

Managing Site-Level Interactions with Government Officials

Lonza sites may have interactions with government officials for a variety of reasons. This guidance provides overarching principles that should be followed when engaging in these types of interactions.

Guiding Principles

- **Integrity:** Maintain honesty and transparency in all communications.
- **Respect:** Treat all officials and their employees with professionalism and courtesy.
- **Follow Lonza Policies and Procedures:**
 - **Site-Level Procedures:** Many Lonza locations have protocols and procedures for handling interactions with government officials, including Lonza's global policy CORP-67, Lonza's Quality Standard, Regulatory Inspection Management.
 - **Compliance with Anti-Bribery and Anti-Corruption Laws:** Interactions with government officials may increase the risk of corruption. All Lonza employees should comply with Lonza's Global Anti-Bribery and Anti-Corruption Policy (CORP-5) and any applicable site policies or procedures.

Roles and Responsibilities

- **Designated Spokespersons:** Only authorized individuals may represent Lonza in official communications.
- **Employee Responsibilities:**
 - Notify leadership before initiating contact.
 - Document all interactions.
 - Contact Legal or Compliance to provide information about anticipated interactions with government officials or agencies.
 - Document all meetings and key action items.

Types of Interactions

- **Informational Meetings:** Sharing data, research, or updates.
- **Inspections:** On-site visits to ensure regulatory compliance.
- **Government Approvals:** Obtaining permits, licenses, or regulatory authorizations.
- **Event Participation:** Inviting officials to attend or speak at events.

Legal and Ethical Considerations

- **Political Contributions:** We prohibit the direct funding of political parties or elections campaigns of persons or political parties.
- **Gift Rules:** Do not offer anything of value unless explicitly permitted.
- **Confidentiality:** Do not disclose sensitive or proprietary information without authorization.

Contact Ethics & Compliance immediately if a government official requests payment, hiring a third party, making a donation, or providing something of value as a condition of working with the government.