

POLICY ON THE PROTECTION AND PROMOTION OF HUMAN RIGHTS



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OF HUMAN RIGHTS OF ALKALOID AD Skopje



ALKALOID
SKOPJE

Health above all

Pursuant to Article 119 of the Statute of ALKALOID AD Skopje, upon the proposal of the Supervisory Board of ALKALOID AD Skopje, and in accordance with Articles 203 and 204 of the Statute, the Management Board of ALKALOID AD Skopje, at the session held on 26 April 2024, adopted the following

POLICY ON THE PROTECTION AND PROMOTION OF HUMAN RIGHTS OF ALKALOID AD Skopje¹

For over eight and a half decades, ALKALOID AD Skopje (hereinafter ALKALOID) has been a leading company in the country, the region, and beyond. Our operations include the manufacturing of medicines, processing of botanical raw materials, and the production of cosmetic and chemical products. As a company, we are committed to promoting a healthier world, ensuring superior quality of products and services, as well as high professionalism and continuous success. At ALKALOID, our core commitment and imperative is to care for the health and quality of life of our employees, the consumers of our products, their families, and humanity as a whole.

Respect for human rights is a fundamental value at ALKALOID.

This Policy on the Protection and Promotion of Human Rights is based on all international human rights principles covered by the Universal Declaration of Human Rights, the UN Guiding Principles on Business and Human Rights, the UN Global Compact, and the basic principles of the International Labour Organization. In addition, it aligns with the local applicable laws in this area.

This Policy on the Protection and Promotion of Human Rights is one of the fundamental documents, which together with the Code of Ethical and Business Conduct, the Code for Interaction with Health Professionals and Ethical Promotion, the Anti-Corruption Policy, the Policy on the Prohibition of Child and Youth Labour, the Modern Slavery Policy, including forced labour, the Policy on Non-Discrimination and Promoting Diversity, Equal Opportunities, and Inclusion, the Occupational Safety and Health Policy, and the Supplier Code of Conduct comprise our corporate and ethical compliance framework.

Respect for human rights

At ALKALOID, we respect human rights in all our interactions, encompassing the rights of our employees and managers, external collaborators, representatives of our partners and suppliers, representatives of institutions, and the broader community and society, and we carry out activities to promote and advocate for them, regardless of the systems in which we operate. At ALKALOID, we do not tolerate and we strictly prohibit any negative impact on or violation of human rights. ALKALOID requires all business partners to respect these principles as a prerequisite for establishing and maintaining business relations. ALKALOID is always prepared to initiate or support activities for the advancement and promotion of human rights, irrespective of the form or method of participation.

Freedom of association

ALKALOID respects and supports the right of employees to freely and voluntarily associate, form organizations, seek representation, and engage in collective bargaining within them, as well as to protect and promote their interests, without any pressure, fear or intimidation. ALKALOID respects the right of employees to join the aforementioned organizations; accepts and supports all employee trade union activities and prioritizes constructive dialogue with appointed employee representatives.

Prohibition of child labour

ALKALOID strictly prohibits and does not support child labour and the economic exploitation of young people.

ALKALOID does not employ children under the age of 15 and, as a rule, does not hire young people between the ages of 15 and 18.

If, under certain circumstances and in exceptional cases, young people aged 15 to 18 are hired, ALKALOID ensures that their engagement complies with the applicable legal regulations and that the work assignments do not negatively impact their health and safety, psychophysical and moral integrity, or their educational and development prospects.

Additionally, at ALKALOID, we strictly prohibit child labour and economic exploitation of young people among our collaborators/suppliers.

Respect for diversity

At ALKALOID, we are committed to respecting the diversity of each individual, as part of the Alkaloid family and beyond, across all our operations and daily business activities, in all markets where we operate. At ALKALOID, we enforce a policy of non-discrimination on all grounds, in accordance with our core values, and promote diversity, regardless of the position within the company, origin, national/ethnic and religious affiliation, age, language, race, religion, sex and gender identity, social status, health status, marital and social status, political conviction, sexual orientation, values or interests of the individual. ALKALOID fosters a culture that values and respects diversity and promotes equal opportunities in the daily communication and in the selection of associates, partners, and candidates for employment.

At ALKALOID, we do not tolerate disrespect, inappropriate behaviour, harassment in the workplace or in any work-related circumstances outside the workplace.

Salary, allowances, working hours, overtime, benefits

ALKALOID adheres to international standards and the applicable legal regulations regarding the payment of salaries and allowances to its employees, as well as overtime, working hours and benefits.

At ALKALOID, we ensure that every employee is assigned to a job matching their qualifications and receives a fair and just compensation for their work based on performance, commitment and success. All mandatory contributions and allowances are paid appropriately and promptly, in line with the applicable regulations.

We comply with the applicable legal regulations concerning the maximum number of working hours for our employees in our work processes and within all our operations. Overtime work is an exception, and when necessary, it is organized in accordance with the applicable legal regulations.

At ALKALOID, we recognize that our success is based on our most valuable resource – human potential, and that only free and satisfied individuals can contribute their best for their own and our benefit. Therefore, in addition to meeting mandatory regulations, we regularly allocate funds for employee benefits.

Clinical trials

All clinical trials conducted by ALKALOID adhere to international ethical standards for the protection and respect of human rights and comply with both the Declaration of Helsinki and the International Council for Harmonization of Good Clinical Practice (ICH-GCP) guidelines.

At ALKALOID, we are committed to consistently safeguarding the rights, well-being, dignity and safety of clinical trial participants. Each clinical trial meets the applicable legal regulations and is approved by national regulatory bodies and ethics committees responsible for authorizing clinical trials.

Occupational safety and health

At ALKALOID, the safety and health of our employees are paramount. We ensure a safe and healthy work environment and take all operational, strategic and technical measures related to occupational safety and health, in accordance with the applicable legal regulations and international standards for workplace safety and health.

Slavery, human trafficking and forced labour

ALKALOID strictly prohibits and does not tolerate any form of modern slavery, human trafficking, forced labour, or child labour.

Social responsibility

Social responsibility is a key priority in ALKALOID's corporate strategy and is integrated into our overall business processes. In line with our social responsibility policy, ALKALOID actively contributes to the improvement, promotion, and development of the communities in which we operate through various collaborations, projects, and activities.

Reporting mechanisms

ALKALOID encourages its employees and all concerned individuals to report any questions about the application of this Policy or any known violations to:

1. Their line manager;
2. The second line management;
3. The AlkaSpeakUp platform, available on ALKALOID's website (www.alkaloid.com.mk), which allows anonymous reporting;
4. The Corporate Compliance Officer (complianceofficer@alkaloid.com.mk or phone number +38972918245).

The procedure for addressing violations of the principles for human rights protection is conducted according to pre-established rules and upon an investigation by the competent bodies at the company. Any confirmed violations of the principles for human rights protection shall be sanctioned by ALKALOID in accordance with the Code of Ethics and Business Conduct and the relevant company internal acts.

ALKALOID strongly advocates and upholds the principle of non-retribution and non-retaliation, as provided by the Code of Ethics and Business Conduct and other internal acts. Namely, anyone who reports a Policy violation will not face any negative consequences regarding their employment status or other guaranteed rights and privileges as long as they reported the violation in good faith.

Policy application

This Policy applies to all capitally related companies of ALKALOID, both domestically and internationally.

¹ This version of the Policy on the Protection and Promotion of Human Rights of ALKALOID AD Skopje is formatted and designed to inform the public about it. The official version of the Policy is kept at the Company headquarters.

ALKALOID AD Skopje

Bld. Aleksandar Makedonski 12, 1000 Skopje,
Republic of North Macedonia

www.alkaloid.com.mk

