



**AVID BIOSERVICES, INC.**

**SUPPLIER CODE OF CONDUCT**

**(As last amended on January 25, 2023)**

**INTRODUCTION**

Avid Bioservices understands it is a privilege to be a trusted partner for quality solutions. We are a dedicated commercial biologics (CDMO) focused on the development and CGMP manufacture of biopharmaceuticals who values the collaboration with third party individuals and organizations. Avid has created this Supplier Code of Conduct as a reminder to all that we are not only aligned with the PSCI Principals but we also value being culturally, ethically responsible and appreciate those who apply these same values in their day-to-day roles regardless of the goods and/or services rendered to Avid.

- Building a network consisting of ethical, reliable, and dependable partners is crucial to our success. Avid has an important duty to not only comply with all legal requirements but also to ensure business responsibility.
- We are eager to continue doing business with third party individuals and organizations who operate their businesses with integrity and professionalism. Suppliers should be able to present their compliance in agreement with this Supplier Code of Conduct or provide their own comparable rules and standards upon reasonable request.

**A. Ethical Business Practices**

1. Suppliers should always conduct their business in alliance with the highest ethical standards. In addition to this, each supplier must operate in compliance with applicable laws, rules, regulations, and other legal requirements in the country its place of business is held.
2. Suppliers are required to comply with any applicable anti-bribery and anti- corruption laws and regulations including the U.S Foreign Corrupt Practices Act of 1977.

**B. Accuracy of Business Records**

1. All financial records relating to any business being done with Avid are required to align with generally accepted accounting principles.
2. All business records are required to be accurate, legible, transparent and reflect all transactions and payments.

**C. Trade Compliance**

1. Suppliers are required to comply with any applicable import and/or export controls, sanctions, regulations as well as rules of the United States as well as any country where transactions are conducted.

**D. Conflicts of Interest**

Suppliers should avoid conflicts of interest as much as possible. To avoid actual conflicts and reduce the possible appearance of conflicts, suppliers shall not offer or give any of the below to Avid Bioservices employees to win or gain business, influence an action or decision, or gain an improper advantage.

- Any sort of potential credit or discount in an ongoing potential business decision process.
- Any gift including currency or cash-like gifts which include gift cards.
- Services such as extravagant outings, travel or lodging at supplier-sponsored events.
- Opportunities to purchase products and/or services under terms not offered to other customers.

**E. Labor and Human Rights****1. Freedom of Association**

- Open communication between suppliers and management is strongly encouraged.

**2. Non-Discrimination**

- Suppliers must provide a workplace free of harassment and discrimination in compliance with applicable laws and regulations. Suppliers must not discriminate for such reasons such as color, age, race, sexual orientation, gender identity religion, political affiliation, and or marital status.

**3. Freely Chosen Employment**

- Suppliers shall not use forced, involuntary, slave or involuntary prison labor.

**4. Fair Treatment**

- Suppliers are required to provide a safe workplace free of any physical or environmental threats. Avid does not tolerate intimidation, harassment, intimidation, or any other behavior that poses an interruption to another's ability to work.

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

- Applicable wage and benefit laws must be considered in employment. Overtime compensation and legally mandated benefits should be communicated to workers on a regular basis.

**6. Child Labor and Young Workers**

- Suppliers shall not use child labor. Employment must be based off a country's legal age for employment

**F. Animal Welfare**

1. Animals shall be treated as humanely as possible minimizing pain and stress. Any testing involving animals shall be strategized to use the least number of animals possible and should be performed in a manner that minimizes distress.
2. Alternatives are the preferred method of use when scientifically acceptable and approved by regulators.

**G. Environmental Responsibility, Health & Safety**

We request all suppliers operate in a manner that is protective of the environment in efforts to reduce their environmental footprint. These actions could include permitting and approvals, management, and disposal of hazardous materials as well as potential contaminants to the air, soil, water, or other natural resources.

1. Avid encourages all suppliers and third parties to aim to eliminate or reduce waste of all types such as water, energy, materials. Hazardous materials and chemicals including wastewater must be disposed of using environmentally responsible practices.
2. Suppliers and third parties working onsite at Avid Bioservices are required to work in a way that not only ensures their safety but the safety of others around them. We appreciate suppliers that have a program to monitor or enforce compliance.
3. Safety information pertaining to hazardous materials shall be made readily available to not only educate but train and protect its workers from potentially dangerous situations.
4. Avid appreciates any potential environmental, health or safety incident that directly or indirectly affects us to be reported in a timely manner.

**H. Management Systems**

Suppliers are encouraged to maintain appropriate and adequate resource management systems.

1. **Risk Assessment and Management:** Suppliers shall identify, assess, and manage risks in all areas.
2. **Training and Competency:** Suppliers shall set their employees up to achieve success through appropriate levels of knowledge, skills, as well as the ability to manage and address the expectations included in this Supplier Code of Conduct.
3. **Confidential Information Management:** Robust protection and data security should be used to safeguard confidential information. Such confidential information should only be shared for its intended use.
4. **Continual Improvement:** Avid appreciates suppliers who set clear goals for improvement within their organizations. Suppliers must set performance objectives, execute implementation plans, and take necessary corrective actions when needed.

**I. Reporting a Concern**

Avid has established a helpline as a dedicated resource for those who would like to address any concerns they may have.

Any matters reported to this helpline will be treated confidentially and only shared with those responsible for appropriately launching an investigation as well as developing a potential corrective action plan. Reports can always be made anonymously to avoid potential retaliation against individuals reporting their concerns in good faith.