

Effective: 01-AUG-2011

GSK 3rd Party Code of Conduct





GlaxoSmithKline

3rd Party Code of Conduct

At GlaxoSmithKline, we aim to operate in a way that reflects the highest ethical standards. We operate within a framework of principles, guidelines and policies aligned with ethical, social and environmental responsibilities to maximise the long term sustainability of our business and the communities in which we operate.

Accordingly, GSK strives to conduct business with 3rd party suppliers who share our commitment to high ethical standards and operate in a responsible and ethical manner. To reinforce the standards to which we are committed, GSK developed this 3rd Party Code of Conduct founded upon the Pharmaceutical Supply Chain Initiative's (PSCI) Pharmaceutical Industry Principles for Responsible Supply Chain Management and expects our 3rd party suppliers to:

- Integrate, communicate and apply these Principles
- Operate in full compliance with all applicable laws, rules and regulations
- Be aware of cultural differences and the challenges associated with interpreting and applying these Principles globally; understand the methods for meeting these expectations may vary and must be consistent with the laws, values and cultural expectations of the different societies of the world
- Integrate the Principles into a continual improvement approach that advances supplier performance over time

GSK offers Confidential Reporting Lines to employees and 3rd party suppliers to seek guidance or raise concerns related to potential violations of GSK principles, corporate policies or legal compliance. Callers to these lines will be provided anonymity if desired and calls are not traced as the company has taken steps to prevent caller identification through phone system technology. If you have knowledge of or suspect any misconduct, call one of the numbers footnoted below; please do not attempt to conduct an investigation yourself. When calling, try to provide specific information regarding the concern, when and where something allegedly occurred, who was involved and any additional information to facilitate GSK's investigation.



Ethics

Suppliers shall conduct their business in an ethical manner and act with integrity. The ethics elements include:

1. **Business Integrity, Reputation and Fair Competition**

Corruption, extortion and embezzlement are prohibited. Suppliers shall not pay or accept bribes or participate in other illegal inducements in business or government relationships.

Business partners should never communicate externally about GSK's prospects, performance or policies nor disclose inside Information which would affect the price of GSK securities without proper authority. Business partners are forbidden from making any public posting of confidential or proprietary information related to any aspect of GSK's business.

Suppliers shall conduct their business consistent with fair and vigorous competition and in compliance with all applicable anti-trust laws. Suppliers must strictly adhere to the letter and spirit of the Competition laws in all jurisdictions. Suppliers shall employ fair business practices including accurate and truthful advertising.

2. **Marketing and Promotional Practices**

All marketing and promotional materials and activities must conform to high ethical, medical, and scientific standards, and comply with all applicable laws and regulations. Promotional materials and activities that mention the products or services of third parties (e.g. GSK competitors) must fairly and accurately represent these products and services.

3. **Privacy**

Suppliers shall protect the confidentiality and security of Personally Identifiable Information by ensuring implementation of appropriate safeguards. Use and disclosure of Personally Identifiable Information must be limited to those purposes for which it was received to ensure that individuals' privacy rights are protected.



Labor

Suppliers shall be committed to uphold the human rights of workers and to treat them with dignity and respect. The Labor elements include:

1. **Freely Chosen Employment**

Suppliers shall not use forced, bonded or indentured labor or involuntary prison labor. Employees shall also not be required to lodge papers or deposits on starting work.

2. **Child Labor and Young Workers**

Suppliers shall not use child labor. The employment of young workers below the age of 18 shall only occur in non hazardous work and when young workers are above a country's legal age for employment or the age established for completing compulsory education.

3. **Non-Discrimination and Fair Treatment**

Suppliers shall provide a workplace free of harassment and discrimination. Discrimination for reasons such as race, color, age, gender, sexual orientation, ethnicity, disability, religion, political affiliation, union membership or marital status is not allowed. Suppliers shall provide a workplace free of harsh and inhumane treatment, including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuses of workers and no threat of any such treatment.

4. **Wages, Benefits and Working Hours**

Suppliers shall pay workers according to applicable wage laws, including minimum wages, overtime hours and mandated benefits. Suppliers shall communicate with the worker the basis on which they are being compensated in a timely manner. Suppliers are also expected to communicate with the worker whether overtime is required and the wages to be paid for such overtime.

5. **Freedom of Association**

Open communication and direct engagement with workers to resolve workplace and compensation issues is encouraged. Suppliers shall respect the rights of workers, as set forth in local laws, to associate freely, join or not join labor unions, seek representation and join workers' councils. Workers shall be able to communicate openly with management regarding working conditions without threat of reprisal, intimidation or harassment.

6. **Pre-Employment Screening**

Business partners who are hiring people to work with GSK information or business processes must ensure that results from candidate pre-employment or pre-engagement screening processes meet GSK standards before an appointment is confirmed.

Environment, Health & Safety

Suppliers shall operate in an environmentally responsible and efficient manner to minimise adverse impacts on the environment. Suppliers are encouraged to conserve natural resources, to avoid the use of hazardous materials where possible and to engage in activities that reuse and recycle. The environmental elements include:

1. **Environmental Authorizations**

Suppliers shall comply with all applicable environmental regulations. All required environmental permits, licenses, information registrations and restrictions shall be obtained and their operational and reporting requirements followed.

2. **Waste and Emissions**

Suppliers shall have systems in place to ensure the safe handling, movement, storage, recycling, reuse, or management of waste, air emissions and wastewater discharges. Any waste, wastewater or emissions with the potential to adversely impact human or environmental health shall be appropriately managed, controlled and treated prior to release into the environment.

3. **Spills and Releases**

Suppliers shall have systems in place to prevent and mitigate accidental spills and releases to the environment.

Suppliers shall provide a safe and healthy working environment, including for any company provided living quarters. The Health and Safety elements include:

1. **Worker Protection**

Suppliers shall protect workers from over exposure to chemical, biological, physical hazards and physically demanding tasks in the work place and in any company provided living quarters.

2. **Process Safety**

Suppliers shall have programs in place to prevent or mitigate catastrophic releases of chemicals.

3. **Emergency Preparedness and Response**

Suppliers shall identify and assess emergency situations in the workplace and any company provided living quarters, and to minimise their impact by implementing emergency plans and response procedures.

4. **Hazard Information**

Safety information relating to hazardous materials including pharmaceutical compounds and pharmaceutical intermediate materials shall be available to educate, train and protect workers from hazards.

Management Systems

Suppliers shall use management systems to facilitate continual improvement and compliance with the expectations of these principles. The management system elements include:

1. **Commitment, Accountability and Risk Management**
Suppliers shall demonstrate commitment to the concepts described in this document by allocating appropriate resources. Suppliers shall have mechanisms to determine and manage risks in all areas addressed by this document.
2. **Legal and Customer Requirements**
Suppliers shall identify and comply with applicable laws, regulations, standards and relevant customer requirements.
3. **Identification of Concerns**
All workers should be encouraged to report concerns or illegal activities in the workplace without threat of reprisal, intimidation or harassment. Suppliers shall investigate and take corrective action if needed.
4. **Fraud Prevention and Reporting**
Business partners shall implement robust fraud prevention and reporting programs. Suppliers are required to report all frauds involving GSK business, regardless of materiality.
5. **Documentation**
Suppliers shall maintain documentation necessary to demonstrate conformance with these expectations and compliance with applicable regulations.
6. **Training and Competency**
Suppliers shall have a training program that achieves an appropriate level of knowledge, skills and abilities in management and workers to address these expectations.
7. **Continual Improvement**
Suppliers are expected to continually improve by setting performance objectives, executing implementation plans and taking necessary corrective actions for deficiencies identified by internal or external assessments, inspections, and management reviews.
8. **Business Continuity**
Suppliers are responsible for the development and implementation of appropriate business continuity plans for operations supporting GSK business. These plans should be designed and kept current to promptly recover and restore partially or completely interrupted critical functions to minimise disruption to GSK's business and protect GSK's reputation.



GSK Framework of Guidelines and Policies:

In addition to the principles herein, GSK has defined an employee Code of Conduct stating GSK's policy on the fundamental standards to be followed by GSK Staff in their everyday actions on behalf of GSK and to promote honest, legal and ethical conduct. Accordingly, GSK's 3rd parties interacting with GSK Staff should understand and comply with GSK's principles regarding conflicts of interest and acceptance of entertainment and gifts as noted below:

Conflicts of Interest

GSK expects all staff to be free from actual or potential conflicts of interest. A conflict of interest occurs whenever the prospect of direct or indirect personal gain may influence or appear to influence your judgment or actions while conducting GSK business.

Acceptance of Entertainment & Gifts

Conducting business may involve occasional business-related entertainment or exchanges of gifts of nominal value. GSK guidelines provide standards and limitations governing the acceptance of entertainment and gifts from any person, organization, or agency related to, or associated with, GSK's business activities. In addition, GSK Procurement employees are subject to additional restrictions on entertainment or gifts from suppliers or potential suppliers.

Expectations

- GSK employees may accept entertainment when it is: lawful and ethical, customary and reasonable in value, occasional, and in support of GSK's business and not just for their own well-being or use.
- GSK employees should NOT accept travel and overnight accommodations as these are not considered reasonable in value.
- GSK employees may generally accept gifts of nominal value (e.g., pens, mugs, calendars, etc.) when such gifts are infrequent and customary in a business relationship.
- GSK Procurement employees are subject to additional restrictions on entertainment or gifts from suppliers or potential suppliers including specific guidance for Procurement employees to decline invitations to sporting events, decline supplier-funded golf events and return or dispose of even the most nominal holiday gifts.
- GSK employees and their immediate family members must NOT accept or solicit from a supplier or potential supplier of GSK any improper entertainment or gifts.

For additional information regarding the principles governing your interactions with GSK, please contact your GSK business partner or GSK Corporate Ethics and Compliance via one of the confidential reporting lines footnoted below.

Concerns may be reported anonymously through a 3rd party service available 24/7, 365 days. GSK **UK** Confidential Reporting Line is **0808 100 5689 (access code 47500)**. GSK **US and Canada** Integrity Helpline is **1-866-GSK-ETHICS (1-866-475-3844)**.