

Vendor Code of Conduct

(Text taken from Worldwide Sustainable Procurement Policy)

1. Introduction

This Vendor Code of Conduct (“Vendor Code”) describes the principles and requirements our Vendors are expected to follow during the conduct of their business while providing goods and services to Worldwide. All 3rd party vendors, subsidiaries, and their subcontractors of Worldwide are encouraged to hold each other accountable, act with transparency and integrity, communicate, and conduct business responsibly. Worldwide is aware that differences in cultures and laws create challenges in applying this Vendor Code globally and does not replace local law and regulations. Worldwide expects all Vendors to comply with all applicable laws, rules, and regulations in the country for which the Vendor operates.

2. Confidentiality

Vendors providing goods and/ or services to Worldwide are required to have processes in place to ensure all confidential information is guaranteed. Vendors will maintain a valid confidentiality agreement which must be in place before sharing any confidential information and should only be shared with authorized recipients. Sharing of information to unauthorized individuals is strictly prohibited. When in doubt whether certain information must remain confidential, Vendor must seek clarification and/or permission from Worldwide prior to sharing.

3. Ethical Standards

Integrity is one of Worldwide’s core values. We expect Vendors to conduct business responsibly, with integrity, transparency, and reliability. All Vendors shall have policies, procedures and training that reflect the principles as outlined in this document.

4. Sustainability

We recognize that the products and services we procure have both environmental and social impacts and we are committed to addressing these through our procurement procedures. We expect our Vendors to operate in accordance with the principles as outlined in the policy and adhere to all applicable laws, and regulations regarding environmental practices. In addition, we expect all Vendors to commit to improving and reducing the impacts to their operations using environmental, sustainability, ethical and responsible procurement practices. Upon request Vendors may be required to provide Worldwide information regarding their own ESG policies and procedures.

5. Conflicts Of Interest

Vendors must avoid any potential, or perceived conflicts of interest in their relationship with Worldwide and other related business partners. In the event, that Vendor believes there is the appearance of being a conflict, or may be perceived as a potential conflict, or any such conflict arises, the Vendor should immediately disclose this to Worldwide in writing.

6. Contracts

Vendors will be required to have a contract in place that outlines the terms and conditions with Worldwide and will fall under one (1) of the following conditions:

- a) the Vendors are subject to use Worldwide's contract templates or;
- b) the Vendors provide Worldwide with its contract template and terms and conditions for Worldwide's review.

Vendors will be required to abide by Worldwide's Vendor Code of Conduct. To ensure social and environmental elements are present in as many contracts as possible, Worldwide commits to providing our own contract and Vendor Code of Conduct whenever possible.

7. Anti-Bribery and Anti-Corruption

We are committed to achieving the highest standards of ethical conduct and to ensuring that Worldwide Clinical Trials, its management, employees, and others who may provide services on its behalf act in compliance with all applicable laws of the countries in which it operates. Worldwide does not tolerate any form of bribery or corruption from its employees or any 3rd party Vendors. All 3rd party Vendors in which Worldwide is doing business is required to acknowledge, sign, and follow the procedures as set forth in the Global Anti-Corruption policy document.

8. Vendor Diversity

Worldwide strives to identify, develop, and utilize business relationships with diverse vendors such as small, minority-owned, women owned, etc. that support global communities where we operate. A list of diverse business types can be found in our Vendor Sourcing, Procurement and Contracts Corp Policy and is evaluated when the sourcing of new goods and/or services apply. Our goal is to provide equal opportunities to any diverse Vendor who can demonstrate their ability to provide goods and services and to satisfy our procurement, qualification, and contractual requirements. Worldwide prefers to work with vendors who have the same shared values in using diverse Vendors.

9. Discrimination and Harassment

Worldwide Clinical Trials prohibits any form of discrimination or harassment on the basis of race, colour, religion, national origin, sex (including pregnancy), age, disability, or any other characteristic or status protected by applicable law, rule, or ordinance, including but not limited to Title VII and any applicable state counterpart. Discrimination or harassment on the basis of sex includes sexual harassment. This policy will apply to all 3rd party Vendors that provide goods or services to Worldwide. In the instance where harassment or discrimination takes place appropriate action will ensue.

10. Labour and Human Rights

Vendors should prohibit any form of human right abuse and are expected to comply with employment laws in the jurisdiction in which they work. Worldwide will not tolerate any form of child labour and strongly encourages the prevention of any forced or involuntary child labour and human trafficking of any kind.

11. Health and Safety

Vendors are required to provide a healthy and safe workplace environment to their employees and should comply with local laws and regulations. A safety program should be in place with which all employees should be expected to obey the safety rules and should be monitored regularly to ensure the safety standards are being met to prevent personal work-related injuries.

12. Vendor Commitment and Accountability

It is required that all Vendors providing goods and/or services to Worldwide commit and adhere to all aspects and principles of this Vendor Code. In the event a Vendor is unable to adhere and comply to the Worldwide Vendor Code of Conduct, Worldwide will work with the Vendor to develop an action plan that will help Vendor to align with the Vendor Code. If Vendor is still unable to comply with the agreed expectations of Worldwide, further action will be taken. Vendor could then be put on hold, suspended, or removed from the Approved Vendor List until corrective action has been resolved and expectations have been met. We expect our Vendors to act with honesty and integrity whilst being accountable for quality services and performance.