

SUSTAINABLE PROCUREMENT POLICY

Manifesto:

Quotient Sciences is a drug development and manufacturing accelerator providing integrated programs and tailored services across the entire development pathway. Cutting through silos across a range of drug development capabilities, we help our customers save precious time and money in getting drugs to patients. As a growing and successful business, we employ more than 1,100 talented individuals globally, located at state-of-the-art development, manufacturing and clinical facilities in the UK and USA. We are looking to collaborate with dedicated suppliers who share in our unswerving belief that ideas need to become solutions, and molecules need to become cures, fast. Because humanity needs solutions, fast.

Quotient Sciences recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods. We strive to work with our suppliers and customers to seek and implement flexible and innovative ways to achieve our environmental, social, ethical and economic objectives.

The Group Director of Procurement is responsible for ensuring that the Sustainable Procurement Policy is implemented. However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Policy Aims

Quotient Sciences is committed to sustainability by balancing People, Performance and Planet in our operations. We strive to work with our suppliers to seek and implement flexible and innovative ways to achieve our environmental, social, ethical and economic objectives. As a supplier to Quotient Sciences, we expect you to support our priorities and promote similar objectives throughout your organization and supply chain.

Quotient Sciences' priorities are:

- 1. Social Impact (People)** - Focusing on associate health, safety, wellness, development and training, as well as community engagement in the areas where we work and live.
- 2. Good Governance (Performance)** - Driving mutual growth through collaborative and innovative projects and continuous improvement of quality, efficiency and effectiveness.
- 3. Caring for the Environment (Planet)** - Minimizing the use of resources, preventing pollution, and protecting the ecosystem health.

At Quotient Sciences, we are committed to corporate social responsibility.

In an effort to address sustainability throughout our supply chain, Quotient Sciences has the following expectations of our Suppliers and will work with them all to incorporate these values into their business operations. Suppliers acknowledge that foreign, state and local laws, rules and regulations also address similar subjects. Quotient Sciences' expectation is that Suppliers will follow the more stringent requirements, whether such requirements are addressed below or under applicable laws, rules or regulations.

1. Social Impact (People) - Promote equal opportunity and ethical and responsible standards in the working environment:

1.1 Ethical Business Practices

Suppliers are expected to conduct their business activities in compliance with the Quotient Sciences Supplier Code of Ethics and Conduct and to meet all applicable laws, rules and regulations. This includes:

- 1.1.1 Compliance with applicable antitrust and fair competition laws.
- 1.1.2 Compliance with applicable anti-corruption laws and to work against corruption in all its forms, including smuggling, extortion and bribery.
- 1.1.3 Avoiding conflicts of interest between Quotient Sciences and Supplier pertaining to people, information, and resources.
- 1.1.4 Protecting business information and recording and reporting information accurately and honestly.
- 1.1.5 Avoiding giving or granting Quotient Sciences' associates a personal favour or benefit of any kind, except those that have a nominal or symbolic value.
- 1.1.6 Compliance with applicable Food & Drug laws, rules and regulations.

1.2 Health & Safety

Suppliers are expected to:

- 1.2.1 Comply with all applicable Environmental, Health & Safety laws, and regulations.
- 1.2.2 Provide staff and associated personnel with appropriate Health & Safety training.
- 1.2.3 To ensure that staff and associated personnel have received proper Health & Safety training.
- 1.2.4 Monitor and investigate safety related incidents and ensure corrective and preventative actions are taken to prevent recurrence.
- 1.2.5 Ensure legally defined environmental discharge limits are not exceeded.

- 1.2.6 Ensure appropriate control measures are in place, and staff and associated personnel are trained in the safe storage and handling of hazardous substances.
- 1.2.7 Ensure sufficient controls are in place to prevent accidental discharge of hazardous substances into the environment.
- 1.2.8 Ensure updated safety data sheets (SDS / MSDS) are proactively provided to Quotient Sciences as well as any data required by applicable laws and regulations.
- 1.2.9 Ensure a safe, secure and healthy workplace for their staff and associated personnel.

1.3 Workers' Rights

Suppliers are expected:

- 1.3.1 To support and respect the protection of internationally proclaimed human rights.
- 1.3.2 Not to use involuntary labour in its operations.
- 1.3.3 Not to require workers to pay a deposit or surrender their identity papers, and to permit employees to terminate employment upon reasonable notice.
- 1.3.4 To respect employees right to join or form trade unions and bargain collectively.
- 1.3.5 Not to use child labour in its operations, meaning at least the legal minimum working age, but not less than 14 years old, to promote a healthy and safe working environment that is appropriate for any children employed who are over 14 years of age, but under 18 years of age and to prohibit children from engaging in work activities that are prohibited under applicable laws, rules or regulations.
- 1.3.6 Not to engage in trafficking in persons.
- 1.3.7 Not to discriminate against, favour or harass due to race, religion, colour, sex, age, marital status, veteran status, ancestry, national origin, medical condition, disability, sexual orientation, appearance or any other reason prohibited by law.
- 1.3.8 To pay all staff and associated personnel at least the minimum wage and due overtime pay as defined by law or an applicable collective agreement and to provide employees with documentation stating wages, overtime and all other compensation.
- 1.3.9 Not to install excessive working hours.

2. Good Governance (Performance) - to support sustainable Economic Growth, employment and decent work for all

Quotient Sciences is fully committed to improving the economy, efficiency and effectiveness of all its activities. The aim shall be zero defects. All procurement of goods and services will be based on best value principles, having due regard to propriety, regularity and legal obligations.

- 2.1 Partnering - this may be identified through a best value or strategic review to provide opportunities for providing improved delivery. This would necessitate the creation of a sustainable relationship with suppliers and subcontractors to deliver services, carry out major projects or acquire supplies and equipment. Benefits include:
- Better designed solutions, efficient programs and lower cost
 - Economies of scale and scope with access to new and scarce skills.
 - Sharing of best practice in achievement of environmental objectives and information for carbon foot printing.
- 2.2 Contracting terms and conditions – Quotient Sciences is committed to honouring its contractual obligations to suppliers and subcontractors including:
- Paying in accordance with agreed payment terms
 - Maintaining an effective grievance procedure
 - Respecting the commercial confidentiality of information received.
- 2.3 Transparency and fairness – Quotient Sciences seeks to make the procurement process as transparent as possible, within commercial and legal constraints. This is to enable suppliers to understand the elements of the process, including the procedures, timescales, expectations and criteria for selection.

3. Caring for the Environment (Planet) - Reduce the impact we have on the environment:

Suppliers and subcontractors shall pro-actively work to prevent environmental harm and to minimize environmental impact. The aim shall be zero environmental incidents. Wherever possible, suppliers and subcontractors shall seek to fully exploit opportunities for resource and energy optimisation and efficiency. The supply chain is encouraged to use clean and low energy sources wherever reasonably practicable.

3.1 Compliance and Training

Suppliers are expected:

- 3.1.1 To adhere to all environmental requirements defined by law.
- 3.1.2 To ensure that staff and associated personnel have received proper environmental training.

3.2 Conservation of Resources

Suppliers are encouraged:

- 3.2.1 To seek to implement an environmental management system to ensure operational efficiency, environmental protection and continual improvement.

- 3.2.2 To track environmental metrics (including but not limited to, office energy consumption, plant/factory energy consumption, ozone depleting substances, water consumption, waste/recycling tonnage, hazardous materials disposal, business travel, and inbound/outbound transportation) in order to establish baselines, set reduction goals and conserve resources to minimize environmental impacts over time.
- 3.2.3 To develop, implement, and report on programs and initiatives to prevent pollution, reduce resource use and incorporate sustainability into product life cycle.
- 3.2.4 To minimize and optimize product packaging and transportation of product.
- 3.2.5 To source renewable and recycled content whenever possible in product and packaging development.

3.3 Waste Management

Suppliers are expected:

- 3.3.1 To avoid and minimize landfill waste and improve recycling efforts in their operations.
- 3.3.2 To manage and dispose of hazardous waste according to the strictest national, federal, state, and local regulations.
- 3.3.3 To work towards a documented waste management and minimisation program.

4. Supplier Assessment

Quotient Sciences operates its own management systems in order to continually improve the quality, security, or health and safety and to manage risk. Knowing about supplier and subcontractor risks and opportunities plays a key part in Quotient Sciences achieving continuous supply chain improvement.

Quotient Sciences' ability to realise these improvements is reliant on supplier and subcontractor co-operation and participation in assessment activity. Quotient Sciences has developed a range of supplier assessment tools and techniques ranging from a simple questionnaire to a full partnership evaluation activity. Quotient Sciences will inform suppliers or subcontractors of what applicable assessment activity is required.

5. Key requirements

Suppliers and subcontractors shall at Quotient Sciences' request, where applicable to the goods or services provided:

- Provide Quotient Sciences or its authorised representatives with reasonable access and facilities upon reasonable notice at reasonable times to the supplier's (and to any significant sub-contractor's) premises.

- Provide information for the purposes of examining and checking the supplier's (and relevant subcontractor's) compliance with the contract.
- Provide Quotient Sciences with samples of products for evaluation.
- Participate in continuous improvement activities in relation to supplies or services.
- Promptly inform Quotient Sciences from time to time of changes to its products, services or business management system status.
- Supply Quotient Sciences with a Quality Plan (updated as appropriate) in relation to the supplies or services provided.

When defects in the product or service are identified, the supplier or subcontractor shall investigate non-conformity, report to Quotient Sciences its findings and instigate appropriate corrective action and preventative action to prevent recurrence.

6. Statements of commitment

Quotient Sciences is committed to establishing, promoting, maintaining and improving a culture of sustainability and environmental responsibility by staff, our supply chain, and broader stakeholders.

Quotient Sciences is committed to providing timely management review of sustainable business operating procedures and practices. We commit to track, measure and report on our performance of the implementation of sustainability practices with a commitment of continual improvement in these areas.

As part of our larger commitment to sustainability in the operational and procedural practices of Quotient Sciences, we are also committed to providing the best, most sustainable services possible for our clients. We look to be a partner in providing sustainable solutions throughout the development, planning, implementation, use and reporting phases.