

# The Lilly Code of Business Conduct for Suppliers

## 礼来供应商商业行为准则

At Lilly, we unite caring with discovery to create medicines that make life better for people around the world. In the nearly 150 years we've been in business, we've developed and delivered trusted medicines that help people get better, feel better, and live better.

在礼来，我们将关爱与研发相结合，创造出改善世界各地人民生活的药物。在我们开展业务的近 150 年里，我们研发并提供值得信赖的药物，帮助人们变得更好、感觉更好、生活得更好。

We are committed to upholding high standards of corporate conduct in our business dealings around the world. This commitment to operating ethically and responsibly helps us earn and maintain trust of customers, regulators, and society as a whole.

我们致力于在全球业务往来中坚持高标准的企业行为。这种以讲究道德和负责任的方式运营的承诺有助于我们赢得并保持客户、监管机构和整个社会的信任。

**We expect our suppliers and employees to conduct Lilly business consistent with these standards and our values of Integrity, Excellence, and Respect for People as reflected in the statements below.**

我们希望我们的供应商和员工按照这些标准以及我们的价值观（诚信正直、追求卓越、以人为本）开展礼来业务，如下所述。

### Interactions

#### 互动

- » We behave ethically in business relationships, dealings, and activities. We practice the highest standards of business conduct.
- » 我们在业务关系、往来和活动中遵守道德规范。我们奉行最高的商业行为标准。
- » We comply with all laws, regulations, industry codes of practice, and Lilly policies, standards, and procedures that apply to our business activities.
- » 我们遵守所有适用于我们业务活动的法律、法规、行业行为准则以及礼来政策、标准和程序。
- » We don't offer, provide, authorize, or accept anything of value—or give the appearance that we do—in order to inappropriately influence a decision or gain an unfair advantage.
- » 我们不提出、提供、授权或接受任何有价值物品，也不得出现存在上述情形的现象，从而避免不当影响一项决策或获得不公平的优势。
- » Suppliers are forbidden to rig/have collude bids or engage in any other acts of unfair competition when participating in bidding process of Lilly projects.
- » 在参与礼来项目时，供应商不得围标/串标，或进行任何其他不正当竞争的行为。
- » We do not allow our business dealings to be influenced by personal or family conflicts of interest.
- » 我们不允许我们的业务往来受到个人或家庭利益冲突的影响。
- » We select suppliers based on the merit and value of their products and services. We do not accept gifts, entertainment, or favors from them that could affect or appear to affect our business judgment.
- » 我们根据供应商的产品和服务的优势和价值进行选择。我们不接受可能影响或似乎影响我们业务判断的礼品、款待或帮助。
- » We communicate honestly in all areas in which we engage externally about Lilly business, products, policies, and activities. Only authorized representatives of Lilly communicate on Lilly's behalf.
- » 我们在所有对外涉及礼来业务、产品、政策和活动的领域进行诚实的沟通。只有礼来的授权代表才能代表礼来进行沟通。
- » We provide information about Lilly products that is approved by Lilly, consistent with the approved label, and that presents benefits and risks in an accurate, fair, and balanced manner. We manage the production and dissemination of this information carefully so that it is current.
- » 我们提供关于礼来产品的信息，这些信息由礼来批准，并与批准的标签一致，且以准确、公平和平衡的方式呈现利益和风险。我们仔细管理此信息的产生和传播，使其保持最新动态。

### Workplace

#### 工作场所

- » We conduct our business activities with respect for people and a commitment to human rights, diversity, equal opportunity, and freedom from exposure to improper conduct, including acts of discrimination, retaliation, or harassment. We resolve concerns and issues in an appropriate manner, without retaliation.
- » 我们在开展业务活动时尊重他人，并致力于保护人权、多样性、平等机会以及避免受到不当行为的影响（包括歧视、报复或骚扰行为）。我们以适当的方式解决顾虑和问题，而不会实施报复。

- » We are committed to uphold the human and employment rights of workers and to treat them with dignity and respect. For example, we do not use forced, bonded or indentured labor or involuntary prison labor and no worker should pay for a job or be denied freedom of movement. We do not use child labor (except as consistent with applicable law, such as cooperative learning programs). In addition, we pay employees consistent with applicable wage laws, including minimum wages, overtime hours and any mandated benefits, and communicate with employees regarding the basis on which they are being compensated timely. We also encourage open communication and direct engagement with workers to resolve workplace and compensation issues.
- » 我们致力于维护员工的人权和就业权利，并给予他们尊严和尊重。例如，我们不使用强迫、抵债或契约劳工或非自愿的监狱劳工，任何员工都不应该为工作付费或被剥夺行动自由。我们不使用童工（除非符合适用法律，如合作学习计划）。此外，我们按照适用的工资法向员工支付工资，包括最低工资、加班时间和任何法定福利，并与员工就他们获得及时补偿的基础进行沟通。我们还鼓励与员工进行公开沟通和直接接触，以解决工作场所和薪酬问题。
- » We protect the workplace, including Lilly's physical assets and electronic resources, from loss, theft, or damage. Report theft, security emergencies, and personal injuries to Lilly sponsors and to local Lilly security, if available in that location.
- » 我们保护工作场所，包括礼来的实体资产和电子资源，防止丢失、被盗或损坏。向礼来经办人和礼来当地安全部门（如果该地区有此部门）报告盗窃、安全紧急情况和个人伤害。
- » We work to assure a reliable supply of quality products, and accurate and complete product, safety, and efficacy information. We take precautions to protect the quality and integrity of our products in the supply chain.
- » 我们努力确保提供可靠的高质量产品以及准确完整的产品、安全和疗效信息。我们采取预防措施来保护供应链中产品的质量和完整性。
- » We expect that our suppliers will source their materials responsibly and abstain from procuring materials from all conflict areas or sources including the Democratic Republic of Congo. We expect that our suppliers conduct their own due diligence regarding the source of any materials they provide to us in order to ensure those materials are obtained from areas that are conflict-free.
- » 我们希望我们的供应商负责任地采购材料，避免从包括刚果民主共和国在内的所有冲突地区或来源采购材料。我们希望我们的供应商对他们向我们提供的任何材料的来源进行严格评估，以确保这些材料来自无冲突的地区。
- » We create and maintain safe and healthful working conditions, and we respect and protect the environment, conducting our operations to minimize adverse environmental effects.
- » 我们创造并维护安全健康的工作环境，我们尊重并保护环境，在我们的运营中最大限度地减少对环境的不良影响。
- » We bring our full selves to work each day. To that end, we ensure that we are not impaired with drugs or alcohol while at work so that we can be fully engaged and help make life better for people around the world.
- » 我们每天都全身心地投入工作。为此，我们确保我们工作时未受到毒品或酒精的伤害，以便我们能够完全投入工作，帮助世界各地的人们过上更好的生活。
- » We respect and protect the welfare of animals used in research, complying with all legal and Lilly requirements that govern the care and use of animals in research.
- » 我们尊重和保护研究中所用动物的安全与健康，遵守所有关于研究中动物的护理和使用的法律和礼来要求。



## Information

### 信息

- » We safeguard and make proper use of confidential information as a valuable company asset. Confidential information is any information not in the public domain. Lilly owns and retains the right to access Lilly information regardless of how, why, where, or by whom it is produced.
- » 我们将机密信息作为宝贵的公司资产加以保护和合理使用。机密信息是指任何不公布于公共领域的信息。礼来拥有并保留获取礼来信息的权利，这无关乎信息的产生方式、原因、地点以及产生信息的人员。
- » We obtain appropriate Lilly approval before communicating or disclosing externally in a public forum or any forum accessible by the public, any information related to Lilly.
- » 在公共论坛或公众可访问的任何论坛上对外传达或披露任何与礼来相关的信息之前，我们会获得礼来的适当批准。
- » Suppliers shall ensure that the services provided for Lilly do not infringe the intellectual property rights of any third party.
- » 供应商应确保为礼来提供的服务不侵犯任何第三方的知识产权。
- » When providing promotional/educational material production related service, suppliers shall confirm the purpose and requirements of the materials with Lilly sponsor, and correctly use the brand name, brand color or promotional language and other related information. Suppliers shall not officially release or use the materials (including documents, videos and all kinds of other types) without Lilly approval.
- » 涉及推广内容、制作教育资料等相关服务时，供应商应与礼来项目组负责人确认制作材料使用目的和要求，并正确使用品牌名、品牌色或推广宣传用语等信息。非经礼来批准，供应商不得正式对外发布或使用该材料（包括文档及视频等所有类型）。
- » We protect, respect, and do not knowingly violate the legitimate information rights of others.
- » 我们保护、尊重、不有意触犯他人的合法信息权。
- » We use electronic services and tools with due consideration for the sensitivity of the information being stored, communicated, or transferred and the potential risks of the information being lost or exposed.
- » 我们使用电子服务和工具时，充分考虑了存储、交流或传输的信息的敏感性以及信息丢失或暴露存在的潜在风险。
- » We protect and respect personal information whether obtained from employees, customers, or others. We take reasonable precautions to protect personal information against loss, theft, misuse, unauthorized access, disclosure, alteration, or destruction.
- » 我们保护并尊重从员工、客户或其他人那里获得的个人信息。我们采取合理的预防措施来保护个人信息免遭丢失、盗窃、滥用、未经授权的访问、披露、更改或销毁。
- » We conduct Lilly clinical research and development activities consistent with bioethics principles and sound scientific methodologies, focusing on the safety and well-being of research participants.
- » 我们按照生物伦理原则和合理的科学方法开展礼来临床研究和研发活动，重点关注研究参与者的安全和健康。
- » We follow Lilly processes for the handling and publication of Lilly scientific information (whether written, oral, or electronic). We only publish scientific information that is accurate, objective, balanced, and timely.
- » 我们遵循礼来处理 and 发布礼来科学信息的流程（无论是书面、口头还是电子形式）。我们只发布准确、客观、平衡和及时的科学信息。



## Transactions

### 交易

- » We create and maintain, in reasonable detail, accurate Lilly books, records, and accounts. We provide reliable and trustworthy financial statements that reflect Lilly transactions.
- » 我们以合理的细节创建和维护准确的礼来账簿、记录和账目。我们提供反映礼来交易的可靠且值得信赖的财务报表。
- » We do not make, arrange to have made, or fail to correct or report any false, misleading, or artificial entries in Lilly records or those of others with whom we do business.
- » 我们不会在礼来或与本公司有业务往来的其他公司的记录中，作出、安排作出或未能纠正或报告任何虚假、误导性或人为条目。
- » Suppliers shall cooperate with Lilly to conduct relevant due diligence or pre-qualification process any time, provide certification, third-party credit reports or financial statements which meets Lilly's requirements. Supplier shall ensure there is no fraud in integrity, quality, suitability, credibility, and sustainable development.
- » 在任何时候，供应商都应配合礼来进行相关的尽职调查或资质预审，提供满足礼来要求的专业资质证明第三方资信调查报告或财务报表等，在诚信、质量、适宜性、信用和可持续发展方面无欺诈行为。
- » The supplier shall not provide any services or products before having a valid contract with Lilly or receiving a purchase order.
- » 在未与礼来签订有效合同或收到采购订单前，供应商不得开展服务或提供产品。
- » Suppliers shall follow Lilly finance and procurement policies, any backdoor selling behavior to Lilly employees will be considered as violation. During the vendor selection and/or negotiation of Lilly sourcing projects, suppliers should not direct communicate with project team members, including proposal, quotations, and other commercial terms etc. without procurement involvement or authorization.
- » 供应商应遵守礼来财务与采购政策，任何对礼来员工的后门销售行为将被视为违规。在采购项目甄选和/或谈判过程中，未经礼来采购部授权，不得单独与项目组成员进行直接沟通，包括方案、报价及商业条款等。
- » Suppliers shall ensure the authenticity and consistency of service toward to contract content. For any changes, suppliers shall obtain Lilly's approval in advance and go through change process accordingly.
- » 供应商应确保所提供服务的真实性及实际开展业务与合同内容的一致性，如有变化应事先取得礼来同意并进行相应的变更流程。
- » We publicly disclose financial interactions with and transfers of value to health care providers, health care organizations, and patient organizations not only as required by law but also in accordance with regional and/or local voluntary disclosure codes.
- » 我们不仅根据法律要求，还根据地区和/或当地自愿披露准则，公开披露与医疗保健提供者、医疗保健组织和患者组织的财务往来和价值转移。
- » We properly classify and value goods and technology and meet all applicable import and export requirements and restrictions before transferring them either electronically or physically (whether by sending or personally carrying them) between countries.
- » 我们对商品和技术进行适当的分类和估价，确保他们在不同国家之间以电子或物理方式（通过发送或个人携带）转移/转让之前符合所有适用的进出口要求和限制。
- » We do not take any action that would support or respond to a request relating to a boycott of a country that is friendly to the United States. We follow applicable internal reporting and approval requirements for all requests received, even if Lilly does not intend to respond to or comply with the request.
- » 对于有关抵制一个与美国有友好关系的国家的要求，我们不采取任何支持或响应措施。我们对所有收到的请求遵循适用的内部报告和批准要求，即使礼来不会响应或答应该要求。
- » We do not engage in or commit to any Lilly transaction with countries subject to trade or economic sanctions or with individuals, groups, or entities that we are aware or have reason to believe appear on any government list of restricted, sanctioned, denied, or debarred parties without first verifying that the transaction is permissible.
- » 确认交易许可之前，对于受到贸易或经济制裁的国家/地区，以及我们知道或有理由相信出现在任何被限制、制裁、拒绝或禁止交易方政府名单上的个人、团体或实体，我们不会参与或从事与其相关的任何礼来交易。

*Lilly unites caring with discovery to make life better for people around the world.*

礼来将关爱与研发相结合，让世界各地人民过上更好的生活。



## Reporting 报告

- » If you experience or observe actions that are not aligned with these commitments, Lilly wants to know so that we can learn and improve. Report all known or suspected violations and immediately report any concerns or potential breaches of personal information to Lilly sponsors, [www.lillyethics.ethicspoint.com](http://www.lillyethics.ethicspoint.com), or call 1-800-815-2481.
- » 如果您经历或观察到与这些承诺不一致的行为，礼来希望了解情况，以便我们可以学习和改进。报告所有已知或可疑的违规行为，并立即通过 [www.lillyethics.ethicspoint.com](http://www.lillyethics.ethicspoint.com) 或拨打 1-800-815-2481 向礼来经办人报告任何顾虑或潜在的个人信息泄露情况。
- » Report to Lilly within five (5) calendar days if one of your employees is excluded or restricted in any way from doing business with any government.
- » 如果您的员工以任何方式被排除或限制与任何政府部门开展业务，请在五 (5) 个日历日内向礼来报告。
- » We take appropriate measures to prevent retaliation against persons who make these reports. Lilly does not tolerate retaliation for reporting inappropriate conduct, preventing unlawful practices, or participating in an investigation.
- » 我们会采取适当措施，防止举报人受到报复。礼来不允许对报告不当行为、防止非法行为或参与调查的行为进行报复。
- » Report any known or suspected death or suspect product immediately (within 24 hours of receipt). Report any other adverse event or product complaint within one business day.
- » 立即报告任何已知或可疑的死亡或可疑产品（收到后 24 小时内）。在一个工作日内报告任何其他不良事件或产品投诉。

### In the US: 美国境内：

- Call The Lilly Answers Center (TLAC), 1.800.LillyRx (1.800.545.5979) or use an alternative reporting method as determined by the Lilly component.
- 拨打 1.800.LillyRx (1.800.545.5979) 致电礼来答复中心 (TLAC) 或使用礼来分公司确定的其他报告方法。

Lilly appreciates your shared commitment to acting with integrity. Contact your employer or Lilly sponsor for details to support these commitments and other elements of Lilly's ethics and compliance program.

礼来感谢您对诚信行事的共同承诺。请联系您的雇主或礼来业务发起人，了解支持这些承诺和礼来道德与合规计划其他内容的详细信息。

### Outside the US:

#### 美国境外：

- How to Report an AE/PC in China:
- 如何报告不良反应和产品投诉 (中国) :
  - For Adverse Events, contact:
    - Lilly China Answer Center Hotline: 400-828-2059 (Cell Phone), or 800-828-2059 (Telephone); or
    - Email: [cn\\_pv@lilly.com](mailto:cn_pv@lilly.com)
  - 报告不良事件，请联系：
    - 礼来中国客户服务中心热线 400-828-2059 (手机拨打)，800-828-2059 (座机拨打)；或
    - 发送邮件至：[cn\\_pv@lilly.com](mailto:cn_pv@lilly.com)
- For Product Complaints or known or suspected counterfeiting or tampering:
  - Lilly China Answer Center Hotline: 400-828-2059 (Cell Phone), or 800-828-2059 (Telephone); or
  - Email: [CN-ProductComplaint@lilly.com](mailto:CN-ProductComplaint@lilly.com)
- 报告产品投诉、已知或疑似假药或篡改，请联系：
  - 礼来中国客户服务中心热线 400-828-2059 (手机拨打)，800-828-2059 (座机拨打)；或
  - 发送邮件至：[CN-ProductComplaint@lilly.com](mailto:CN-ProductComplaint@lilly.com)

Together, we act with transparency, honesty, and integrity, knowing that every interaction is an opportunity to improve patient care and build trust with those we serve.

我们齐心协力，以透明、诚实和正直的方式行事，我们知道每一次互动都是改善患者关怀以及与我们所服务的人建立信任的机会。