

## COREX CODE OF CONDUCT

### **Aim of Code of Conduct**

Code of Conduct (hereinafter – Code)) of COREX (hereinafter – Company) reflects the Company’s standards of business conduct based on our mission and values that guarantee fair treatment of our team members, clients, partners and compliance with laws and internal policies.

In the development of the Code, generally accepted norms of corporate and business ethics, as well as experience of the best practices of corporate governance are taken into account.

### **The Code should:**

- give each worker an idea about the mission, values and principles of the Company’s activity;
- establish standards of ethical behavior which define collective relations, relations with clients, business partners, state bodies, publicity and competitors;
- serve as a tool to prevent possible violations and conflict situations, as well to develop corporative culture which is based on high ethical standards.

The Company recognizes the importance of corporate ethics in the process of the Company’s activities and assumes the obligation to follow the principles set forth in this Code in its activities.

### **Code applying**

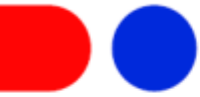
Regulations of the Code are applicable to COREX RUSSIA, COREX UKRAINE, COREX KAZAKHSTAN and for all affiliated companies, all employees of the Company and to all agents, consultants, and other business partners if they represent the Company or act on its behalf.



## **Content of the Code**

This Code contains the following regulations and sections:

- 1 Company's mission**
- 2 Company's values**
- 3 Company's ethical principles and standards:**
  - 3.1 Internal relations**
  - 3.2 External relations**
  - 3.3 Use of resources**
  - 3.4 Health protection, industrial safety and environmental protection**
  - 3.5 Efficiency and profitability**
  - 3.6 Conflict of interests**
- 4 Execution of Code**



## **1. Company's mission**

The Company sees its mission as becoming the leading and reliable global provider of logistics services for clinical trials, using advanced technologies and creating a reliable and highly efficient supply chain, accelerating the process of developing and launching innovative medicinal products.

Through success of the Company to prosperity of each of us and society.

## **2. Company's values**

The Company leads by example ensuring the following values are adhered to:

- Respect of personal rights and interests of our workers, client's requirements, conditions of interaction proposed by business partners, society.
- Fairness in terms of personal growth and commissionable bonus based on performance.
- Honesty in relations and presentation of information which is required for our work both internally and externally to business operations.
- Competence as a stable achievement of maximum results in everything that we do ensuring we remain effective and always dedicated to business requirements.
- Accountability to withstand that we do not accept and take personal responsibility for consequences of own decisions.
- Care taken for our intent to protect people from any harm for life and health and preserve environment.
- Trust in workers which allows to delegate powers and responsibilities in decision making and its implementation.

Following these values of the Company, we may maintain the required level of corporative culture necessary to achieve the highest levelled result in all our business ambitions.

The values shown are obligatory for us and are expected with all collaborators and/or business partners. Our core values will be considered for all business processes from start to finish.

## **3. Company's ethical principles and standards**

Ethical principles and standards of the Company are based on values of the Company, respect of legal rules and law compliance. They regulate all internal and external relations, use of resources of company resources and behavior when conflict of interests arises. The principles are applicable to all COREX staff.

### **3.1 Internal relations**

The section provides standards of relations between the Company and workers, requirements to workers, obligations and expectations of the Company.

The Company appreciates its workers – exactly their activity is the key for its success – and expects high standards of business behavior and professional achievements from them.

Wherever we work, we work for general result.

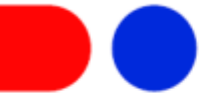
- We respect private freedom, human rights and dignity, have confidence in workers and give each of them equal possibilities. We do not allow any forms of discrimination or workplace harassment and behavior which would be considered offensive and unacceptable for most people.
- The Company fulfills its obligations to workers, and workers fulfill their obligations to the Company and each other.
- The Company does not use juvenile and compulsory labor.
- We encourage leadership in all levels with the given ability to make decisions. Staff are required to become personally responsible for execution of assigned tasks.
- We expect initiative and maximum contribution of each of us to solve tasks assigned to the Company and appreciate efficient teamwork during collaborations.
- We always communicate freely, expressing their thoughts. We appreciate any feedback significant for our work and may apply with suggestion to improve activity to any leader of the Company including the Managing Director.
- We tend to act in such a way that our close, personal, friendly, familial affections do not limit the adoption of effective decisions. All organizational information remains confidential.
- The Company creates conditions for professional development of workers. Professional development is targeted on increase of work quality and achievement of assigned goals.
- We appreciate our workers and encourage them for work success based on achievement business aims.

### **3.2 External relations**

#### ***Relations with clients, business partners, competitors***

All our relations are made on the basis of partnership principles and mutual respect. Honest conduct of business is the basis for all our bargains and relationships.

- We always fulfill our obligations and expect execution of obligations from our partners.
- We are interested in stable development of our business and partnered businesses.
- We aspire to long-term and mutually profitable collaboration and think that relations with business partners which are based on respect, confidence, honesty, and fairness are primary for success.
- We are guided by client needs and guarantee high quality and stable services.
- The company request and proposal processing system is contained, helping to understand situations when in doubt.
- We strictly comply with standards and rules of business ethics and law.
- All business partners must maintain high ethical standards. Representatives and consultants of the Company should confirm their readiness to act in accordance with established policies and procedures of the company.
- We compete honestly. We do not use unethical or unfair methods of influence on our partners or competitors.
- When establishing relations with a new business partner, we make relevant inspection to ensure they comply with specified criteria.
- We give full support to external auditors of the company.
- Management and workers of the Company always present reliable financial information for external auditors of the company. Neither of management or workers of the Company



takes direct or indirect actions which may influence, mislead or deceive external auditors of the Company.

## **Relations with state authorities**

We are eager to establish and maintain healthy, constructive and open relations with state authorities, officers and other representatives of state authorities on legitimate basis excluding conflict of interests:

- We follow all laws and requirements relevant for our activity in each country of a company's operations, as well as managing principles adopted by the company. We are trusting of such laws and managing principles.
- The company is not directly or indirectly involved in political movements or organizations, paying taxes in full and on-time.
- Workers may be involved in such political activity which they consider proper, in their private time, on their own account. The company will not pay or compensate directly or indirectly such activities or expenses.
- We present full and reliable data on the company's activity and are ready to provide interpretation of all values of the company.
- We guarantee precision, objectivity, relevance, timeliness and reliability of documents when it is required to disclose information about activity of the company in various reports submitted to authorities for public use.

## **Presents or representation expenses**

Presents, services and representation expenses may be provided on the company's account or accepted from competitor, individual or company which has business relations with the company or aspires to establish such relations only if they meet the following criteria:

- They comply with accepted business practice and do not violate applicable ethical laws or standards;
- They have insignificant cost;
- They may be not interpreted as bribery in favor of donator;
- Disclosure of such presents or services does not put the Company or its worker in awkward position.
- The Company is obliged to make its activity without bribes or corruption.

## **3.3 Use of resources**

The Company confides in their workers and provides all necessary resources. We use them rationally to achieve assigned goals.

- We welcome careful attitude to company property and funds
- We do not use our position in the Company for personal gain. It equally applies to commercial operations with use of internal information of the Company.
- We are eager to use rationally our working time and time of colleagues and business partners.
- Meanwhile, the information should be not transmitted to persons for whom it is not intended. All workers are responsible for values and funds of the Company including

confidential and patented information of the Company and third parties (as well as clients, suppliers and other business partners) which should be kept confidential by the Company, and the Company bears responsibility for the extent of use. All workers have right to disclose the information only with consent of the proprietors or as provided by law.

- Workers should keep information which is obtained as part of their professional activity (including information about the Company which is accidentally learnt or heard by an employee at work) strictly confidential.

### **3.4 Health protection, industrial safety and environmental protection**

We appreciate human life and health above economic results and manufacturing advances.

- We encourage behavior which promotes health of workers and their family members. We constantly develop educational, organizational and ecological activities to reduce risks promoting our activity.
- We make all possible to ensure the absence of accidents, industrial accidents and environmental incidents implementing appropriate H&S measures.
- We develop and use energy-consuming technologies and subsequently reduce environmental and human exposure.
- We develop and rationalize labor and ecology safety systems.
- Each worker of the Company and each specialist making work on behalf of the Company should:
  - be aware of risks which accompany their activity and affect his life and health safety, as well as life and health safety of surrounding persons;
  - be aware of personal responsibility for his life and health and life and health of surrounding persons; encourage safe behavior of colleagues and contractors in work, as well relatives and family members in private life with own personal example;
  - follow all necessary safety standards and ecological requirements applicable for his activity, and understand possible consequences of deviations from established environmental procedures;
  - increase personal efficiency, initiate and apply advanced approaches for management of industrial and ecological resources;
  - economically use natural and energetic resources

The provision of work conditions which are safe for life, health and environment is a direct responsibility of all levels of management and staff.

### **3.5 Efficiency and profitability**

The Company will achieve the goal only if each employee will work efficiently.

- Each worker sets ambitious goals and makes everything to overcome them.
- Each worker is involved in determination of aims for his own activity in accordance with the company's interests, immediate supervisors are involved in determination of activity goals for their subordinates.
- Each worker should clearly define his aims and their relationship with the aims of his division and the whole company.
- We are always ready for changes and new environmental requirements.

- We constantly review and aim to improve work processes.
- We aim to minimize any risk potential within the company relating to activity.
- We make investment decisions based on data, calculation of payback period and expected rates on return.
- We constantly seek to optimize the use of company resources.
- Our choice of suppliers and contractors is always based on the company's interests, without any prejudices however follows an onboarding process.

### **3.6 Conflict of interests**

All workers should act in interests of the company; avoiding any conflict of interests.

- Performing their official obligations, management and workers of the company should not depend on conflict of interest.
- The company expects that workers should run business with suppliers, clients, contractors, and other persons that have business relations with the company without the use of worker's personal considerations.
- Neither of workers should directly or indirectly resort to borrowing or service from any individual or legal entity which have business relations with the company or seek such relations.
- The company expects that workers should immediately report any conflicts of interests to their supervisors.
- If it is impossible to avoid conflict of interests, workers should report the conflict of interest to their supervisors and subsequently avoid participation in the adoption of a result.
- We shall avoid any relations or actions which would prevent adoption of objective/ activity.

The Code does not try to describe any possible conflict of interests which may occur. It should be followed in any situation when any personal interest of an individual contradicts the Company's interests, in general, or when an individual may be considered as a recipient of illegal personal benefit due to position taken in the Company.

## **4 Execution of Code**

Regulations of the Code are applicable for all workers of the company which undertake obligations to follow them in their activity regardless of position and status.

Upon employment by the company, workers should review provisions of the Code and be trained to use it in everyday activities.

The Code is periodically renewed in accordance with the requirements arisen.

### **If you are NOT SURE:**

- in ethics of your actions or decisions,
- in ethics of actions or decisions of your colleagues and management,
- in compliance of your actions or decisions with values and principles of the Company,

You should seek assistance of your immediate supervisor.



If your colleague behaves unethically, you should warn him specifying the violated COREX principle. All disputable issues should be resolved with your immediate supervisor.

Your application for ethical issues should be forwarded to the CEO, if:

- the problem could not be solved on site by your immediate supervisor,
- the problem involves actions or decisions of your immediate supervisor.

We guarantee that information submitted by you should not be used against you, and your application will remain confidential. You will be timely informed about the decision on your application.

All official persons or workers of the company should fully contribute to investigation of ethical situations, submit materials and documents to check circumstances of ethical violation.

Any persecution of a worker which declares violation of the Code principles on his own will, will be considered as a separate violation of the Code principles.