
Code of Conduct

MEMBERS OF STAFF AND ALL OTHERS WORKING ON BEHALF OF NEURON BIO

Members of staff must behave with exemplary professional standards based upon the following principles:

- **Efficiency:** In the performance of their duties to aspire to achieve the best possible results in the most productive way.
- **Co-operation:** To co-operate personally and actively with other areas, divisions and departments as well as with their colleagues and other employees.
- **Information:** To provide their supervisor with complete, accurate, up-to-date information concerning the activities of their working area punctually and to provide their collaborators and colleagues with all the information needed for them to carry out their duties appropriately.
- **Training:** To attend to their training and the training of their collaborators in order to achieve the highest possible performance in their duties.
- **Legality:** To be aware of and comply with the regulatory norms of practice at Neuron Bio with regard to their area of responsibility.
- **Health and Safety in the workplace:** To comply with preventive measures in safety matters by using the individual and collective means of protection provided by the company. If responsible for a work team, he/she must ensure that all the members of the team undertake their activities under the appropriate safe conditions.
- **Innovation:** To promote continuous improvement and innovation to achieve maximum quality in terms of profitability.

- **Relationship with suppliers:** Any relationship with suppliers should be based upon the premise that they are collaborators with the company and thus should be dealt with as equals within the relevant legal framework. It is forbidden to offer, give, ask for or receive any kind of payment outside the terms of the contract. In the same way, employees shall not use their position to obtain any personal benefits or advantages.
- **Client guidance:** This must be based upon efficiency and, professionalism, together with an attitude of service and co-operation in the search for the clients' maximum satisfaction by providing them with competitive and high-quality solutions. Information given to clients must be clear, concise and correct and all applications passed through the proper, official channels.
- **Use of company resources:** Company resources must be used exclusively for professional purposes and always on the basis of responsible consumption.
- **Professional team:** The leader of a team must pay special attention to the motivation and professional development of its members by providing opportunities for their improvement according to their worth and their professional contribution. Thus, among his/her other duties, the team leader must maintain the employability of the team by encouraging training and learning opportunities, specifically recognizing particular effort on the members' part and making objective value-based judgements of their achievements.
- **Commitment to the environment:** Staff members must engage actively and responsibly in the conservation of the environment, to which end they must comply with all legal regulations. They shall also adhere to the environmental programmes put in place by Neuron Bio and act with maximum diligence to correct any error that might damage the environment.

- **Dedication:** Staff must show the dedication which their job requires. They must also maintain a positive attitude towards any functional availability that Neuron Bio may require of them.

- ❑ No person employed by Neuron Bio shall be discriminated against due to race, nationality, age, sex, religion, ideology, incapacity or appearance.
- ❑ No type of harassment or physical, sexual, psychological or verbal abuse is allowed.

Confidentiality

Neuron Bio demands maximum confidentiality of its employees both within the ambit of the company itself and in their relationship with third parties with regard to their work and any information the promulgation or publication of which might harm the company's interests.

This principle, which will remain force even when their term of employment with Neuron Bio comes to an end, refers specifically to:

- **Professional secrecy:** To keep professional secrecy of the data, reports, accounts, financial statements, strategic plans and other activities of Neuron Bio and its personnel that do not already belong to the public domain and the publication of which might affect the interests of Neuron Bio. It is not permitted to reveal any information about these data unless to do so is expressly authorized or is in accordance with a rule of law or a court decision.
- **Patent rights:** All intellectual property belongs to the company and no staff member may use the programmes, computer systems, handbooks, videos, courses, studies, reports, etc. created, developed or improved by Neuron Bio for itself or for a third party either to obtain profit or any other kind of gain.

- **Knowledge and know-how:** Staff must maintain the strictest confidentiality in using internal company knowledge outside the confines of Neuron Bio.

ANTI-CORRUPTION POLICY

The professional philosophy and ethics of Neuron Bio include an anti-corruption policy which states specifically:

- Any form of **bribery** or **extortion** is expressly forbidden. Bribery is understood to be the offering of money or a gift to any third party or parties with the aim of obtaining some kind of benefit. Extortion is understood to be the exertion of any kind of pressure or threat against a third party or parties with the intention of forcing him/her/them to act in a determined way.
- It is forbidden to **accept and/or make gifts or provide any special favour** that might jeopardize the reputation of Neuron Bio.
- Any staff member may make personal **political contributions** provided that it is made manifest that such contributions are not in any way connected with the activities of Neuron Bio and do not compromise the company's image.
- Any staff member working in two different areas or fields may find him/herself involved in a **conflict of interest**. Conflicts of interest may also occur because of personal and/or family relationships, academic competition or intellectual rivalry. Whenever conditions propitious to these types of conflict emerge they should be reported to the management so that suitable measures might be taken to avoid them.

The aim of this anti-corruption policy is to guarantee the transparency of all the activities of Neuron Bio staff with regard to the stakeholders.

Any employee who recognises a situation that may contravene the company's anti-corruption policy or general code of conduct, or may compromise the image or responsible management of Neuron Bio in any way should report it immediately to his/her immediate supervisor. In such case Neuron Bio reserves the right to take whatever steps it deems necessary to rectify the situation, including sanctions or the termination of labour relations, according to the severity of the circumstance, in compliance with current legislation.

Any member of staff who has doubts or wants to make a comment or proposal that might be helpful to the company may do so via the suggestion box available for these matters or any other means of communication open to him/her.