

# Responsibility Standards for Suppliers

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These Standards applies to all VIGA sourcing activities. All new and existing contractors and suppliers are included, as are collaboration or co-promotion partners, agents, service providers, and product development or product licensing partners where such relationships pertain to the delivery of goods or services.

## **COMPLIANCE & ETHICS**

Third parties should conduct their business in compliance with applicable laws, regulations, guidelines and industry codes, and in an ethical manner, including:

### **Business Integrity, Fair Competition & Confidentiality**

Third parties should

- Communicate with integrity and in line with any confidentiality agreements, disclosing information in a timely and appropriate manner.
- Conduct their business in compliance with applicable fair competition and anti-trust laws, and fair business practices.
- Not communicate externally about VIGA's prospects, performance or policies, or disclose confidential information that could affect VIGA's business.

### **Preventing Bribery & Corruption**

Corruption, extortion and embezzlement should be prohibited.

Third parties should not offer, request or accept bribes or permit subcontractors or others to do so on their behalf while dealing with VIGA. This includes:

- Offering or giving, directly or indirectly, money or anything else of value to any person or organization that is intended to, or could be seen as an attempt to influence or reward them to behave improperly in order to obtain or retain business or secure a business advantage for themselves, their organization or VIGA.
- Requesting or accepting, directly or indirectly, money or anything else of value if it is intended, or could be seen as an attempt, to compromise their independence or judgment, or to improperly influence a business decision for themselves, their organization or VIGA.

Third parties shall not:

- Offer, promise, give, request, agree to receive or accept any gifts, honoraria, or invitations to social and entertainment events on behalf of VIGA.

- Offer, promise, give, request, agree to receive or accept any hospitality on behalf of VIGA unless it has been specifically agreed
- Make any charitable or political contributions or make any facilitation payments on behalf of VIGA, regardless of whether such payments are nominal in amount.

## **Pharmaceutical Laws**

Third parties should be aware of and comply with applicable laws and regulations relating to the pharmaceutical industry. Specifically, they should comply with the good manufacturing practices, good clinical practices and good laboratory practices requirements.

## **Privacy**

Third parties should protect the confidentiality and security of the personal information of their employees, and of personal information that they become aware of as a result of their work with VIGA, by ensuring implementation of appropriate safeguards, in accordance with applicable laws.

## **Trade**

Third parties should comply with trade regulations and restrictions of recognized national and international authorities.

## **LABOR & EMPLOYMENT**

Third parties should uphold the human rights of workers and treat them with respect and dignity, including:

### **Freely Chosen Employment**

Third parties should not use forced, bonded, indentured or involuntary prison labor, or engage in human trafficking.

### **Non-Discrimination & Fair Treatment**

Third parties should provide a workplace that is free of harassment and discrimination. Third parties should provide a workplace that is free of human rights abuses, including sexual harassment, sexual abuse, corporal punishment, excessive force, mental or physical coercion, and verbal abuse, or threats of such actions.

## **Wages, Benefits & Working Hours**

Third parties should pay workers according to applicable wage laws, including minimum wages, overtime hours and mandated benefits.

## **Child Labor & Young Workers**

Third parties should not use child labor. All employees of third parties should be above a country's legal age for employment or the age established for completing compulsory education.

## **PRODUCT QUALITY**

VIGA's external manufacturing partners are expected to meet agreed upon quality requirements in order to provide goods and services that consistently meet required specifications and customers' needs, perform as intended and are safe for their intended use. These requirements shall be defined in a Quality Agreement and product specifications agreed to by VIGA and its external manufacturing partner.

### **Change Control**

Third parties must not make any changes in specification, part design, material, manufacturing process, manufacturing location, or registration status, for any goods that VIGA will purchase, without prior written approval from VIGA.

### **Quality/Delivery Performance**

Third parties should ensure on-time delivery in accordance with VIGA requirements. Third parties should monitor product quality performance and demonstrate continuous improvement measured by decreased internal defects, customer complaints and defects shipped. Third parties should have the capability to respond in a timely manner to all complaints issued by VIGA.

### **Quality System**

Third parties must have a quality system and product registrations that comply with all applicable government regulations in the countries in which their products are produced and/or distributed for VIGA transactions.

## **Packaging/Labeling**

Product must be properly identified with appropriate label information, ensuring no misidentification will occur and allowing for complete traceability.

## **ENVIRONMENT, HEALTH & SAFETY**

Third parties should

- Comply with all applicable environmental laws, regulations, guidelines and industry codes. All required environmental permits, licenses, information registrations and restrictions should be obtained, and their operational and reporting requirements should be followed.
- Work to reduce the environmental impacts of their operations including natural resource consumption, materials sourcing, waste generation, wastewater discharges and air emissions.
- Also prevent accidental releases of hazardous materials into the environment and adverse environmental impacts on the local community.
- Implement programs to ensure products do not contain restricted or banned materials.
- Conserve natural resources, avoid the use of hazardous materials where possible, and reuse or recycle appropriate materials.

## **EMPLOYEE SAFETY**

Third parties should provide a safe and healthy working environment to their employees. Other important health and safety requirements include:

- Protection of employees from unhealthy exposure to physical, psychological, chemical and biological hazards.
- Prevention of significant releases of chemicals through reliable process safety controls.
- Information relating to chemicals and other hazardous materials, including pharmaceutical materials should be made available and used to manage risks and to train and protect people.