavior they believe may be unethical, illegal, or in violation of this code. All reports will be handled promptly and discreetly.

### **8.1 Confidential Reporting**

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### 8.1.1 Complaint Mailbox:

You may choose to report your concerns by sending an anonymous letter. Mail it to "Human Resources and Administrative Office, Room 1102, Building 1, Yincheng International, Yinzhou District, Ningbo City, Zhejiang Province".

## 8.2 Non-confidential Reporting

### 8.2.1 Direct Communication with Superior:

Employees can directly report suspicious behaviors to their leadership. This method offers the most direct communication channel and can quickly resolve problems.

### 8.2.2 Contact the Comprehensive Administrative Department:


You can report your concerns to the Comprehensive Administrative Department. You may contact them through email ([hr@unibestcn.com](mailto:hr@unibestcn.com)), the landline (+86 (0)574 2785 5771), or schedule face-to-face meetings.

Regardless of your choice in reporting, confidential or non-confidential, please rest assured that we will make every effort to protect your privacy and ensure that you are not subjected to any retaliation. We will handle all reports solemnly and take necessary rectification actions.

By providing multiple reporting avenues, we hope to create an open and transparent environment that encourages our employees and stakeholders to be brave in reporting potential unethical, illegal, or improper behaviors. We know full well that only by doing so can we maintain a high ethical standard and fulfill our company's vision and mission.

## 9. Review and Updates

Our Code of Ethics will be periodically reviewed to ensure it remains relevant to the needs of our stakeholders and reflects evolving legal, ethical, and business standards.

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## 10. Acknowledgments

Finally, all employees and stakeholders will be invited to acknowledge this Code of Ethics, demonstrating a shared commitment to integrity and ethical conduct that ultimately enhances our ability to achieve our core mission: "To be the best partner of global pharmaceutical companies by providing services of development solutions and manufacturing for pharmaceutical products."

We believe that this Code of Ethics provides a solid foundation for our mission and sets the path forward for how we intend to achieve it.

## 11. Edit History

Document Number	Reason for Change	Modified Content	Effective Date
unibest-001-2024	New Draft	-	2024.01.25