

ScienceFirst's Communication on Progress

Period covered by this COP submission: November 2010 – November 2011.

United Nations Global Compact:

On behalf of ScienceFirst employees, I am pleased to confirm that our company supports the ten principles of the Global Compact with respect to human rights, labor, environment and anti-corruption. I am pleased to present the ScienceFirst Global Compact Communication on Progress (COP). This report represents our company's commitment to the Compact's principles through both internal implementation and external communication.

Sincerely,
Ed Jarbath

Principal, ScienceFirst LLC

Introduction

ScienceFirst joined the United Nations Global Compact in 2009 and has practiced the principles of the Compact through active participation, promotion of its principles, and voluntary initiatives in the spirit of the Compact's global mission.

ScienceFirst is a US based company which provides scientific strategy and medical communications services to global biopharmaceutical and medical device companies, medical research institutions and non-profit organizations. ScienceFirst is located in Cedar Knolls, NJ but it conducts business with global partners and for global clients worldwide. While the majority of ScienceFirst's business comes from the US and Europe, the company implements some of our projects in the developing world.

Labor Rights and Human Rights

ScienceFirst employs a highly educated and professional workforce. Our business partners and clients are sophisticated organizations committed to enforcing high standards of employee conduct. In order to maintain an atmosphere where the client's needs are met, SF provides a comfortable and progressive workplace. SF upholds the Compact's labor and human rights principles in general and specifically as it applies to:

- **Harassment and Discrimination Policy** – ScienceFirst management and staff judge harassment and discrimination to be unacceptable and intolerable and are committed to working in an environment that is free of any harassment and discrimination. The SF's Employee Handbook clearly asserts the anti-harassment and anti-discrimination policies, and each new employee is asked to read and sign their commitment to adhere to these policies. The Handbook encourages any employee who feels that (s)he is a victim of harassment to immediately report the matter to a designated lead. The Handbook is currently being updated to reflect recent changes in management and operational improvements; the goal is to issue a new version by the end of 2011. This will provide another opportunity to familiarize SF staff with these policies. Our business partners and clients are also committed to enforcing anti-harassment and anti-discrimination policies. As such, SF supports these guidelines and adheres to the same principals when working with our business partners and clients.
- **Equal Employment Opportunity Policy** - SF is an equal opportunity employer. We are committed to not discriminating against employees or applicants on any legally recognized basis, and to hiring and promoting solely on the basis of ability, training and experience. Enforcement of this and other fair employment policies makes good

business sense for SF, since the quality of our work depends on high employee morale. SF's employees are the powerhouse of our company and their diversity brings a unique mix of talent, creativity and value to the organization.

- **Code of Business Ethics** - . The company adheres to the highest legal and ethical standards applicable in our business. We conduct our business in strict observance of both the letter and spirit of all applicable laws, and the integrity of each employee is of utmost importance. SF's Code of Ethics sets high standards for employee behavior and reflects virtually all operations of the company, including record keeping, gifts and entertainment, confidentiality, conflicts of interest, attendance and punctuality, access to personal files, personal calls, protecting company and client information, recording devices in workplace, etc. The company's management is planning to further enhance this policy by issuing a stand alone document –Code of Ethics – and require each employee to read and sign the document annually.
- **Workplace Violence and Safety in Workplace** - It is SF's intent to provide a safe workplace for all employees. The company's policies reflect this commitment and encourage each employee, supervisor and manager to anticipate unsafe situations, think defensively and report unsafe conditions immediately. Our workplace Policy state that the violation of a safety precaution is in itself an unsafe act and may lead to disciplinary action. SF also complies with the US OSHA standards and/or applicable state job safety and health standards as written in our safety procedures manual.
- **Anti-Corruption/Transparency** - SF is acutely aware of its responsibility to act with integrity in all our interactions. As such, SF expects its employees to safeguard the trust in which our company is held by its clients and the organizations we collaborate with. When working on behalf of our clients in the US and overseas, SF adheres to the same high standards of business conduct which allow no room for corruption, extortion and bribery. On certain occasions, the company requests our overseas customers to sign formal letters of commitment to high standards of business conduct.
- **Rewarding employees with a living wage and social benefits** - SF's approach to employee compensation is based on the view that our employees should be fairly compensated with competitive wages that is commensurate with their level of education and experience. At SF, we employ a highly educated workforce, thus our basic wages exceed minimum wage levels prescribed by law. As a matter of policy, SF compensates our interns at rates exceeding minimum wage, even when not required by law. Furthermore, our employees enjoy generous social and welfare benefits compatible with local market norms and exceeding the levels of benefits typically provided by other small businesses in the area.

Sustainability Program – At SF, we promote sustainable business practices in every aspect of our company's operation. The company utilizes new environment-friendly printing equipment which minimizes the use of ink; we recycle printing cartridges and use recycled paper for printing. Moreover, we encourage our employees to dramatically reduce the use of paper in daily operations through the use of new information technologies and simple awareness of the unnecessary paper use. All SF employees have personal computers (laptops) and use shared drives; these practices allow for easy viewing and sharing files without printing. The recycling bins are being made easily accessible to all employees. Our company implemented several initiatives aimed at minimizing environment impact and waste including providing reusable cups, silverware, plates, and recycling bins. SF employees also donate recycled aluminum cans to a charitable organization that provides care for burned children; this program is run by the fire departments nationwide. Furthermore, a group of SF employees contributed their time to planting trees in support of Earth Day initiatives. SF management and staff enthusiastically support our corporate sustainability initiatives.

Social Responsibility Initiatives - At SF, management and staff recognize our responsibility to invest in and support the communities we serve. SF's core community investment activities are supported by the entire organization including company senior management and staff. The SF's Principal Ed Jarbath volunteers his time serving on the board of Cancer Care of NJ, an organization which helps individuals and families better cope with and manage the emotional and practical challenges arising from cancer. Ed Jarbath was recently nominated to serve on the standing committee for the national Cancer Care organization.

SF employees support the local chapter of the Habitat for Humanity by volunteering their time and building houses for homeless and impoverished residents of Denville, NJ. The company provides pay to employees during this effort. Our employees regularly donate money, food and volunteer their time for local food drives and soup kitchens. Our company also provides help to global communities in need by raising funds for earthquake victims in Haiti and tsunami victims in Japan.

Continuing Commitment

In the years ahead, SF looks forward to building on its initial Global Compact commitment by strengthening its existing programs and committing to new innovative programs and initiatives.