



MÉRIEUX FOUNDATION CODE OF CONDUCT

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www.fondation-merieux.org



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Contents

Preamble

I. Values

1. Charter

2. Principles of action

II. Rules of conduct

1. Respect for laws

2. Quality, Health, Safety and Environment

2.1 Protection of people and the environment

2.2 Illicit substances

2.3 Compliance in terms of research and bioethics

3. Social responsibility

3.1 Non-discrimination

3.2 Harassment and violence at work

3.3 Child welfare

3.4 Fight against forced labor

3.5 Respect for privacy

4. Fight against corruption - Integrity

4.1 Fight against corruption

4.2 Relationships with friends and family

4.3 Use of confidential information

4.4 Use of the Foundation's resources

4.5 Use outside the Foundation

4.6 Accepting gifts and invitations

5. Protection and appropriate use of assets

5.1 Non-disclosure

5.2 Conventions

5.3 Inappropriate use of information systems and technologies

6. Staff training and assessment

7. Complaints by staff

III. Violations of the Code of Conduct



Preamble

This Code of Conduct is applicable to all Mérieux Foundation employees and to any person working with the Mérieux Foundation (hereafter referred to individually as a “Member” and collectively as “Members”).

This document is an English translation of the original French version. In the event of any discrepancy between the two versions, the French language version shall prevail.

I. Values

1. Charter

- **TRANSPARENCY:** the actions undertaken by the Mérieux Foundation are understandable and clear. They are detailed in assessment, narrative and financial reports as part of rigorous project management.
- **PROFESSIONALISM:** the Mérieux Foundation acts in a professional context with skilled personnel motivated by the fight against infectious diseases in the interests of efficiency and impact for vulnerable populations.
- **QUALITY:** the Mérieux Foundation implements programs meeting international quality standards in the scientific and medical fields.
- **INDEPENDENCE:** the Mérieux Foundation acts according to public health priorities related to infectious diseases, regardless of ideological or commercial considerations.
- **NON-DISCRIMINATION:** the Mérieux Foundation implements its programs impartially with no discrimination against people, gender, or political or religious opinions.
- **RESPECT:** the Mérieux Foundation respects the cultural specificities and environments in which it implements its programs.

2. Principles of action

- The Mérieux Foundation works in the field of international cooperation to fight infectious diseases, without borders between human and animal medicine and between public and private entities.
- The Mérieux Foundation responds to needs identified with local stakeholders involved in implementing its programs.
- The Mérieux Foundation's actions are part of a process of transferring skills and resources in order to strengthen local capabilities to respond to infectious diseases.
- The Mérieux Foundation designs and implements training courses in France and abroad, in partnership with the network of universities.
- The Mérieux Foundation promotes the ownership and autonomy of programs undertaken in support of local entities, as part of a sustainable partnership.
- The Mérieux Foundation strengthens its skills through the international networks of its scientific and medical partners in order to take global action against infectious diseases.



II. Rules of conduct

1. Respect for laws

Each Member of the Mérieux Foundation agrees to respect the international and European conventions, laws and regulations in force in France and in all the countries in which the Foundation operates.

Each Member of the Mérieux Foundation is responsible for complying with these laws and regulations and for adhering to the principles of this Code of Conduct, and must demonstrate integrity and honesty in his or her work and in his or her relations with third parties.

The Mérieux Foundation will in no way tolerate any illegal or unethical behavior.

2. Quality, Health, Safety and Environment

2.1 Protection of people and the environment

Members of the Mérieux Foundation must take the necessary measures to avoid any exposure to risk and provide a secure working environment that respects Health, Safety and Environment imperatives.

They must take particular care to:

- Perform their work safely,
- Be familiar with, and respect the law and procedures in the sectors that are affected by Health, Safety and Environment regulations,
- Immediately report any dangerous work conditions to minimize workplace accidents and allow corrective action to be taken,
- Act consistently with regard to the Mérieux Foundation's commitments to the Environment.

2.2 Illicit substances

The Mérieux Foundation is committed to maintaining a healthy, drug-free work environment. Any possession or consumption of a controlled substance (other than prescribed medicine) is strictly prohibited in the workplace.

No inappropriate attitude related to the use of drugs or alcohol will be tolerated.

2.3 Compliance in terms of research and bioethics

The Mérieux Foundation is committed to protecting everyone's health by taking into account, in advance, the bioethical implications of its research activities.



3. Social responsibility

3.1 Non-discrimination

The Mérieux Foundation is committed to managing the careers of its Members in an equitable manner.

Humanitarian workers enjoy the same equitable working conditions.

Respect for diversity means adapting or making reasonable adaptations to assist those with disabilities and specific social needs. It also means respecting cultural differences.

The diversity of our Members is a strength that will continue to be promoted and supported within the Mérieux Foundation.

3.2 Harassment and violence at work

The Mérieux Foundation is committed to providing a work environment free from harassment. The Mérieux Foundation will not tolerate the harassment of an individual for any reason whatsoever. In particular, the Mérieux Foundation's policy prohibits sexual harassment, ranging from unwanted sexual advances and requests for sexual favors to any discriminatory physical or verbal conduct related to sex.

Any act or threat of violence in the workplace by or against Members is prohibited. The Mérieux Foundation strictly prohibits Members from making threats or engaging in violent acts towards colleagues or anyone having a professional relationship with the Mérieux Foundation.

Members shall not bring any object or substance that could be considered dangerous, and no weapons, into the workplace.

3.3 Child welfare

In accordance with Convention 138 of the International Labour Organization and the applicable provisions of the Labor Code, no kind of work may be performed by a young person under 16 years of age at the Mérieux Foundation, neither at its headquarters nor in any of the countries in which the Foundation operates.

Work by young people between the ages of 16 and 18 will be accepted only in the strict context of the aforementioned conventional, legal and regulatory provisions.

3.4 Fight against forced labor

Members of the Mérieux Foundation undertake never to resort to any form of forced labor. Forced or compulsory labor is any work or service required of an individual under the threat of any penalty whatsoever and for which he/she has not volunteered. Providing wages or other remuneration to a worker does not necessarily mean that the work is not forced or compulsory. Work must be given freely and employees should be free to leave their work in accordance with locally established rules.



3.5 Respect for privacy

The Mérieux Foundation is committed to ensuring the confidentiality of personal information. The Mérieux Foundation limits access to this information and its use solely to legitimate needs, such as the administration of human resources and individual development.

4. Fight against corruption - Integrity

4.1 Corruption

The Mérieux Foundation is committed to conducting its work without resorting to corruption. There may be no bribes, donations or illegal payments, direct or indirect. Members must respect ethical standards and adhere to all laws and regulations that are applicable in the workplace. The Mérieux Foundation will not use corruption to obtain or maintain a partnership or any other advantage in an international operation. Any behavior running counter to this strict prohibition will be notified and penalized.

4.2 Relationships with friends and family

The Mérieux Foundation has every interest in ensuring that decisions are made without being influenced by Members' families or friends. Any potential conflicts of interest arising in the professional context must be notified to one's manager. In addition, Members shall take all necessary precautions to avoid disclosing confidential information to friends and their families, or obtaining such information from them.

4.3 Use of confidential information

Members of the Mérieux Foundation must not take advantage of their position to directly or indirectly make a profit for themselves or for a relative.

Members must not make any decision that might be influenced by their personal interests. In such situations, the final decision must be arbitrated by the Member's line manager after he/she has been previously informed of the potential conflict of interest.

No Mérieux Foundation Member shall knowingly misrepresent or conceal a significant fact in a document or communication concerning the Mérieux Foundation.

4.4 Use of Mérieux Foundation resources

Members must use the Mérieux Foundation's property and services efficiently and solely for the needs of the Mérieux Foundation, and never for their own benefit or for the benefit of a third party, and in no case for illegal or unethical reasons.

Intellectual property, working time, funds, machinery and other equipment such as telephones, photocopiers, supplies, computers, software, Internet/Intranet, tools, Mérieux Foundation vehicles are intended for professional use only. Any exception requires prior written agreement by the Mérieux Foundation.



4.5 Use outside the Mérieux Foundation

Members must not use funds, goods or services belonging to the Mérieux Foundation as part of any external undertaking.

4.6 Accepting gifts and invitations

Receiving a donation, a gratuity or an invitation to entertainment that may be perceived as unfairly influencing professional relationships is a conflict of interest. As such, the Mérieux Foundation Members must not accept from partners or potential partners excessive gifts that might be interpreted as influencing their professional decisions.

5. Protection and appropriate use of assets

5.1 Non-disclosure

All confidential information must be treated appropriately - whether it is contained in conventional documents such as reports, summaries, etc., or in electronic tools such as voice mail, e-mail boxes, computer files or spreadsheets.

Confidential matters must be discussed only with Members who have a legitimate right of access to this information.

5.2 Conventions

In order to be valid, any commitment made on behalf of the Mérieux Foundation with third parties must be formalized in writing in a convention or other appropriate legal document. Validation and final approval of such a document must be in accordance with existing, applicable processes and procedures, including obtaining the necessary signatures and approvals.

5.3 Inappropriate use of information systems and technologies

Information system tools such as e-mails, Internet or telephones used by the Mérieux Foundation belong to the Foundation. Using them for non-professional reasons, other than exceptional personal use, and using them in ways that could be contrary to one of the Mérieux Foundation policies (including harassment, for example) is strictly prohibited.

6. Staff training and assessment

The Mérieux Foundation is committed to implementing a training and assessment policy for staff in accordance with applicable laws and regulations.



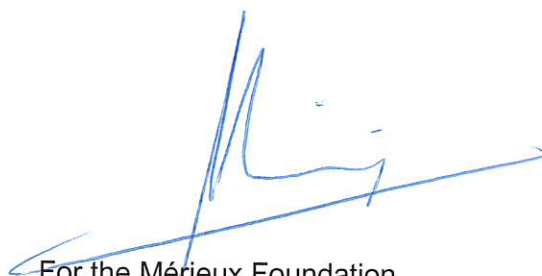
7. Complaints by staff

Members may submit a complaint, in writing or orally, to their line manager, their Human Resources department or their staff representative.

III. Violations of the Code of Conduct

Each Member of the Mérieux Foundation is required to comply with this global Code of Conduct. Any Member who violates this Code, or who tolerates its violation may be subject to disciplinary penalties up to and including termination of employment.

Drawn up in Lyon, on April 11, 2019



For the Mérieux Foundation,
Director General
Bernard Sinou

