

THE GLOBAL  
COMPACT



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## Communication on Progress

Year: 2018

### STATEMENT OF CONTINUED SUPPORT

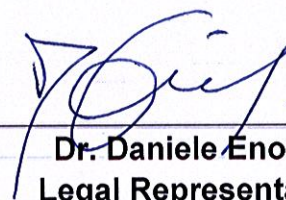
We hereby confirm our intention to continue to support the 10 principles of the Global Compact.

We joined the Global Compact on 11 January 2006; and we intend to continue to support you since we strongly believe in the principles you set forth.

Hippocrates Research S.r.l.'s commitment is, indeed, perfectly consistent with our corporate policy and with our intention to be an active part of the initiative, and provide all the support that a small business like ours can offer.

For this reason, as per your request, please find enclosed our COP for the current year (2018). Our COP will provide all our stakeholders with details of our activities and the accomplishments attained by promoting and applying the 10 principles of the Global Compact in which the main current topics are addressed.

Kindest Regards



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**Brief description of nature of business**

Hippocrates Research srl is a CRO (Contract Research Organization), *i.e.*, an organization that offers its services in the field of clinical research, liaising with Pharmaceutical companies.

Specifically, by interacting therewith, Hippocrates Research S.r.l. provides its clients with a broad range of clinical research related services to support the development of Clinical Trials of medicinal products and Medical Devices: its mission is to manage and monitor all phases of clinical research on man of both medicinal products and medical devices.

<b>PRINCIPLE 1</b>	<b>BUSINESS SHOULD SUPPORT AND RESPECT THE PROTECTION OF INTERNATIONALLY PROCLAIMED HUMAN RIGHTS</b>
<b>Actions</b>	<p><b>Actions taken</b></p> <p>Hippocrates Research S.r.l. has, since being founded, always committed to the promotion and the protection of human rights. In particular, in conducting its activities, the company shares and puts into practice the principles set forth by the Declaration of Helsinki (1964 and subsequent revisions) as they apply to clinical research of medicinal products on human subjects, as well as the by Universal Declaration of Human Rights adopted by the General Assembly of the United Nations in 1948, thus demonstrating an unceasing commitment to incorporating these principles in all its business activities.</p> <p>Our Company always considers employee safety and health protection and preserving a healthy workplace to be a top priority. In addition, the company is in compliance with existing applicable law regulating the management of emergencies, having appointed staff members as "First Aid Coordinator" (<i>Addetto di Primo soccorso</i>) and "Fire Prevention Coordinator" (<i>Addetto alla Prevenzione incendi</i>), pursuant to a specific training and to update courses.</p> <p>In addition to the above specialized staff members, Hippocrates Research provides all its employees with the necessary instructions. Upon being hired, employees must take part in the "Workplace safety course" (with a general and a specific module), at the end of which a final exam will verify actual understanding of general safety rules. On a yearly basis, and in addition to law-mandated medical visits, the company physician checks workstations assigned to employees to verify that all employees are able to maintain adequate posture during work hours.</p> <p>in addition to this form of prevention, special attention is focused on work-related stress in order to prevent any form of violence, harassment or mobbing. A personnel evaluation is periodically performed and then appended to the Unified Document of Risk Assessment (DUVRI, <i>Documento Unico di Valutazione dei Rischi</i>) mandated by existing applicable law.</p>
	<b>Outcomes</b>

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

As our Company deems the safeguard of Human Rights to be of the essence, Hippocrates Research srl does not operate directly in Countries where said rights are not upheld. From the creation of our company, we have always committed to a policy which centers on the Individual, viewing each person in his/her entirety, and ensuring his/her physical and psychological well-being. One of the prerogatives that is most closely correlated to this aspect is employee training: indeed, every year we invest in resources that ensure professional growth for HR personnel, such as clinical research-specific courses:

- Pharmacology;
- English – structured in two levels (intermediate – advanced);
- IT;
- ICH/GCP;
- Pharmacovigilance;
- Workplace safety;
- Contracts and law;
- Management of company processes and problem-solving;
- Common language and empathy.

Held by outsourced instructors, the courses are held throughout the ongoing work year in addition to in-house training and are available to all employees.

Over the past years, the following training hours were provided by external instructors:

<b>Year</b>	<b>Training hours per year</b>
<b>2011</b>	<b>1145</b>
<b>2012</b>	<b>1180</b>
<b>2013</b>	<b>1200</b>
<b>2014</b>	<b>1210</b>
<b>2015</b>	<b>1220</b>
<b>2016</b>	<b>1210</b>
<b>2017</b>	<b>1230</b>
<b>2018</b>	<b>1230</b>

The number of courses and trainings provided via Web-ex has also increased to afford employees greater flexibility in balancing training attendance and personal needs.

**Actions**

<b>Outcomes</b>	<b>Measurement of (expected) outcomes and value added for our company</b>
	Because of its primary importance, the consistent improvement of personnel training focusing on professional growth without neglecting personal aspects, will continue also in the years to come to be a primary objective, to ensure that staff is specialized, kept up-to date and motivated.

<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</b>	<b>Actions taken</b>
	<p>Transparency is the cornerstone for each and every of our activities. HR indeed commits to always acting in compliance with ethical standards not only as regards contracts but also communications with both in-house and external personnel in order to oppose any attempt to seek or establish with our staff personal relationships that might impact the conduct of a correct business relationship. For these reasons, HR enters into business relationships exclusively with partners who share the principles described above.</p>
<b>Outcomes</b>	<b>Measurement of (expected) outcomes and value added for our company</b>
	<p>Hippocrates Research prides itself on having had employees of different ethnicities, from Countries such as Bosnia Herzegovina, China, Spain and Sweden, and still continues to embrace an approach of openness.</p> <p>The working conditions guaranteed by Hippocrates Research to all its employees are in conformity with the standards mandated by industry's collective contracts and with the applicable provisions of law.</p> <p>The Company not only upholds freedom of association and trade union rights but ensures conformity with all relevant provisions established by law and by national agreements.</p> <p>All employees are guaranteed the right to freely form and join organizations, institutions, committees and associations, in order to ensure and maintain company growth and competitiveness. HR moreover facilitates periodical meetings of employees with trade union representatives who provide employees with information concerning contracts and the law.</p>

<b>PRINCIPLE 4</b>	<b>BUSINESS SHOULD ENSURE THE ELIMINATION OF ALL FORMS OF FORCED AND COMPULSORY LABOUR</b>
<b>Actions</b>	<p><b>Actions taken</b></p> <p>Hippocrates Research has from the start been firmly committed to:</p> <ul style="list-style-type: none"> <li>• Reporting, and refrain from using child labor;</li> <li>• Opposing any form of duress in the workplace; guaranteeing health and safety of its employees, in full compliance with existing applicable rules and laws;</li> <li>• Guaranteeing the freedom to join union associations;</li> <li>• Avoiding any form of discrimination against any employee;</li> <li>• Establishing work hours in compliance with national law requirements;</li> <li>• Establishing wages in compliance with the National Collective Labor Contract (CCNL, <i>Contratto Collettivo Nazionale di Lavoro</i>).</li> </ul> <p>The company moreover commits to choosing vendors who abide by the same principles.</p> <p>Despite the financial and managerial resources required to comply with the principles above, it is our firm belief that the success of a Company is closely linked to the respect accorded to its employees, and to their improvement and professional growth.</p> <p>Our Company seeks to hire new talents to drive the innovation, growth and success of HR on the Italian and global market.</p>
	<b>Outcomes</b>

<b>PRINCIPLE 5</b>	<b>BUSINESS SHOULD ENSURE THE EFFECTIVE ABOLITION OF CHILD LABOUR</b>
<b>Actions</b>	<b>Actions taken</b>
	<p>Companies such as ours who work in the global market must commit to supporting and promoting human rights, taking a firm stand against any kind of abuse or harassment, especially towards minors.</p> <p>HR resolutely contrasts these major issues and raises awareness on this and similar issues with its employees and all subjects who collaborate with our Company.</p>
<b>Outcomes</b>	<b>Measurement of (expected) outcomes and value added for our company</b>
	<p>Our Company commits to fighting, and to continue in the future to fight against exploitation of child labor and other forms of duress against its employees and all individuals.</p>



**PRINCIPLE 6**

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

**Actions taken**

Although ethical and technological progress have contributed to positive societal changes, many workers continue to be discriminated against in the workplace, with dramatic social and financial consequences. Direct and indirect discrimination fosters distrust and social tension, and to all intents and purposes hinders development globally.

A condemnation of all forms of discrimination is set forth by the Charter of Fundamental Rights of the European Union, art. 21.

As it supports the aforesaid principles, HR condemns all forms of discrimination in the field of labor and employment, and stipulates employment agreements in conformity with the CCNL (National Collective Labor Contract) and with principles of lawfulness, correctness and transparency.

In contrast to the widespread gender discrimination that affects mostly women, unfortunately even in our country, HR's organization counts on a marked prevalence of women.

This also makes for different requirements, and HR has therefore introduced flexibility instruments that are able to help balance work and personal life, such as:

- Introduction of flexible work hours;
- The possibility of starting work later and leaving the office earlier for parents who have younger children;
- The opportunity to opt for shorter lunch breaks throughout the week and leave the office earlier on Friday;
- The possibility of working from home as home-based employee;
- Part-time employment contracts upon specific request by the employee for his/her own personal needs.

At HR, gender, religion or financial status do not represent elements for discrimination. The professional growth of employees is in fact supported in proportion to the efforts, consistency and professionalism underpinning their work activity.

As regards health protection, last year once again our Company renewed the *Fondo Est* Healthcare Plan (*Piano di Previdenza Sanitaria*) (established in implementation of the National Labor Contract for the employees of companies in the Tertiary sectors and Tourism Industry, and signed by Confcommercio (*General Confederation of Italian Commerce and Tourism*), Fipe (*Italian federation of Hospitality-related businesses*), Fiavet (*Italian Federation of Travel and Tourism businesses*) and by labor unions: Filcams Cgil, Fisascat Cisl, Uiltucs Uil), guaranteeing workers have integrative assistance in addition to the National Health System. This healthcare plan is offered to all employees and also contemplates a few

**Actions**

	<p>services such as the “maternity package” that includes Ob/Gyn control visits, ultrasounds, lab tests, diagnostic workup, genetic exams and a “birth allowance”. New services for workers are periodically added to the various prevention packages.</p>
<b>Outcomes</b>	<p><b>Measurement of (expected) outcomes and value added for our company</b></p>
	<p>HR avoids any discrimination-based policies as regards selection criteria or wages between male and female personnel, Likewise, there is no treatment disparity for personnel belonging to legally protected categories.</p> <p>HR aims at continuously empowering its personnel, by putting into practice principles such as the culture of responsibility, promoting integration and fostering competencies.</p>

<b>PRINCIPLE 7</b>	<b>BUSINESS SHOULD SUPPORT A PRECAUTIONARY APPROACH TO ENVIRONMENTAL CHALLENGES</b>
<b>Actions</b>	<p><b>Actions taken</b></p> <p>Our company has always been committed to respecting and protecting the environment and has always been aware of the problems correlated with climate change; we therefore confirm our commitment to maintain a low environmental footprint by implementing energy-saving strategies and procedures.</p> <p>The main objective is to significantly decrease consumption of energy in all of our activities; bearing this in mind, an employee in each office is appointed to verify at the end of the work day that electric and electronic equipment has been effectively turned off so as to avoid wasting energy because of equipment being in standby.</p> <p>Special attention is also focused on the rational use of air-conditioning, in accordance with the actual well-being requirements within the workplace.</p> <p>In addition to the foregoing, in order to guarantee true energy-saving, the Company has been for quite some time using energy-saving light bulbs.</p> <p>As regards prevention of excessive use of paper, HR employees are encouraged to limit as far as possible printouts that are not strictly required, and are encouraged to use double-sided printing and to correctly recycle and/or dispose of paper in accordance with the appropriate waste separation modalities.</p>
	<b>Outcomes</b>

**PRINCIPLE 8**

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

**Actions taken**

HR's intention to decrease its environmental footprint motivates each employee to use resources and energy conscientiously and responsibly, limiting consumption of paper, batteries and toner cartridges.

As regards **paper**, not only does our company privilege purchases of sustainably manufactured paper but has, for a number of years now, added a reminder to the electronic signature of all email communications sent by Company personnel to consider whether it is necessary to print the email: "✉ *Please consider the environment before printing*".

Here below is a summary of significant data concerning the monthly savings of paper thanks to the above-mentioned double-sided printing function:

- Average monthly output of pages recorded: approximately 76,000 pages
- Equal to monthly use of standard European A4 size sheet reams: 152 reams
- Yearly projection of use of standard European A4 size reams: 1824 reams

Assuming a 30% double-sided printing:

- Average monthly output of pages recorded: approximately 52,000 pages (**- 24,000 pages**)
- Equal to monthly use of standard European A4 size sheet reams: 106 reams (**- 54 reams**)
- Yearly projection of use of standard European A4 size reams: 1,272 reams (**- 552 reams**)

Separate waste recycling containers are placed in each office and are used by the entire staff, including external collaborators who have been appropriately informed.

The use of batteries has also been reduced, and batteries are now used mainly for wireless keyboard and mouse, and restricted only to work contingencies. Spent batteries are disposed of in special specific containers in order to facilitate recycling. At HR, the total of batteries purchased corresponds to 100% of batteries recycled.

Printer **toner cartridges** as well are collected in specific containers and are then managed by a qualified company for recycling.

**Actions**

	At HR, recycling of batteries and toners is consistently increasing (this year, a rise by 3% compared to the previous year).
<b>Outcomes</b>	<b>Measurement of (expected) outcomes and value added for our company</b>
	<p>In order to be able to decrease as much as possible the consumption of paper, Hippocrates Research invites its partners to increase the use of electronic media for the archiving of documents, whenever possible.</p> <p>As regards paper usage at our offices, HR privileges vendors who supply paper bearing the FSC certification (Forest Stewardship Council). This certification guarantees the sustainable management of the forests from which that paper derives, and that the paper itself is totally chlorine-free (TCF).</p> <p>HR will continue in the future to uphold and increase its commitment to recycle batteries and toner cartridges, with ever-increasing commitment, and shall continue to implement separate waste collection for recycling (plastic, compost and landfill waste) using specific containers as it has been doing for a number of years.</p>

<b>PRINCIPLE 9</b>	<b>BUSINESS SHOULD ENCOURAGE THE DEVELOPMENT AND DIFFUSION OF ENVIRONMENTALLY FRIENDLY TECHNOLOGIES</b>
<b>Actions</b>	<p><b>Actions taken</b></p> <p>In the conduct of business activities, consumption of energy and paper have a high environmental impact, and are closely correlated with CO2 emissions, consumption of water and deforesting.</p> <p>With a view to decreasing recourse to hardcopy documentation, HR has designed an efficient document sharing system connecting each workstation to the company internal server where all files are shared. This system allows to view and update documents without the need for printouts or faxes, thus markedly decreasing our paper consumption.</p> <p>Notwithstanding its commitment to limiting their use, HR's business activity does in any case require printers and photocopiers. For this reason, our Company uses only equipment with a "energy-saving" mode when not in use. Another commitment is to turn off said equipment when the offices are closed.</p> <p>The decrease of CO2 emissions is achieved mainly thanks to:</p> <ul style="list-style-type: none"> <li>⇒ <i>use of double-sided printing</i>: double-sided printing decreases consumption of paper sheets and therefore the emission of CO2 correlated to paper manufacturing;</li> <li>⇒ <i>decreased overall energy consumption</i>: for each printed page, 0,055 KW are used on average. It should be pointed out that 0,55 tons of CO<sub>2</sub> are produced per each KW/h .</li> </ul> <p>Finally, exhausted toner cartridges are collected in a specific closed container located in a suitable room far from the personnel. Exhausted toner cartridges are periodically collected by the vendor for disposal in conformity with existing applicable law. As occurs for batteries, all the toner cartridges purchased are then disposed of/recycled according to differentiated waste modalities.</p>
	<p><b>Measurement of (expected) outcomes and value added for our company</b></p> <p>Our Company's Management is always ready to embrace innovative and low environmental impact technologies to guarantee an effective energy savings, will maintain investments to decrease consumption of nonrenewable natural resources.</p> <p>Therefore, the objective continues to be the promotion of archiving documents electronically in order to further decrease use of paper and printer toner cartridges.</p>
<b>Outcomes</b>	

**PRINCIPLE 10**

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

**Actions taken**

In accordance with all existing applicable laws, regulations and rules, including anticorruption law, our Company consistently conducts its business with the utmost ethical integrity and lawfulness, and requires the same commitment of all its commercial partners.

HR acts in conformity with, and fully upholds the Italian laws which prohibit paying, offering or promising monies and/or valuable goods/services, either directly or indirectly, to officials of the Public Administration, for purposes of influencing an official act or securing an advantage the Company's business. The Company strives to cause all collaborators, employees, consultants, vendors and clients to act in compliance with existing applicable law, as well as in respect of principles of transparency, verifiability, consistency and congruity.

When working for HR, all commercial Partners and subjects acting on behalf thereof are thus obligated to be aware of the extent to which laws, regulations or local operating procedures do establish limits, restrictions or transparency requirements for actions and the activities that entail payments, financial support, donations or gifts to public officials. Subjects who act on behalf of HR must take into account and respect such limits, restrictions and transparency requirements when performing activities in name, on behalf of or in the interest of the Company.

Collaborators are obligated to respect sensitive confidential information concerning the activities followed by Hippocrates Research and its clients, therefore refraining from divulging any confidential information outside the Company.

In conducting any negotiation and activity, our Company has always effectively avoided situations in which the subjects involved in the negotiations might have or appear to have a conflict of interest.

**Actions**

<b>Outcomes</b>	<b>Measurement of (expected) outcomes and value added for our company</b>
	<p>To uphold the principles of lawfulness, correctness and transparency, the Hippocrates Research Management adopts organization and management models that set forth measures to prevent unlawful conduct.</p> <p>For a correct and transparent management of relationships with institutions, policymakers and employees of Public Administrations, HR does submit specific documentation in support of any previous or ongoing activity in order to eliminate any potential risk of conflict of interest.</p> <p>In order to optimize management and control methods, HR regularly updates its technology and IT systems so as allow for the real-time search and tracking of documents and information.</p> <p>HR has moreover created a Company ethical code, which is periodically updated and disseminated to its personnel. This official document sets forth all the rights, obligations and responsibilities of the Company towards all its stakeholders (<i>i.e.</i>, employees, vendors, clients, Public Administration), and intends to incentivize, promote, or prohibit specific conducts, in addition to and independently from the provisions of law.</p>

<b>How do you intend to make this COP available to your stakeholders?</b>
<p>This document will be published in the section <i>Contact us (Contatti)</i> page of our website, to be easily viewed by all our collaborators, vendors and Companies with whom we work.</p>