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# Supplier Code

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# TABLE OF CONTENTS

<b>Supplier Code of Conduct .....</b>	<b>3</b>
Preface.....	3
Scope .....	3
Management, Monitoring and Evaluation .....	3
<b>Ethical Practices .....</b>	<b>4</b>
Conflict of Interest .....	4
Business Integrity & Fair Compensation.....	4
Supplier Inclusion.....	4
Clinical Trials.....	5
Animal Welfare.....	5
Product Quality.....	5
Financial & Business Records .....	5
Data Privacy and Security.....	5
Intellectual Property .....	5
<b>Labor and Human Rights .....</b>	<b>6</b>
Child Labor & Young Workers .....	6
Non-discrimination .....	6
Fair Treatment.....	6
Wages, Benefits & Working Hours.....	6
Forced Labor & Human Trafficking.....	6
Freedom of Association .....	6
<b>Health and Safety .....</b>	<b>7</b>
Worker Protection & Safety.....	7
Process Safety .....	7
Emergency Preparedness .....	7
Hazard Information.....	7
<b>Environment .....</b>	<b>8</b>
Environmental Authorizations and Reporting .....	8
Waste & Emissions .....	8
Spills and Releases .....	8
Conflict Minerals.....	8
Restricted Substances .....	8
Sustainability .....	8
<b>Management Systems .....</b>	<b>9</b>
Legal and Customer Requirements .....	9
Audits and Assessments.....	9
Risk Management .....	9

# Supplier Code of Conduct

## Preface

For more than 35 years, Gilead has been at the forefront of some of the world's greatest public health challenges. And we continue to set our sights on preventing, treating, and curing life-threatening diseases through the next generation of life-changing medicines and global health partnerships.

At Gilead, we are committed to maintaining the highest standards of legal and ethical conduct; we expect the same of our suppliers. This Supplier Code of Conduct (hereby "Supplier Code") reflects the business practices and principles of behavior that support this commitment. It should be considered against the backdrop of Gilead's corporate core values of Integrity, Teamwork, Accountability, Inclusion and Excellence. We expect every supplier to read, understand and acknowledge the Code and its application to the performance of their supplier responsibilities.

The integrity and reputation of Gilead is affected by the honesty and fairness of not only Gilead's employees, but also the suppliers and third parties who aid our daily operations. In addition to compliance with the Supplier Code, suppliers are expected to comply with all applicable laws and regulations. In the event the two conflicts, or the Supplier Code is silent, applicable laws take precedence. In all circumstances, Suppliers are expected to uphold the highest ethical standards. Uncompromising integrity underpins our corporate integrity.

## Scope

This Supplier Code conveys the expectations for all our suppliers, and their supporting subcontractors. The provisions conveyed in this Supplier Code provide the minimum standards expected of suppliers to Gilead. Non-adherence to these principles will be a factor in considering eligibility as a Gilead supplier.

## Management, Monitoring and Evaluation

At minimum, Gilead expects that suppliers have met the standards conveyed in the Supplier Code. Gilead expects its suppliers will establish and maintain appropriate management systems related to the content of this Supplier Code, and that they actively review, monitor, and modify their management process and business operations to ensure alignment with the principles set forth in the Supplier Code. To review the progress of suppliers in implementation of the Supplier Code, Gilead may take various supporting initiatives, including requesting suppliers to self-certify compliance with the Supplier Code and, in some cases, to conduct on-site evaluations and inspections of supplier facilities and those of their subcontractors.

Gilead maintains an Ethics Hotline operated by an independent, third-party provider, which is available 24 hours a day, every day of the year. Concerns may be reported via phone (local toll-free numbers have been set up in most countries) or on the web. [The phone and web-based reporting systems are available here](#), in multiple languages and reporting may be made anonymously as permitted by local law. Matters which may be reported include, but are not limited to, potential violations of law, regulations, the Company's accounting, financial or safety controls, the Company's disclosure and reporting obligations, and the Company's business conduct policies. Gilead will take appropriate steps to investigate reports.

## Ethical Practices

*Gilead expects its Suppliers to conduct their business in an ethical manner and act with integrity. This is supported by the following areas:*

### Conflict of Interest

Suppliers must disclose to Gilead management any potential, perceived or actual conflicts of interest that could impact business dealings with Gilead. Gilead management must review all such situations and document any potential conflicts should business dealings proceed. A conflict of interest could arise under multiple scenarios, including but not limited to situations in which:

- A supplier employee or representative's personal interests or activities could influence, or could appear to influence, the supplier's ability to act in the best, objective interests of Gilead.
- A Gilead employee or professional contracted by Gilead may have an interest of any kind in the supplier's business or any current economic ties with the supplier or its employees or representatives; or
- A supplier's relationship with third party entities who may compete with Gilead or whose interests may conflict with Gilead could influence or could appear to influence the supplier's ability to act in the best, objective interests of Gilead.

### Business Integrity and Fair Compensation

Corruption, extortion, and embezzlement are prohibited. Suppliers shall not pay or accept (directly or indirectly) bribes or participate in other illegal inducements in business or government relationships and shall comply with such anti-corruption and anti-bribery laws including the U.S. Foreign Corrupt Practices Act and the U.K. Bribery Act, as well as local laws prohibiting bribery, gifts, and corrupt payments. Certain types of suppliers that have interactions with healthcare professionals or government officials (such as regional business partners and meeting planners) are subject to additional Business Conduct and other compliance-related requirements. Suppliers are responsible for consulting with their respective Gilead contacts for information on these additional requirements and ensuring they comply with them.

All suppliers shall conduct their business consistent with fair and vigorous competition and in compliance with all applicable anti-trust laws. Suppliers shall employ fair business practices, including accurate and truthful advertising. Suppliers are not to use Gilead's name or marks (or those of our affiliates or products) in publicity or advertising without our prior written consent.

### Supplier Inclusion

Gilead is committed to working with suppliers that share our values related to social, economic, and environmental impact. We strive to create a supplier base that reflects the patients, customers, and communities we serve. We believe supplier inclusion is a strategic business imperative that generates a competitive advantage, increases access to innovation, enables greater agility in our supply chain and drives socio-economic inclusion into the broader society.

Gilead's commitment to advancing health equity includes searching for suppliers that similarly value inclusion in their own supply chain and that support Gilead's supplier inclusion efforts.

Suppliers are expected to provide fair access to bids and business opportunities, and may be asked to provide information to Gilead regarding their related efforts.

# Ethical Practices

## Clinical Trials

When engaged in clinical trials on behalf of Gilead, all clinical trials shall be conducted in accordance with the global standards of Good Clinical Practices, applicable local regulatory requirements and following the ethical principles that have their origin in the Declaration of Helsinki (the Declaration of Helsinki was developed by the World Medical Association (WMA) as a statement of ethical principles for medical research involving human subjects, including research on identifiable human material and data).

## Animal Welfare

All animal research conducted by Gilead or research partners on behalf of our therapeutic candidates is done in accordance with industry and government standards to ensure appropriate care for the animals.

## Product Quality

Suppliers involved in the supply, manufacturing, packaging, testing, storage, and distribution of materials and/or products on Gilead's behalf will ensure compliance with applicable quality regulations (e.g., GxP quality guidelines and regulations) and adhere to current Best Practices for respective markets in which the products are manufactured, registered, and distributed.

## Financial and Business Records

Suppliers must maintain all financial books and records in conformance with Generally Accepted Accounting Principles (GAAP). Business records must be accurate in all material respects. Business and financial records must be legible, transparent and reflect actual transactions and payments.

## Data Privacy and Security

Suppliers shall operate in a manner in compliance with applicable data protection laws, including privacy and security protections that are appropriate to the sensitivity of the personal information collected or otherwise processed by the Supplier on behalf of Gilead. Suppliers shall have compliant technical and organizational measures and procedures to ensure the protection of personal information against accidental, unauthorized, or unlawful loss, destruction, alteration, disclosure, use or access. This includes policies and procedures to address technical and organizational security as well as confirmation of compliance with these requirements. Suppliers must comply with laws that govern cross-border data transmissions.

## Intellectual Property

Suppliers shall safeguard and respect Gilead's Intellectual Property and related rights.

## Labor and Human Rights

*Suppliers shall be committed to uphold the human rights of their workers and treat them with dignity and respect. Suppliers shall support the protection of internationally proclaimed human rights and ensure they are not complicit in any human rights abuses. Suppliers are expected to conduct risk assessments and due diligence to identify and address potential risks to human rights within their operations as well as their supply chains, and have processes to report potential violations of law, ethics, or company policies.*

### Child Labor and Young Workers

Suppliers shall not use child labor. The employment of young workers below the age of 18 shall not occur in hazardous work or night shift work and shall only be allowed when young workers are above a country's legal age for employment, or the age established for completing compulsory education where a minimum employment age is not established.

### Non-discrimination

Suppliers must comply with all applicable employment laws and regulations and shall provide a workplace free of harassment and discrimination. Suppliers shall not discriminate against individuals based on race, color, age, pregnancy, gender, gender identity, sexual orientation, ethnicity, disability, religion, political affiliation, veteran status, union membership, marital status or other reasons prohibited by law.

### Fair Treatment

Suppliers shall provide a workplace free of inhumane treatment, including any harassment (including sexual harassment), sexual abuse, corporal punishment, mental, physical, or verbal abuse or coercion, and free of threats of any such treatment.

### Wages, Benefits and Working Hours

Suppliers shall pay workers according to applicable wage laws, including minimum wages, overtime hours and mandated benefits. Suppliers shall communicate to the worker the basis on which they are being compensated in a timely manner, including times and rates for overtime, as dictated by local law and supplier policy. Any wage deductions should be reasonable, clearly understood by the workers, and allowed by applicable law. Suppliers should follow all applicable laws relating to holidays and time off. Overtime shall be consistent with applicable national and international standards.

### Forced Labor, Human Trafficking, and Freely Chosen Employment

Suppliers shall not use forced labor or human trafficking in any instance. Gilead recognizes the seriousness and importance of combatting modern slavery and human trafficking and is committed to fully understanding and taking all appropriate action to address any slavery and human trafficking risks in our own business and in our supply chains. All contractual arrangements between Gilead and our suppliers stipulate compliance with applicable law and regulations, which include those concerning slavery and human trafficking in the countries where the supplier operates. Gilead works with our peers through organizations such as the Pharmaceutical Supply Chain Initiative (PSCI) to find new ways of tackling systemic issues in our shared supply chains and encourage our suppliers to do so as well.

### Freedom of Association

Open communication and direct engagement with workers to resolve workplace and compensation issues is encouraged. Suppliers shall respect the rights of workers, as set forth in local laws, to associate freely, join or not join labor unions, seek representation, and join workers' councils. Workers shall be able to communicate openly with management regarding working conditions without threat of reprisal, intimidation, or harassment.

## Health & Safety

*Suppliers shall comply with all applicable health and safety laws and provide to each of their employees a workplace that is free from recognized hazards causing or likely to cause death or serious physical harm. In particular, and without limitation:*

### Worker Protection and Safety

Suppliers shall protect workers from overexposure to chemical, biological, physical hazards and physically demanding tasks and conditions (such as extreme heat or cold) in the workplace and in any company-provided living quarters. Based on the risk level, suppliers shall ensure workers have access to medical evaluation and monitored for exposure to chemicals and noise. Additionally, suppliers shall provide quality PPE (personal protective equipment) to workers in line with industry standards. Suppliers shall also ensure appropriate housekeeping and provide workers with access to potable water.

### Process Safety

Suppliers shall perform an initial process hazard analysis (hazard evaluation). The hazard analysis shall be appropriate to the complexity of the process and shall identify, evaluate, and control the hazards involved in the process. Suppliers shall have programs in place to prevent or mitigate catastrophic releases of chemicals or other materials, including specific programs to prevent fires and explosions. Additionally, suppliers shall have preventive maintenance, periodic inspections, and audits in place.

### Emergency Preparedness

Suppliers shall identify and assess emergency situations in the workplace and any company-provided living quarters and shall work to minimize their potential impact by implementing emergency plans, drills, and response procedures.

### Hazard Information

Safety information relating to hazardous materials - including pharmaceutical compounds and pharmaceutical intermediate materials - shall be immediately available and regularly reinforced to educate, train, and protect workers from potential hazards. Such safety information shall be available in written documents, such as Safety Data Sheets (SDS) and/or Standard Operating Procedures (SOP) in languages commonly used by the Supplier's workforce.

Suppliers shall ensure appropriate communication to other business partners in the value chain, as appropriate, including Gilead and its logistic and distributor partners, to ensure hazards are appropriately disclosed and managed.

## Environment

*Suppliers shall operate in an environmentally responsible and efficient manner to minimize adverse impacts on the environment. Suppliers are encouraged to conserve natural resources, engage in reuse and recycling programs, and where possible, avoid use of hazardous materials. Specifically, suppliers should pay particular attention to the following areas:*

### Environmental Authorizations and Reporting

Suppliers shall comply with all applicable environmental laws and regulations. All required environmental permits, licenses, information, registrations, and restrictions shall be obtained, and their operational and reporting requirements followed.

### Waste and Emissions

Suppliers shall have systems in place to ensure the safe handling, movement, storage, recycling, reuse, or management of waste, air emissions and wastewater discharges. Any waste, wastewater, or emissions with the potential to adversely impact human or environmental health shall be appropriately managed, controlled and treated prior to release into the environment. This includes managing releases of active pharmaceuticals into the environment (PiE).

### Spills and Releases

Suppliers shall have systems in place to prevent and mitigate accidental spills and releases to the environment.

### Conflict Minerals

Suppliers shall ensure that all parts and products supplied to Gilead do not contain “Conflict Minerals,” i.e., columbite-tantalite, cassiterite, wolframite (or their derivatives tantalum, tin, and tungsten) or gold sourced from the Democratic Republic of the Congo (DRC) or an adjoining country that has directly or indirectly financed or benefitted armed groups in the DRC or an adjoining country. Suppliers shall have systems in place that are designed to meet these objectives.

### Restricted Substances

Suppliers are to adhere to all applicable restricted substance laws, regulations, and customer requirements, including, responding to requests for substance composition in materials/parts, restricting or avoiding the use of specific substances, and making use of appropriate labeling for recycling and disposal.

### Sustainability

Suppliers shall reduce their environmental footprint by minimizing resource use and the effects of their activities. This includes preserving biodiversity, preventing deforestation, and conserving land. Gilead expects all suppliers to strive towards continual improvement within their own operations and supply chains. This includes management of emissions and discharges, including greenhouse gas emissions, within their own operations, as well as striving to manage and reduce those associated with their supply chain.



## Management Systems

*Suppliers shall use management systems to facilitate continual improvement and compliance with the expectations of this Supplier Code. In doing so, suppliers should pay particular attention to the following areas:*

### Legal and Customer Requirements

Suppliers shall identify and comply with applicable laws, regulations, standards, and relevant customer requirements, which include compliance with applicable laws and regulations prohibiting the use of forced, bonded, child, involuntary slave or indentured labor or involuntary prison labor. Gilead uses its own Personnel and in certain circumstances, independent third parties, to carry out regular and ad-hoc audits and site inspections of our manufacturing and packaging suppliers to ensure compliance with quality agreements. These suppliers may also be subject to ad-hoc audits and inspection by government authorities. Gilead Personnel are required to escalate any observations or suspicions of slavery and human trafficking immediately.

### Documentation

Suppliers shall maintain documentation necessary to demonstrate conformance with these expectations, and compliance with applicable regulations.

### Audits and Assessments

Suppliers shall perform periodic evaluations of its facilities and operations to ensure compliance with this Code and the law. Suppliers will permit Gilead and third parties designated by Gilead to periodically evaluate supplier's facilities and operations. Suppliers shall have a process for timely correction of any deficiencies or violations identified by an internal or external audit, assessment, inspection, investigation, or review.

### Risk Management

Gilead encourages suppliers to use management systems to facilitate continual improvement and compliance, and to identify, assess and manage risks in all areas. Gilead requires its suppliers to establish and maintain robust risk management processes to identify, assess, mitigate, and monitor risks associated with their operations, products, services, and supply chains. Suppliers are expected to proactively identify and understand potential risks that may impact their ability to meet contractual obligations or cause harm to stakeholders, including but not limited to financial, operational, reputational, ESG, and compliance risks.

## Supplier Acknowledgement Form

On behalf of \_\_\_\_\_  
(Supplier Name)

I acknowledge that our company has received, read, and understood the Gilead Supplier Code.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name of Representative)

\_\_\_\_\_  
(Date)