

THE GLOBAL  
COMPACT



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## Communication on Progress

Year: 2014

### STATEMENT OF CONTINUED SUPPORT

Dearest Colleagues,

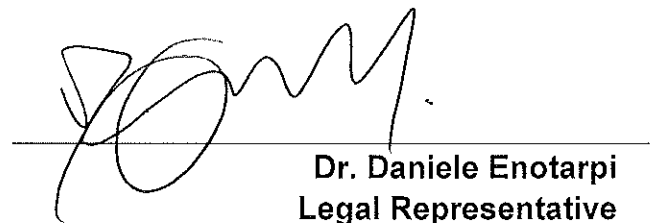
I am writing to confirm our willingness to continue to support the ten principles of the Global Compact.

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,



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>Hippocrates Research Srl, since its foundation, done more or less 20 years ago, on 1995, has always 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 clinical trials on medicinal products. Another document of reference for our company is the Universal Declaration of Human Rights, adopted by the General Assembly of the United Nations on 1948, thereby demonstrating 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. For this reason, for some years now certain people have been chosen from the HR personnel as being in charge of safety who, also this year, as every last years, took part on a related training course inherent not only to safety regulations in the workplace, but also fire-fighting and first aid.</p> <p>Furthermore, in the last years, 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 2014, the company has maintained its commitment to guarantee, to 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, in the last years HR has increased its personnel. In addition, they were performed the development of the work place and the creation of a new refreshment zone.</p>

**PRINCIPLE 2****BUSINESS SHOULD ENSURE THAT THEY ARE NOT COMPLICIT IN HUMAN RIGHTS ABUSES****Actions realized**

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

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

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

The courses, aimed at all the company's personnel, held by lecturers external to the company, done 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:

Year	Annual training course hours
2011	1145
2012	1180
2013	1200

As envisaged also in the Global Compact of last year, the hours of training have increased and reached a total of 10 hours more compared to the last year.

Future planning – forecast:

Year	Annual training course hours
2015	1220*

\*the data may undergo slight changes

**Actions**

	During the last years, given technological progress, many of the training courses were carried out via Web-ex to allow HR employees to be able to make use of them in the most flexible way depending on the employees own needs.
	<b>Measurement of (expected) outcomes and value added for our company</b>
<b>Outcomes</b>	<p>The training of our employees it's a fundamental requisite for our company, for the growth of the personnel not only professionally but also human. This aspect is synonymous with quality in a sector like that in which HR operates from 20 years, that is in continual change and evolution.</p> <p>Therefore our primary objective for the next years will be the continue and constant improvement of the training of HR staff, 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>
	<b>Actions realized</b>
<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.</p> <p>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.</p> <p>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.</p> <p>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>
	<b>Actions realized</b>
<b>Actions</b>	<p>According to certain estimates of the International Labour Organisation, by today there unfortunately are several million people who are victims yet of forced labour, especially in Underdeveloped countries.</p> <p>In order to be in contrast with this phenomenon, since the first years of foundation, Hippocrates Research srl it's firmly committed to respect of the following points:</p> <ul style="list-style-type: none"> <li>• reporting of child labour and its not using;</li> <li>• refusal of any form whatsoever of constriction and forced labour; guaranteeing of the health and safety of its workers, with full respect of the relative legal norms;</li> <li>• guaranteeing freedom of association in trade unions and of the adherents;</li> <li>• the absence of any type of discrimination among workers;</li> <li>• work timetable corresponding to the requisites of national law;</li> <li>• the 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 is firmly convinced that although these points require important 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 also on the continuous aspiration to improve with personal and professional growth of each employee.</p> <p>Our company is also searching 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>	Hippocrates Research srl, since its foundation, 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. Moreover, HR continues to adopt a type of flexible timetable to accommodate the needs of both the company and all its employees, with the aim of facilitating those who live far from out of town.

<b>PRINCIPLE 5</b>	<b>BUSINESS SHOULD ENSURE THE EFFECTIVE ABOLITION OF CHILD LABOUR</b>
	<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>For this reason, 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 every type of abuses or suppresses.</p> <p>By today, in the world, unfortunately there are several million children working and that are forced not to have an appropriate education and give up their fundamental rights.</p> <p>Our company, tackles the problem by trying to raise awareness among our employees on these issues and also all those who have working relationships with HR.</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.

**PRINCIPLE 6**

**BUSINESS SHOULD ENSURE THE ELIMINATION OF DISCRIMINATION IN RESPECT OF EMPLOYMENT AND OCCUPATION**

***Actions realized***

Even if we currently are in the 21° Century, many people still suffer till today of discrimination at work, with disastrous consequences both socially and economically. Discrimination is 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 therefore condemns every type of discrimination on the subject of occupation and employment, stipulating a work contract with its employees in line with that provided by the CCNL (National Collective Labour Contract) and by respecting the principles of legality, fairness and transparency.

In contrast to widespread gender discrimination that, also in Italy, particularly affecting women, HR can boast that on its workforce there is a prevalence of female employees.

A higher number of women on the company staff means coping with different requirements, and for this reason HR 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>Moreover, employees are not evaluated by HR and so neither discriminated against based on gender, religion or economic status, but in relation to the commitment, perseverance and professionalism shown in practice.</p> <p>Also in the last year, our company 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>), with the aims to provide workers with additional assistance to that already offered by the National Health Service. This insurance plan 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>In order 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. 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 the number of its employees, through points such as a culture of responsibility, the promotion of 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 each person .</p>

<b>PRINCIPLE 7</b>	<b>BUSINESS SHOULD SUPPORT A PRECAUTIONARY APPROACH TO ENVIRONMENTAL CHALLENGES</b>
	<b><i>Actions realized</i></b>
<b><i>Actions</i></b>	<p>Even if Hippocrates Research is 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>The principal goal is that of drastically reducing energy consumption as much as possible in all our activities: for this reason, 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, the lights themselves have been changed completely, introducing the use of low-consumption light bulbs in order to guarantee energy saving.</p> <p>Regarding paper saving, in order to limit its excessive consumption, for several years the employees have been constantly sensitised on the rational use of this resource: in fact, 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>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><i>Outcomes</i></b>	<p>The goal of our company will always to strive in the constant monitoring of energy and resource consumption and , where possible, to incentivise the use of public transport (e.g. train instead of car) for job transfers, in order to reduce the impact on CO<sub>2</sub> emission.</p>

**PRINCIPLE 8**

**BUSINESS SHOULD UNDERTAKE INITIATIVES TO PROMOTE GREATER ENVIRONMENTAL RESPONSIBILITY**

**Actions realized**

**Actions**

As mentioned in the last Principle, the aim of HR is to reduce the impact on the environment encourages each employee to make rational use of resources and energy, actively trying to limit the consumption of paper, batteries and toner.

Regarding **paper**, for several years, in every communication done by email, sent both internally and externally, it is reminded to reflect on the effective need of printing of the same thanks through the message "✈️ *Please consider the environment before printing*", present in the electronic signature of each employee and manager of our company.

Here we report some pertinent information relating to monthly savings of paper through the use of the aforementioned double-sided printing function:

- Average monthly page production found: 76,000 sheets approx.
- Equal to A4 reams monthly: 152 Reams
- Annual projection in A4 reams: 1,824 Reams

Hypothesising application of 30% of pages printed front and back:

- Average monthly page production found: 52,000 sheets approx (**- 24,000 sheets**)
- Equal to A4 reams monthly: 106 Reams (**- 55 Reams**)
- Annual projection in A4 reams: 1,272 Reams (**- 551 Reams**)

In each office there are suitable boxes 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 their disposal.

For what concerns the **batteries**, in our offices they are mainly used for the operation of wireless keyboards and mice, use of which has been reduced significantly only to the circumstances of work. 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.

Regarding the printer **toner** cartridges, they 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 29%.

	<b>Measurement of (expected) outcomes and value added for our company</b>
<b>Outcomes</b>	<p>Every year Hippocrates Research requires its partners, both 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 company 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>In the next years, HR will also arrange for the recycling of batteries and toner working with even greater and constant commitment. Although plastic is not used significantly in the course of our work, HR in the future 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>Our company 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>As indicated in the previous principles, with the aim of decreasing the use of paper documents, for some years HR has designed a document sharing system through the installation of 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 the constant efforts in order 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>⇒ <i>use of Duplex functions</i>: printing front/back reduces the consumption of paper and therefore the emission of CO<sub>2</sub> on the production of paper;</li> <li>⇒ <i>lower overall energy consumption</i>: 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 the constant investments in cutting-edge technology, the management of our company is 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 and it will be to incentivise, for most of our activities, the archiving of documents in an electronic format, so as to further reduce the use both of paper and toner.</p>

<b>PRINCIPLE 10</b>	<b>BUSINESS SHOULD WORK AGAINST CORRUPTION IN ALL ITS FORMS, INCLUDING EXTORTION AND BRIBERY</b>
	<b>Actions realized</b>
<b>Actions</b>	<p>Hippocrates Research acts with integrity and in an ethical and legal way, in compliance with all the laws, the regulations and normative in force, including anti-corruption laws. The same commitment is required for all the commercial partners with which HR operates.</p> <p>The Italian laws, like in most other countries, 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.</p> <p>The subjects involved in these activities may be:</p> <ul style="list-style-type: none"> <li>• Public Officials: those who perform an administrative, legislative or judicial public function;</li> <li>• those appointed for public service: those who, for whatsoever reason, perform a public service, but do not have the typical powers of Public Officials.</li> </ul> <p>For this reason, the company is actively striving to ensure that all collaborators, employees, consultants, suppliers and customers act with professional integrity in compliance with applicable laws, and also by respecting the principles of transparency, accountability, consistency and fairness.</p> <p>The 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. 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.</p>
<b>Actions</b>	<p>Business dealings and relationships with institutional stakeholders are conducted in accordance with Italian laws; 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 every activity already conducted or in progress in order to eliminate any potential risk of conflict of interest.</p> <p>In order to improve the 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 constant committed every year to minimising the staff turnover.</p> <p>In addition, HR has decided to formulate and circulate a company Ethic 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 (such as 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 all collaborators, suppliers and the companies we work with can view it at any time.