

# Ethical Code

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REIG  JOFRE





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**Ethical Code**

## **1. Message from the Presidency**



## 2. Introduction

Reig Jofre is a Business Group of Spanish family capital, listed on the stock exchange, with strong international growth in the last few years. This Ethical Code aims to determine the ethical principles and rules, as well as basic responsibilities that companies in the Reig Jofre Group ("Reig Jofre" or "the Group" from now on) must comply with in their actions, and which must be followed by all employees, managers, administrators or members of the Management Bodies of the Group, as well as collaborators, regardless of where they are carrying out their activities.

Our commitment is to do things well, encourage health, collaborate with health professionals and the Company in general, providing products and services that improve health and the quality of life of people.

We encourage our suppliers and collaborators to abide by all the guidelines of behaviour included in this Code.

Our values are the focal point of all the actions of our Organisation:

- ✓ **Honesty:** We believe in the transparency of our team towards customers, establishing relationships of confidence.
- ✓ **Professionalism:** We have a highly skilled workforce continuously trained for excellence in their work.
- ✓ **Integrity and focus on results:** We work according to standards and codes of Good practice recommended by the most highly acknowledged organisations in the pharmaceutical sector.
- ✓ **Innovation:** We collaborate closely with institutions, hospitals, start-ups and other organisations to be at the cutting edge of the sector and provide a significant competitive advantage.
- ✓ **Teamwork:** We believe that success comes from being united, and thus we promote values such as loyalty, talent, support and cooperation, creating synergies between our workers.
- ✓ **Creativity:** We are firmly committed to working in a creative atmosphere that enables us to develop new techniques and launch new products onto the market.
- ✓ **Commitment:** Our attitude is to assume universal ethical values and respect for diversity. We are not only committed to offering products of the highest quality, but we also strive to develop the human capital in Reig Jofre, society and our environment.
- ✓ **Focus on customers:** Our actions always focus on detecting and offering solutions for our customers' present and future needs.



### **3. Relationships with stakeholders**

#### **3.1. Employees**

Reig Jofre considers people as their most important asset, being a key differentiating factor for the competitiveness and sustainability of the Group.

Therefore, we undertake to offer an optimum work environment that will guarantee a competent workforce motivated to work well and which will strengthen the company's image as a socially responsible agent.

In this regard, Reig Jofre has established an equality plan that defines the strategic framework of action to guarantee and promote real and effective equality of workers in the Group, as well as work conciliation of family and personal life.

#### **3.2. Relationships with shareholders**

The creation of value and the satisfaction of the interests of our shareholders is a fundamental pillar of the daily work of our employees. Therefore, we produce and commercialise our products with a focus on their quality, this being the essential element that ensures economic sustainability in time of the Group.

We also ensure that the data and all the information are provided in a timely and appropriate manner, being complete and truthful.

#### **3.3. Relationships with customers**

Through the continuous improvement of our activity, we are able to offer high-quality products to our customers. Reig Jofre is committed to providing safe products manufactured ethically and commercialised with respect for free competition.

#### **3.4. Relationships with Public Administrations**

The pharmaceutical industry is a highly regulated sector and Reig Jofre is committed to compliance with all applicable rules and regulations. Group employees that have relations with public administrations and their workers will always act transparently and honestly, maintaining an open and fluent dialogue with the authorities.



#### 4. Corporate Social Responsibility

Reig Jofre is committed to society. Corporate Social Responsibility is an important issue regarding which we are acting responsibly and in compliance with social interest, focusing on five of the sustainable development goals adopted by the UN in 2015, which are the following:

- Health and Wellbeing As a pharmaceutical group, health is our raison d'être; thus, we encourage our employees to lead healthy lifestyles, and facilitate access to quality medicines for all members of society.
- Training: Reig Jofre contributes to the training of professionals that will provide the health solutions of today and tomorrow, by means of agreements with universities, vocational training schools, internal and external training programmes, according to specific needs.
- Full Employment: The Group strive to provide a motivating work environment, providing conciliation of family and work life, internal promotion and social benefits.
- Reduction of inequality: In all its aspects; economic, gender, functional or due to race, Reig Jofre is committed to equal opportunities for all, both within and outside the Group.
- The Environment: Reig Jofre strives to reduce the environmental impact of its activities day by day, promoting the efficient use of resources to contribute to a better quality environment.

All Reig Jofre's social actions are managed through the Social Action Committee, created for this purpose in June 2018, consisting of a multidisciplinary team aiming to improve the impact of Reig Jofre both internally and for society as a whole.



## **5. Standards of behaviour**

The regulations in this section intend to serve as a general guideline for the behaviour of Group employees in their work, although there may be situations that the company will have to study, as these regulations do not cover all possible situations or circumstances that Reig Jofre employees could encounter.

### **5.1. Equal opportunities and non-discrimination**

A fundamental principle for action in Reig Jofre is to offer all employees the same opportunities for access to work and promotion. Consequently, employees that intervene in processes of hiring, recruiting and/or professional promotion will be guided by objectivity in their actions and decisions, open to diversity and aiming to identify people that are closest to the profile and needs of the position to be covered, promoting equal opportunities at all times.

Reig Jofre will not accept any discrimination due to race, colour, nationality, social origin, age, sex, marital status, sexual orientation, ideology, politics or any other physical or social condition of its workforce. The Group promotes equal treatment for men and women regarding opportunities, access to work and employment, training, promotion and work conditions, as well as equal access to goods, services and their supply with regard to the professional activities of employees.

### **5.2. Respect for people and their privacy**

Reig Jofre will not allow or tolerate harassment, abuse, intimidation, lack of respect and consideration, either physical, sexual, psychological, moral or of any other kind in the workplace, such as abuse of authority or any other behaviour that could create an environment that is intimidating or offensive for personal rights.

All employees, especially those occupying managerial positions, are expected to promote, at all times and every level, relationships based on respect for the dignity of others, participation, equity and reciprocal collaboration, encouraging a respectful work environment to achieve a positive working climate.

Relationships between employees will be based on respect. Likewise, relationships between employees and third parties outside Reig Jofre will also prioritise professional respect, confidence and collaboration. In this regard, the Group will respect the privacy rights of their employees and those who provide services to the company, in all aspects, especially concerning personal data.



## **Ethical Code**

Reig Jofre considers respect for people as an indispensable condition for individual and professional development, based on the principles of respect for legality and human rights that regulate the activity of everyone in the workplace and oblige people to treat others appropriately and with dignity, safeguarding the fundamental labour rights, dignity, privacy and equality.

### **5.3. Safety and Occupational Health**

For Reig Jofre, the prevention of hazards is one of the fundamental pillars, and continuous improvement is the primary goal. Our policy for the prevention of work hazards always contemplates all types of hazards that can exist.

All Group personnel must know and comply with health and safety regulations to prevent and minimise hazards.

### **5.4. Impartiality and conflicts of interest**

Conflicts of interest are situations in which the personal interest of employees and the interest of any other member of the Group clash, affecting their professional activities. Reig Jofre requires that professional decisions are based on the best defence of the Group's interest.

In cases of potential conflicts of interest, employees will follow the general principles of action described below:

- Independence: Employees will abstain from prioritising their own interests at the expense of the Company's interests.
- Abstention: Employees will abstain from intervening or influencing decision-making that could affect the Group, participating in the meetings in which these decisions are brought up and accessing confidential information that could affect the mentioned conflict.
- Communication: At the moment they are hired, and during the time they work in the company, all employees must report any situations that could create a conflict between their own interests and those of Reig Jofre.

### **5.5. Protection of the environment**

The Group is committed to caring for the environment and will act by prioritising the adaptation of resource management and responsible consumption according to sustainability principles and criteria.

Our work is carried out in compliance with environmental regulations, minimising the impact of our actions on the environment.





## **5.6. The fight against Money Laundering**

Reig Jofre is firmly committed to avoiding practices considered irregular in its relationships with clients, suppliers, competitors, authorities, etc., including those related to money laundering.

## **5.7. The fight against Corruption and Fraud with Third Parties**

The Group undertakes to abstain from relationships with third parties that could be considered corrupt.

In this respect, Employees will avoid any interference or influence of clients, suppliers or third parties that could alter their impartiality and professional objectivity.

## **5.8. Transparency, precision and confidentiality of information**

Reig Jofre forbids all its employees to disclose or use reserved and confidential information for personal purposes. Information is one of our most valuable assets; therefore, this Code of Conduct promotes its protection.

Employees will undertake to communicate information in a rigorous and reliable manner and not disclose incorrect information that could harm the Group, ensuring that all information made public is truthful.

## **5.9. Intellectual and industrial property**

The Group is the owner of the rights of use and exploitation of the computer systems and programs, equipment, manuals, videos, projects, studies, reports and other works and rights created, developed, perfected or used by its employees in their work or placed at their disposal by Reig Jofre.

Group employees will respect the intellectual and industrial property and the right to use the equipment, know-how, licenses, patents, trademarks, commercial names and, in general, any work developed or created by Reig Jofre, either as a result of their work or from third parties .

All our employees must sign a confidentiality agreement when joining and leaving the Group, guaranteeing their non-disclosure of the projects they were or will be working on.



### **5.10. Use and protection of assets**

Reig Jofre undertakes to place the necessary and adequate resources and means at the disposal of their personnel so they can do their work, such as financial, installations and equipment, among others.

Group employees are expected to make responsible use of these resources and the means placed at their disposal, only using them for professional activities for Reig Jofre.

### **5.11. Quality of products and services commercialised**

Reig Jofre prioritises client satisfaction by supplying a high-quality product. We are committed to developing quality policies that adopt the necessary preventive measures to comply with current legislation as well as any other regulations that could be enacted in the future.

### **5.12. Gifts and other benefits**

Reig Jofre is committed to transparency and compliance with regulations, especially regarding the promotion of our products and offering gifts and other benefits. We have an anti-bribery policy that regulates the acceptance and offering of gifts and other benefits. This must be known and respected by all Group employees.

## **6. Compliance with the Ethical Code**

Non-compliance with the Ethical Code will damage the reputation and corporate image of Reig Jofre; therefore, all Group employees are obliged to inform via the Whistle-blower Channel of any behaviour that contravenes or could contravene this Code.

Employees must also inform of any breach of the Code, as well as any suspicion of fraud or other criminal action related to the activities of Reig Jofre.

## **7. Version control**

<b>Version</b>	<b>Date</b>	<b>Modifications</b>
1	26/05/2020	Approval of the Ethical Code by the Board of Directors