

Workplace Conduct



“USP is committed to fostering a workplace that is safe, is professional, and promotes diversity and trust.”

USP is committed to fostering a workplace that is safe, is professional, and promotes diversity and trust. We seek a diverse base of employees and volunteers, and we ensure equal opportunity to all qualified individuals. We provide a supportive working environment where our personal information is safeguarded and we are free from harassment, discrimination, drugs, weapons, or violence.

Equal Employment Opportunity and Affirmative Action

At USP, we are committed to a program of equal employment opportunity without discrimination based on race, ethnicity, color, national origin, gender, gender identity, religion, age, sexual orientation, marital status, veteran status, genetic information, physical or mental disability, or any other personal characteristic protected by law. It is our policy not merely to refrain from discrimination but to take positive affirmative action to realize equal employment opportunity for women, minorities, individuals with disabilities, and veterans.

At USP, we are committed to a program of equal employment opportunity without discrimination.

In furtherance of this policy, we will:

- Recruit, hire, train, and promote persons of all job classifications without regard to personal characteristics or protected status.
- Ensure that promotion decisions are in accordance with principles of equal employment opportunity by imposing only job-related requirements for promotion opportunities.



- Ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, return to employment, leaves, and USP-sponsored training and education programs will be administered without regard to personal characteristics or protected status.
- Take affirmative action on behalf of women, minorities, individuals with disabilities, and veterans to actively recruit qualified members of these groups for employment with USP.
- Provide for the prompt, thorough, and impartial consideration of all complaints.
- Provide a program of action for the achievement of equal employment opportunity in accordance with the spirit of the law.
- Reasonably accommodate the physical and mental disabilities of any employee or applicant for employment unless such accommodation imposes an undue hardship on the conduct of our business.

Employees interested in consideration under our Affirmative Action Plans for Employees with Disabilities and Covered Veterans should indicate this to their manager or to Human Resources. Submission of this information is voluntary and refusal to provide it will not subject you to adverse treatment.

Accommodation for Disabilities

At USP, we support laws that prohibit discrimination against disabled individuals, such as the Americans with Disabilities Act. We treat all employees, volunteers, and applicants with disabilities in accordance with the requirements of these laws. We evaluate individuals based on abilities, not disabilities, and give full and equal employment and volunteer opportunities to each person with the ability to perform the essential functions of a role, with reasonable accommodations. As a result, we urge employees, volunteers, and applicants to declare any special needs to allow discreet, confidential, and prompt consideration of reasonable accommodations.

At USP, we support laws that prohibit discrimination against disabled individuals.

Anti-Harassment

At USP, we are committed to a work environment where all individuals are treated with respect and dignity. We all have the right to work in a professional atmosphere that prohibits harassment. Harassment is an unpleasant or hostile situation created by unwelcome written, verbal, or physical conduct. Therefore, we expect that all relationships among USP employees, volunteers, and representatives will be business-like and free of bias, prejudice, and harassment. We do not tolerate any form of harassment on the basis of race, ethnicity, color, national origin, gender, gender identity, religion, age, sexual orientation, marital status, veteran status, genetic information, physical or mental disability, or any other personal characteristic protected by law. Our zero-tolerance policy extends to all employees, volunteers, and representatives.

At USP, we are committed to a work environment where all individuals are treated with respect and dignity.

If any such harassment is encountered, do not ignore the behavior. Stop the offender and make clear that any repetition will be reported.

Harassment may include but is not limited to:

- Inappropriate jokes, threats, or whistling
- Gestures and unwelcome touching
- Inappropriate posters, email messages, or similar material
- Requests for sexual favors in exchange for promotions or raises
- Use of title or position to harass employees

If any such harassment is encountered, do not ignore the behavior. Stop the offender and make clear that any repetition will be reported (and do so if the behavior is repeated). If you are uncomfortable with this step,

or have been unable to do so, we strongly encourage you to report the incident to your manager or to Human Resources. If this is not a reasonable option for you, report the incident in accordance with our Reporting Policy.

Privacy

At USP, we respect your personal information and treat it with care. International laws regarding the treatment of personal information vary. USP will treat personal data in accordance with applicable law.

There are circumstances that require USP to receive, or have access to, personal information to administer various programs, such as payroll, health benefits, time off, and career development. Examples of personal information include your home phone number, address, family information, benefit elections, medical conditions, salary, and performance ratings.



Personal information may be accessed only by authorized employees for business purposes or for other purposes permitted by law. Personal information will be shared with outside organizations only in a manner that is consistent with applicable law.

While we respect employees' privacy, all data stored on USP's computers, including email sent or received on our network or using a computer or device that is connected to our network and stores the data on our equipment, is USP's property and is not private, except as defined by local law. We reserve the right to inspect our facilities and property, such as computers, telephone records, emails, files, business documents, and workspaces. Employees should not expect privacy when using company-provided services or equipment, except as provided by local law.

For USP employees, we have specific SOPs concerning the use of email, the Internet, and other electronic information sources while on USP time or using USP computers.

Environmental Health and Safety

At USP, we conduct our operations in an environmentally sound manner and comply with all applicable environmental laws and regulations. As employees, we are responsible for knowing the environmental responsibilities of our job and conducting business in accordance with environmental laws, international standards, and best practices for:

- Reducing water and energy use
- Controlling air emissions
- Controlling wastewater discharges
- Properly managing hazardous waste
- Minimizing solid and hazardous waste generation
- Preventing spills or releases

In addition, we are committed to providing our employees with a safe and secure work environment. Our laboratories comply with all health and safety laws and regulations, as well as our own health and safety SOPs that go beyond the minimum legal requirements. To achieve this result, we must follow USP safety rules and procedures, cooperate with employees who enforce safety rules and procedures, attend required safety training, and report all safety concerns.

At USP, we conduct our operations in an environmentally sound manner and comply with all applicable environmental laws and regulations.

Drug-Free Workplace

To provide a safe work environment, it is USP's policy to maintain a drug-free workplace. The use, possession, sale, or distribution of illegal controlled substances is expressly prohibited while on USP time. Legal or illegal substances, including alcohol, may not be used in a manner that impairs your performance of assigned tasks or creates a safety hazard for others.

It is not acceptable to threaten violence in any manner or to engage in actions that create an actual or potential hazard for others in the workplace.

Workplace Violence

At USP, we are all expected to solve conflict responsibly. It is not acceptable to threaten violence in any manner or to engage in actions that create an actual or potential hazard for others in the workplace. You should contact your manager, Human Resources, or any of the other resources listed in this Code, for assistance in solving problems if you are

unable to do so yourself. If threatening or violent behavior does occur, you should immediately report the behavior to local law enforcement and management at your site.

If you receive a threat or suffer violence from someone who is not a USP employee, volunteer, or representative while at USP, through the phone, voicemail, email, physical presence on USP property, or otherwise, it should be reported to your manager, or local law enforcement. USP may be able to take steps to reduce the other person's ability to contact you at work. For matters outside of work, you should contact local law enforcement officials.

Workplace Weapons

At USP, we prohibit the wearing, transporting, storage, or presence of firearms, knives, or other weapons in our facilities or on our property. Any employee in possession of a firearm, knife, or other weapon while at our facilities or properties, or while otherwise fulfilling job responsibilities, may face disciplinary action up to and including termination. Possession of a valid concealed weapons permit authorized by the government is not an exemption under this policy.

We prohibit the wearing, transporting, storage, or presence of firearms, knives, or other weapons in our facilities or on our property.

