

WuXi AppTec Co., Ltd.

Employee Development Policy

Our Position

WuXi AppTec Co., Ltd. ("the Company" or "we") believes that our employees are one of the Company's most valuable assets, whose knowledge and insights we rely on to meet the needs of our customers. We are committed to fostering a healthy work environment that offers career development opportunities for all employees (both full-time and part-time).

Role and Responsibility

Our Human Resources Department, Business Units, and training-related departments will work together to help foster employee development. Employees are encouraged to focus on growth by creating development plans, engaging in career discussions with managers, and taking action to build their skills and broaden their experiences.

Our Development Programs

Investment in the development of employees' knowledge and skills is critical for the Company's success and helps to attract and retain employees. We aim to provide the tools and resources needed to support employee training and development needs, ensuring that employees are motivated by the prospect of new challenges and career development opportunities. Our extensive development programs are intended to enrich our talent pool and promote our formal talent pipeline.

Job-specific Training Programs: We have developed on-the-job training with structured learning opportunities and robust courses which are collaborated with external education institutes and mentor programs by position and needs.

Leadership Development Programs: We believe that leadership programs help identify employees with high potential, including knowledge of our work and customers, and the ability to support and mentor their peers and direct reports. We offer various leadership programs for employees at all levels of the Company. These programs provide support as employees develop the requisite leadership skills and offer opportunities for them to demonstrate leadership and growth in the workplace.

Succession Program: We adhere to the concept of 'leaders who lead leaders'. To support employee retention and reduce the impacts of employee turnover within particular positions for all employees, we identify qualified successors for each management post according to the development strategy and the role and responsibilities of a given position. Continuous and systematic training are then conducted to narrow the gap between successor capabilities and position requirements.

Educational Assistance Program: We support our employees in obtaining degrees and certifications from academic and technical institutions. The Company encourages employees to

pursue external learning opportunities through tuition assistance, educational leave, and our learning resource sharing platform.

Performance Appraisals and Feedback: The Company seeks to conduct formal conversations regarding employees' performance goals twice a year, and performance evaluations serve as a mechanism to aid employee growth. Employees can seek informal feedback and support from their leaders and/or peers to identify and address their gaps to meet career goals throughout the year.

Reporting and Grievances: There are several channels for our employees to raise grievances at any time, including:

- a) Speak with management-level personnel or the Human Resources Department
- b) Submit concerns via email to the Internal Audit Department
- c) File an anonymous report through our global 24/7 toll-free hotline system

The Company seeks to timely respond, and all alleged violations are taken seriously and investigated thoroughly. Feedback may be provided, as appropriate, to the reporting individual in a timely manner. If the reported violation is substantiated, appropriate corrective action may be taken, as necessary or appropriate. Retaliation for reporting grievances will not be tolerated and the Company provides opportunities to report any retaliation

Benefits & Support

The Company believes that work-life balance and fair compensation is integral to the healthy development of employees. We aim to support the well-being of our employees, including ensuring that all employees are continuously engaged, challenged and fulfilled in their work. We provide competitive compensation and comprehensive benefits that support the career advancement, financial security, and holistic well-being for all employees.

Our Governance

The Environmental, Social and Governance Committee has reviewed this policy to ensure its adherence to our employee management strategy. Our Board of Directors regularly reviews the Company's policy, with the oversight and support of the Company management.

This policy is to be regularly reviewed and updated as necessary. The first published version for stakeholders was available in October 2022.