

# Code of Conduct of Suppliers and Business Partners

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## Purpose

The company, oncomed manufacturing a.s. (hereinafter referred to as "ONCOMED"), is a major international manufacturer of medicinal products. With regard to its position, ONCOMED has responsibility towards its customers, employees, the public and patients for which the medicines manufactured are intended. This social responsibility includes compliance with applicable and effective legislation, respect for ethical and moral values and also making every effort to achieve sustainable action in order to minimize the impact of its activities on the environment, always, everywhere and under any circumstances.

In accordance with its commitment to social responsibility, ONCOMED expects all its suppliers, i.e. all contractual partners that supply ONCOMED with any goods or services, its business partners and also all employees and representatives of such suppliers and business partners (hereinafter referred to as "Business partners"), to act responsibly and to comply with the basic principles set out in this Code of Conduct for Suppliers and Business Partners of ONCOMED (hereinafter referred to as "Code of Conduct").

If any of the Business partners cooperate in any performance towards ONCOMED with any third party (e.g. a subcontractor), ONCOMED expects and the Business partner undertakes to ensure that these third parties adhere to the principles set out in this Code of Conduct as well.

## Corporate Social Responsibility

Corporate social responsibility includes the duty of the Business Partners to comply with all applicable and effective legal regulations, while the Business Partner undertakes to observe particularly the following basic legal, ethical and moral principles:

### Respect for human rights

All Business partners respect all applicable and effective legal regulations for the protection of fundamental human rights and freedoms. In no case do the Business partners participate or are otherwise involved in forced or child labour. All Business partners also undertake to comply with all the rules laid down in ILO Convention 138 on the Minimum Age of Entry into Employment.

### Equal opportunities and conditions and non-discrimination

All Business partners provide equal conditions and opportunities to all persons, do not discriminate against any persons and do not tolerate any discrimination against persons based on their gender, age, racial or ethnic origin, religion, sexual orientation, appearance, nationality, social affiliation, health, disability, religious or political beliefs, or other distinguishing features, unless any applicable and effective law provides otherwise.

### Environmental Protection

All Business partners assume responsibility for environmental issues and comply with all applicable and effective legislation on environment and sustainable development.

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All Business partners also use natural resources sparingly and minimize environmental damage.

## Product safety

All Business partners shall comply with all applicable and effective legislation and requirements on product safety they lay down, in particular all legal requirements relating to the safety, labelling and packaging of products and the use of dangerous substances and materials.

## Occupational health and safety

All Business partners comply with all applicable and effective legislation and the requirements they set for occupational health and safety in relation to all their employees. All Business partners actively and continuously support further development and improvement of working conditions in all their workplaces.

## Minimum wage and remuneration for work

All Business partners ensure that all their employees are remunerated at all times with due regard to their work and working conditions. All Business partners always provide their employees with at least the minimum wage guaranteed in the relevant labour market by applicable and effective legislation or collective agreement.

## Transparent trade relations

Openness and transparency are the keys to credibility and trust in business practice. ONCOMED expects that all its Business Partners will adhere in particular to the following basic principles:

### Avoiding conflicts of interest

All Business partners always make their business decisions only on the basis of objective and justifiable criteria and within the custom of the industry, and do not make their decisions solely on the basis of their own personal interests or relationships.

### Prohibition of corruption

The Business partners do not tolerate any form of corruption. They shall ensure that their employees, subcontractors or representatives do not provide or accept any bribes, notional commissions, unacceptable contributions and any above-standard payments or benefits in relation to any customers, officials or other third parties for the purpose of gaining a benefit or any inadequate consideration. In the same way, the Business Partners are opposed to the so called “facilitation payments” which are legal in some countries but from a commercial point of view, they always represent unethical payments used to speed up administrative matters.

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## Gifts and hospitality

The Business partners or their representatives do not offer and provide ONCOMED employees or any other third parties, directly or indirectly, with any disproportionate gifts or hospitality of a value or form inadmissible in the business circles, place and time in question. At the same time, the Business partners do not request or accept any unreasonable gifts or hospitality.

## State procurement and dealing with officials

In dealing with governments, authorities and public institutions, the Business partners always adhere to all applicable and effective legal regulations and fundamental moral and ethical principles of business relations. Business partners participating in public procurement also comply with all laws and regulations in relation to each individual public procurement and every phase of it while always respecting the rules of free and fair competition.

## Compliance with rules on competition

ONCOMED complies with all applicable and effective competition law, as well as other moral and ethical principles of trade, and, as a fair and responsible participant, it also complies with its contractual obligations. ONCOMED expects the same approach from all its Business partners and in particular, expects them to adhere to the following basic principles:

### Free market

All Business partners comply with all applicable and effective competition law. In particular, all Business partners shall not enter into any agreements with competitors, suppliers or customers that would or could distort competition in a particular market segment. If any Business partner has a dominant position on the market, they do not abuse this position in any way.

### Export restrictions

All Business partners shall comply with all applicable and effective legislation and with all rules and restrictions on import and export of goods, services and information.

### Money laundering

All Business partners shall comply with all applicable and effective legislation and any rules regarding the prohibition of money laundering. Business partners conduct business negotiations and maintain business relationships only with persons who are in no doubt about their sound conduct in relation to the prohibition of money laundering.

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## Business Information

All Business partners publish information about their business and always report their business activities truthfully and only in accordance with applicable and effective legal regulations.

## Protection of company data, trade secrets and assets

### Data protection

All Business partners comply with all applicable and effective legal regulations in relation to the protection of all personal data of all employees, customers, suppliers and other participating persons.

### Protection of know-how, patents, and business secret

All Business partners respect intellectual property, know-how, patents and trade secrets of ONCOMED and third parties when they do not disclose such information to other third parties and do not disclose it without prior explicit written consent of ONCOMED or in a manner that is otherwise inadmissible in the context of applicable and effective legal regulations and moral or ethical principles recognized in the course of trade.

### Treatment of company assets

All Business partners treat all tangible and intangible assets of ONCOMED with respect and do not use them for other than the agreed purposes and ensure that the assets entrusted to them are not used for illicit, unfair, immoral, unethical or otherwise socially objectionable purposes.

All Business partners ensure that their employees, as well as any third parties with whom they cooperate within business relationships (e.g. subcontractors or representatives), do not damage or misuse the assets of ONCOMED, in particular, they ensure that no one uses them in conflict with ONCOMED's interests.

## Consequences of violations of the Code of Conduct for Suppliers and Business Partners

If any Business Partner breaches demonstrably any of the fundamental principles set forth in this Code of Conduct, ONCOMED is entitled to terminate the business relationship with such Business Partner, particularly by withdrawing from the contract or contracts which are the base of the business relationship between ONCOMED and the Business Partner. The current version of this Code is also available on <https://www.oncomed.cz/en>.

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