



Abbott Supplier Guidelines



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Abbott’s suppliers are an integral part of the overall success of Abbott. Each day, Abbott and its suppliers make decisions that impact Abbott’s ability to provide quality health care products to its customers.

The “Abbott Supplier Guidelines” documents the principles, guidelines and expectations for establishing and maintaining a business relationship with Abbott. Abbott is committed to business relationships with suppliers that share the company’s dedication to conducting business in a legal and ethical manner.

Abbott is aware of cultural differences and the challenges associated with interpreting and applying these principles globally. While Abbott believes these principles are universal, we understand that the methods for meeting these expectations may be different but must be consistent with the laws, values and cultural expectations of the different societies of the world.

All Abbott suppliers are expected to understand and comply with the “Abbott Supplier Guidelines”, and are strongly encouraged to contact an Abbott purchasing representative with any questions. Suppliers are also strongly encouraged to contact Abbott Purchasing whenever there are questions relating to the appropriateness of any activity since Purchasing employees can provide an overview and further guidance on applicable Abbott policies.

Abbott appreciates the contributions that suppliers make toward the success of Abbott and looks forward to continuing supplier relations designed to ensure a mutually beneficial business relationship.

The Abbott Supplier Guidelines have been developed in accordance with the Pharmaceutical Industry Principles for Responsible Supply Chain Management



Ethics

Suppliers shall conduct their business in an ethical manner and act with integrity. Abbott expects suppliers to comply with all legal and regulatory requirements regarding ethics including:

1. Business Integrity and Fair Competition

All corruption, extortion and embezzlement is prohibited. Suppliers shall not pay or accept bribes or participate in other illegal inducements in business or government relationships. Suppliers shall conduct business competitively and in full compliance with all applicable laws intended to promote free and fair competition. Suppliers shall employ fair business practices including accurate and truthful advertising.

Abbott employees are obligated to comply with the provisions of the Abbott Code of Business Conduct, including the following that relate to supplier relationships:

- Employees shall deal with all suppliers, customers, and all other persons doing business with Abbott in a completely fair and objective manner without favor or preference based on personal financial considerations or personal relationships.
- Employees shall not accept or provide (directly or indirectly) gifts, prejudicial discounts, payments, fees, loans, entertainment, favors or services from any person or firm, which may influence or give the appearance of influencing purchasing decisions.

Abbott contract workers and agents (for example, consultants, contract sales forces, speakers, distributors, clinical investigators, etc.) must also comply with the applicable provisions of the Abbott Code of Business Conduct.

Abbott employees and suppliers are expected to report violations or possible violations of these Supplier Guidelines to Abbott Purchasing or to the Abbott Office of Ethics and Compliance, either directly or via the Ethics and Compliance Hotline (+1 866 384-2756).

Abbott will promptly investigate reported violations of the Abbott Supplier Guidelines and expect employees and suppliers to cooperate in the investigation. If corrective action is required, Abbott will decide what steps are needed to address the issue.

2. Identification of Concerns

Supplier employees should be encouraged to report concerns or illegal activities in their relationship with Abbott without threat of reprisal, intimidation or harassment. Suppliers should review the concerns and respond to them in a timely manner.

3. Animal Welfare

Using animals in any testing or process should only occur after alternate methods have been fully explored and rejected. Animals shall be treated humanely, minimizing pain and stress. Animal testing should be performed only after consideration has been given to non-animal based test methods, reducing the numbers of animals used, or refining procedures to minimize distress in the tested animals. Alternatives should be used wherever these are scientifically valid and acceptable to regulators.

Contract laboratories and collaborating laboratories must be accredited by the Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC) and/or their laboratory animal care and use program must be assessed by Abbott veterinary staff and approved by Abbott's Animal Welfare Officer prior to placement of work and thereafter on a periodic basis.

4. Privacy

Suppliers shall not use or disclose Abbott confidential information other than with the express consent of, and for the benefit of, Abbott. In particular, Suppliers shall not exchange or otherwise disclose Abbott confidential information with any competitor or other supplier. Any information or data regarding Abbott operations shall be treated as confidential at all times unless that information is in the public domain. Confidential information includes but is not limited to:

- Purchase material specifications and conditions
- Requests for quotation
- Cost sheets
- Profit information
- Asset information
- Names of suppliers
- Pricing
- Purchase strategies
- Contract details
- R&D data
- Financial/sales/marketing information
- Operating processes/formulas and other know-how and trade secrets, which are Abbott property and have not been disclosed to the general public.
- Computer software programs
- Personal information about employees, officers and directors
- Wage and salary scales

Abbott may require that Suppliers confirm these obligations by entering into Confidentiality Agreements with regard to any of the above confidential information and to ensure that company, worker, and patient privacy rights are protected.

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Suppliers shall be committed to uphold the human rights of their employees and to treat them with dignity and respect. Abbott expects suppliers to comply with all legal and regulatory requirements recognizing employee human rights including:

1. Freely Chosen Employment

Suppliers shall not use forced, bonded or indentured labor or involuntary prison labor.

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

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 condoned. Abbott expects suppliers to share its commitment to equal opportunity in employment and its commitment to employee diversity.

4. Fair Treatment

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 abuse of workers and no threat of any such treatment.

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5. Wages, Benefits and Working Hours

Suppliers shall pay workers according to applicable wage laws, including minimum wages, overtime hours and mandated benefits as per custom of the country.

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.

6. 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.

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Suppliers shall protect workers in the workplace, and in any company-provided living quarters, by providing a safe and healthy environment. Abbott expects suppliers to comply with all legal and regulatory requirements regarding employee health and safety including:

1. Worker Protection

Suppliers shall protect workers from exposure to chemical, biological, physical hazards and physically demanding tasks in the work place and other company-provided facilities, including living quarters and transportation vehicles.

2. Process Safety

Suppliers shall have programs in place to prevent and respond to catastrophic releases of chemicals.

3. Emergency Preparedness and Response

Suppliers shall identify and assess emergency situations affecting the workplace and any company-provided living quarters, and shall minimize potentially adverse consequences by implementing and maintaining effective emergency plans and response procedures.

4. Hazard Information

Suppliers shall make available safety information relating to hazardous materials in the workplace - including pharmaceutical compounds and pharmaceutical intermediate materials - to educate, train, and protect workers from hazards.

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Suppliers shall operate in an environmentally responsible and efficient manner and shall strive to minimize adverse impacts to the environment. Suppliers are encouraged to conserve natural resources, to avoid the use of hazardous materials where possible and to promote activities that reuse and recycle. Abbott expects suppliers to comply with all laws, regulations, ordinances, rules, permits, licenses approvals and orders regarding the environment including but not limited to:

1. Environmental Authorizations

Suppliers shall obtain all required environmental permits, licenses, and approvals and comply with all applicable operational and reporting requirements.

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 quickly respond to all accidental spills and releases to the environment.



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Suppliers shall use management systems to facilitate continual improvement and ensure compliance with these principles.

The management system elements include:

1. Commitment and Accountability

Suppliers shall allocate adequate resources.

2. Legal and Customer Requirements

Suppliers shall identify all applicable laws, regulations, rules, ordinances, permits, licenses, approvals, orders, standards and relevant customer requirements and ensure compliance with them.

3. Risk Management

Suppliers shall have mechanisms in place to determine and control risks in all areas addressed by this document.

4. Documentation

Suppliers shall maintain documentation necessary to demonstrate conformance with these principles and compliance with applicable laws, regulations, rules, ordinances, permits, licenses, approvals and orders.

5. Training and Competency

Suppliers shall have a training program that achieves an appropriate level of knowledge, skills and abilities in management and workers.

6. Continual Improvement

Suppliers are expected to continually improve by setting performance objectives, executing implementation plans and taking necessary actions to correct deficiencies identified by internal or external assessments, inspections, and management reviews.

7. Communication

Suppliers shall maintain open and direct communication with appropriate business functions, including Purchasing.

