

# Code of Conduct



Beeken Biomedical is dedicated to providing healthcare professionals and patients with quality products and meeting or exceeding their expectations.

We understand listening to customer needs and meeting market needs is key to continued product improvement.

Beeken Biomedical is committed to continually improving the effectiveness of our quality management and business systems and to comply with all applicable regulatory requirements.

# "We care about our customers".



1. Purpose	4. Health and Safety
2. General Principles	5. Environment
3. People and Labor	6. Product and Process



# 1. Purpose



Beeken Biomedical is committed to conducting our business in a lawful and ethical manner. This Code of Conduct has been prepared to establish expectations for Beeken employees. Beeken Biomedical expects and encourages our suppliers to follow this Code of Conduct.





#### 2.1. Private Information and Non-Disclosure

"Confidential or proprietary information" is any valuable information that has not been disclosed to the general public. Beeken maintains the confidentiality of information entrusted, except when disclosure is authorized or required by law. All technical or business-related contracts and information provided in any form from customers or suppliers should be treated as confidential, if not stated in another way, and should not be forwarded to third parties unless approved. If needed, a separate, detailed Non-Disclosure Agreement will be appointed between Beeken and the supplier or customer. Beeken ensures that employee privacy rights are protected.

#### 2.2. Quality Audits

Beeken has the authority to perform announced audits in alignment with our audit plan. Beeken expects their suppliers to allow the Beeken Notified Body and the Competent Authority of Beeken to examine technical documentation held by the supplier for products specifically supplied to Beeken. Samples may be requested for evaluation depending on the Beeken Notified Body and the Competent Authority's request. Beeken may terminate its relationships with any supplier that does not comply with our audits.



#### 3.1. Equal Opportunity Employment Policy

Beeken is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment based on an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law.

#### 3.2. Harassment and Non-Discrimination

Beeken prohibits and will not tolerate harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. Beeken must not engage in or permit physical, verbal, or mental abuse or coercion, including threats of violence, sexual harassment, and other forms of coercion or harassment of employees.

#### 3.3. Child Labor

Beeken adheres to all Fair Labor Standards Act (FLSA) standards on child labor. These include the minimum employment age of 14 for non-agricultural work, maximum weekly hours for employees under 16, and minimum hazardous job employment age of 18.



#### 3.4. Forced Labor

Beeken does not use forced labor where people are forced to work against their will, including slave, prison, bonded or otherwise. Employees are free to leave work and terminate their employment with reasonable notice. Beeken does not withhold personal property, passports, wages, training certificates or any other document for inappropriate reasons.

#### 3.5. Wages and Benefits

Beeken pays their employees in a timely manner and provide compensation that satisfies applicable laws and regulations, including those related to minimum wage and overtime hours. Beeken provides benefits to their employees.

#### 3.6. Working Hours

Beeken complies with the applicable laws and regulations regarding working hours for employees, including overtime hours. Working hours must not exceed the maximum amount permitted by law.



# 4.1. Occupational Health and Safety

Beeken commits to providing their employees with a safe and healthy workplace in compliance with applicable laws and regulations. Beeken provides safe work procedures, appropriate controls, preventative maintenance, and necessary protective measures to ensure health and safety in the workplace. Beeken must provide employees with appropriate personal protective equipment, when applicable. Beeken trains employees on safety procedures and makes safety information available to employees. Training is provided for emergency procedures including fire protection, emergency plans, and drills.



### 5.1. Environmental Protection

Beeken operates in a manner that is protective of the environment and complies with applicable laws and regulations regarding hazardous materials, air emissions, waste, and wastewater discharges. Any activity that has the potential to impact human or environmental health must be properly managed, measured, and controlled. Beeken must obtain and maintain required environmental permits and registrations and follow the requirements of such permits.



# 6.1. Product Safety

Beeken products must be manufactured in a manner that meets or exceeds the expectations of Beeken and our customers as reflected in both this Code of Conduct and Supplier Quality Agreements. Beeken expects its suppliers to comply with product safety regulations. Beeken expects their suppliers to communicate product handling requirements and emphasize the important of hygiene to their employees when handling Beeken products.

## 6.2. Process Safety

Beeken expects their suppliers to have safety programs in place for maintaining production processes and training employees in accordance with safety standards. Assessments on processes should be conducted regularly to prevent safety incidents.



