



THE GLOBAL  
COMPACT



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## Communication on Progress

Year: 2013

### STATEMENT OF CONTINUED SUPPORT

Dearest Colleagues,

I am writing to confirm our willingness to continue to support the ten principles of the Global Compact.

We joined the Global Compact on 11 January 2006 and intend to continue to support you because we strongly believe in your principles.

Indeed our commitment to the initiative is perfectly in line with our company policy and with our desire to provide a concrete contribution, despite being a small enterprise.

For this reason, in response to your request, we present our C.O.P. for the current year (2013) with which to inform all our stakeholders of the activities and results reached thanks to the promotion and application of the ten principles of said document in which all the current main issues are dealt with.

Yours sincerely,

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**Dr. Daniele Enotarpi**  
Legal Representative

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**Brief description of nature of business**

Hippocrates Research Srl is a CRO (Contract Research Organisation), i.e. a company that offers services in clinical research, which interfaces with pharmaceutical companies.

More specifically, interacting with the figures above Hippocrates Research Srl offers its clients a wide range of clinical pharmaceutical research services to help the development processes of Clinical Trials of medicinal products and medical devices.

It takes care of managing and monitoring all phases of clinical trials involving medicinal products/medical devices for use on human beings.

<b>PRINCIPLE 1</b>	<b>BUSINESS SHOULD SUPPORT AND RESPECT THE PROTECTION OF INTERNATIONALLY PROCLAIMED HUMAN RIGHTS</b>
	<b>Actions realized</b>
<b>Actions</b>	<p>As has always happened since its founding in 1995, during the last year Hippocrates Research Srl has undertaken promotion and safeguarding of human rights. In particular, in the field of its activities the company promotes, shares and above all applies the principles of the Declaration of Helsinki (1964 and subsequent revisions), which makes up the set of ethical principles concerning the entire medical community, for what concerns human trials on medicinal products. Another fundamental document of reference for HR is the Universal Declaration of Human Rights, adopted by the General Assembly of the United Nations on 10th December 1948, thereby demonstrating our consistent efforts in the promotion of such principles in every moment of our daily work activities.</p> <p>In respecting human rights, we believe that guaranteeing safety and health in the workplace is an aspect of primary importance and so our company adopts and implements the regulations in force in Italy, with the aim of ensuring its employees have a healthy and safe workplace. With this in mind, for some years now certain people have been chosen from the personnel as being in charge of safety who, also this year, as every last years, took part on a related training course inherent to safety regulations in the workplace, fire-fighting and first aid.</p> <p>Furthermore, since we believe that the minimum legal requirements are only a starting point to guarantee the health of its employees, HR organised not only the mandatory medical visits but also a specific check up by an occupational physician to assess the adequacy of the posture held by employees during their normal performance of working days activities.</p> <p>Also in the 2013, the Hippocrates Research personnel has increased in number and the company has maintained its commitment to guarantee its employees a suitable and congruous work space in order to encourage the well-being and concentration necessary to carry out the different activities.</p>
	<b>Measurement of (expected) outcomes and value added for our company</b>
<b>Outcomes</b>	<p>Despite the difficult, Italian and international, economic situation, HR has increased its personnel. In addition, in the last year, it was performed the development of the work place and the creation of a new refreshment zone, where the HR personnel will feel at ease in moments of breaks.</p> <p>It will be a constant commitment of HR to monitor the conditions of well-being and health of the workers and to guarantee their safety.</p>
<b>PRINCIPLE 2</b>	<b>BUSINESS SHOULD ENSURE THAT THEY ARE NOT COMPLICIT IN HUMAN RIGHTS ABUSES</b>

## **Actions realized**

Hippocrates Research is a small-sized company that does not operate directly in countries in which Human Rights are constantly being violated and in a serious way. Despite this, the company firmly believes in the importance of respect for these rights and applies a company policy that places the individual at its centre, guaranteeing the physical and psychological well-being of its personnel. In accordance with this line of thought, Hippocrates Research also focuses its attention on training that has always been a fundamental aspect for the company.

Every year resources are invested in order to encourage the professional growth of HR employees by organising courses, related to various topics in clinical trials, such as:

- Pharmacology;
- English - articulated on two levels (intermediate – advanced);
- IT;
- ICH/GCP;
- Safety in the workplace.

The courses, aimed at all the company's personnel, are held by lecturers external to the company and are activated during the working year in addition to internal training courses.

**Over the last few years the following hours of training have been carried out with teachers from outside the company:**

<b>Year</b>	<b>Annual training course hours</b>
<b>2007</b>	<b>414</b>
<b>2008</b>	<b>723</b>
<b>2009</b>	<b>1055</b>
<b>2010</b>	<b>1100</b>
<b>2011</b>	<b>1145</b>
<b>2012</b>	<b>1180</b>
<b>2013</b>	<b>1200</b>

As envisaged in the Global Compact of last year, the hours of training have increased and reached a total of 20 hours more compared to the last year.

Future planning – forecast:

<b>Year</b>	<b>Annual training course hours</b>
<b>2014</b>	<b>1210*</b>

\*the data may undergo slight changes

In the last years, given technological progress, many of the training courses were carried out via Web-ex to allow employees to be able to make use of them in the most flexible way depending on the employees own needs..

**Actions**

	<b>Measurement of (expected) outcomes and value added for our company</b>
<b>Outcomes</b>	<p>For our company, the employees training it's a fundamental requisite, necessary for the growth of personnel not only professionally but also human, shared at all levels of the company. Furthermore, we believe that this aspect is synonymous with quality in a sector like ours which is in continual change and evolution.</p> <p>Therefore our primary objective will be the continue improvement of the training of staff increasing the hours of training, both in-house and outside the company (related to "shadowing" visits in the field), in such way as to have an ever more specialised, updated and motivated staff.</p>

<b>PRINCIPLE 3</b>	<b>BUSINESS SHOULD UPHOLD THE FREEDOM OF ASSOCIATION AND THE EFFECTIVE RECOGNITION OF THE RIGHT TO COLLECTIVE BARGAINING</b>
	<i>Actions realized</i>

<b>Actions</b>	<p>Freedom of association is a right sanctioned by the Italian Constitution in which, Article 18 states that "<i>citizens have the right to associate freely, without authorisation, for purposes which are not forbidden to individuals by criminal law.</i>" This article guarantees the right of workers to belong to the organisations that they have set up to defend a shared interest. HR totally agrees with the important content of this article and is attentive to respect of national and international legislation, supporting that freedom and promoting cooperation among all the employees for collective problem solving.</p>
	<p>The transparency of our company it's at the base of all activities, such as communications and contracts that involve both internal staff and external personnel, as the commitment to act always in accordance with the ethical standards</p>
	<p>Respecting the laws in force and principles of fairness and transparency, including business deals and relationships with external interlocutors are conducted with this commitment, strongly prohibiting the seeking and establishment of personal relationships likely to affect the conduct of a proper contractual working relationship. For these reasons, HR establishes working relationships only with partners who pay attention to the principles set out above.</p>
<b>Measurement of (expected) outcomes and value added for our company</b>	
<b>Outcomes</b>	<p>Hippocrates Research guarantees its employees the working conditions set by collective agreements in the industry in general and current regulations. Freedom of association and respect of the right to trade union organisation are values shared within the company, which ensures full observance of national regulations and agreements. In this way, all workers are guaranteed the right to be able to form and freely join organisations, institutions, committees and associations with the objective of ensuring and maintaining the growth and company competitiveness even through the right balance between the needs of the company and the well-being of the people that are part of it.</p>

<b>PRINCIPLE 4</b>	<b>BUSINESS SHOULD ENSURE THE ELIMINATION OF ALL FORMS OF FORCED AND COMPULSORY LABOUR</b>
<i>Actions realized</i>	

<b>Actions</b>	<p>According to certain estimates of the International Labour Organisation, by today there are about 12 million people who are victims of forced labour, especially in Underdeveloped countries. In order to be in contrast with this phenomenon, Hippocrates Research it's always firmly committed to respect of certain fundamental points:</p> <ul style="list-style-type: none"> <li>• non use and reporting of child labour;</li> <li>• refusal of any form whatsoever of forced labour i.e. of constraint of employees to work with blackmail of any type;</li> <li>• guaranteeing of the health and safety of its workers and full respect of the relative legal norms;</li> <li>• guaranteeing freedom of association in trade unions and of the adherents;</li> <li>• absence of discrimination of any type among workers;</li> <li>• work timetable corresponding to the requisites of national law;</li> <li>• retribution corresponding to the national contract.</li> </ul> <p>Furthermore, the company also undertakes to choose suppliers who respect the same principles.</p> <p>HR ensures its workers satisfactory working conditions, investing heavily in the development and care of its human resources.</p> <p>HR is firmly convinced that although these premises require investments of both financial and managerial type, the success of a company depends first of all on respect of the workers who are a part of it and on the continuous aspiration to improve with personal and professional growth.</p> <p>The importance of people within our company can also be seen by the continuous search for new talent who can bring innovation to the same, encouraging the growth and success of HR on the market.</p>
<b>Measurement of (expected) outcomes and value added for our company</b>	
<b>Outcomes</b>	<p>Hippocrates Research has always respected the rules established by the National Contract and applicable laws, guaranteeing its employees a retribution in line with those collective agreements also with regard to overtime. With reference to the retribution we wish to guarantee our workers a fair wage that allows them a satisfactory standard of living.</p> <p>Moreover, HR continues to adopt a type of flexible timetable to accommodate the needs of both the company and its personnel, with the aim of facilitating those who live far from out of town.</p>

<b>PRINCIPLE 5</b>	<b>BUSINESS SHOULD ENSURE THE EFFECTIVE ABOLITION OF CHILD LABOUR</b>
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	<b>Actions realized</b>
<b>Actions</b>	<p>In an increasingly globalised market, companies should will be faced with problems that, in some cases, do not directly affect their country.</p> <p>Faced with issues relating to "child labour", international organisations such as the ILO and national companies must play an active role in the fight against child exploitation.</p> <p>Companies which operate on international markets, as Hippocrates Research, have to commit themselves to supporting and promoting human rights and in particular the right to childhood by taking a clear stance against such abuses. In the world some 200 million children work and are forced to forgo an appropriate education and give up their fundamental rights.</p> <p>Our company, in its small way, tackles the problem by trying to raise awareness among our employees on these issues and more generally all those who have working relationships with it.</p>
	<b>Measurement of (expected) outcomes and value added for our company</b>
<b>Outcomes</b>	Our company has always been committed and will continue to strive in the future in the fight against the exploitation of child labour and the use of other forms of coercion against our employees and people in general.

<b>PRINCIPLE 6</b>	<b>BUSINESS SHOULD ENSURE THE ELIMINATION OF DISCRIMINATION IN RESPECT OF EMPLOYMENT AND OCCUPATION</b>
	<b>Actions realized</b>



Many people still suffer till today of discrimination at work, with disastrous consequences both socially and economically. Discrimination should be indeed considered as a brake on development, and also a kind of accentuation of social tensions and of inequalities.

The same *Charter of Fundamental Rights of the European Union*, in art. 21 condemns any form of discrimination:

*“Any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation shall be prohibited. Within the scope of application of the Treaty establishing the European Community and of the Treaty on European Union, and without prejudice to the special provisions of those Treaties, any discrimination on grounds of nationality shall be prohibited”.*

Adhering to the above mentioned principles, our company condemns every type of discrimination on the subject of occupation and employment, stipulating a work contract with its employees perfectly in line with that provided by the CCNL (National Collective Labour Contract) in respect of principles of legality, fairness and transparency.

In contrast to widespread gender discrimination, even in Italy, particularly affecting women, HR can boast that on its workforce there is a prevalence of female employees, both in the lower hierarchical spheres than in top management.

A higher number of women on our staff therefore means coping with different requirements, and for this reason Hippocrates has introduced tools of flexibility that facilitate the reconciliation of work and private life such as:

- the introduction of flexi-time;

<b>Actions</b>	<ul style="list-style-type: none"> <li>• the possibility of entering later and leaving earlier for parents who have younger children;</li> <li>• the possibility of reducing the Friday timetable, doing away with the hour of lunch break;</li> <li>• the possibility of working from home (home based).</li> </ul> <p>In a meritocratic perspective, employees are not evaluated by HR and then discriminated against based on gender, religion or economic status, but in relation to the commitment, perseverance and professionalism shown in practice. Based on the principle that every person is unique and unrepeatably, and in appreciating intellectual and company flexibility, HR is opposed to any kind of discrimination, keeping itself up to date on all the regulatory guidelines.</p> <p>Also in the last year, Hippocrates Research voluntarily adopted a plan of health insurance called <i>Fondo Est</i> (established in implementation of the National Labour Contract for the employees of Service Industries and Tourism, and signed by <i>CONFCOMMERCIO</i>, <i>FIPE</i>, <i>FIAVET</i> and the trade unions: <i>FILCAMS CGIL</i>, <i>FISASCAT CISL</i> and <i>UILTUCS UIL</i>) which aims to provide workers with additional assistance to that already offered by the National Health Service. This assistance extends to all employees and also provides some services sensitive to the special role that women play in society such as the "maternity package".</p>
<b>Measurement of (expected) outcomes and value added for our company</b>	
<b>Outcomes</b>	<p>With reference to the commitment to comply with the regulations in force and in order to reflect today's society characterised by multiculturalism, Hippocrates Research boasts on its staff the presence of employees of different ethnicity, especially in order to respect the multiracial society in which we live. Furthermore, our company does not apply any discriminatory policy with regard to the criteria of selection and retribution of male and female staff just as there are no differences of treatment envisaged for any possible people belonging to protected categories.</p> <p>HR aims to strengthen in a continual way a culture of responsibility, to promote integration and growth of the staff's thereby guaranteeing, in addition to health and safety at work, a policy and a company style based on cooperation, fairness and respect for people.</p>

<b>PRINCIPLE 7</b>	<b>BUSINESS SHOULD SUPPORT A PRECAUTIONARY APPROACH TO ENVIRONMENTAL CHALLENGES</b>
	<b>Actions realized</b>
<b>Actions</b>	<p>Even if Hippocrates Research is considered a company with low environmental impact, it is sensitive to the topic of environmental protection and the threat of climate change. For this reason, HR undertakes, each year in a more marked way, to activate strategies and procedures which guarantee energy saving.</p> <p>Our goal is substantially that of reducing drastically energy consumption as much as possible in all our activities and with this in mind, the work timetable of the employees has been organised in such way as to identify a person in charge of each office to ensure the effective switching off of all electric and electronic equipment also avoiding equipment being left in stand-by. A rational use of air conditioners is also promoted, according to the real needs of well-being within the work place.</p> <p>For what concerns the offices' lighting system, in areas characterised by less use , a system of motion sensors has been installed for automatic switching on and off of lights and the lights themselves have been changed completely, introducing the use of low-consumption light bulbs that can actually guarantee energy saving.</p> <p>To limit the excessive consumption of paper and ensure savings for several years now the employees have been sensitised on the rational use of this resource and they have been asked to limit printing when not necessary and, if that is not possible, to use the setting of two-sided printing and to recycle used paper by means of the appropriate bins.</p> <p>Moreover, if the printed documentation only serves for internal use, sheets of recycled paper are often used.</p>
	<b>Measurement of (expected) outcomes and value added for our company</b>
<b>Outcomes</b>	<p>The management will continue to strive in the constant monitoring energy and resource consumption of the company and, where possible, will try to incentivise the use of public transport (e.g. train instead of car) for work transfers, in such way as to reduce the impact on CO<sub>2</sub>emission..</p>

<b>PRINCIPLE 8</b>	<b>BUSINESS SHOULD UNDERTAKE INITIATIVES TO PROMOTE GREATER ENVIRONMENTAL RESPONSIBILITY</b>
<b>Actions</b>	<b>Actions realized</b>
	<p>As mentioned in Principle 7, with the aim of reducing impact on the environment, HR encourages each employee to make rational use of resources and energy, actively trying to limit the consumption of paper, batteries and toner.</p> <p>Regarding paper, for several years, in every email message sent both internally and externally, one is reminded to reflect on the actual need of printing of the same thanks to use of the message "🖨️ Please consider the environment before printing", present in the electronic signature of each employee and manager of the company.</p> <p>Here we report some pertinent information relating to monthly savings of paper through the use of the aforementioned double-sided printing function:</p> <ul style="list-style-type: none"> <li>▪ Average monthly page production found: 77,000 sheets approx.</li> <li>▪ Equal to A4 reams monthly: 154 Reams</li> <li>▪ Annual projection in A4 reams: 1,848 Reams</li> </ul> <p>Hypothesising application of 30% of pages printed front and back:</p> <ul style="list-style-type: none"> <li>▪ Average monthly page production found: 53,000 sheets approx (- <b>24,000 sheets</b>)</li> <li>▪ Equal to A4 reams monthly: 107 Reams (- <b>55 Reams</b>)</li> <li>▪ Annual projection in A4 reams: 1,295 Reams (- <b>551 Reams</b>)</li> </ul> <p>Each office is equipped with boxes suitable for collecting paper for recycling that are periodically emptied into the recycling bins by the figures who are specifically responsible. Furthermore, the cleaning staff have also been made aware of a correct management of the refuse produced that is taken away from the offices for disposal.</p> <p>In our offices batteries are mainly used for the operation of wireless keyboards and mice, use of which has been reduced significantly only to the circumstances of work (for example, use of laptops instead of desktop PCs). Spent batteries are collected in a dedicated box and then destined for recycling. As in previous years, the total number of batteries ordered corresponds to 100% of the batteries recycled this year.</p> <p>HR is also committed to the recycling of printer toner cartridges which are collected in a special container and entrusted to a competent firm which arranges for their recycling. This year, the recycling of batteries and toner has increased by about 2% more than the previous year for a total of 26%.</p>

<b>Measurement of (expected) outcomes and value added for our company</b>	
<b>Outcomes</b>	<p>Every year Hippocrates Research requires its partners, new and historical, to be able to increase the use of electronic supports for the archiving of certain documents, in such way as to reduce more paper consumption.</p> <p>Furthermore, in management of purchasing of material for our activities, we look for suppliers who allow us to buy paper obtained with TCF pulp, i.e. absolutely chlorine free, and having FSC (Forest Stewardship Council) certification which guarantees that the forests from which it derives are managed with respect for the criteria of sustainability, both from an environmental point of view and as regards human rights.</p> <p>HR will also arrange next years for the recycling of batteries and toner working with even greater commitment. Although plastic is not used significantly in the course of our work, we will implement new procedures also for recycling it, equipping ourselves with separate collection bins.</p>

<b>PRINCIPLE 9</b>	<b>BUSINESS SHOULD ENCOURAGE THE DEVELOPMENT AND DIFFUSION OF ENVIRONMENTALLY FRIENDLY TECHNOLOGIES</b>
	<b>Actions realized</b>
<b>Actions</b>	<p>Hippocrates Research is aware that energy consumption and the use of paper considerably affect the environmental impact that a company can have in carrying out its activities being in close relationship with CO<sub>2</sub> emissions, water consumption and deforestation.</p> <p>With the aim of decreasing the use of paper documents, for some years our company has designed a document sharing system by installing a link to the internal company server in which all documents are shared at each work station. This system allows you to view and update any document, especially those physically located in different offices without necessarily having to resort to a printer or sending by fax and this has guaranteed a net decrease in paper consumption.</p> <p>Despite efforts to limit the use of printers and photocopiers, our work cannot be separated from their use and for this reason HR is committed to using new generation equipment, making sure to switch them off when our offices are closed.</p> <p>Reduction of CO<sub>2</sub> emissions depends especially on:</p> <ul style="list-style-type: none"> <li>⇒ use of Duplex functions: printing front/back reduces the consumption of paper and therefore the emission of CO<sub>2</sub> on the production of paper;</li> <li>⇒ lower overall energy consumption: for a printed page it takes an average of 0.055 kW. It is useful to know that for every kW/h 0.55 tonnes of CO<sub>2</sub> are produced.</li> </ul> <p>Finally, spent toner cartridges are collected in a special box, stored closed a suitable place and away from staff. The spent toner cartridges are periodically collected by the supplier who arranges for their disposal in accordance with the regulations in force. As for batteries, all of the toner cartridges ordered are disposed of in a differentiated way.</p>
	<b>Measurement of (expected) outcomes and value added for our company</b>
<b>Outcomes</b>	<p>Despite recent investments in cutting-edge technology, the management is still open-minded and attentive to new non-invasive technologies for the environment to ensure effective energy saving and reduced environmental impact.</p> <p>The goal is to incentivise, for most of our activities, the archiving of documents in an electronic format, so as to further reduce the use of paper and toner.</p>

**PRINCIPLE 10**

**BUSINESS SHOULD WORK AGAINST CORRUPTION IN ALL ITS FORMS, INCLUDING EXTORTION AND BRIBERY**

**Actions realized**

Hippocrates Research acts with integrity and in an ethical and legal way, in compliance with all the laws and regulations in force, including anti-corruption laws. The same commitment is required for all the commercial partners with which HR operates.

Italy, like most other countries, has laws which prohibit the making, offering or promising of payments or goods/services of value directly or indirectly to officials of the Public Administration with the intention of influencing an official act or an action that favours the company's activity.

The subjects involved in these activities may be:

- Public Officials: those who perform an administrative, legislative or judicial public function;
- those appointed for public service: those who, for whatsoever reason, perform a public service, but do not have the typical powers of Public Officials.

In order to prevent such behaviour, the company is actively striving to ensure that all collaborators, employees, consultants, suppliers and customers act with professional integrity in compliance with applicable laws, respecting the principles of transparency, accountability, consistency and fairness.

Indeed, all commercial partners and those who act on their behalf in relation to the work carried out for HR are required to know to what extent the laws, regulations or local operative procedures (including the rules imposed by public bodies such as hospitals or public research institutes) impose limits, restrictions or requirements of transparency in deeds that envisage fees, financial support, donations or gifts to the benefit of public officials. Those who act for HR shall bear in mind and respect such limits, restrictions and requirements of transparency whenever they carry out activities for, on behalf of or in the interests of the company. In case of doubt about the meaning or sphere of application of the aforesaid limits, restrictions and requirements of transparency in interactions with public officials, the commercial partner or employee shall consult his/her reference point/primary contact in Hippocrates before undertaking his/her activity.

The collaborators are required to respect the confidentiality of sensitive information related to the activities followed by Hippocrates Research and its customers, by not divulging confidential information to the outside.

**Actions**

<b>Actions</b>	<p>Business dealings and relationships with institutional stakeholders are conducted in accordance with law; it is therefore prohibited for representatives, managers or employees of public administration to seek and to establish personal relationships in favour, to influence, such as to interfere or directly or indirectly affect, conducting a proper contract of employment or administrative process.</p> <p>In the conduct of any negotiations and activities Hippocrates Research avoids situations in which the parties involved in transactions are or may appear to be in situations of conflict of interest.</p>
<b>Measurement of (expected) outcomes and value added for our company</b>	
<b>Outcomes</b>	<p>In order to pursue the principles of lawfulness, fairness and transparency Hippocrates Research management adopts models of organisation and management that provide for appropriate measures to prevent misconduct.</p> <p>Indeed, it adopts specific control procedures designed to verify that all operations are carried out in compliance with the legislation in force. To do so, each transaction is recorded in such way that it can easily be verified that it was authorised and that it results legitimate and consistent with the company's principles.</p> <p>To implement a fair and transparent management of relations with local authorities, institutional partners and employees of the Public Administration, HR produces appropriate documentation to support all activities already conducted or in progress in order to eliminate any potential risk of conflict of interest.</p> <p>In view of improvement for management and control HR is constantly renewing its technology and IT system in such way as to track and be able to find documents and information in real time. For the protection of confidential information besides the computerised apparatus and the making aware of staff, HR is committed every year to minimising the turn-over of staff.</p> <p>In addition, HR has decided to formulate and circulate a company Code of Behaviour. This is an official document that contains the set of the rights, duties and responsibilities of the company with regard to all its stakeholders (employees, suppliers, customers, Public Administration). The Code will aim to incentivise, promote or prohibit certain behaviour, beyond and independently of that envisaged at the regulatory level.</p>

**How do you intend to make this COP available to your stakeholders?**

This document will be published on our website in the *Contacts* section so that our collaborators, suppliers and the companies we work with can view it at any time.