



# SUPPLIER CODE OF CONDUCT

## PREFACE

PolyPeptide Group, a leading international contract GMP manufacturer of peptide therapeutics, is committed to conducting its business in an ethical, legal and socially responsible manner. We expect similar principled conduct from everyone with whom PolyPeptide has commercial relationship.

Further, PolyPeptide strives to continuously improve the sustainability of its operations and products and encourages its suppliers to participate in this effort by adopting sustainable practices in their operations.

Supplier Code of Conduct is based on the principles of the United Nations Global Compact and The Supplier Code of Conduct sets out the requirements expected of our Suppliers and is divided into five sections; Ethics, Labour, Health and Safety, Environment and Management systems.

Our goal is to work with our Suppliers to ensure full compliance with these requirements as they, in turn, apply them to their own employees, agents, subcontractors and Suppliers with whom they work with in the delivery of goods and services to PolyPeptide.

## COMPLIANCE WITH LAWS AND REGULATIONS

Suppliers shall comply with all applicable national and international laws and regulations, including the International Labor Organization (the "ILO") and the United Nations' Universal Declaration of Human Rights, industry standards, and all other relevant statutory requirements whichever requirements impose the highest standards of conduct.



# ETHICS

**Suppliers shall conduct their business in accordance with the highest ethical standards. Suppliers have to comply with all applicable laws and regulations concerning corruption, bribery, fraud and unfair and prohibited business practices.**

## **Conflict of Interest**

Suppliers that do business with PolyPeptide shall not have any competing interest that may interfere with their ability to make objective decisions to act in the best interest of PolyPeptide. Good Judgement is expected as well as avoiding the appearance of a conflict of interest. All Suppliers shall notify PolyPeptide immediately in the event of a potential or actual conflict of interest.

## **Business Integrity and Fair Competition**

Suppliers shall comply with the laws and regulations of all applicable jurisdictions, including all applicable anticorruption laws. Suppliers may not solicit, give or receive commercial bribes or unlawful kickbacks and must also be careful to avoid even the appearance of such improper conduct. Suppliers will conduct their businesses without being engaged in corrupt practices and will not take advantage of anyone through unfair dealing practices. This means that Suppliers should not misrepresent the quality, features or availability of their products or service. Suppliers also agree to maintain integrity, transparency and accuracy in corporate record keeping.

## **Identification of Concerns**

All workers should be encouraged to report concerns or illegal activities in the workplace without threat of reprisal, intimidation or harassment. Suppliers shall investigate and take corrective action if needed.

## **Animal Welfare**

Animals shall be treated with care and respect, and pain and stress must be minimized. Animal testing should be performed after consideration to replace animals, to reduce the numbers of animals used, or to refine procedures to minimize distress. Alternatives should be used wherever these are scientifically valid and acceptable to regulators.

## **Privacy**

Suppliers shall safeguard and make only proper use of confidential information to ensure that company, worker, and patient privacy rights are protected.

# Ethics

Ethics in business  
moral principles  
rules and regulation  
of right conduct rec  
values that guide t

# LABOUR

Suppliers shall recognize and be committed to upholding the human rights of their employees and treat them with dignity and respect as understood by the international community. Our Suppliers shall respect the following standards:

## Freely Chosen Employment

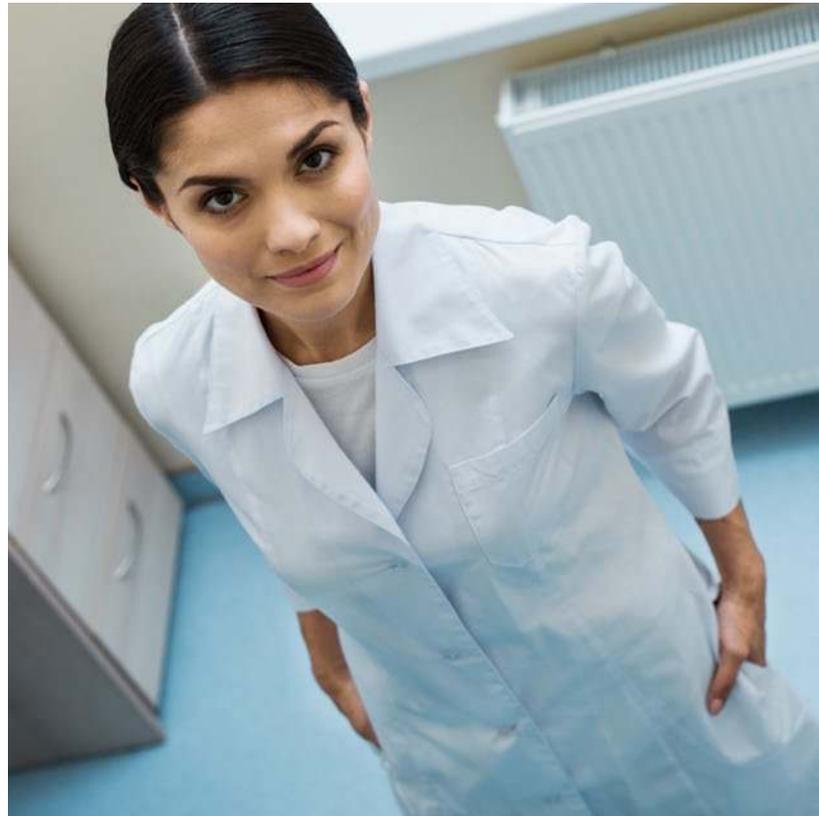
The use of forced, bonded or indentured labor or involuntary prison labor is strictly prohibited. Employment is voluntary.

## Child Labor and young workers

Suppliers must not, under any circumstances, use child labor as defined by ILO and United Nations Convention and/or national law, whichever is most stringent. The employment of young workers below the age of 18 shall only occur in non-hazardous work and when young workers are above a country's legal age for employment or the age established for completing compulsory education.

## Non-Discrimination

Suppliers shall strictly adhere to all applicable laws and regulations prohibiting discrimination in hiring and employment on the grounds of race, religion, age, nationality, color, gender, sexual orientation, physical ability, health condition, political opinion, creed or other basis prohibited by law.



## Fair treatment

Suppliers shall provide a workplace where business activities are conducted with respect and that is free from inhumane treatment, including any kind of physical, sexual, or psychological abuse, verbal harassment, other forms of intimidation, or harsh and inhumane treatment.

## Wages, benefits and working hours

Suppliers have to comply with all applicable laws, regulations and industry standards concerning wages and benefits. Wages and benefits paid for a standard working week shall meet at least legal or industry minimum standards and always be sufficient to meet basic needs of workers and their families. Deductions from wages as a disciplinary measure shall not be permitted; unless authorized by applicable law. Deductions from wages shall not be permitted without the expressed permission of the worker concerned. Suppliers shall comply with all applicable laws, regulations and industry standards on working hours.

## Freedom of Association

Suppliers have to respect the rights of employees to form and join trade unions and bargain collectively.

# HEALTH AND SAFETY

Suppliers shall provide their employees with a safe and healthy workplace in compliance with all applicable laws, regulations and industry standards. Harassment of any employee is prohibited.

## Worker protection

Suppliers should protect employees from overexposure to chemical, biological and physical hazards.

## Process safety

Suppliers shall prevent or mitigate incidents associated with operations and processes that could result in catastrophic impact to people or to the environment, on and off site. Suppliers' actions shall be commensurate with the risks associated with the potential impact.

## Emergency preparedness

Suppliers shall identify and assess emergency situations in the workplace and any company-provided living quarters and minimize their impact by implementing emergency plans.

## Hazard information

Safety information regarding hazardous materials should be available to educate, train and protect workers from hazards.

## Working Conditions

Suppliers shall provide their employees with adequate working facilities which, at a minimum, shall ensure reasonable access to potable drinking water and sanitary facilities; fire safety; access to emergency medical care; and adequate lighting and ventilation.



# ENVIRONMENT

Suppliers recognize that environmental responsibility is integral to producing high quality products. Suppliers are encouraged to conserve natural resources, to avoid the use of hazardous materials where possible and to be engaged in activities that reuse and recycle.

## Environmental authorizations

Suppliers shall comply with all applicable environmental laws, regulations and industry standards. All required environmental permits, license, information registrations and restrictions shall be obtained and their operational and reporting requirements followed.

## Waste and emissions

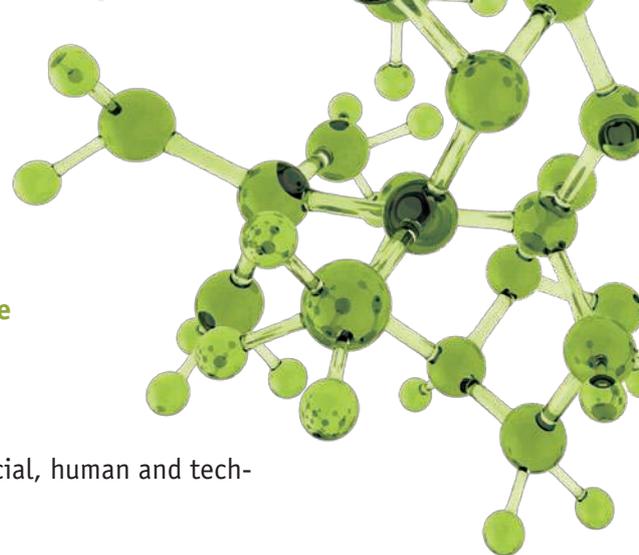
Suppliers shall ensure the safe handling, movement, storage, recycling, reuse, management of waste, air emissions and wastewater discharges. Prior to release into the environment of any waste, wastewater or emissions, Suppliers must appropriately manage, control and treat any potential adverse impact to human or environmental health.

## Spills and release

Suppliers shall have system in place to prevent and mitigate accidental spills and releases to the environment.



# MANAGEMENT SYSTEMS



**Suppliers shall facilitate continual improvement and compliance with the expectations of this Supplier Code of Conduct.**

## **Commitment and accountability**

Suppliers shall demonstrate commitment by allocating adequate financial, human and technical resources to be able to ensure compliance.

## **Legal and customer requirements**

Suppliers shall identify all applicable laws, regulations, rules, ordinances, permits, licenses, approvals, orders, standards and relevant customer requirements and ensure compliance with them.

## **Risk management**

Suppliers shall have mechanisms in place to determine and control risks in all areas addressed by this document. Supplier shall establish and continue to operate at all times a process to identify the legal compliance, environmental, health and safety and labor practice and ethics risks associated with supplier's operations. Suppliers shall have adequate financial resources to assure business continuity and to maintain financial solvency.

## **Documentation**

Suppliers shall maintain documentation necessary to demonstrate conformance with these principles and compliance with applicable regulations, both for its own operations as well as those of their agents, subcontractors and suppliers.

## **Training and competency**

Suppliers shall have an effective training program that achieves an appropriate level of knowledge, skills and abilities in management and workers to address these expectations.

## **Continual improvement**

Suppliers are expected to continually improve by setting performance objectives, executing implementation plans and taking necessary actions to correct deficiencies identified by internal or external assessments, inspections and management reviews.

## **COMMUNICATIONS AND IMPLEMENTATION**

Suppliers must effectively communicate to all their employees the content of these principles and undertake actions necessary and appropriate to assure their implementation.

## **SUPPLIER AND SUBCONTRACTOR MANAGEMENT**

Suppliers have to establish a documented system to ensure that all of their agents, subcontractors and suppliers comply with the requirements of this document.

## **DEVELOPMENT OF THE CODE OF CONDUCT**

PolyPeptide will review these principles on a regular basis and will introduce revisions when necessary. PolyPeptide will notify its Suppliers of any important changes however Suppliers will always find the newest version on PolyPeptide's Web page, [www.polypeptide.com](http://www.polypeptide.com)

## **Contact**

Any questions related to this Code should be addressed to your primary contact at PolyPeptide.

**PolyPeptide Group**

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