

Managing Interactions with Government Officials

Guiding Principles

- **Integrity:** Maintain honesty and transparency in all communications.
- **Respect:** Treat all officials and their employees with professionalism and courtesy.
- **Nonpartisanship:** Avoid political bias.
- **Compliance:** Follow all applicable laws and policies, including Lonza's Anti-Bribery and Anti-Corruption Policy (CORP-5).

Roles and Responsibilities

- **Designated Spokespersons:** Only authorized individuals may represent the organization 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

- **Advocacy and Lobbying:** Promoting specific policies or funding priorities.
- **Government Approvals:** Obtaining permits, licenses, or regulatory authorizations.
- **Informational Meetings:** Sharing data, research, or updates.
- **Inspections:** On-site visits to ensure regulatory compliance.

Legal and Ethical Considerations

- **Lobbying Laws:** Know when registration or reporting is required.
- **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.