

# Code of Conduct

Biaffin GmbH & Co. KG

This code was established by the director and members of the workforce at Biaffin and applies to all its members whenever acting for or in relation to Biaffin. We therefore ask all our directors and workforce to familiarise themselves with this Code of Conduct, raise questions, if there are any, and adhere to it personally and by reminding others of it, if necessary.

The following ethical standards, that we wish to adhere to, follow our mission and are based upon our core values, to which we all subscribe.

## Our Mission

Providing excellence, the best expertise and experience in biomolecular interaction analysis to our clients.

## Our Core Values

- Responsibility** - We consider ourselves a team of equals and we believe in the importance of each and everyone's contribution. It is Biaffin's great interest to create a safe and secure environment for everybody working here and we believe that Biaffin's responsibility for all the team members is best echoed by all of us feeling and acting responsible for one another too.
- Integrity** - We at Biaffin are a team of scientists dedicated to the application of the highest standards of science towards our work and the highest standards of ethics towards ourselves. We believe that only by striving for these standards can we and our work get better.
- Sustainability** - Working with some of nature's smallest components we witness daily the fragility of life. We therefore strive to ensure that our work contributes to a protection of (animal) life, an efficient use of resources and a responsible handling of waste.

## Our Stakeholders

### I. Workforce

#### 1. *Security of the Workplace*

We want to create and improve a positive and secure workplace where everybody feels safe to express their ideas, opinions, and concerns.

#### Expectations:

- All laws and regulations concerning the safety of the workplace and the health of the workforce, conditions of labour (i.e. working hours) and its remuneration must always be observed, both by the directors and the workforce.
- No business shall be conducted or maintained that is in discord with the [ILO's principles](#).
- All language and behaviour should be inclusive, non-discriminatory and respectful.
- Everyone who sees or suspects a violation of this code, or any applicable law is expected to speak up by addressing their concerns to a senior or by using our [whistle-blowing-hotline](#) (Ombudsperson).
- Any concerns raised in good faith must not lead to any form of retaliation.

#### 2. *Integrity of the Workplace*

We want our labour to always be in accordance and compliance with all applicable laws and regulations.

#### Expectations:

- We ask our team members to familiarise themselves with all the applicable laws and regulations. To ensure this, Biaffin will offer relevant training to all team members.
- We – both the company and all team members – ensure that all our workflows are in accordance with the principles of data protection (GDPR) and that no personal data is collected that is not strictly necessary.
- Whenever there is need for cooperation with government agencies, we expect all team members to act dutifully, respectfully and courteous.

## II. Customers

### 1. *Quality of our Work*

A high quality and precision are not just a nice to have for us, but the foundation of all our work, as it is executed at the micro level. Therefore, even small actions may have a great impact, equally even small improvements may lead to a great change.

#### Expectations:

- Clients' requests shall be met with a "yes we can"-attitude. We ask all our team members to approach new requests with an open and innovative mindset. Just because it hasn't been done before doesn't mean we can't. It just means we hadn't had the opportunity yet.
- All analysis will be performed according to the current state of the art. All team members shall therefore ensure their continued scientific learning and training. Biaffin will support these efforts accordingly.
- Our workflows are defined in the Standard Operating Procedures (SOPs), which must be observed.
- All team members should ensure that Biaffin remains certified for possessing and observing strict quality guidelines (ISO 9001:2015) by adhering to all established SOPs and by contributing to their improvement.
- Our machines may only provide the high quality and precision we strive for, if they are maintained regularly. It is therefore within every team members' responsibility to ensure that our machines remain the gold standard that they are.

### 2. *Integrity of our Work*

We like what we do and we like to do it right.

#### Expectations:

- We – all team members – neither bribe nor engage in any form of corrupt action. Biaffin will provide an anti-bribery & corruption-training yearly. All team members are asked to report any concerns to the director or the Ombudsperson.

- We perform our work and business with integrity and transparency and therefore never let our own – or other’s – interest conflict with Biaffin’s interest. Whenever there is a potential conflict of interest, we shall give written report to the director, who will decide upon the matter.
- We make a particular effort to protect our customer’s (and our own) intellectual property by vowing to maintain confidentiality and by applying and maintaining the necessary standard of information security.
- We carefully and diligently choose our business partners and suppliers.
- We will keep accurate and reliable records and information according to all applicable laws and regulations. Additionally, we will also maintain accurate information on our work so that our clients may be able to understand and verify our results.

### III. Environment

We want to ensure that we at Biaffin actually and actively contribute to a respectful approach to nature and its resources.

#### Expectations:

- Whenever and wherever possible, we try to avoid or reduce waste.
- All hazardous waste must be handled according to the state of the art disposal methods and the applicable laws and regulations.
- Whenever possible, all analysis should be executed on the base of synthetic materials, thereby avoiding animal sources.
- Our team members actively contribute to the reduction of animal testing by improving our methods. The better and more accurate our analytical testing becomes, the more unqualified drug candidates are weeded out at an early stage and only the promising ones will continue to clinical trials.