



ScienceFirst's Communication on Progress

Period covered by this COP submission: November 2011 – October 2012.

United Nations Global Compact:

On behalf of ScienceFirst employees, I am pleased to reaffirm our commitment to the ten principles of the UN Global Compact with respect to human rights, labor, environment and anti-corruption. The 10 principles are fully aligned with our values and our belief that small-medium sized global businesses such as ours play an important role in building better communities. During 2011-2012, we continued to support the UN COP goals and aspirations. Thank you for reading and considering this Communication on Progress. We hope it will inspire you to improve our communities and the world.

Sincerely,
Ed Jarbath

Managing Director, ScienceFirst LLC

Introduction

ScienceFirst joined the United Nations Global Compact in 2009, submitted its first COP in November 2011, 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, with offices in Europe and Latin America, 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 a growing number of projects in the developing world.

Labor Rights and Human Rights

ScienceFirst employs a highly educated and professional workforce. In order to maintain an atmosphere where the client's needs are met, SF provides a comfortable and progressive workplace, fair living wage and social benefits to all employees. SF upholds the Compact's labor and human rights principles in general and specifically as it applies to:

- **Harassment and Discrimination and Equal Employment Opportunity Policies –** 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. Attracting and retaining a diverse and engaging global workplace is critical to our business. Our hiring, talent retention and promotion policies and practices reflect our commitment to maintaining the progressive workplace, free of harassment and discrimination by promoting inclusiveness, development and engagement.

We prove our commitment to maintaining a diverse workplace by being sensitive to the specific needs of our employees: we provide flexible business policies which allow our workforce to adhere to religious practices of their choosing, to provide care for their children and elderly, and to work from their home office when practical. We also support the advancement of human rights through our efforts to help expand access to health education for patients and medical professionals worldwide.

In 2012, ScienceFirst reaffirmed its commitment to diversity and non-discrimination by joining The Diversity Alliance for Science as a member and sponsoring and attending The Fifth Annual Life Science Diversity Conference.

- **Code of Business Ethics** - ScienceFirst conducts its business with healthcare, biopharmaceutical and health education professionals in strict observance of both the letter and spirit of all applicable US and international laws and codes of business ethics. Our commitment to high standards of business ethics is reflected in 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. During 2011-12, ScienceFirst continued its efforts to set high standards for employee behavior with respect of its Code of Business Ethics. The company recently modified its business practices in order to adhere to the Transparency Reports (Sunshine Act) enacted by the US Congress in 2011. In accordance with this law, we record all payments to US physicians who are also medical care providers, enabling our biopharmaceutical and medical device manufacturer clients to report these payments to the US federal and state authorities.
- **Workplace Violence and Safety in Workplace** – During 2011-12, SF continued 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. SF also complies with the US OSHA standards and/or applicable state job safety and health standards as written in our safety procedures manual. Our commitment to workplace safety was evident during the aftermath of Hurricane Sandy in October 2012, when all employees were encouraged to stay home until the management could provide a safe office environment.
- **Anti-Corruption/Transparency** – During 2011-12, ScienceFirst's management continued to expect 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. In adherence to the US transparency laws, we record all payments made to the US medical care providers on behalf of our clients, enabling the clients to report these expenses to the US federal and state authorities.
- **Rewarding employees with a living wage and social benefits** - 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 and entry level employees at rates exceeding the 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-medium sized businesses in the area.

Sustainability Program – During 2011-12, ScienceFirst continued to promote sustainable business practices in every aspect of our company's operations. During the last year, SF staff and management contributed to the following important environmental initiatives, among others:

- We made personal pledges on the “pledge tree” to support the environment through individual efforts
- We contributed funds to a nonprofit organization dedicated to conservation of polar bears -Polar Bear poinsettias
- We supported the Great Swamp Watershed Association with personal pledges and participation in the Association's social initiative “Swamptails”
- The company provides recycling bins which are easily accessible to all employees
- We continue our efforts in minimizing environment impact and waste by providing reusable cups, silverware, and plates for use in our employee eating area
- We utilize new environment-friendly printing equipment which minimizes the use of ink; we recycle printing cartridges and use recycled paper for printing. We continue to 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 of files without printing

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. ScienceFirst encourages employees to volunteer their time and expertise in their communities. SF's core community investment activities are supported by the entire organization including company senior management and staff. During 2011-12, ScienceFirst staff contributed to many important social initiatives including the following:

- Created and managed social media initiative dedicated to educating patients and communities about important health issues
- Organized and managed “Toys for Tots” initiative for the entire office building
- Contributed funds to “Doctors Without Borders”/Medicins Sans Frontieres”
- Participated in the Morris County, New Jersey Heart Walk/Run and CancerCare Walk
- SF's Managing Director Ed Jarbath volunteers his time serving on the board of CancerCare of NJ, and on the standing committee for the National CancerCare organization.
- ScienceFirst staff contributed personal funds and time working with children who live in foster homes

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.