

# CODE OF CONDUCT FOR BUSINESS PARTNERS



# ABOUT THIS CODE

This Code of Conduct applies for all of Vitrolife’s business partners, such as suppliers, distributors, agents, joint ventures or co-promotion partners, and research or licensing partners. The Code describes what Vitrolife expects of business partners with regards to standards in the workplace environment and in business operations.

The business partner shall ensure that its employees and other persons and entities that are acting on behalf of the business partner or are otherwise involved in the business relationship between Vitrolife and the business partner read and understand this Code, as well as act in accordance with it.

Business partners shall address any failure to meet the standards in this Code and take immediate and appropriate actions to make improvements. Please note that critical deviations from the Code or repeated unwillingness to make improvements could jeopardize the relationship between Vitrolife and the business partner.

Vitrolife may want to ensure that the Code is complied with and could therefore request access to relevant premises and documentation to verify the business partner’s compliance with the Code. We expect our business partners to, upon receiving reasonable notice, give Vitrolife or any auditor appointed by Vitrolife such access without undue delay.

**If you are uncertain about any aspect of this Code or how to respond to an issue that the Code does not address, please contact us.**

# STANDARDS IN THE WORKPLACE ENVIRONMENT

## Health and Safety

Business partners must offer a safe and healthy working environment that meets or exceeds applicable legislative requirements and standards in each country where business is operated. Vitrolife expects its business partners to have adequate health and safety policies and procedures in place and to ensure that these are followed.

## Diversity, Equality and Non-Discrimination

Business partners of Vitrolife shall promote diversity, equality, and a working environment where all employees respect one another and the value of colleagues' contributions as well as treat each person fairly.

Moreover, Vitrolife expects its business partners to not accept any form of mental or physical punishment, threat of punishment, bullying, discrimination or sexual or other harassment in the workplace.

## No Use of Child Labor or Forced Labor

Vitrolife requires its business partners to not engage in or support any forced labor or child labor in any of its businesses. Business partners should also work actively to prevent all forms of child labor or forced labor in their sphere of influence.

## Freedom of Association and Collective Bargaining

Vitrolife expects its business partners to respect the rights and freedoms of employees to join or form a union of free choice, to organize and to bargain collectively and individually in accordance with local laws and regulations.

## Fair Working Terms

Vitrolife expects its business partners to apply fair labor practices and follow applicable national and international labor standards. Business partners shall provide fair wages and benefits according to relevant standards. Working hours shall be applied according to national legislation or local applicable collective agreements.

“Business partners must offer a safe and healthy working environment that meets or exceeds applicable legislative requirements and standards in each country where business is operated.”

# STANDARDS IN BUSINESS OPERATIONS

## Anti-Corruption and Bribery

Vitrolife requires its business partners to refrain from any offering, solicitation or acceptance of bribes or any corruption, whatever the form, method or purpose when conducting business with Vitrolife. In their course of business, business partners shall comply with applicable anti-corruption and anti-bribery rules in all countries where business is operated.

Business partners must not provide any gift to a Vitrolife employee that might influence, or appear to influence, a Vitrolife employee's decision in relation to Vitrolife's business with the business partner. Vitrolife also requires its business partners to inform Vitrolife of any attempt or request from any Vitrolife employee to obtain advantages that contravene the content of this Code.

## Fair Competition, Antitrust and Trade Compliance

Vitrolife expects its business partners to compete fairly without any anticompetitive understandings or agreements. Business partners shall comply fully and in good faith with antitrust laws and regulations as well as all applicable competition rules in countries where business is operated.

Business partners of Vitrolife shall comply with international trade rules including tax and customs laws and applicable export, import, transit and trade compliance laws in countries where business is operated.



## **Anti-Money Laundering**

Vitrolife does not accept or support any money laundering. Business partners of Vitrolife must refrain from any form of money laundering activities.

## **Security of Assets**

Vitrolife's assets may be used only for the legitimate interests of Vitrolife and never for a business partner's own gain. All business partners of Vitrolife shall ensure that Vitrolife's assets are handled and processed effectively and securely.

Business partners shall maintain the confidentiality of proprietary or confidential information of Vitrolife that they receive or to which they are exposed. Business partners shall not misuse or inappropriately disclose any assets of Vitrolife.

## **Conflicts of Interest**

Vitrolife expects its business partners to avoid all actual or potential conflicts of interest between the personal interests of those involved in the dealings with Vitrolife and the interests of Vitrolife.

Business partners shall inform Vitrolife of a conflict of interest as soon as the business partner becomes aware of it. Business partners shall also inform Vitrolife if any employee of Vitrolife has an interest with the business partner in a way that could cause a conflict of interest in the business partner's dealings with Vitrolife.

## **Environmental Responsibility**

Vitrolife expects its business partners to have adequate environmental policies and procedures in place and to ensure that these are followed. Business partners of Vitrolife shall adhere to relevant environmental requirements.

## **Data Protection**

Vitrolife expects its business partners to take data protection seriously and always strive to protect personal data about individuals in the best possible way, and to comply with all applicable laws and regulations for the protection of personal data.

## **Compliance with laws**

In addition to what is stated above, Vitrolife requires its business partners to comply with all internationally accepted regulations, ethical guidelines and local laws as well as to respect human rights.

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# TOGETHER. ALL THE WAY™

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