



# Responsible Sourcing Principles

Valid until December 31<sup>st</sup>, 2022

Dear Supply Partner,

As a leading science and technology company in healthcare, life science and performance materials we strive to achieve positive recognition for our company in all communities in which we operate worldwide. That's why we give top priority to its responsibility for health and safety, compliance and protection of the environment.

Accepting and embracing responsibility has been a characteristic element of our culture and our actions for many generations. We see ourselves a part of society - at our individual locations and globally. We take responsibility for all our activities regardless of whether they relate to products, the environment or society. Our approach and our behavior have evolved from a history dating back more than 350 years and are shaped by a family of owners whose entrepreneurial creed begins with the sentence "Entrepreneurial success starts with people."

In doing so, we place the highest demands regarding compliance with social and environmental standards not only on our own processes, but also on our suppliers. We expect from you as our supplier to share our Responsible Sourcing Principles and to apply the same ethical, social and legal standards that we apply within our own group.

The following Responsible Sourcing Principles are based on our Code of Conduct and our Human Rights Charter which are available through our corporate website [www.emdgroup.com](http://www.emdgroup.com). As a member of the United Nation's Global Compact Initiative we also expect suppliers to make a commitment to human rights, labor regulations, environmental protection and corruption prevention.

We cordially invite you to work with us as one of our suppliers based on these principles. Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Christ'.

**Joachim Christ**  
Chief Procurement Officer  
Group Procurement  
Merck KGaA, Darmstadt, Germany



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## HUMAN RIGHTS AND ETHICAL BUSINESS STANDARDS

Our entrepreneurial approach as a conscientious, responsible company includes ethical conduct as well as a commitment to human rights.

### Human Rights

Suppliers shall support and respect the protection of internationally proclaimed human rights and ensure that they are not complicit in any form of human rights abuses.

### Business Integrity and Fair Competition

Suppliers shall comply with all applicable laws and regulations where they conduct business, will not engage in bribery of any kind and will not engage in illegal activities or operations of any kind. Suppliers shall participate and promote fair competition and employ fair business practices with all business partners.

### Identification of Concerns of Employees

Employees shall be encouraged and enabled to report concerns or illegal activities without any threat or other disadvantages such as intimidation. Suppliers shall follow up on concerns and take corrective action if needed.

### Animal Welfare

Suppliers shall ensure high quality state-of-the-art housing and husbandry conditions for laboratory animals. Animal testing shall be conducted using accepted and state-of-the-art methods, minimizing pain and only after consideration of options to replace, refine and/or reduce testing. Furthermore, suppliers shall promote the validation and regulatory acceptance of methods to replace, reduce or refine animal studies. Whenever scientifically valid and acceptable to regulators, alternatives to animal testing shall be used.

### Proactive Environmental Protection and Compliance

Suppliers shall be committed to a precautionary approach regarding the protection of the environment. Suppliers shall comply with all applicable legal requirements for environmental protection and have all necessary licenses, permits and authorizations in place. Suppliers shall have systems and processes established to handle and control the storage, recycling, reuse or disposal of waste, wastewater and emissions as well as to prevent spills and releases of chemical and pharmaceutical substances into the environment.



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## Proprietary Information and Privacy

Suppliers shall ensure to protect the proprietary and confidential information of others. This includes written materials, software, patents and other intellectual property. Suppliers shall ensure that privacy rights of their employees, business partners and patients are protected.

## LABOR

We expect our suppliers to adhere to core international labor standards that are in line with the international Labor Organization (ILO) conventions.

### Freely Chosen Employment

Suppliers shall ensure that no form of forced, bonded or involuntary labor is used. Every employee should be working of his or her own free will. Employees shall have the right to terminate the employment relationship after giving a reasonable period of notice.

### Child Labor and Young Workers

Child labor is strictly prohibited. Employment practices must satisfy the international Labor Organization (ILO) conventions as well as national law relating to minimum age, child labor and employment of young workers.

### Fair Treatment

Suppliers shall foster a working environment in which all employees are treated in a fair manner, based on the principles of non-discrimination, respect and human dignity. Physical abuse, corporal punishment, sexual harassment, mental or physical assault as well verbal abuse of employees is strictly prohibited.

### Non-Discrimination

Suppliers shall provide a workplace free of discrimination based on gender, race, skin color, nationality, age, religion, sexual orientation, disability and on any other basis prohibited by law.

### Freedom of Association and Representation

Suppliers shall in accordance with local laws respect the right of employees to associate freely, form or join organizations and to voice their concerns about important issues in a lawful manner. The right to negotiate collectively may not be restricted.



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## Wages, Benefits and Working Hours

Wages and other benefits must at least correspond to the lowest legal limit and be paid. Regular working hours and overtime may not exceed the maximum legal limits.

## OCCUPATIONAL HEALTH AND SAFETY

We expect our suppliers to offer their employees a safe and healthy working environment at all their facilities around the world.

### Worker Protection

Suppliers shall ensure the creation of safe and hygienic working conditions in compliance with all applicable laws and regulations. Employees shall be protected from over exposure to chemical, biological and physical hazards.

### Training and Emergency Management

Employees shall be trained to contribute to a safe working environment. Suppliers shall have programs in place to prevent accidents and avoid or mitigate the releases of chemicals. Suppliers shall identify and evaluate emergency situations and minimize their impact through the implementation of adequate emergency plans.

### Hazardous Materials

Suppliers shall provide safety information for all hazardous materials including chemical and pharmaceutical substances.

## CONTINUAL IMPROVEMENT AND BUSINESS PARTNER MANAGEMENT

We expect our suppliers to continually improve the implementation of these principles and impose them to their business partners as well.

### Continual Improvement

Suppliers shall maintain a continual improvement program to translate these principles into action by setting targets and monitoring the realization of the same.

### Application to Business Partners

Suppliers shall further impose these compliance principles to their Business Partners.



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