

Supplier Code of Conduct

Principles and standards for conducting business with QuintilesIMS



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QuintilesIMS is committed to sustainable business practices. Based on internationally recognized standards, this Supplier Code of Conduct (“Code”) is aimed at advancing social and environmental responsibility.

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Ethics & Compliance

Suppliers must act with integrity and be committed to the highest standards of ethical conduct in all business practices.

Legal Compliance

Suppliers shall comply with all applicable laws and regulations of the countries of their operations.

Anti-Bribery/Anti-Corruption

Suppliers shall not engage in bribery, corruption, extortion or embezzlement in any form. Suppliers must comply with all applicable anti-corruption laws or regulations. Suppliers shall not offer or accept bribes, kickbacks or participate in other illegal inducements in business or government relationships.

Fair Business Practices

Suppliers must uphold fair business standards in sales and advertising. Suppliers must conduct business in compliance with applicable fair-competition and anti-trust laws.

Information Disclosure

Suppliers must accurately record and disclose information regarding their business activities, financial situation and performance in accordance with applicable laws and regulations. Suppliers must keep financial books and records in accordance with applicable legal, regulatory and fiscal requirements and follow accepted accounting practices.

Privacy and Intellectual Property

Suppliers must protect the privacy rights of workers and, if applicable to Supplier's business, patients. Suppliers must respect intellectual property rights and safeguard customer confidential information.

*Compliance with
QuintilesIMS standards
and the legal requirements
which govern our business
is critical for our success.*



Ethics & Compliance

Animal Welfare

If applicable to their business, Suppliers shall treat animals humanely, including minimizing pain and stress. Animal testing should be minimized and alternatives used whenever possible.

Gifts and Entertainment

Suppliers shall respect QuintilesIMS's policies regarding gifts and entertainment and conflicts of interest when dealing with QuintilesIMS's representatives.

Reporting Mechanisms

Suppliers shall provide workers methods to report concerns or illegal activity without retaliation or reprisals. Suppliers shall investigate reports and take necessary corrective action.

Our business conduct standards help us to safeguard patient safety and our reputation for integrity.



Labor & Human Rights

Suppliers shall be committed to uphold the human rights of workers, and treat them with dignity and respect.

Anti-discrimination and Fair Treatment

Suppliers shall provide a workplace free from illegal discrimination and harassment. Suppliers shall not subject workers to inhumane treatment such as sexual harassment or corporal punishment.

Wages, Benefits and Working Hours

Suppliers shall pay workers at least the minimum wage required by applicable laws or regulations and provide all mandated benefits. Workers shall be compensated for overtime hours as required by applicable laws or regulations. Suppliers shall pay workers in a timely manner and clearly convey the basis on which workers are paid. Working hours for employees will not exceed the maximum set by applicable law or regulation.

Freely Chosen Employment

Suppliers shall not use any form of slave, forced or compulsory labor, including involuntary prison labor.

Underage Labor

Suppliers shall not use child labor. Workers below the age of 18 shall only be used for non-hazardous work and when the young worker is either: 1) above the minimum age for employment in the country or 2) the age established for completing compulsory education (whichever is higher).

Freedom of Association

Suppliers must respect workers' right to: freedom of association, join labor unions, join works councils or engage in collective bargaining, consistent with local laws. Suppliers shall not disadvantage employees who participate in such activities or act as worker's representatives.



Environment

Suppliers shall operate in an environmentally responsible manner and shall commit to reducing the environmental impact of their operations.

Conservation

Suppliers shall work to conserve natural resources, including water, energy and raw materials. Suppliers shall seek to reduce or eliminate solid and hazardous waste, wastewater and air emissions, as applicable, by implementing appropriate conservation measures in their production and facilities processes. Suppliers shall endeavor to recycle or reuse such materials. Suppliers are encouraged to develop climate-friendly products and processes to reduce power consumption and greenhouse gas emissions.

Waste Management

Suppliers shall implement systems to ensure the safe handling, movement, storage, recycling, reuse and management of waste, air emissions and wastewater discharges, as applicable.

Risk Management

Suppliers must implement systems to prevent and mitigate accidental spills and releases into the environment.

Environmental Permits and Reporting

Suppliers must obtain, maintain and keep current all required environmental permits, licenses and registrations and follow all required reporting and operational requirements of such permits.



Health & Safety

Suppliers shall provide a safe and healthy working environment, including for any Supplier-provided living quarters.

Worker Protection

Suppliers shall protect workers from chemical, biological and physical hazards. Suppliers must provide appropriate controls, procedures and protective measures to mitigate health and safety risks in the workplace, including ventilation controls where feasible, and appropriate personal protective equipment and training. Appropriate personal protective equipment and training shall be provided at no cost to the worker. Safety information relating to hazardous materials shall be available to educate and protect workers from such hazards in a language that workers can understand.

Safety Procedures and Systems

Suppliers shall establish procedures and systems to manage, track and report occupational injury and illness. Such procedures and systems shall encourage worker reporting and provide necessary medical treatment and corrective action to eliminate their causes. Necessary medical treatment for work-related injuries and illnesses shall be provided at no cost to the worker. Workers shall not be disciplined or otherwise discriminated in any way for raising safety concerns.

Emergency Prevention, Preparedness and Response

Suppliers shall identify and assess likely and potential emergency situations in the workplace and minimize the impact by implementing emergency plans and response procedures. Such procedures shall include worker training and drills, appropriate first-aid supplies, appropriate fire detection and suppression equipment, and adequate facility exits.



Management Systems

Suppliers must implement management systems to facilitate compliance with applicable laws and to the expectations set forth in this Code. Such systems include the following elements:

Commitment and Continual Improvement

Suppliers shall demonstrate commitment to the principles in this Code by adopting a social and environmental responsibility statement or policy and by allocating appropriate resources. Suppliers are expected to continually improve their sustainability performance by utilizing such measures as setting performance objectives and executing implementation plans.

Risk Mitigation

Suppliers shall implement methods to identify and manage risks in the areas addressed by this Code and applicable legal requirements. Suppliers shall implement a business continuity plan to ensure that their business operations will continue with minimal disruption in the event of a disaster.

Audits, Assessments and Corrective Action

Suppliers shall conduct periodic self-evaluations to verify their compliance with applicable laws and regulations and the principles set forth in this Code. Suppliers shall have a process for timely correction of any deficiencies identified by internal or external audits, assessments or inspections.



Management Systems

Documentation

Suppliers shall maintain adequate documentation to demonstrate compliance with applicable legal requirements and the principles set forth in this Code. This documentation may be reviewed by QuintilesIMS upon mutual agreement.

Supply Chain

Suppliers shall communicate the principles set forth in this Code to their supply chain and periodically evaluate their supply chain's compliance with applicable laws and these principles.

Training and Communication

Suppliers shall establish programs to ensure workers are informed of and understand the principles set forth in this Code. Suppliers are encouraged to publically communicate clear and accurate information about their corporate responsibility practices and performance.

Reporting

Suppliers should report any suspected compliance or ethics violation related to services being provided to QuintilesIMS by contacting the QuintilesIMS Business Ethics HelpLine at 866-738-4427 or via the web at www.quintilesimsethics.com.



Working with QuintilesIMS

Purchase Orders

Purchase orders are issued by QuintilesIMS prior to performance of most work. Purchase orders will state a total commitment amount that is not to be exceeded and a brief description of the item or services being ordered. Purchase orders will include the address where invoices are to be sent. When asked to perform work by a QuintilesIMS employee, Suppliers are encouraged to seek a purchase order number at the same time.

Invoices

Suppliers are to send invoices to the address shown on the QuintilesIMS purchase order. To be processed properly and in a timely manner, invoices should clearly indicate the QuintilesIMS purchase order number. Unless stated differently in agreements or on the purchase order, QuintilesIMS standard payment terms are Net-60 days from the date of a properly received, appropriate invoice.





Contact us

www.quintilesimsethics.com

Contact the Business Ethics HelpLine: +1 866 738 4427

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