



 Living a legacy of trust

# Conducting business ethically

We are successful in our work because of the way we work as a team.

## In This Section:

- ▶ Understand your responsibilities
- ▶ Make good choices
- ▶ Respect others
- ▶ Safety is everyone's responsibility
- ▶ Cooperate with investigations

# Understand your responsibilities

Maintaining our legacy of trust is everyone's responsibility.

Whether you are an employee or volunteer or a third party acting on behalf of USP you are expected to do your part to maintain high ethical standards. This starts with understanding the laws that apply to your responsibilities, the Code, Core Values and our SOPs. Each of us is responsible for reading, understanding and following all of them. They apply to anyone who acts on behalf of USP, no matter what role they fulfill in the organization.

Volunteers and representatives (e.g., vendors, suppliers, consultants and other third parties hired to work for or act on behalf of USP) are expected to follow all applicable laws, meet all contractual obligations, act with integrity and hold themselves to high ethical standards consistent with our Code of Ethics.

## Additional responsibilities

- ▶ Be a positive role model for others to follow.
- ▶ Be approachable.
- ▶ Maintain an environment where others can comfortably ask questions or raise concerns.
- ▶ Look for opportunities to emphasize the importance of understanding and following the Code and our Core Values.
- ▶ Never ask or pressure anyone to do something you would feel uncomfortable doing or are prohibited from doing yourself.
- ▶ If you work with volunteers or representatives, make sure they understand our expectations and their obligations.



**When we earn and keep trust, it builds our credibility, as individuals and as an organization.**

# Make good choices

Making good choices is not always easy. At times you will be under pressure or may be unsure of what to do. When faced with a difficult decision, ask yourself:



Are my actions consistent with the letter and spirit of the law, this Code, our Core Values and our SOPs?

Do I have the necessary information or have I consulted the appropriate resources before I make this decision?

Have I considered the consequences and risks involved with my decision?

Have I considered other options?

Would I be proud if my actions were reported in the news or to my family and friends?



**If the answer to any of these questions is "No," or if you're not sure, stop and ask for help.**

# Respect others

We care about the people we work with. We work best when we collaborate as a team, when we treat each other with respect and value the unique contributions of others.

At USP, we believe that everyone has the right to work in an environment that is characterized by respectful and appropriate behavior. That's why we maintain high standards of conduct and do not tolerate any form of disrespectful behavior or harassment by or directed at any employee, volunteer, representative or visitor.

**We strive to work in an environment that is diverse and inclusive, as well as free from harassment, discrimination, violence and retaliation. At USP, there is simply no room for actions that are fundamentally contrary to our Core Values.**



## Diversity, inclusion and belonging

Diversity, Inclusion and Belonging makes us stronger.

It meaningfully positions us to positively impact the health of people around the world. We aspire to build and maintain a diverse and inclusive workplace where every staff member and volunteer can bring their authentic self, are valued for their contributions and feel they belong.

Diversity encompasses a wide variety of characteristics, backgrounds and experiences that staff and volunteers bring to USP. It includes factors like personality, race, ethnicity, physical and mental abilities, education, religion, gender identity and expression, life experience, sexual orientation, country of origin, regional differences, beliefs, work experience, family status and many more that make us similar and different to one another. For each of us, our intersecting differences combine to shape our view of the world and give us a unique and valuable perspective.

## Equal employment opportunity

As part of our commitment to creating an inclusive and diverse culture, our decisions are based on employment equal opportunity.

We prohibit discrimination based on race, ethnicity, color, national origin, gender identity, religion, age, sexual orientation, marital status, veteran status, genetic information, physical or mental disability or any other personal characteristic protected by law.

## Accommodations for disability

We comply with laws that prohibit discrimination against individuals with disabilities. We encourage employees, volunteers and job applicants to let us know about any disabilities so that we can provide reasonable accommodations.

## Employment, labor and immigration compliance

We comply with all applicable employment, labor and immigration requirements and we expect all USP employees and job applicants to cooperate with our compliance efforts.

## What's my role?

- ▶ Read, understand and comply with the USP Employee Handbook.
- ▶ Always do your part to create a positive work environment where everyone can contribute and fully utilize their talents. Leverage diverse perspectives, ideas and experiences, always listen and encourage open dialogue and curiosity.
- ▶ Remember that degrading jokes, slurs, bigotry, physical or verbal intimidation, unwelcome sexual advances or other disrespectful conduct are never acceptable and will not be tolerated.
- ▶ Treat everyone with respect and dignity, inspire a spirit of belonging by being inclusive, where everyone feels valued without judgment.
- ▶ Comply with all applicable employment, labor and immigration requirements.
- ▶ If you supervise or lead others, base your employment decisions on merit and be aware of any potential biases. Consult with Human Resources if you have questions or need support.



## Learn from the experience of your colleagues



### Harassment can take many forms

Harassment can be verbal, physical or visual and can include jokes, unwelcome touching, rude language or gestures, offensive comments, emails or social media posts.

At USP, we consider harassment to be a serious act of misconduct and may subject an employee to disciplinary action up to and including termination.



# Safety is everyone's responsibility

We want every employee, volunteer, representative and visitor to return home safely every day. It takes teamwork to make sure that our laboratories, offices and locations are safe and healthy work environments where everyone can perform at their best. Working together we can identify and address risks and find ways to improve our practices.

## What's my role?

- ▶ Act responsibly and follow all USP safety rules and procedures.
- ▶ Cooperate with employees whose job is to enforce safety rules and procedures.
- ▶ Attend required safety training.
- ▶ Use required personal protective equipment.
- ▶ Identify hazards you become aware of in your workplace, whether in laboratories, offices, or in the field and work to resolve them.
- ▶ Report injuries or safety incidents promptly and appropriately.

- ▶ Ensure that your performance is not impaired by alcohol or drugs, including prescriptions and over-the-counter medications.



**Learn from the experience of your colleagues**



## Workplace violence is prohibited

Never perpetrate or tolerate any form of violence or threats of violence by, or against, any employee, volunteer, representative or visitor. If you receive a threat or are concerned about a situation, report the matter immediately to your supervisor, Global Security or HR.

USP prohibits weapons on USP premises including in all cars, buildings, parking lots and USP events.



## Think it through – being responsible for safety

Safety is always a priority. We never cut corners. We look out for one another and speak up if we notice any unsafe practices or safety risks in our work environments. Help make sure that those who work with you – other employees, volunteers and representatives – act consistently with our safety standards.

# Cooperate with investigations

Any information provided through the Helpline or through any other reporting channel will be treated confidentially to the extent possible. Every effort will be made to respond to questions and reports within **five business days**.

## What's my role?

- ▶ Fully cooperate with all investigations.
- ▶ Answer questions truthfully and provide all relevant information.
- ▶ Do not interfere in investigations.
- ▶ Do not knowingly offer false information, or alter or destroy any relevant documents or information.



**Learn from the experience of your colleagues**

