



# Code of Conduct





## **Overview**

This document is the fundamental guide for our conduct and relationships while associates, either as Libbs' representatives or employees. Your adherence and compliance are mandatory.

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## Aspiration

Being the most admired Brazilian pharmaceutical company in the world. This is the feature that will differentiate us from all other companies.

## Purpose

Contributing to people achieving a full life. This is what drives us to work and to accomplish.

## Our Principles

### Integrity

We show the same face to everyone.

### Consideration and courtesy

Better results will be achieved by gaining our customers', suppliers' and employees' hearts and minds, as well as those belonging to other relationship audiences

### Courage

Assuming personal risks to do what is right.

### Justice

Dosing recognition, awards, and penalties in proportion to the merit.

### Merit

Recognizing, in the first place, those who are aligned with our values and contribute towards our Aspiration and Purpose.

### Truth

Data and facts must be sought to explain incidents.

### Honesty and transparency

We meet what has been due and agreed.

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## Professional commitment

01

We are committed to being models and guardians of such Code of Conduct within our professional relationships, either with customers, colleagues, suppliers or other relationship audiences.

02

Sharing responsibility by motivating and engaging colleagues, keeping the alignment with the company's goals and challenges.

03

Deeply knowing our internal and external customers, and offering them superior products and services.

04

Being extremely careful regarding money flowing in and out, treating each cent as it was our own.

05

Making the work simpler and focusing on value-generating activities.

06

Complying with standards and duties, and notifying the manager about possible setbacks that may prevent us from carrying them out.

07

Contributing to perfecting standards and procedures.

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## Our relationships



### Community and further audiences

We are committed to the interests and sustainable development of our relationships and to the social-environmental responsibility towards the communities where we are present.



### Government and society

Libbs is committed to acting to comply and improve the law and the regulatory framework.



### Libbs' resources

We are responsible for preserving and protecting tangible and intangible assets, which we have been entrusted with, and for using them towards the suitable development of our activities.



### Associates

We understand that personal relationships between associates are positive, either as friendship, love, family relationships, or religious affinity.



### Don't be silent!

Report to the Ombudsmanship any improper privileges or behaviors that are not being properly performed by the manager, or any type of personal relationship that may be interfering in work relationships.



### Commercial

You are committed to practicing loyal competition and respecting customers as basic competitiveness elements. Be committed to the quality and transparency of the information provided.

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## Bribery, corruption, and fraud

**We do not admit** the purchase or exchange of favors within our relationship with either public or private agents.

**We do not admit** the disclosure of any information that do not correspond to the truth, either orally or in writing, or by any other means.



### **Don't be silent!**

Do not omit in case of corruption and or fraud.

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## Fair treatment

In our relationships, we treat all parties with the same courtesy and consideration, regardless they are leaders or subordinates, customers or suppliers, officials, or the public in general.

**We do not allow** discrimination or prejudice of any nature, among them ethnicity, religion, age, gender, political engagement, origin, civil status, sexual orientation, physical condition or any other personal identity aspect. Except for legal restrictions, recruitment, selection, promotion, transfer or termination processes must be centered in technical and behavioral assessment for meeting the position expectations, assuring individual dignity.

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## Respect, health, and safety

People's integrity is above any other interest.

**We are committed to preserving the best health and safety conditions, and to maintaining a fair, balanced and harmonic environment in work relationships, either with colleagues or in their relationships with third parties.**

We ensure your and everybody else's safety, and we comply with all validated standards and procedures.

**No situation may justify the lack of safety for people: rush and urgency cannot legitimate lack of attention.**

Cooperate towards raising people's awareness, help in supervising, and make suggestions for improving standards and procedures.

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## Abuse of power | harassment

**We do not accept** abuse of power, which is configured by the use of a position or authority to gain personal advantages and favors of any nature, such as gifts, loans, personal/sexual relationship, silence regarding violation of standards, or humiliating or disrespectful treatment.

**We do not allow** informal groups to exercise the abuse of power.

**We commit ourselves** to not using an eventual strong position to not complying or delaying fixed and certain payments or scheduled commitments with employees and other parties.

Channels herein described in this Code are also open to third parties, which eventually feel they have been victims of harassment.



## Don't be silent!

**Do neither allow nor collude with abuse of power manifestations either from the leadership or informal groups.**

If you consider yourself as a target of situations characterizing harassment or abuse of power, and feel embarrassed in dealing with the issue with your manager, report it to the Ombudsmanship.

Even if you are not a target of harassment or abuse of power, do neither condone with such behavior nor omit yourself, and seek guidance about the necessary steps, as these are reprehensible behaviors, and must be eliminated from our daily life.

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## Alcohol and drugs

We do not allow people to stay in the work environment under the influence of any substance.

Consumption of alcoholic beverages may be adequate in social circumstances. Even on such occasions, excessive consumption will damage your image and put your health at risk.

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## Conflicts of interests

The professional commitment undertaken with Libbs prevents you from attending conflicting interests.

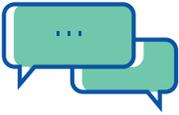
Activities with Libbs resources, assets, services, products or credits are solely performed in the company's interest.

The exercise of extra Libbs professional activities must not jeopardize or interfere in Libbs activities and must not imply in the use of the company's proprietary information or knowledge.

**If you are not sure if any extra Libbs activity is a conflicting one, check it with the Ombudsmanship.**

The merit towards meeting our needs will guide our business choices.

And to prevent any doubts from arising about hiring criteria, in case of close relationships with the other party's managers or negotiators, the Ombudsmanship must be informed about it.



## Political activities

Libbs respects each person's right to have a civic life and to take part in the political process.

Upon developing political activities, you must perform them during your free time, at your own expenses, making it clear that such initiatives are private in nature and not on Libbs' behalf.

To comply with some business partners' requirements, managers and directors willing to exercise any political activity must report it to the Ombudsmanship.



## Gifts

Giving and receiving gifts is a protocol, sympathetic and universally accepted way to acknowledge the other party's importance, and therefore, we support and stimulate such practice.

However, from a certain amount or when moderate value gifts are often given, we pull away from the strict protocol character, and we engage in a seductive practice that may negatively interfere in our reputation and in performing businesses on Libbs' behalf.

Therefore, you should take the initiative to prevent that limits separating the protocol gift from the one that may influence the choice criteria or in your reputation are exceeded.

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## Electronic tools and information systems

We are responsible for the safe and proper use of electronic tools and information systems.

The moderate use of electronic tools and information systems for personal purposes is allowed, provided that it does not jeopardize the work environment and execution or jeopardize the company's image.

**You are the sole responsible for all information you release on behalf of Libbs or store in our equipment.**

Within our corporate communication network, it is not permitted to transmit fund-raising chains or any messages with obscene, offensive, or ideological or social discriminating character messages.

You may use corporate equipment to establish social media for dealing with personal affairs. You are responsible for your personal password, and you must not provide it or allow unauthorized persons to access Libbs information systems. Copyright-protected or company-developed software must not be copied unless the holder of such rights gives its specific permit.



## Company's facilities and other equipment

Please remember that your work instruments - such as laboratory or operating equipment - are solely intended for your professional use. You are responsible for preserving and protecting the property and assets that you have been entrusted with, and must be aware of any situations or incidents that may result in losses, misuse or theft of company's assets.

# Code of Conduct Management

Libbs is committed to Managing the Code of Conduct and, therefore, to the efficiency of ombudsmanship channels.

As a result, Libbs associates and further relationship audiences have unbiased ombudsmanship, with an external channel for receiving reports (accusations, suggestions and criticisms), with confidentiality and anonymity assurance (if the author so wants it).

Doubts about interpretation or cases not foreseen in the Code of Conduct must be clarified with your direct superior. Should it not be possible, you are advised to forward it to the Ombudsmanship.

## **Channels**

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Website: [www.canaldedenuncia.com.br/libbs](http://www.canaldedenuncia.com.br/libbs)

## **Express your commitment to this Code**

Access <https://www.libbs.com.br/codigodeconduta>



**Libbs**  
Porque se trata da vida