

Notice of the 36th Annual General Meeting

Notice is hereby given that the 36th ANNUAL GENERAL MEETING (AGM) of the Shareholders of Orion Infusion Limited will be held on Sunday, December 15, 2019 at 10.15 a.m. at Officers Club, 26, Baily Road, Ramna, Dhaka-1000, Bangladesh, to transact the following businesses:-

AGENDA

1. To receive, consider and adopt the Audited Financial Statements of the Company for the financial year ended June 30, 2019 together with the Auditors' Report and Directors' Reports thereon.
2. To declare dividend for the financial year ended June 30, 2019.
3. To elect/re-elect Directors who will retire by rotation as per the relevant provisions of Articles of Association.
4. To consider the re- appointment of the Managing Director of the Company.
5. To appoint External Auditors and to fix their remuneration for the financial year 2019-2020.
6. To appoint Corporate Governance Compliance Auditor and to fix their remuneration for the financial year 2019-2020.
7. To transact any other business with the permission of the Chair.

Date: November 14, 2019
Dhaka

By Order of the Board

Sd/-
Md. Ferdous Jaman
Company Secretary

Note:

1. "Record Date" shall be November 17, 2019 (Sunday).
Shareholders whose names appeared in the Depository/Members Register on the Record Date will be eligible to attend the meeting and will qualify for Dividend.
2. A member entitled to attend and vote at the Annual General Meeting may appoint a proxy to attend and vote on his/her behalf. The proxy form, duly stamped (BDT. 20.00), must be deposited at the Company's Corporate Office not later than 48 hours before the time fixed for the meeting and in default, Form of Proxy will not be treated as valid.
3. Annual Report, Attendance Slip and Proxy Form along with the notice are being sent to all the members through post/courier service. The members may collect the Annual Report or the Proxy Form from the registered office of the Company. Admission into the venue of the AGM will be allowed on the production of the Attendance Slip/Proxy Form sent with the Annual Report.
4. Members are requested to notify change of address if any, to the Company.
5. The Annual Report for the year 2018-2019 will be available in Company's Website : www.orioninfusion.com

Attention : As per BSEC Guidelines, the Shareholders shall not be entertained with any gift/food item in the ensuing AGM

Our Business Strategy

Orion Infusion Limited formulates strategies and implements them to achieve the organization's objectives in the best possible way, by prioritizing objectives and deploying resources in the most efficient manner.

Product Quality

One of Orion Infusion Limited's key strategies is to focus upon the production of LVP & other life saving IV fluids. The overall organization is guided by the principal of providing the best to the customers. Quality is one way to help consumers to appreciate and believe in what we have to offer. The company believes that quality has to be given the most prominence because it refers to the ability of a product or service to consistently meet or exceed customer requirements or expectations. Our goals of quality control are largely driven by consumer concerns and preferences and we focus on total production systems for achieving quality at minimum cost.

Marketing & Promotion

Orion Infusion Limited provides quality products to uphold brand image. At OIL we evaluate and understand our business strengths, weaknesses, opportunities and threats to make informed decisions. We believe that good marketing keeps drawing our customers' attention to our products and services. Orion Infusion Limited plays by its competitive advantage of cutting edge technology to beat the competitors.

Employee Motivation & Retention

Orion Infusion Limited puts emphasis on future direction of the organization by always motivating the employees, as it believes that people provide the framework for the future growth and development. We believe that focusing on developing a positive relationship with employees also brings success to the overall organization. At OIL we have successfully established a series of values as the basis for culture such as honesty, excellence, attitude, respect, and teamwork to instill a positive culture in order to motivate the employees.

Stakeholder Relationship

All the courses of action of Orion Infusion Limited are undertaken keeping the relevant stakeholders in mind. Every business takes a different approach to stakeholders. The roles of stakeholders differ between businesses, dependent on the rules and responsibilities laid out at the founding of your company or as your business evolved over the years. We believe that influence and perception of a stakeholder can affect the success or failure of an initiative. The Company strives to work in a way that ensures that the wealth of the shareholders is maximized along with complying with other relevant rules. Orion Infusion Limited supports the unprivileged and disaster affected mass population in the country.

Environment Protection

Orion Infusion Limited adopts environment friendly product plans and all other courses of actions are taken in a way so as to implement those plans. OIL realizes that the environment of our planet is degrading at an alarming rate because of non-sustainable urbanization, industrialization and agriculture. We at OIL educate ourselves to educate others and create awareness among all. Staff practices are undertaken in a way so as to reduce waste and consumption in the first place.

Financial Priority

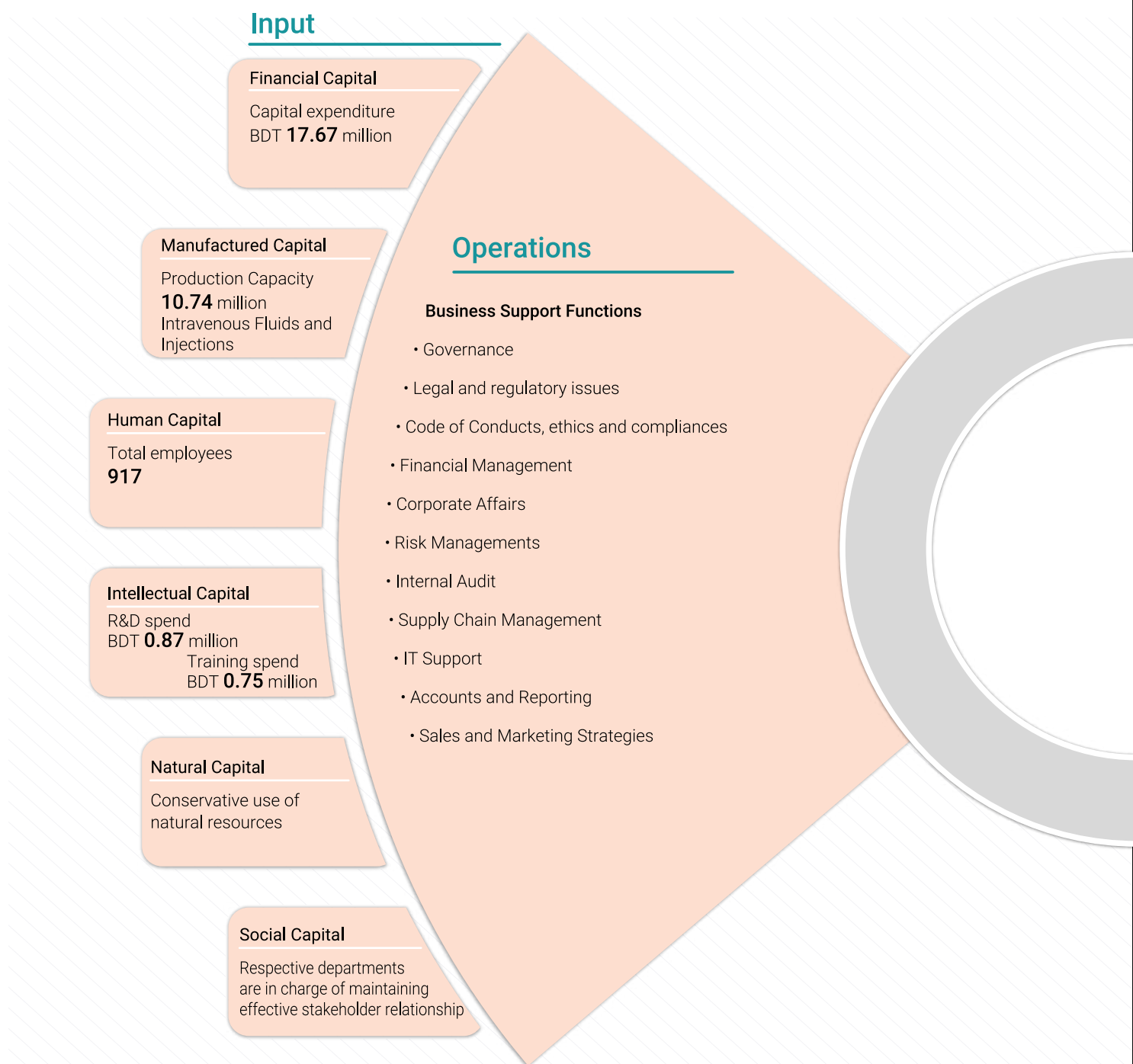
We at OIL take a prudent approach to capital allocation to ensure long-term growth. We also manage our cash flow and achieve our short term goals taking into account both the historical analysis and future targets. We review our working capital requirements periodically. The company utilizes a combination of strategies which helps us to create more growth, opportunities and overall potential.

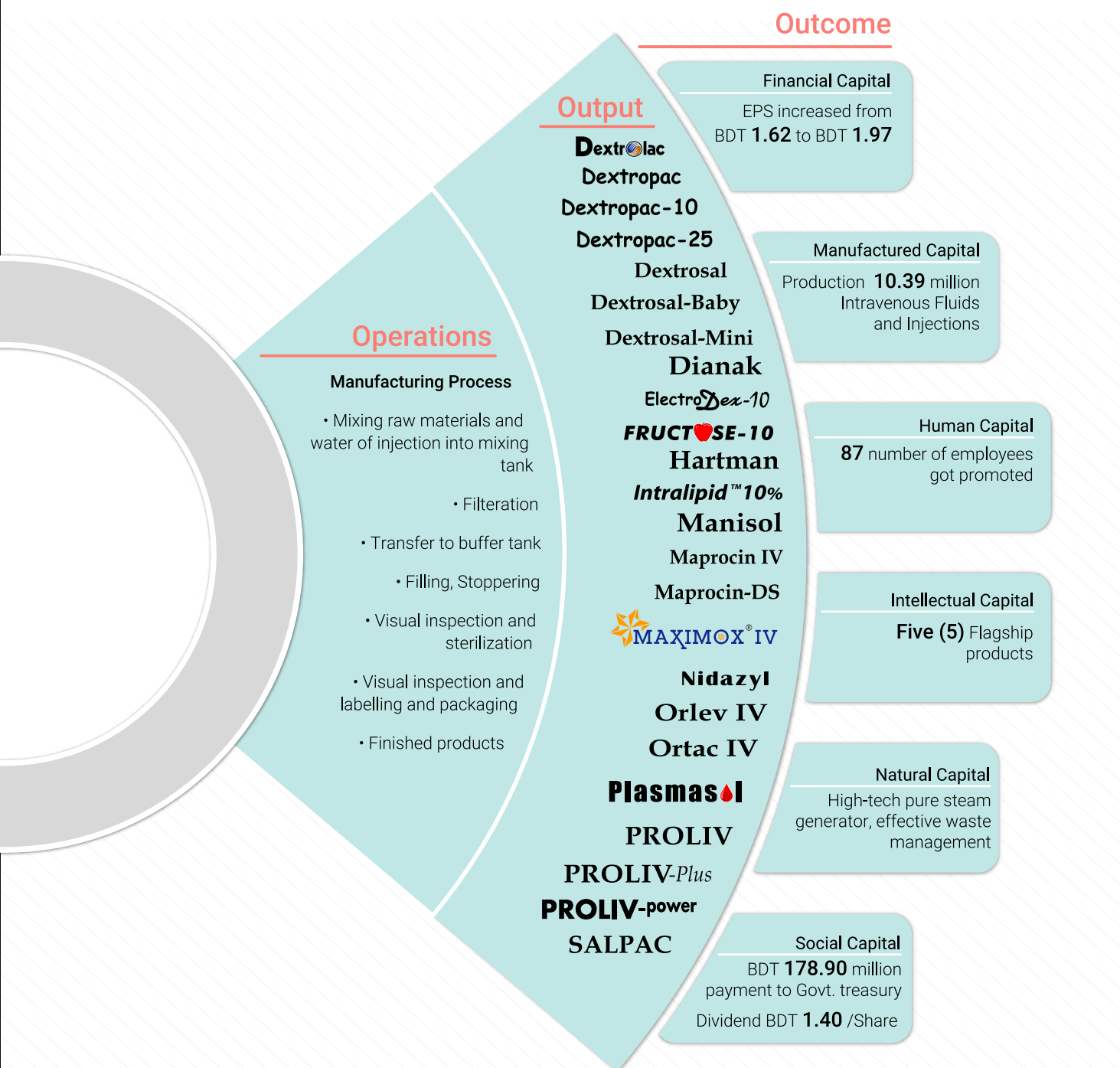
Operation Model

OIL uses the best technology that helps to maintain the quality of the medicines and enables the management to attain the most effective and efficient production process. We work to have the most output at the lowest cost possible. Our team also carries out reviews of operation process in a continuous basis, to find out bottlenecks, upgrade where necessary and remove unnecessary processes to save both time and cost.

Our Business Model

Our business model is aimed at creation of values for our stakeholders. It defines how we are operating our business (operations) using different kinds of capital (inflow) and what are the outcomes (output/value creation) we achieve and offer to all of our stakeholders.





Value Chain Model

Orion Infusion Limited is creating value by procuring raw materials and using them to manufacture pharmaceutical finished products. The more value it will create, the more profitable it will likely to be. Providing more value to our stakeholders helps us to build competitive advantage. The company is using Porter's Value Chain Analysis in order to understand how the company is creating value, and looking for ways to add more value.

Support Activities

Firm Infrastructure	<ul style="list-style-type: none"> The design of the building and factory is good and reflects modern concept 	<ul style="list-style-type: none"> Prevalence of good governance 	<ul style="list-style-type: none"> Practice of strong code of business conduct
Human Resource Management	<ul style="list-style-type: none"> Strong HR team to recruit, train and motivate employees 	<ul style="list-style-type: none"> Excellent corporate culture for team work and leadership development 	<ul style="list-style-type: none"> Competitive remuneration and compensation benefits
Technology Development	<ul style="list-style-type: none"> Highly competitive IT department who supports both IT infrastructure and software 	<ul style="list-style-type: none"> Automated Central Distribution Centre, distribution channels and depots 	<ul style="list-style-type: none"> Real time access to sales records from all depots
Procurement	<ul style="list-style-type: none"> Direct contact with suppliers 	<ul style="list-style-type: none"> Good cross border relationship 	<ul style="list-style-type: none"> IT based procurement planning and inventory management system

Primary Activities

Inbound Logistics <ul style="list-style-type: none"> Good relationship with suppliers Sourcing supplies of high quality materials Efficient storage facilities- easy storage and retrieval Inventories are dealt with swiftness and efficiently Hired and owned vehicle fleet Supply schedules are matched with production 	Operation <ul style="list-style-type: none"> Automated manufacturing processes Comply with compliance in every aspect of the production Quality control and inspection Order fulfillment on time Real time inventory and sales tracking system 	Outbound Logistics <ul style="list-style-type: none"> On time delivery through 69 customized vehicles Inventory management Efficient dispatch and delivery system Emergency resupply Emergency shipment 10 Regional Sales Offices and 19 depots all over the country 1 Central Distribution Cell
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Value for Society

- Increased opportunity for serving society and accelerating economic growth
- Creating employment opportunities for local community
- Increased income results in improved yields

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|--|---|--|
| • Structured departments and hierarchical system | • Improved internal communication through the intranet | • Better accounting and financial management practices |
| • Ensuring employees' health and safety issues | • Offering healthy working environment | • Nonexistence of gender discrimination |
| • Strong IT department is continuously developing many customized software | • Efficient R&D departments continuously engaged with developing new products or upgrading existing one | |
| • Practice of strong code of business conduct | • Structured departments | |

Sales and Marketing

- Efficient field force of 416 number of employees
- Regular training of the sales team through sales training department
- Customer management
- Entering new and emerging markets
- Sales analysis
- Market research
- Branding and promotion of products

Service

- Product complaint form
- Customer survey and seeking feedback
- Structured approach to understand the requirements of individual customers
- Fast response to customer requirement
- Expired product management

- Less consumption of natural resources
- Serving the society by providing high quality medicines that consumer needs
- Participating in the national development process by contributing to national exchequer

Profit Margin

Stakeholder Engagement Strategy

Stakeholder analysis is critical for our success and we are aware that our actions and how we run our business affect more and more people with the expansion of business. The positive response from these people helps us to grow our business. On the contrary, their negative feedback can block our way to expand and grow bigger.

Hence, we have carefully identified and prioritized our key stakeholders, their interest and concern through conducting impact analysis and developed best engagement mechanism as the way to respond to those identified interests and concerns. We believe that effective stakeholder management also means communicating with our stakeholders and understanding their needs by establishing a sound relationship and make them feel trusted.

Why they are important	What matters to them	How we engage with them
Patients		
<ul style="list-style-type: none"> • Ultimate users • Eventual market • Final revenue source • Main source of sustainability of the business 	<ul style="list-style-type: none"> • Product quality • Product information • Availability of medicines • Diversified products as per needs • After sales service 	<ul style="list-style-type: none"> • Launching new products • Website • Product complaint form
Employees		
<ul style="list-style-type: none"> • Competent employees to attain objectives • Our image holder and contributor to profit 	<ul style="list-style-type: none"> • Job security • Transparent recruitment process • Periodic salary review in view of adjusting the cost of living • Healthy working environment • Training & development • Career growth 	<ul style="list-style-type: none"> • Adjusted salary package • Offering other benefits & facilities • Training opportunities • Monthly performance reviews and appraisal • Monthly coordination meeting • Employee engagement
Shareholders and Investors		
<ul style="list-style-type: none"> • Invest for the betterment and growth of the company • Accountable to them as they seek return on their investment 	<ul style="list-style-type: none"> • Return on investment • Sustainability and going concern issues • Effective corporate governance • Strategic objectives • Social and environmental contribution 	<ul style="list-style-type: none"> • Annual General Meeting • Annual Report • Regular repayment of debt and declaration of dividend • Financial statements quarterly, half yearly and yearly • Declaration of PSI • Website • Regular communication

Why they are important	What matters to them	How we engage with them
Government and Regulators		
<ul style="list-style-type: none"> • Control and develop policy • Provide license and certificates • Control export and import 	<ul style="list-style-type: none"> • Legislative compliance • Corporate governance • Environmental and social credentials • Timely reporting and VAT, tax payment • Pricing • Product quality 	<ul style="list-style-type: none"> • Discussion, seminar and dialogue • Contribution to national exchequer • Conform to relevant laws and regulations and reporting to Government and regulatory bodies • Regular communication • Factory visit
Suppliers		
<ul style="list-style-type: none"> • Supply production materials and operational facilities • On time delivery • Quality of supplied products • After sales service facility 	<ul style="list-style-type: none"> • Fair and smooth transaction • Sustainable growth of the company • Fair payment 	<ul style="list-style-type: none"> • Regular interaction • Supplier visit and audit • Timely payment to vendors
Society		
<ul style="list-style-type: none"> • Sustainable business operation • Social and environmental contribution 	<ul style="list-style-type: none"> • Ethical stance • Social value creation • Creation of employment opportunity • Environmental preservation • Health and safety measures 	<ul style="list-style-type: none"> • CSR initiatives • Website • Social media
Doctors and Pharmacies		
<ul style="list-style-type: none"> • Influence prescription of our medicines • Directly impact our business • Information provider 	<ul style="list-style-type: none"> • Certification • Product quality • Availability of medicines • Diversified product portfolio • After sales service 	<ul style="list-style-type: none"> • Seminars, meetings and workshops • Regular ongoing visit by field force
Competitors		
<ul style="list-style-type: none"> • Influence strategic decisions and planning • Directly impact the ability to succeed 	<ul style="list-style-type: none"> • Financial performance • Business trends • Value creation for long run • Competitive advantage 	<ul style="list-style-type: none"> • Social media • Website • Annual Report



Manufacturing Excellence

With the most advanced technologies, machineries and equipment procedure from Europe, Australia and America, Orion Infusion Limited (OIL) has established the state of art manufacturing plant. To ensure sterile manufacturing environment, the design and construction of OIL plant was adopting the latest concept of cross-contamination, air-circulation and air handling, clean room, HVAC, process flow, absolute filtration, hygiene and safety.

The IV fluids are manufactured under controlled environment leaving no chances for infiltration microbial or entry of pyrogen or other contaminants into the products that ensures products of maximum quality.

OIL is now manufacturing IV fluids by installing high-tech pure steam generator from Europe to produce pure steam during autoclave instead of black steam fulfilling the cGMP requirements. Sophisticated machineries have been installed by OIL which is fully automated and computer controlled.

Quality Policy

Orion Infusion Limited is dedicated to serving its valued customers with products of excellent quality, through continuous improvement in process & technology, complying with the guidelines of Good Manufacturing Practices (GMP).

A GMP is a system for ensuring that products are consistently produced and controlled according to quality standards. Orion Infusion Limited is committed to fulfill the requirement of GMP to produce high quality of Product. To ensure the implementation of GMP, OIL conducts Internal Audit program (Self Inspection) & take necessary corrective action for any deviations.

Training Program

Pharmaceutical companies require continuous training for personnel development. The Quality Assurance Department prepare a Training Plan to ensure that all the employees of the factory receive the training on:

- Safety, health and environment aspects.
- Basic and current good manufacturing practices.
- Based on the job description, they receive the training on.
- Process and the operations carried out in the department.
- Any other areas of operation as identified by the department manager.

Training is conducted by qualified expert staff. The trainers are the experts in the areas of safety, occupational health, quality assurance, engineering, commercial, information technology and other relevant areas.



Environment, health and safety

Throughout the life-cycles of Orion Infusion products, we promote ethical management of environment, health and safety. The company develops, implements and supports key programs in occupational hygiene, process safety and environmental controls to ensure adequate protection of people, property and the environment.

We develop and communicate environment, health and safety information for Orion Infusion Limited materials and products. The information serves as the foundation to protect the

environment and the health and safety, of everyone involved in developing, manufacturing, distributing, dispensing or disposing of our products safety and environmental controls to ensure adequate protection of people, property and environment.

The company places utmost importance to eco-friendly technologies for the greater interest of the society. OIL has installed modern facilities in its manufacturing plant for the treatment of the effluents formed out of the manufacturing processes to maintain a pollution free and friendly working environment.

OIL is always focused on its endeavors to minimize any negative impacts that it might have on the environment through its operation. Keeping our environment safe and pollution free remains OIL's utmost priority.

Implementation of 5S in Factory

The Japanese system 5S stands on 5 pillars like Seiri, Seiton, Seiso, Seiketsu, Shitsuke. The system has been introduced in Orion Infusion Ltd. factory in 2012. Impacts of 5S implementations are:

- To increase productivity
- To improve quality of products
- To decrease expenditure
- To improve safety of factory personnel
- To increase discipline within factory
- For better relationship among employees etc.

Fire Safety

Orion Infusion Ltd has appropriate number of Fire Extinguishers in different position into the factory. Fire fighting team is formed among the employees & trained yearly by Bangladesh Fire Service & Civil defense.

Pest Control

Pest control is one of the important programs that is done by a third party professional pest control people in order to avoid insects in the site. Rodent trap is installed at all the warehouse and Insect Electrocuters are being used on the entrance points of each production building. Appropriate written procedure is maintained with regular interval.

Our Distribution Network

With regard to our distribution channel, we have our own distribution centers including a large number of vehicles and sales depots to ensure coverage of the whole country. 780 people are continuously dedicated to ensure the on-time delivery under the direct supervision of the Central Distribution Cell (CDC). From the CDC the products are sent to the 19 depots from where the 69 customized vehicles help them to reach the end customers.

The distribution channel strengthens our network to meet the need of the community. The width of the distribution network of OIL is very extensive and its channel of distribution takes place through the following consecutive chain.

Primary Distribution

From the finished inventory store, the products are taken to the Central Distribution Cell (CDC) in Dhaka for extensive distribution across the country.

Secondary Distribution

In accordance with the requirements, CDC distributes our products to the 'Regional Distribution Center' (RDC), also known as Depots. The Depots of the company are as follows:

• Paltan	• Faridpur
• Kalyanpur	• Khulna
• Chattogram	• Barishal
• Bogura	• Dinajpur
• Sylhet	• Moulvibazar
• Rangpur	• Kushtia
• Rajshahi	• Narayanganj
• Mymensingh	• Tangail
• Cumilla	• Cox's Bazar
• Chawmohoni	

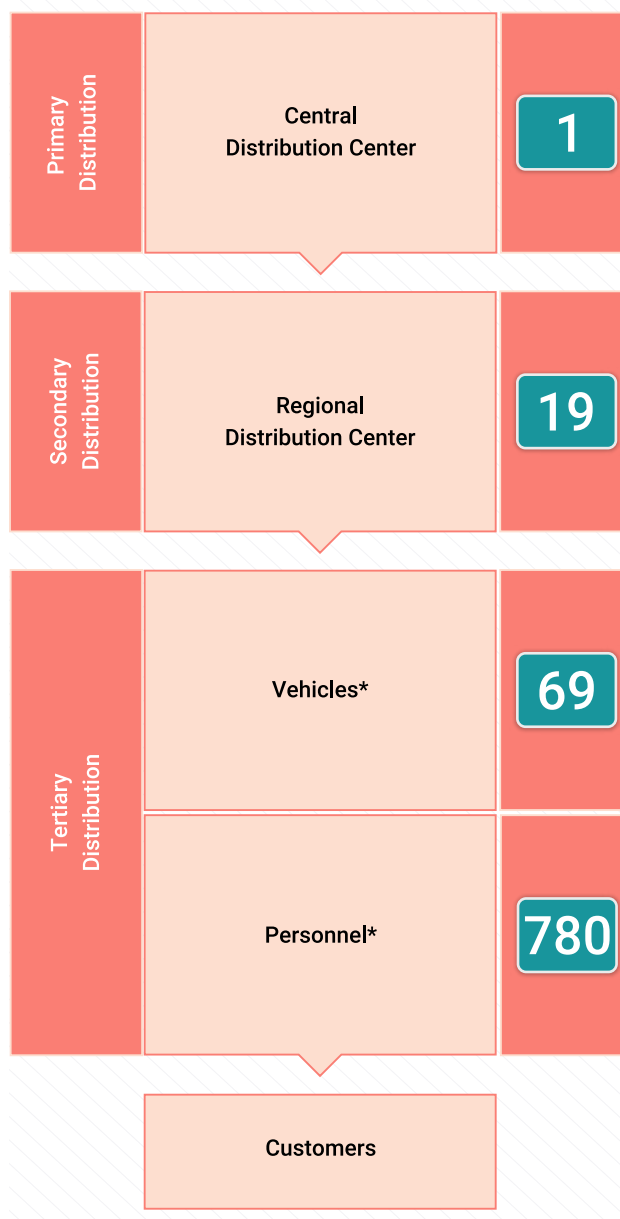
Tertiary Distribution

Regional Distribution Center (RDC) distributes the products to the respective urban and other remote markets by the company-owned vehicles.

Our International Network

With a view to providing healthcare facility globally, Orion Infusion Limited (OIL) has decided to step forward in the overseas pharmaceutical market. Currently we have overseas marketing network in Myanmar, Somalia and Afghanistan. We started exporting in Myanmar since 2017, in Somalia and Afghanistan since 2016.

Managing our Distribution



* Given that Orion Pharma Limited and Orion Infusion Limited are two pharmaceutical companies of Orion Group, the distribution network of both these two companies are commonly used by each company as and when required. Therefore, we have mentioned the number of vehicles and number of personnel in consideration of this fact.

Our Product Index

Therapeutic Class	Trade Name	Generic with Strength	Presentation
Fluid & Nutrient	Dextropac	5% Dextrose	500 ml & 1000 ml in PVC Bag
	Dextropac-10	10% Dextrose	500 ml & 1000 ml in PVC Bag
	Dextropac-25	25% Dextrose	100 ml & 250 ml in PVC Bag
	Fructose-10	10% Fructose	500 ml & 1000 ml in PVC Bag
Fluid & Electrolyte	Dianak	Diarrhoea/Cholera treatment saline	500 ml & 1000 ml in PVC Bag
	Salpac	0.9% Sodium Chloride	100 ml, 500 ml, 1000 ml and 2000 ml in PVC Bag
	Salpac	0.9% Sodium Chloride	100 ml Glass Bottle
	Hartman	Hartmann's solution	500 ml & 1000 ml in PVC Bag
Fat Emulsion for IV Use	Intralipid TM 10%	Intravenous fat emulsion 10%	500 ml in Glass Bottle
Fluid, Nutrient & Electrolyte	Dextrosal	5% Dextrose + 0.9% NaCl	500 ml & 1000 ml in PVC Bag
	Dextrosal-Mini	5% Dextrose + 0.45% NaCl	500 ml in PVC Bag
	Dextrosal-Baby	5% Dextrose + 0.225% NaCl	500 ml in PVC Bag
	Dextrolac	Lactated Ronger's Solution + 5% Dextrose	500 ml & 1000 ml in PVC Bag
	Electrodex-10	10% Dextrose + 0.225% Sodium Chloride Solution	500 ml & 1000 ml in PVC Bag
Plasma Substitute	Plasmasol	6% Hydroxyethyl Starch in Isotonic Sodium Chloride Solution	500 ml in Glass Bottle
Antimicrobial	Nidazyl IV	Metronidazole 500 mg/100 ml	100 ml in PVC Bag
	Maprocin IV	Ciprofloxacin 200 mg/ 100 ml	100 ml in PVC Bag
	Maprocin-DS IV	Ciprofloxacin 400 mg/ 100 ml	100 ml in PVC Bag
	Orlev IV	Levofloxacin 500 mg/ 100 ml	100 ml in PVC Bag
	Maximox IV	Moxifloxacin 400 mg/250 ml	250 ml in Glass Bottle
Antiulcerant	Ortac IV	Ranitidine USP 50 mg / 100 ml	100 ml in PVC Bag
Osmotic Diuretic	Manisol	20% Mannitol	500 ml in PVC Bag
Amino Acid Solution	Proliv	5% Composite Amino Acid Solution with D-Sorbitol	500 ml and 100 ml in Glass Bottle
	Proliv-Plus	7% Amino Acid Solution with 10% Glucose & Electrolytes	500 ml in Glass Bottle
	Proliv-Power	8.14% Essential Amino Acid with 5% D-Sorbitol & Electrolytes IV Infusion	500 ml in Glass Bottle

Our Human Resource

Human capital has always been an asset for OIL. Employees are known as the lifeline of the company as the company cannot run without its employees. Every employee contributes in the company in one or other way in increasing productivity and achieving success. The company needs to ensure that the employees are motivated so that they can feel attached towards the organization. It is imperative to the company for upgrading skills of the human resource and extracting the best from them so that the ultimate goal of the company can be achieved. Sources of motivation to nurture the human resources are:

- Employee knowledge, expertise, skills and integrity
- Training and skills development program
- Employee engagement
- Employee relations
- Talent management
- Succession planning

OIL strives to build an organization which reflects the diverse talents of a wide range of employees with different characteristics and also to establish equal employee opportunity for its valued employees. OIL has an equal and diverse workplace free from gender, age or race discrimination, hostility, and any kind of harassment with respect to religion, sexual orientation, or minority. The attraction, retention and development of employees remains equal for all qualified persons regardless of their religion, race or gender. Nepotism and lobbying both are strictly prohibited in case of choosing or promoting employees. The promotion is also based on the performance of the employee. Therefore, career development is equally open for all employees and OIL values and rewards the positive contribution of the employees' regardless of the gender, position or designation.

Building Better Employment Process

Good human resources are one of the key indicators to success and hence the company assures maintaining the standard in hiring whatever the position is. Fair employment practices play a pivotal role and is the key to build a better future through strengthening our ability to identify and attract the right person with the right educational requirement, experience, skills and cultural fit.

A thorough routine process is performed in the selection and interview stages to make sure that the prospective candidates are as close a match as possible to the job requirements and are aligned with the company's mission, vision and values. Our employment policy is set to assure a clear and comprehensive procedure in the steps involved in employment that ensure transparent and improved internal controls.

Training and Leadership Development

Employee training and leadership development are broad terms that encompass a wide range of industries, skill sets and training. For OIL the overarching goal for employee training and development is to boost performance, knowledge and leadership skills. In addition, OIL tries to adopt strategic, organized, systematic approach to training that aligns individual growth with business goals of the company. Introducing to the employees the training and development program helps the company to cultivate, retain and attract top talent, reducing turnover and hiring costs, also allowing the team members to feel that our company is investing in their careers which enhances possibilities for employees to remain committed to our company.

All the departmental and / or divisional heads are responsible to identify each employee's skill development needs through Training Need Assessment (TNA) and for the implementation of effective training program to address those needs with the support of human resources department. Our human resources development strategies evolve with the plans and progresses for individual employee development focusing on the sustainable growth as a whole for the organization.

Training and development schemes across the organization have included internal training programs, management and leadership development programs and job specific training programs. Technical and managerial skills have been identified as critical and these areas have continued to receive focus in this year. In total 86 employees were exposed to various trainings during the reporting financial year.

Employee Remuneration

OIL makes the appropriate compensation to the employees for the service they provide to the company. As we emphasize on sustainability, the remuneration system focuses on attracting and retaining them. The remuneration system is designed and reviewed time to time so that it stands as a motivating factor for them.

The employees receive guaranteed pay or the fixed pay, which is the main part of the remuneration. The amount includes regular benefits, long term benefits and periodical or timed benefits. Regular benefit is the employee's salary. Long term benefits are provident fund, gratuity, WPPF and life insurance benefit. Periodical Benefits include festival bonus, performance bonus and leave encashment. Other than this they receive the variable pay, which depends on the circumstances including the job nature and performance of employees. It includes increment, night stay allowance, mobile allowance etc. We also provide lunch facilities, tea and snacks to all the employees every day.



Awarded certificate
for the training on
self-leadership,
managerial skills
and communication
excellence



Monthly
co-ordination
meeting



Training on business
communication
skills conducted by
British Council



Employee Motivation & Other Benefits

OIL understands the link between employee motivation and performance. We know that a company can achieve its full potential only by making use of all the financial, physical, and human resources that it has. Motivation can facilitate an employee reaching his/her personal goals, and can facilitate the self-development of an individual. Employee motivation and engagement are what make employees want to perform their best. Without being motivated, employees fail to see how their contributions matter to company priorities. At OIL employees are always motivated through various intrinsic and extrinsic rewards which make them feel as a part of the team. The competitive compensation & benefits package have a positive impact on the overall well-being of the employees. One of the major ways employees are motivated at Orion Infusion is by arranging a picnic annually. The picnic includes sports (Football, Cricket, and Volleyball) & cultural program (Recitation, Song, Raffle draw etc.) for refreshing of mind. Some other benefits that OIL offers to employees are as follows:

- 1) Subsidized lunch facility
- 2) Subsidized transportation facility
- 3) Collaborative workplace
- 4) Opportunity to perform Hajj and Umrah
- 5) "Donation on death" benefit
- 6) Medicine at discounted price

Employees' Occupational Health and Safety

We recognize the importance of a safe and healthy working environment and we are committed to the safety and security of our employees. The prevention of work-related injuries including permanent disabling, occupational diseases, health and safety incident risks, improving productivity by reducing absenteeism etc. are the key focus areas, particularly at the manufacturing plant. As we are operating in pharmaceutical industry where quality and compliance is must, control measures are in place throughout the chain to assure safe and compliant handling of all materials and products. Issue based risk assessment are conducted so that we can confirm the consideration and mitigation of all existing and emerging health and safety related risk. Orion Infusion limited takes prime consideration about the health & hygiene of the employees. A certified doctor is appointed for regular health check of all the employees. Regular health check programs are done for the employees working in factory. Health examinations include:

- Before and during employment
- Periodic eye examinations for those who do visual inspections

Employee Wellness

OIL believes that taking care of the wellness of staff can increase the productivity. Health and safety is such a thing that has direct link with the growth, reputation and productivity. We are always careful that all the health and safety criteria are

fulfilled and staffs are provided with enough safety, physical and mental wellness.

Employee Rights

OIL fully complies with its legal responsibility to make sure that everyone who works for them is treated fairly and with respect. We continuously pursue for the wellness of our employees to make relationship smooth and flexible. OIL strongly opposes child labor and obeys the National Child Labor Elimination Policy. All our employees work willingly and regular surveys are made on job satisfaction.

In line with our ethical HR practices, our human resource department always works with the responsibility of adding value to our success and without ethical HR practice the success is not achievable in true sense. The basic human and civil rights are strictly followed in OIL so that no employee deprives of his/her rights. We provide them with proper healthy work place, foods, working hour as per law and prayer time. HR strictly follows the privacy code for the employees. As employees provide their personal information when they are recruited, we keep them private, confidential and safe. Their other information like salary and appraisal related information is also kept confidential and secured.

Our human resource practice is carried out with due respect, fairness and honesty. OIL respects its employees' belief and culture and our relation is based on trust and transparency.

Employee Grievance Handling

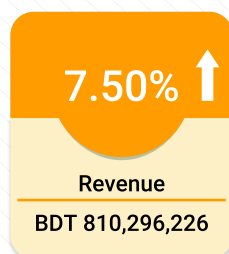
We recognize the failure of an employee not to perform to the best of their ability is mainly caused by the feeling of being treated unfairly or by feeling aggrieved. Therefore, we endeavor to ensure that formal grievance procedures are in place and employees have access to processes for the resolution of genuine grievances related to the workplace. Employees, who feel any kind of dissatisfaction or discontentment arising out of factors related to their job or workplace or even another employee, can raise their concerns directly to the human resources department tasked to look into the resolution of the complaint.

Succession Management

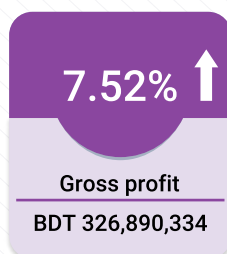
Effective succession management is a tool that plays a significant role to give the company a competitive edge. Our succession plan is aligned with the company's vision and strategic objectives to ensure the successors get adequate time to make themselves prepared for the next senior roles and responsibilities. Moreover, all the training and development programs is directly linked to develop the leadership standards and professional competencies of the potential successors 87 number of employees got promotion in January 2019 as a reward of their performance in 2018.

Performance Highlights

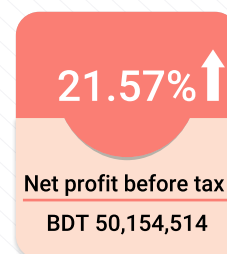
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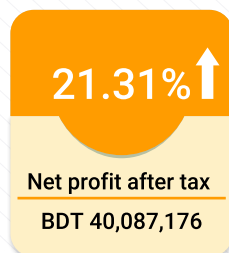
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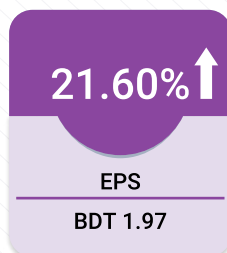
2017-2018
BDT 304,027,853



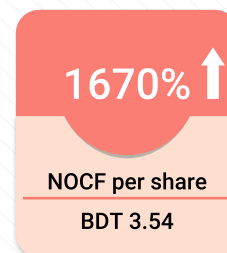
2017-2018
BDT 41,256,333



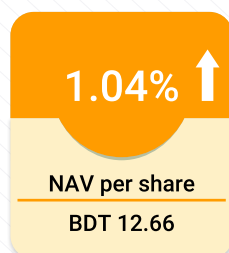
2017-2018
BDT 33,044,911



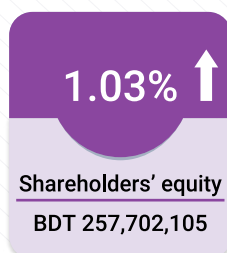
2017-2018
BDT 1.62



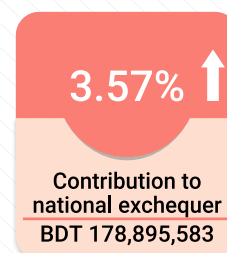
2017-2018
BDT 0.20



2017-2018
BDT 12.53



2017-2018
BDT 255,083,168



2017-2018
BDT 172,734,373

14%

Cash dividend BDT 1.40 per share
Proposed by the Board of Directors

Maximox IV

Launched new product Maximox IV
250 ml in Glass Bottle

Five Years' Performance at a Glance

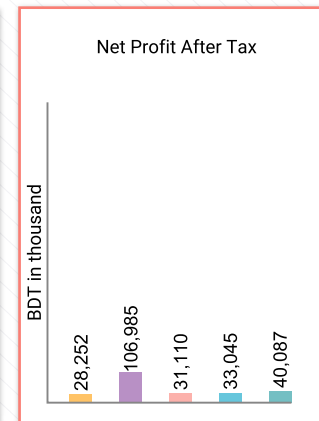
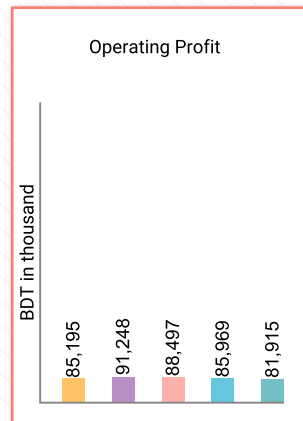
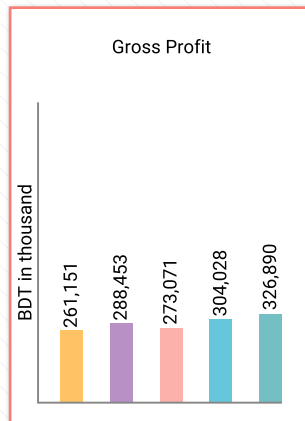
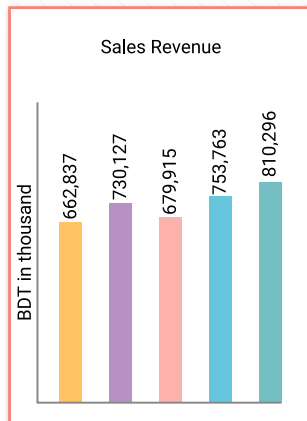
BDT in thousand

Particulars	2018-19	2017-18	2016-17	2015-16	2014-15
Operational Result					
Net Revenue	810,296	753,763	679,915	730,127	662,837
Gross Profit	326,890	304,028	273,071	288,453	261,151
Operating Profit	81,915	85,969	88,497	97,248	85,195
Net Operating Profit	52,662	43,319	40,335	124,461	35,830
Net Profit After Tax	40,087	33,045	31,110	106,985	28,252
Financial Position					
Shareholders' Equity	257,702	255,083	255,831	264,189	187,465
Total Assets	677,008	715,521	682,568	707,587	719,196
Total Current Assets	368,835	399,237	349,418	324,360	259,002
Total Current Liabilities	410,938	450,447	418,585	433,569	484,599
Financial Ratios					
Current Ratio (Times)	0.90	0.89	0.83	0.75	0.53
Debt Equity Ratio (Times)	1.63	1.81	1.67	1.68	2.84
Return on Equity (%)	15.56	12.95	12.16	40.50	15.07
Return on Total Assets (%)	5.92	4.62	4.56	15.12	3.93
Inventory Turnover (Times)	5.18	5.39	5.75	6.16	4.74
Price Earning Ratio-DSE (Times)	29.15	36.23	37.83	13.73	32.37
Ordinary Shares Information					
Number of Shares Outstanding	20,359,760	20,359,760	20,359,760	20,359,760	20,359,760
Dividend (Cash) (%)	*14.00	14.00	14.00	14.00	13.00
Net Asset Value Per Share (BDT)	12.66	12.53	12.57	12.98	9.21
Net Operating Cash Flow Per Share (BDT)	3.54	0.20	1.38	5.15	3.41
Earnings Per Share (BDT)	1.97	1.62	1.53	5.25	1.39
Number of Shareholders	4,896	5,119	5,213	5,032	5,261
Other Data					
Number of Employees	917	928	841	794	811

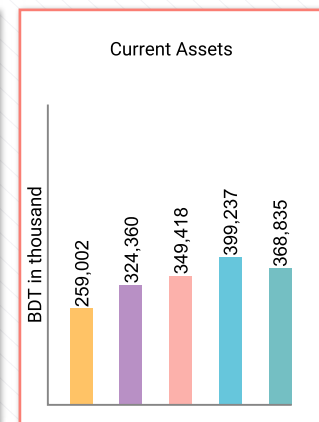
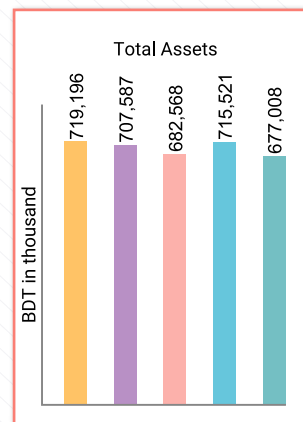
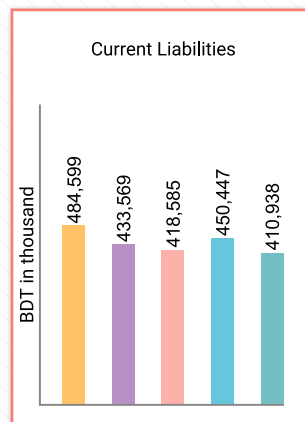
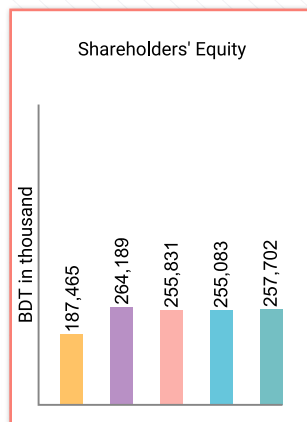
* Proposed

Five Years' Graphical Presentation on Selected Financial Indicators

2014-15 2015-16 2016-17 2017-18 2018-19



2014-15 2015-16 2016-17 2017-18 2018-19



2014-15 2015-16 2016-17 2017-18 2018-19

