



MoNo &



SIGMA
PHARM
ARZNEIMITTEL

Appendix: PROCESS DESCRIPTION

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Social Policy and Ethical Responsibility

Our company is specialized to manufacture and distribute high quality medicinal products and medical devices.

Goal of our social policy is to conform to human, ethical/morally and society requirements and to improve them continuously.

We see our contribution as a pharmaceutical company to act according to following fundamentals:

- *Discrimination* of every description (for example: age, gender) are prohibited and forbidden.
- *Disruption, Threat, Harassment, Abuse and Forced Labor* of ever form are illegal and irregular.
- *Child labor* is illegal and forbidden.
- *Misuse or Mistreatment* are criminal and illegal
- *Corruption and Bribery* are by following the Pharmig Codex of Behave as not allowed and illegal illustrated.
- The social surrounding and the expectations of our customers to our products is a continuous challenge and find realization by supporting selected projects (sponsoring and product development).
- Health and Safety of our employees is a substantial part of Quality Assurance + EHS and is supported and developed by appropriate actions.
- Wages and salaries are agreed according to job descriptions and regularly and timely payed
- Complaints or grievances can be brought in by employees personally or anonym, in written form or verbally any time.
- Natural and work environment as well as sustainability are in connection with our activities and our economic interest an important part and find appropriate consideration.
- Selection of our partners (suppliers and contract acceptors) takes place generally according to our sociopolitical principals

We confirm the comprehensive compliance to all work, financial and economical requirement and laws, which are given at the Austrian site because of our activities in the pharmaceutical industry.

Individual actions related to social policy and ethical responsibility are implemented in our company daily lived integrated Quality Management within the process oriented procedures (for example: social management, personal management, quality assurance+EHS) that are in most areas more than in legal requirements defined.

Translated by R. Plank (HoQA)

Signed by B. Wittmann (CEO)