

# Supplier Code of Conduct

of the Galenica Group, June 2017

# Preamble

**Galenica and its affiliates perform their duties in consideration of economic as well as environmental, social and ethical aspects. Galenica and their affiliates also encourage their suppliers (e.g. suppliers of material, services providers, contract manufacturers, consultants etc.) to join their efforts towards sustainable development and to adhere to well-established principles of sustainability as described in this Supplier Code of Conduct and the principles therein.**

**Galenica and its affiliates:**

- believe that society and business are best served by responsible business behaviours and practices. Fundamental to this belief is the understanding that a business must operate in full compliance with all applicable laws, rules and regulations.
- are aware of differences in culture and the challenges associated with interpreting and applying this Supplier Code of Conduct and the principles therein globally. While companies supporting this Supplier Code of Conduct and the principles therein believe that what is expected is universal, it is understood that the methods for meeting these expectations may be different and must be consistent with the laws, values and cultural expectations of the different societies of the world.

- believe this Supplier Code of Conduct and the principles therein are best implemented through a continuous improvement approach that advances supplier performance over time.





# Ethics

**Suppliers will conduct their business in an ethical manner and act with integrity.**

**The ethics elements include:**

## **Business Integrity and Fair Competition**

All corruption, extortion and embezzlement are prohibited. Suppliers will conduct their business consistent with fair and vigorous competition and in compliance with all applicable anti-trust laws. Suppliers will employ fair business practices including accurate and truthful advertising.

Suppliers are expected not to offer to Galenica and its affiliates employees gifts or any other kind of personal benefit resulting from the relationships with the suppliers.

## **Privacy & Intellectual Property**

Suppliers will safeguard and make only appropriate use of confidential information and ensure that all employees' and business partners' privacy and valid intellectual property rights are protected.

## **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 will investigate and take corrective action if needed.

## **Animal Welfare**

If applicable to the supplier's business, animals shall be treated humanely with pain and stress minimized. Animal testing should be performed after efforts have been made to reduce the numbers of animals used and to refine procedures to minimize distress. Alternatives to animals should be used wherever these are scientifically valid and acceptable to regulators.



# Labour

**Suppliers will conduct their business in an ethical manner and act with integrity.**

**The labour elements include:**

**Freely Chosen Employment**

Suppliers will not use forced, bonded or indentured labour or involuntary prison labour.

**Child Labour**

Suppliers will not use child labour. The term “child” refers to any person under the age of 15 (or 14 according to the applicable local laws), or under the minimum age for employment in any particular country.

**Non-Discrimination**

Suppliers will provide a workplace free of harassment and discrimination. Discrimination for reasons such as race, colour, age, gender, sexual orientation, ethnicity, disability, religion, political affiliation, union membership or marital status is not condoned.

**Fair Treatment**

Suppliers will provide a workplace free of harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers and with no threat of any such treatment.

**Wages, Benefits and Working Hours**

Suppliers shall pay workers according to applicable wage laws.

**Freedom of Association**

Open communication and direct engagement with workers to resolve workplace and compensation issues are encouraged. Suppliers shall respect the rights of workers, as set forth in local laws, to associate freely, join or not join labour unions, seek representation and join workers’ councils. Workers shall be able to communicate openly with management regarding working conditions without threat of reprisal, intimidation or harassment.



# Health, Safety, Environment and Quality

**Suppliers will provide a safe and healthy working environment. Further, suppliers will integrate quality into their business processes and operate in an environmentally responsible manner.**

**The health, safety, quality and environment elements include:**

## **Health, Safety, Environmental and Quality Regulations**

Suppliers will comply with all applicable quality, health, safety and environmental regulations. All required permits, licenses and registrations will be obtained, maintained and kept up-to-date. Suppliers will fulfil their operational and reporting requirements.

## **Worker Protection**

Suppliers shall protect workers according to all applicable health & safety regulations.

## **Quality**

Suppliers shall meet generally recognized or contractually agreed quality requirements to provide goods and services which meet Galenica's and its affiliates' requirements, perform as warranted and which are safe for their intended use.

## **Environment**

Suppliers will operate in a manner that adverse impacts on the environment are limited as much as technology and operating conditions allow, provided that this is economically acceptable.

## **Waste and Emissions**

Suppliers will have systems in place to ensure the safe handling, movement, storage, recycling, reuse and management of waste, air emissions and wastewater discharges. Any waste, wastewater or emissions with the potential to adversely impact human or environmental health shall be appropriately managed, controlled and treated prior to release into the environment.

## **Product Safety**

Material safety data sheets containing all necessary safety-relevant information will be made available by suppliers for all hazardous substances and will be provided to Galenica and its affiliates and other parties in case of legitimate need.





# References

## External Sources:

### United Nations Global Compact

<http://www.unglobalcompact.org>

### Universal Declaration on Human Rights

<http://www.un.org/Overview/rights.html>

### International Labour Standards (ILO)

<http://www.ilo.org/public/english/standards/norm/whatare/fundam/index.htm.ilo.org>

### Responsible Care Global Charter

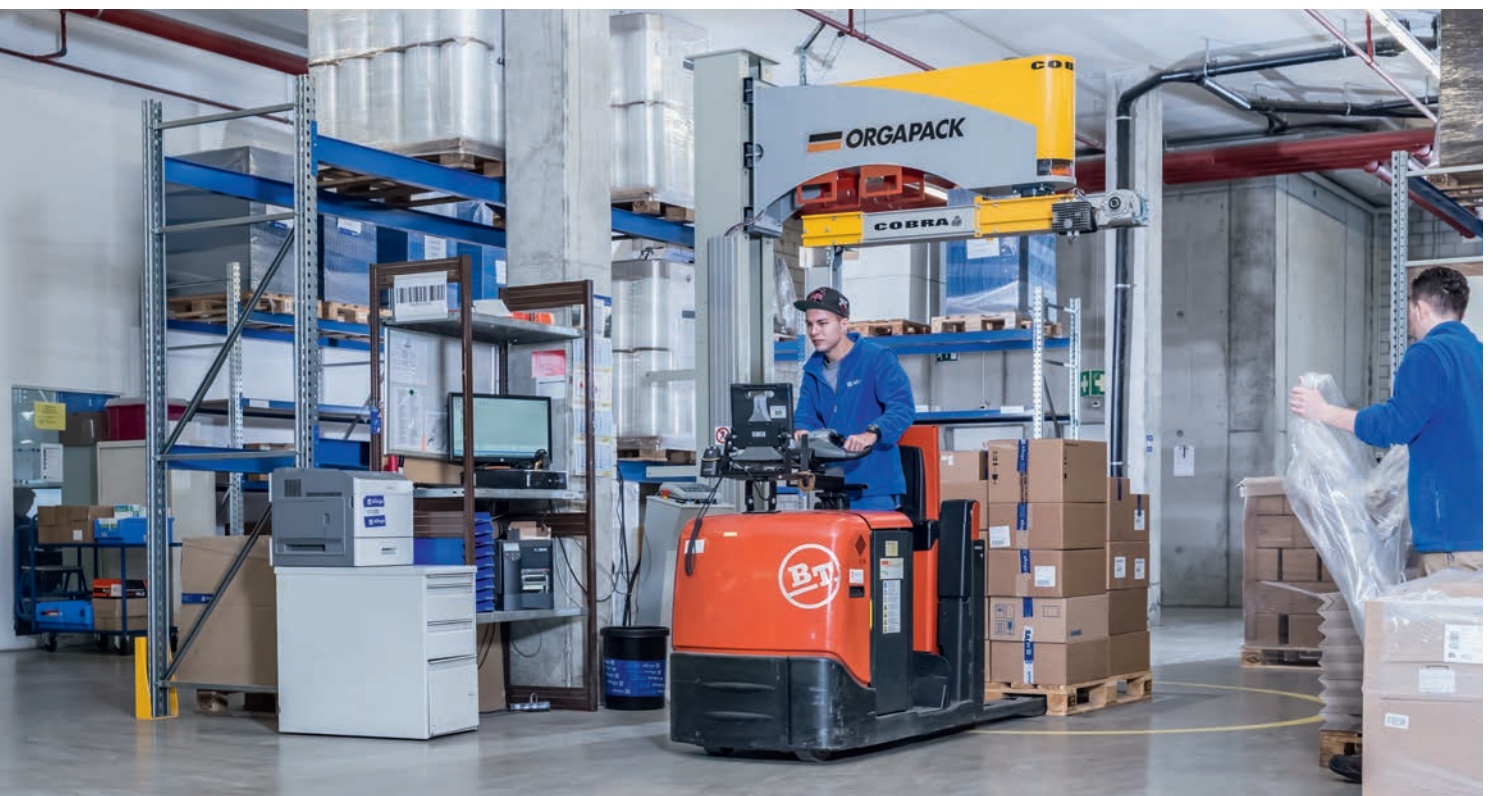
[www.responsiblecare.org](http://www.responsiblecare.org)

### OECD Guidelines for Multinational Enterprises

<http://www.oecd.org/daf/internationalinvestment/guidelinesformultinationalenterprises/48004323.pdf>

### OECD Guiding Principles for Chemical Accident, Prevention, Preparedness and Response

<http://www.oecd.org/chemicalsafety/riskmanagementofinstallationsandchemicals/2789820.pdf>



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