

Code of Conduct - Cobra Biologics Holding AB

Introduction

The Code of Conduct provides a global set of rules, standards, values and principles which outline the expectations the Company has of individuals within the subsidiaries of the group, Cobra Biologics Holding AB. The Code of Conduct provides a framework for ethical decision making within the organisation ensuring the highest level of patient safety and is a tool for communication to internal and external stakeholders about what we value and what our expectations are.

Swedish/UK/US Law and union agreements will take precedent if found to be in contradiction to the Code of Conduct.

Who does the Code of Conduct apply to?

The Code of Conduct applies to all Employees, Consultants, Contractors, Suppliers and other Visitors who attend our premises.

How is the Code of Conduct communicated?

A copy of the Code of Conduct is displayed on the central server and is available for all employees to read. A presentation by each Site Management team will be given at the beginning of each year to remind employees of their responsibilities under the code. New employees joining the company part way through the year and employees returning from long term absence, maternity and paternity leave will receive the presentation on their return.

Consultant's Agreements will include a reference to the Code of Conduct and when they attend the facility they will receive a copy and will be asked to read this.

It will be the responsibility of all Employees to communicate our Code of Conduct to: Contractors, Suppliers and other Visitors attending site.

How does the Code of Conduct fit with our Mission statement and our Corporate Values?

The Code of Conduct describes the expected standards of behaviour and the key behavioural competencies. It supports the Mission Statement and Corporate Values and provides clear expectations of those working as part of the organisation.

Mission Statement

'To be the trusted service partner to the global life sciences industry for protein, virus and DNA process development, production and API fill/finish for clinical and in-market product supply.

To apply our technical expertise and experience to deliver customer value and take pride in our reputation as a comprehensive service provider.

To enhance our skills and capabilities to meet our customers' needs as their products develop and mature.'

Corporate Values

Customer	-	We are focused on delivering excellent customer service
Openness	-	We will operate openly in partnership with our customers
Best Value	-	We will generate ideas to continually improve our product and service offerings and provide added value for our customers
Responsiveness	-	We are proactive and quick to respond
Achievement	-	We have a results oriented culture

Our Corporate Values were agreed by the Cobra Biologics Leadership Team following input from staff in Sweden and the UK. These values describe how we wish to be perceived as a company in our service offering. The Code of Conduct describes the behaviours expected of our staff in order to deliver on our mission statement and our values.

What do we expect from our Management?

We expect Management to communicate information regarding our expectations and to set an example to our Employees, Consultants, Contractors, Suppliers and other Visitors.

We expect Management to demonstrate strong leadership attributes to direct and motivate their teams and help shape the future of the business.

What do we expect from all our Employees?

In addition to the above, we expect all our Employees to be committed to the business through demonstration of the following:

- results orientated attitude and focused on providing excellent customer service internally and externally
- innovative and solution orientated to solve work problems quickly and effectively

- open to change and continuously striving towards improvement within a developing organisation
- tenacious, flexible in their approach to work in order to meet deadlines - don't give up before we have delivered
- team orientated - collaborating, co-operating with each other to achieve company goals
- continuously striving for scientific excellence and operational excellence in their daily activities
- compliant with the applicable standards and regulations in Health and Safety, Quality, Finance, and Employment law

We expect all Employees, Consultants, Contractors, Suppliers and other Visitors to behave:

- in a professional manner, respectful and supportive of each other
- openly and honestly at all times
- competently to ensure work is conducted safely and effectively
- professionally and treat all information received on the Company confidentially

The statement above should be communicated to Consultants, Contractors, Suppliers and other visitors when they visit the Company.

What can you expect in return?

Our Employees can expect:

- wide and varied opportunities
- personal and professional development, as appropriate to the business
- exciting challenges in a variety of scientific fields
- participation in the Company's growth

The following describes the key areas covered under the 'Code of Conduct':

Confidentiality

All Employees are expected to comply with the confidentiality provisions set out in their Employment Agreements and/or Confidentiality Agreements. Failure to comply will lead to disciplinary action up to and including dismissal.

Conflicts of Interest

All Employees are obliged to commit themselves to the business and to fully protect the business interests. These are examples which may be deemed as a conflict of interest:

- Have personal interest in any business transactions with a supplier or customer the Site (or Group where this is known).

- All employment should go through the Human Resources department. Employment of relatives reporting to the same team should be avoided where possible.
- Employees should not hold any position with another employer without prior permission. Employment with a competitor is strictly forbidden during the course of your employment. It is the employee's responsibility to discuss any potential 'conflict of interest' with their line manager.

Data Protection

- The Company respects the privacy of their Employees, Consultants, Customers, Contractors, Suppliers and other visitors and will take every effort to protect the personal data which is shared with us.
- Further information relating to the personal data we collect, store and process can be found in each site Data Protection Policy and is also available in our Privacy Notice on the Company website.

Discrimination, Bullying and Harassment

- The Company will not tolerate any form of discrimination, bullying or Harassment.
- Inappropriate conduct and behaviour will be dealt with under the relevant Disciplinary and Grievance procedure.

Ethics

Our ethics are our professional standards by which we operate. All employees should ensure that they fulfil their roles honestly and honourably. We expect our customers and suppliers to do the same.

Equality and Diversity

- It is the responsibility of all Employees, Consultants, Contractors, Suppliers and other Visitors to treat each other with respect regardless of sex, age, race, ethnic origin, religious beliefs, sexual orientation or disability.
- All Employees will be offered equal opportunities in their development.
- Selection, promotion and opportunity for training will be based on the grounds of ability and suitability for the position or course.

Freedom of association and collective bargaining

Every Employee has the right to establish, join or refuse to join any organisation or association that represents the interests of the employees. The Company also exercises the Employee's right to collective bargaining.

Health, Safety and the Environment

The Board of Cobra Biologics Holdings commits to managing the activities in a manner which will minimise the risks to the health, safety and welfare of its' Employees, Contractors, Customers and other Visitors. Any foreseeable adverse effects on the environment will be actively managed to a practicable minimum.

Employees must behave in a responsible manner to protect both themselves and their colleagues. Failure to comply with rules on Health and Safety may lead to disciplinary action up to and including dismissal. Please see site company safety policy for further information.

Intellectual Property

Intellectual Property is the 'life blood' of the Company and should never be disclosed or discussed with anyone who has not signed a Confidentiality Agreement, unless it has already been disclosed on the Company web site or in Company publications.

Political activity

All Employees have the freedom to express their opinions, however it is not acceptable if this leads to controversy regarding our operations, or where it is perceived as bullying or harassment.

Professional Conduct

All Employees must conduct activities professionally, with integrity and aligned to business policies and procedures. Employees should not offer or accept gifts, invitations or other privileges if this may affect a business transaction. These may only be accepted from a third party following prior discussion with the employees' line manager and in line with Company Expense and Benefits procedures and/or local tax law.

Social Media

All Employees are expected to use social media responsibly and safely both professionally and personally. Employees should not post critical or offensive statements about:

- Our organisation
- Our clients
- Our suppliers and vendors
- Other affiliates and stakeholders

Employees should also avoid social media communications that might be misconstrued in a way that could damage our business reputation and/or breach confidentiality. This also applies to Employees once they have left the business.

Group Policies

All Employees are expected to comply with the terms, conditions and policies relating to their employment. These are located within the individual company's server.


Group Assets

Assets describe both physical or tangible equipment and intangible items such as knowledge, soft ware etc. All employees have a duty to respect and take care of assets they have responsibility for.

Corporate Social Responsibility

We value staff contributions to society and the local community and the company will consider requests for support wherever possible.

The information provided in this Code of Conduct is provided as examples and should not be deemed to be exclusive or exhaustive.

Signed: 

Print Name: PETER COLEMAN

Dated: 1st June 2019