



## Professional Conduct Policy

Employees of BMSG should act with integrity, comply with laws, maintain a professional work environment and comply with all company policies. They should treat customers, colleagues, and all stakeholders ethically and professionally at all times.

### Conflicts of interest

BioMarker Solutions Groups reputation depends on the actions and integrity of its employees. It is essential that they avoid relationships and activities that hurt, or appears to hurt, their ability to make objective and fair decisions. Items associated with this include:

- Corporate asset contributions.
- Running for public office.
- Insider trading and financial interests.
- Investments in companies that employees do business with.
- Employee political interests.
- Significant financial interests in other companies.
- Securities transactions.
- Taking out loans.

### Protecting company assets

Employees should always act to protect company assets, including physical, intellectual, and electronic or digital properties. Items associated with this include:

- Preparing, maintaining, and disclosing accurate records.
- Information security.
- Protecting communication and information technology systems.
- Protecting external communications.
- Use of company property.
- Use of property owned by others.
- Facility security.
- Protecting intellectual property.

## **Anti-bribery and corruption**

BioMarker Solutions Groups integrity is essential for maintaining trustworthiness and reputation. Employees should always do their work fairly, honestly, and legally. Items associated with this include:

- Doing business with governments.
- Choosing and maintaining service providers.
- Receiving gifts and entertainment.
- Loans, bribes, and kickbacks.
- Relationships with former employees.
- Obligations of departing and former employees.
- Interaction with competitors.
- Relationships with affiliates, international entities, and customers.

## **Attendance and punctuality**

Employees are expected to be regular and punctual in attendance. This means being in the office, ready to work, at starting time each day. Absenteeism and tardiness burden other employees and the company.

## **Absence without notice**

Employees who are unable to work due to illness or an accident should notify their supervisor. This allows the company to arrange for coverage of their duties and helps others continue to work in their absence. If an employee does a report for work and the company is not notified of an employee's status for 3 days, it is typically considered a job abandonment.

## **Discrimination and harassment**

BMSG is committed to providing a work environment free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic are not tolerated.

## **Cell phone use at work**

Personal cell phone usage during work hours is discouraged, except in extreme cases such as an emergency.

## **Dress code**

A professional appearance is important when employees work with customers or potential

customers. Employees should be well groomed and dressed appropriately for the business and for their position. This code is not withholding in work-from home situations.

## **Substance abuse**

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on company property is prohibited. Being under the influence of illegal drugs, alcohol, or substances of abuse on company property is prohibited. Working while under the influence of prescription drugs that impair performance is prohibited.

## **Tobacco products**

The use of tobacco products on company property, outside of permitted areas, is specifically prohibited.

## **Internet use at work**

Employees may use the Internet when appropriate to access information needed to conduct a business company business. Use of the Internet must not disrupt or injure the company computer network. Use of the Internet must not interfere with an employee's productivity.

Items associated with this include:

- Equal opportunity.
- Discrimination and harassment.
- Violence policy.
- Safety policy.
- Substance abuse.
- Gambling policy.
- Privacy policy.
- Misconduct explanation and policy