

Antibiotice
Știință și suflet



INTERNAL GUIDELINES AND REGULATIONS

2016

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Chapter I

GENERAL PROVISIONS

Article 1. Ensuring work discipline is a mandatory duty for all employees of Antibiotice S.A., irrespective of their job, or the nature and duration of their employment contract.

Strengthening the discipline of work contributes to a better use of the human and material potential of the company, to the establishment of a suitable climate for the good performance of work, in the general interest.

Article 2. Failure to fulfill this constitutes a deviation from disciplinary rules at work and is sanctioned on a disciplinary or administrative basis, and when this constitutes an offense it is sanctioned according to the Criminal Code.

Article 3. Rules on organization and work discipline within Antibiotice S.A. Iasi are established according to the labor legislation, the Collective Labor Agreement concluded at company level and the provisions of the present Internal Regulations.

The management of Antibiotice S.A. Iasi has drawn up this Internal Guidelines and Regulations under the provisions of law no. 53/2003 - Labor Code, as well as other legal provisions in the matter, regarding the organization and discipline of labor.

Chapter II

RULES REGARDING THE PROTECTION, HYGIENE AND OCCUPATIONAL SAFETY WITHIN THE COMPANY

2.1. Work protection and hygiene

Art.4. The employer acts and controls the way the mandatory rules are observed in order to protect the life, integrity and health of employees as well as to guarantee normal working conditions.

In this respect, the employer undertakes the following steps:

- ergonomic arrangement of all jobs;
- ensures optimal working conditions: microclimate, lighting, ventilation, noise etc;
- maintenance and modernization of sanitary facilities;
- improves meal conditions.

Art.5. The work responsibilities of the company's employees will be set in the job description so as to ensure a normal working pace, an intensity of physical and intellectual effort and a nervous tension that does not lead to excessive fatigue.

Art.6. Employees are required to properly use and maintain the facilities and equipment to ensure optimal protection and working conditions and to keep the workplace clean and orderly.

Measures will be taken in both plants, offices and other work places and issues on cleanliness and good management of the work place will be recorded in the shift register/log book.

Art.7. Employees must be able to work at full capacity in order to be able to perform their duties properly.

2.2. Work security

Art.8. In order to ensure the safety of employees in the labor process, the employer will take the following measures:

- providing all employees with an individual protective gear, in accordance with Law 319/2006 on occupational health and safety;
- performing periodic training on the risks of injury and occupational illness and preventive measures with confirmation in the individual training sheets on occupational health and safety;
- ensure the permanent and correct functioning of protection systems and devices, of the measuring and control equipment in the technological processes;
- to ensure the permanent and proper functioning of the facilities for capture, retention and neutralization of harmful substances released during the technological processes;
- avoiding risks that can cause accidents at work and occupational illnesses, risk identification and assessment, combating risks;
- permanent/regular monitoring of parameters, working conditions and environmental factors;
- admission to work only of employees that are apt from a medical and psycho-professional point of view;
- prevent the exposure of pregnant women to health and safety risks;
- not be forced to do work that is harmful to their health or their pregnancy or to the newborn child, as the case may be; providing all employees with personal protective equipment in accordance with the provisions of the Health and Safety at Work Act no. 319/2006;

Article 9. When hiring/changing the employment/position of an employee, the employer will comply with the training obligation according to the legislation in force.

Chapter III

RULES ON COMPLIANCE WITH THE PRINCIPLE OF NON-DISCRIMINATION AND REMEDYING ANY FORM OF VIOLATION OF DEMNITY

Art.10. In order to observe the principle of non-discrimination within Antibiotice, the employer shall *not* do the following:

1. condition the hiring/employment of any person, following a public announcement or competition, on belonging to any race, nationality, ethnicity, religion, social category or disadvantaged category, age, gender or sexual orientation, respectively on the candidates' beliefs.
2. discriminate against any employee on the grounds that he/she belongs to a race, nationality, ethnicity, religion, social category or disadvantaged category, respectively because of his or her convictions, age, sex or sexual orientation.
3. impose/encourage any behavior aimed at creating an atmosphere of intimidation, hostility, discouragement, or adversely affecting the situation of employees in terms of professional promotion, remuneration or income of any kind, or access to vocational training and retraining, in case of their refusal to accept unwanted sexual behavior.

Chapter IV

RIGHTS AND OBLIGATIONS OF EMPLOYER AND EMPLOYEE

4.1. RIGHTS AND OBLIGATIONS OF THE EMPLOYER

Art.11. Hereby, the term “employer” refers the legal entity/trading company Antibiotice S.A. Iasi.

The executive management of the company refers to the director general, unit directors, managers, heads of plants as well as heads of departments, activities, offices and the people assimilated thereof as provided in the organizational chart.

Art.12. The employer mainly has the following rights:

1. to establish the organization and operation of the company;
2. to establish the appropriate attributions for each employee, according to the law;
3. to make binding provisions for the employee, subject to their legality;
4. to exercise control over the performance of duties;
5. to determine/report any disciplinary deviations and to apply appropriate sanctions, according to the law, to the applicable collective labor agreement and the internal regulation.

Art.13 The employer has the following obligations in particular:

1. to inform the employees about the working conditions and the elements concerning the development of working relations;
2. to ensure constantly the technical and organizational conditions envisaged in the elaboration of the working norms and the appropriate working conditions;
3. to grant to employees all the rights derived from the law, from the applicable collective labor agreement and the individual labor agreements;
4. to communicate regularly to the employees the economic and financial situation of the company;

5. To seek advice/discuss with the trade union on decisions likely to substantially affect the rights and interests of employees;
6. to pay all the contributions and taxes in his charge/on their behalf, as well as to withhold and pay the contributions and taxes due by the employees, according to the law;
7. to operate in the General Record of Employees all records provided by the law;
8. to issue, on request, all the documents certifying the applicant's employment status;
9. to provide the confidentiality of the personal data of the employees.

Art.14. In order to organize the work within Antibiotice S.A., to create the necessary conditions for a normal performance of the activity in all sectors and to ensure order and discipline of work, the management of the company undertakes to ensure the following:

a) To organize the work of the employees within each workplace by specifying the work place and the duties of each one according to their position, specialty and capacity, to pursue the continuous efficiency of the entire activity, exercising permanent and exigent control over the tasks for work.

The work schedule of the employees in the company may change during the execution of the individual labor contract according to the legal provisions, depending on the needs of the service.

b) Establish along with the measures to achieve the programs and production tasks, the most effective measures for the control and technical assistance of the production process for all exchanges.

To distribute specialized technical staff on shifts to provide technical assistance necessary for the correct application of manufacturing technologies.

c) To provide employees, according to the specific workplace, with the installations, machinery, appliances, tools, raw materials, materials, spare parts, work equipment and protection, technical documentation and, in general, to inform about the normative and legislative acts related to the fulfillment of their obligations, ensuring for each of them the best working conditions in order to achieve the production and service tasks.

d) Establish the specific work procedures for each activity, technical instructions for the operation of the installations, machinery, machines, equipment, strictly following the provisions of the technical book and to take measures to ensure that each job is provided with the necessary logistics to acquire and apply their employees.

f) Establish what measures should be taken in the event of disturbances, interruptions or damage.

f) To take measures for rigorous observance and enforcement of all regulations regarding the operational safety of the installations, equipment and to ensure the execution of the mandatory technical revisions and their planned repairs, according to the technical documentation.

g) Control and take steps so that in workplaces with the risk of explosions and fires, workers use their specific protective equipment during working hours.

h) To control the technical condition of the installations, machines and equipment daily, in order to comply with the rules for their operation and the established working regime.

i) To take measures for the organization of the manufacturing process, the distribution of work and production tasks on the plants and other workplaces, and these in turn the subordinate staff, so as to ensure the continuity of the production process under conditions of safety and efficiency.

j) Take measures for the careful organization of shifts, control and technical assistance in all exchanges with qualified personnel, able to intervene to guide the manufacturing process and prevent any disturbances, interruptions or damages. Take measures to designate the persons providing technical assistance and those authorized to stop or reinstate installations, machinery and equipment.

k) to take measures for the selection and employment of qualified staff required for the operation, maintenance and repair of facilities, equipment, machinery and organization of any forms of training, as well as periodic verification of their knowledge and skills.

l) To organize the regular training of employees on the operation and maintenance of installations, equipment under safety conditions, knowledge and enforcement of labor protection and fire prevention norms and intervention norms to prevent disturbances, breaks, failures, technical accidents and premature wear.

m) To organize a quarterly evaluation based on appraisal criteria (professional training, contribution to the achievement of permanent objectives and responsibility for the post, level of discipline).

n) To analyze and continuously improve the technical and economic indicators according to the working conditions, thus creating the possibility of achieving a higher production with minimal expenses and a quality according to the requirements of the internal and international norms (R.B.P.F.M., G.M.P., etc.).

o) To obtain legal authorizations for the construction, installation, repair and modification of mechanical and pressure installations and lifting installations, verification and loading of transportable pressure receptacles and execution in accordance with the prescribed technical prescriptions.

p) Not to allow putting into service or maintenance of non-authorized mechanical pressure and lifting equipment, whether new or and shut down or whose operating authorization has expired

To prohibit their usage contrary to their intended use or in breach of the prescribed technical prescriptions or under conditions that present a risk of damage or accidents.

r) To notify within 15 days the competent local authorities for the transfer of pressure and lifting mechanical installations and those that are permanently out of operation.

s) Take measures to carry out technical checks and inspections of the pressure and lifting mechanical installations in service, at the deadlines set by the verbal control reports or according to the legal provisions.

ş) Take measures to keep the Logbook of Mechanical Pressure and Lifting Equipment in good, day-to-day condition in order to achieve a high degree of safety in their operation.

t) Provide the setting up and communication to control bodies of inspection programs for mechanical pressure and lifting equipment, as well as programs for the approval of prototypes, new constructions, new installations installed or in operation as well as planned capital repairs.

ţ) Take measures to valorize/put to best use secondary energy resources and waste fuels at the designed capacity.

u) To study, apply and extend new work methods, innovation, etc., by creating the technical and organizational conditions for their successful application, in order to increase labor productivity, reduce cost price, improve the quality of production and work conditions.

Take measures to organize the timely supply of all plants, workshops and other workplaces with raw materials, materials, fuel, energy, with due respect to consumption and in good conditions, in order to ensure rhythmical production, decrease unproductive times, avoid jumping work, prevent accidents and occupational illnesses.

x) Take measures to organize company's security unit and create conditions for the preservation and good handling of all property. Take measures to prevent the evasion of

material goods and remove all causes or circumstances that can damage the patrimony.

z) Take action to comply with the legal provisions in force on working time, rest, overtime, youth and women's work, as well as occupational safety, protection against fire and emergency situations and supplementing them depending on the specifics of the workplace.

To apply the norms and measures to prevent causes that contribute to environmental pollution on the company premises.

W) To take measures to provide the security and order service on the company premises, under the conditions stipulated by the law, the establishment of strict rules on entering and leaving the company, banning the access to the unit of persons under the influence of alcoholic beverages.

y) To organize and ensure the training of all employees on the company's platform in order to observe the legal provisions regarding keeping state secrets, the preservation and guarding of the company, the prevention of fire.

u/1) Take measures to strengthen discipline at all workplaces, strictly complying with all internal regulations

Take measures to sanction all disciplinary or any other deviations, in accordance with the legal provisions.

v/1) To constantly be concerned about raising the level of professional knowledge of the company's employees, to organize and pursue the permanent development of their qualifications, increase the stability within the company and promote them in relation to the training, competence and contribution to work.

x/1) Organize production work for highschool and university students and students during their internship; Access to facilities will be admitted only under the direct supervision of the heads of workplaces.

z/1) To conclude, with all employees, individual employment contracts in written form, in which to determine the rights and obligations of the parties, according to the legal provisions in force.

Comply with the provisions of the Labor Code and other legal provisions regarding employment, transfer, delegation, posting, change of employment, termination of employment and termination of employment contract.

w/1) Take measures for the issue of access cards inside the company, badges and other distinctive to employees, indicating each one's work place.

Art.15. Employees working the company's management, in addition to their duties as management bodies, have all the other duties that fall upon the other employees.

4.2. RIGHTS AND OBLIGATIONS OF COMPANY EMPLOYEES

4.2.1. RIGHTS OF EMPLOYEES

Art.16. Employees basically have the following rights:

1. the right to be paid for the work done;
2. the right to daily and weekly rest;
3. the right for annual leave;
4. the right for equal opportunities and a fair treatment;
5. the right to dignity;
6. the right to safety and health at work;
7. the right to access to vocational training;
8. the right to information and consultation;
9. the right to take part in determining and improving working conditions and the working environment;
10. the right to protection in the event of dismissal;

- 11. the right to collective and individual negotiation;
- 12. the right to participate in collective actions;
- 13. the right to form or join a trade union.

4.2.2. OBLIGATIONS OF EMPLOYEES

Art. 17. Employees mainly have the following obligations:

- a) to fulfill their job tasks and the duties according to the job descriptions;
- b) to respect the discipline of work:
 - observe the work schedule
 - full and maximum efficiency of the working time for the performance of specific tasks
 - prohibition of performing works not related to specific job tasks
 - obligation to defend the assets of the unit regardless of their location
 - the obligation to inform the manager of the workplace about any disturbing or damaging situation
 - obligation to inform the manager of the workplace about any disturbing or damaging situation
 - the interdiction of leaving the workplace without the approval of the manager
 - the obligation to promote friendly relationships and to maintain a fair work conduct
 - the obligation to report temporary incapacity for work within 24 hours.
- c) to comply with the provisions of these Internal Regulations, the Collective Labor Agreement as well as the individual labor contract;
- d) the duty of loyalty towards the employer in the performance of his/ her duties;
- e) to observe the safety and health measures of work within the unit;
- f) to observe professional secrets.

Art. 18. Work discipline requires strict observance by all employees of the company, in terms of the following obligations:

- a) to defend the patrimony of the company and to contribute permanently to its development.
- b) to observe the working schedule established by the company management and be present at work in full working capacity in order to be able to perform the labor obligations in good conditions, not accepting the employees in the inappropriate physical or psychological state, the delays or absences cannot be compensated for by working hours outside the program.

On jobs where work is organized on shifts, employees must be already equipped ten minutes before the start of regular normal work schedule.

Handing over and take-over of the exchange shall take place only at the workplace and shall include explanations of the equipment, process, inventory, operations and work to be performed in the following shift as well as the special provisions given by the supervisor.

- c) Observe the discipline of work and strictly perform the job duties, executing in due time and in good order the work they are carrying out.

Make full use of work time with maximum efficiency; to carry out operational tasks, to contribute to the continuous achievement of the quality of work and products and to comply exactly with the provisions and instructions received from the hierarchical chiefs of jobs and the management of the company.

Respect the confidentiality of important data / information for the company, information they will acquire during their job duties.

d) To acquire and strictly observe the technological and working process established for the place where they operate, to observe the operating instructions of the machinery, equipment and installations, using them according to the parameters provided in the technical documentation, by intensive use of all means of work:

- to efficiently use raw materials, materials, energy, fuel, tools, devices, complying with the established consumption standards and permanently contribute to the continuous reduction of losses, and where it is possible to remove them completely.
- To know the constructive and functional characteristics of the installations, equipment and machinery they work on and to apply correctly the rules of their operation and maintenance, work safety and fire prevention.
- To ensure according to the technical specifications, permanent supervision of the installations, equipment and equipment, as well as other goods entrusted, to check the correct functioning of the safety devices, the measuring and control devices.
- comply with labor standards and quality requirements required by internal standards, R.B.P.F.M. and G.M.P. To participate in professional training and quality assurance, to acquire and apply the notions taught.

e) to immediately notify the job manager or other hierarchical heads of any irregularity, misconduct, malfunction, nonconformity or other situations that could constitute a danger to the workplace, as well as any non-observance of the norms of protection and safety of workplace, the environment and fire prevention.

Respond and participate in organized actions to prevent or eliminate any situation that could endanger the material assets of the company or the life and health of some employees.

Make proposals to take action to prevent or eliminate such situations.

f) Not to leave the workplace without the approval of the manager, under the conditions stipulated by the law.

g) Not to leave unattended during regular working hours the installations, machinery and equipment in operation at the work place.

h) At the workplace where work is done in uninterrupted work, the employees are obliged to strictly observe the provisions regarding the organizing of the exchange and the organized exchange; At the end of the work program they cannot leave the workplace until the next employee is present and the cessation of work is done only after the equipment or machine handed over to the substitute has been handed over, in compliance with the legal provisions.

In the absence of the exchange, the employee must not leave the workplace and immediately notify the hierarchical manager or other managers of the workplace in order to take the necessary measures.

i) Take urgent action to eliminate the consequences of failure and accidents when they occur; be at the disposal of the company or to be present as soon as possible in the event of damage or other urgent need, in order to avoid consequences.

j) To carry out the maintenance and repair of the equipment, plant and machinery in accordance with the regulations in force and the provisions given by the manager of the respective work place only after obtaining specific work permits.

k) Not to work under the influence of alcoholic beverages, not to bring them on the premises or consume them at their workplace.

Do not place matches, cigarettes, lighters or other means of ignition, materials or products that could cause fire or explosions in places where it's not permitted.

Smoke only in the places set for this purpose on the company premises.

l) To protect the property belonging to the patrimony of the company, taking part in the guarding and proper management of the company, to take all measures to avoid their loss and degradation.

M) To contribute permanently to the improvement of the economic activity of the company and to make proposals in the organized framework regarding the production activity.

N) To maintain workplaces, spaces, installations, machinery and equipment where they work in perfect order of cleanliness and cleanliness.

O) Know and observe the provisions of labor law, the applicable collective labor contract, the Internal Regulation, the Regulation of organization and functioning, regarding the work done.

To know and to observe the norms of labor protection, labor hygiene, labor safety technique and fire prevention. To attend all the instructions ordered by the company's management as well as the professional, quality, psychological and medical examinations that are scheduled.

p) To continuously improve their professional training, the level of technical, scientific, general knowledge and graduate courses organized or recommended by the company.

r) Have a correct conduct in work-related relationships, to fulfill their job duties and have a respectful attitude towards hierarchical heads/coordinators and colleagues. To show honesty, fairness and collegiality in carrying out work tasks

S) In case of illness, notify the employer/working place within 24 hours.

§) To submit the work card /copy on the General Register of Employees.

- To inform HR on all changes occurring in his/her personal status or family, such as: change of name, identity papers, civil status, qualification, studies, military situation, domicile, telephone number, births, deaths, etc.

- Keep in a good condition the access card to the company's premises, as well as the badge, announcing the department of HR in the event of their loss or destruction, and bear the value thereof in the event it is their fault.

- At the termination of the employment contract, to collect the company the work card and the liquidation form.

T) The obligations of the company's employees shall be supplemented, where appropriate, with the provisions of the applicable collective labor contract.

Chapter V

WORKING TIME AND REST TIME

Art. 19. Taking into account the legal provisions in force and the specifics of the company's activity, the work program is as follows:

1. For full-time employees, the normal work schedule is 8 hours a day and 40 hours per week. 2. The statutory maximum length of the working time may not exceed 48 hours per week, including overtime.

1. Employees in production, workshops and other workplaces working in three shifts have the following schedule (**8 hours per day**):

- ◆ Shift I..... 6⁰⁰ - 14⁰⁰

- ◆ Shift II.....14⁰⁰ - 22⁰⁰
- ◆ Shift III.....22⁰⁰ - 6⁰⁰

During the three shifts, they will have a 15-minute break by rotation, as follows:

- ◆ Shift I..... between 9⁰⁰ - 11⁰⁰
- ◆ Shift II..... between 18⁰⁰ - 19⁰⁰
- ◆ Shift III..... between 1⁰⁰ - 2³⁰

Lunch break will be given to each employee by the head of the team or other job managers so that the technological and work processes are carried out in good conditions.

Employees with a program of eight hours a day and working in one shift only have a daily work schedule from 8:00 hours to 16:00 hours except for Friday, when the work schedule is set from 8:00 to 15:30.

2. The working schedule of eight hours per day for employees working in areas with noxious factors has been established on the job as follows:

A. 6-hour shifts (six hours per day)

a) Grade B clean area within Product Products, who have the following program:

- Shift I.....6⁰⁰- 12⁰⁰
- Shift II..... 14⁰⁰ - 20⁰⁰
- Shift III..... 22⁰⁰ - 4⁰⁰

b) Grade D clean area within the Biosynthesis plant, as follows:

- Shift I.....6⁰⁰- 12⁰⁰
- Shift II.....12⁰⁰ - 18⁰⁰
- Shift III.....18⁰⁰ - 22⁰⁰
- Shift IV.....22⁰⁰ - 6⁰⁰

B. Working program of 7(seven) hours a day

The doctors within the medical unit, as per the Order of the Ministry of Health

C. Security staff, fire prevention and part of the warehouse staff has a 12 (twelve) hour daily work schedule with twenty-four free hours set by the managers of the respective activities:

- ◆ Shift I..... 6⁰⁰ - 18⁰⁰
- ◆ Shift II..... 18⁰⁰ - 6⁰⁰

Production dispatchers, energetics dispatchers, thermos-energetic dispatchers and drivers according to the program established by management decision.

Art.20. The distribution of employees provided for in art. 20 (a) and (b) shall be made on the basis of a graph drawn up and approved by the manager of the workplaces, the weekly rest days being established by them on any day of the week.

Change of work schedule to the shift schedule is allowed only in well justified cases with prior approval of the section management and notification of the employees concerned three days in advance.

In sectors where work is carried out without interruption, switching from one exchange to another is done according to monthly schedules.

Employees whose activity cannot be interrupted due to the nature of the production process or the specific nature of the activity shall be compensated for with adequate free time within the next 30 days.

Art.21 Every week, employees are entitled to two consecutive days of rest. Weekly rest is usually granted on Saturdays and Sundays. Employees working in jobs where the

activity cannot be interrupted due to the nature of the production process or the specific nature of the activity, shall be compensated with adequate spare time within the next 30 days.

If, for justified reasons, no days are available, employees receive, for the work done on legal holidays, an increase in basic salary of 100% of the basic salary corresponding to the work performed in the normal work program.

Art.22. For administrative staff, attendance logbooks will be checked daily by heads of compartments, sections and workshops of the company.

- ◆ For workers, time sheets filled out daily by supervisors or managers; in shift logs, then on the general timetable filled in by the economist or planner in that job.
- ◆ Signing attendance logbooks by the employees, as well as timesheets will be done daily, both when arriving and leaving.

Art.23. The work of the employees will be organized in accordance with the organizational structure and working norms

The organization of record of the employee's presence at work and of the hours worked is as follows:

The individual employment contract shall specify the place of work, the position, the specialization and the professional competence, including the way of fulfilling their duties and responsibilities, the norms and discipline at work. These are stipulated in the job description for administrative staff (workers).

Art.24. Women are granted maternity/pregnancy leave, reduced hours for child care under the current legislation. Upon request, parental leave can be granted until the age of two and the father is also granted paternal leave.

Art.25. Scheduling employees' holidays will be based on schedules approved by heads of departments and business leaders.

The paid time-off will be scheduled during the year in accordance with the legal provisions in force, taking into account the need to ensure the continuity of production and economic activity in good conditions as well as the interests of the employees. The scheduling of the holiday leave will be brought to the attention of the heads of plants/managers and the managers to all subordinate employees.

Art.26. Keeping records of holidays, illness, paid leave, allowances and days paid for events under the **Collective Employment Agreement** will be kept at the workplace and will be communicated to the "Payroll" activity and the Human Resources Department at the end of each month.

Economists or planners will transmit data on the staff of the sections and activities whenever requested by the Human Resources department.

Chapter VI

PROCEDURE FOR SOLVING INDIVIDUAL APPLICATIONS OR REPRESENTATIONS OF EMPLOYEES

Art. 27. In order to analyze and solve individual claims or complaints of the employees, a commission is set up at company level consisting of:

- executive management representative
- Human Resources representative
- Legal Adviser
- representative of the economic unit
- the representative of the office/department to which the employee belongs whose application/complaint is being considered
- a representative of the union to which the employee belongs.

The Commission will normally meet at the end of the week at the convening of the Human Resources representative who will forward to each member of the committee the issues to be analyzed.

The applications/complaints to be analyzed are submitted to the Human Resources Department, which will be forwarded to the Commission and to the General Secretariat.

Art.28. The analysis commission works according to the following principles:

- observance of the employees' rights according to the legal provisions, the applicable collective labor contract and the individual labor contract of each employee;
- Promoting employees' interests in terms of salary, working conditions, working and rest, work stability and any other occupational, economic and social interests linked to employment relationships;
- equal treatment of all employees.

Art.29. Employees who have submitted documents for debate may participate in the application/complaint analysis session, with the opportunity to present relevant arguments.

The result of analyzes will be recorded in writing and sent to those interested.

Chapter VII

RULES ON WORK DISCIPLINE within THE UNIT/COMPANY

7.1. ACCESS OF EMPLOYEES AND OTHER PEOPLE ON THE PREMISES. CAR ACCESS

Art 41. Citizens of foreign nationality will be admitted to the company's premises by a designated person who will accompany them during their visit/stay.

Throughout the visit, foreign citizens will be accompanied by an employee, delegated by the company's management.

Art.42. Groups of students, students, or other persons visiting the company will only be permitted on the basis of special approval given by the management of the company, in accordance with the provisions in force.

The management of the company will determine on a case-by-case basis which objectives can be visited, designating for this purpose an employee who will accompany the group

during the visit, in compliance with the regulations, the labor protection rules and prevention rules. And legal provisions on service secrecy.

7.2. GENERAL RULES REGARDING THE DISCLOSURE OF CONFIDENTIAL INFORMATION

Art.46. Within Antibiotice any information on paper, magnetic tapes, audio-video tapes, information systems (disk, compact disks, portable storage devices etc.) which is likely to cause any kind of damage to Antibiotice, constitutes confidential information and is subject to applicable specific protection measures and procedures.

The following are deemed confidential information without being restricted by t:

1. Technical or technological information: information that includes technical or technological data
2. Know-how: information, knowledge or technical or technological experience acquired in the course of business activity, undisclosed or unpublished.
Commercial information (trade secrets) and / or other information including but not limited to: discoveries, ideas, concepts, professional secrets, techniques, projects, specifications, plans, sketches, diagrams, layouts, logical schemes bidding documents, strategic plans, territorial plans, marketing / financial / business plans, commissions, tariff plan projects, as well as other technical, financial or business information, graphics, written information or in any other form of material.
3. Administrative information: names of employees, customers or suppliers, names and addresses of business partners, correspondence registers, company telephone numbers, etc.
4. The confidential information that is not subject to Law no. 182/2002 on the protection of classified information in Romania, is managed separately and is subject to the protection measures established by this Regulation.

The protection of confidential information will not prevent the proper conduct of activities on each job by observing procedures and rules established at company level.
Confidential information is deemed to be but is not limited to the following:

Art.47. Confidential information is part of the type of documents generated by each functional structure (specialized department), according to the lists annexed to this Regulation (Annex 1 and 2)

The heads of units/departments have the following responsibilities:

- ✓ inform the subordinate staff of the privacy policy (principles, regulations, organization, responsibilities)
- ✓ draw up the list of confidential information as a result of the activities in the area of competence and submits it to the management of the company for approval
- ✓ inform subordinate personnel about confidential information and instruct subordinate employees, on a signature basis, to prohibit the disclosure or compromise of such information
- ✓ establish how to manage, destroy, copy, distribute, document within the coordinated structure, following the procedures approved by the management of the company.

Art.48. Within Antibiotice all documents are prepared according to internal operating procedures / working instructions.

The originals are stored in files and archived in computers (within the issuing departments) and the paper ones are filed.

Documents generated containing confidential information will be treated as confidential. Copying, multiplying, distributing or disclosing, in whole or in part, documents containing confidential information may only be done for and to authorized collaborators from internal or external structures, as appropriate, and only in accordance with internal operating procedures.

Employees do not have the right to copy, multiply, distribute, disclose in any way, in whole or in part, any unauthorized persons, companies, corporations or entities without the express approval of the company's management, any of the confidential information or issues these.

Art.49. To avoid situations of compromise-disclosure of confidential information, it is necessary to observe the following rules:

1. all employees of the company are obliged to know and strictly observe the internal procedures / working instructions regarding the issuance, handling and transmission of type-generated documentation to ensure the confidentiality of important data / information for the company in which they can perform the service tasks;
2. when leaving the office it is necessary to secure the documents by placing them in cabinets, drawers, etc., subject to the obligation not to be left unattended;
3. the marking of documents, where appropriate, according to international procedures to notify the persons using them to the specific protection measures and procedures to be applied with phrases such as:

"This document is the property of Antibiotice S.A. and may not be used, reproduced or transmitted in whole or in part"

"This document may be used exclusively for the purpose for which it is specifically provided under contract procedures and may not be reproduced, copied, borrowed or used in whole or in part for any other purpose"

"THE CONFIDENTIAL seal/mark on the first page or every page"

4. verifying the integrity of documents at delivery, receipt, dispatch;
5. prohibiting the use of confidential information without the approval of the General Director;
6. accompanying persons outside the company (partners, customers, visitors) during the visits to the company.

Art.50. All employees are compelled to observe the confidential nature of the information they have gained knowledge of when performing their service duties.

Employees are prohibited from discussing information / data that they obtain as a result of the performance of the employment contract and are confidential with persons outside the company or persons within it who are not involved in the performance of their duties.

Art.51. Employees will observe the confidentiality of information / data on activity, customers, pricing, procedures, payments, business plan, commercial strategy, marketing secrets, advertising strategy, products, results and financial situation, How, training materials as well as any other information / data that is the property of the company and whose disclosure may cause harm to the employer.

Art.52. All employees of the company have the obligation not to disclose, not to use for their own benefit or for the benefit of other natural or legal persons, as well as to respect the confidentiality of the information/data as mentioned above, both during the performance of the contract of employment and Following its termination for a period of 5 years.

Art.53. All confidential data / information (including but not limited to documents written / imprinted / copied / reproduced in any way, on any type of Data support) from / to the employer belongs to it and it is strictly forbidden to remove them from the company.

All documentation entrusted during the activity is returned before the day of termination of the individual employment contract.

Art.54. Any breach of the foregoing, intentional or negligent, constitutes serious disciplinary offense from work discipline and will entail disciplinary, administrative, civil or criminal liability.

Art.55. Staff from Antibiotice involved in the use, processing, handling and storage of data in electronic format as well as the personnel with duties in I.T. operation must be aware of the value of these resources and the importance of protecting them.

The Information Security Regulations - an annex to the Internal Regulation the set of rules and practices that set out how to protect and distribute confidential information while maintaining the security, availability and integrity of Antibiotice S.A. Iasi.

7.3. PRESERVING THE INTELLECTUAL PROPERTY

Art.56. According to the legal provisions in force, employees of the company are directly liable for preserving business secrets which are subject to the Law no.182 / 2002 on the protection of classified information in Romania.

Business secrets are managed separately and are subject to safety measures set by applicable law.

It is an obligation of service to observe the legal norms in force and the provisions of the company's management regarding keeping the business secrets.

Employees with duties in the field are responsible for keeping the documents that constitute professional secrets they manipulate, having the obligation to take all necessary measures to prevent the disclosure or transmission of data on the content of these documents.

It is forbidden to use or dispose of such data for defamation of certain people or the image of the company.

Art.57. Executive managers, heads of departments and activities will determine the subordinates who need to know documents that represent professional secrets.

Art.58. All employees in the company have the obligation to observe the legal provisions on the professional secrets.

Chapter VIII

DISCIPLINARY ABUSE AND APPLICABLE SANCTIONS

Art.59. The following deeds are considered disciplinary misconduct:

- A) being present at work in inadequate clothing and physical condition, contrary to public order and good morals.
- B) Arriving late repeatedly, unmotivated absence.
- C) Leaving the plant, machinery or service equipment they work unattended.
- D) Finishing the normal work schedule before handing over the plant, machine or equipment before the next shift worker arrives.
- E) Execution of operations or acts that could endanger the security of the company, its employees or its own person.
- F) Washing clothes or protective equipment with flammable volatile products.
- G) Use of improvised sources for lighting or heating.
- H) Sleeping during normal working hours.
- I) Bringing to the work place matches, cigarettes, lighters or other means of ignition, materials or products that could cause fire or explosions.
- J) Photographing or performing of artistic works on the company premises without the approval of management.
- K) Execution of the interests of the company during the service of foreign works.
- L) Preventing colleagues from performing work tasks.
- M) Stay in the unit after the normal work schedule has ended without the approval of the head of department, as the case may be, the management of the company.
- N) To dispose of the goods in use or in storage.
- O) Organize or participate in gambling or other games within the company, to do any form of business within the company.

Art.60. The conscious violation by the employees of the company, irrespective of their job or position, of work obligations, including the norms of behavior and the obligations stipulated in the present internal regulation and in other legal provisions, constitute disciplinary misdemeanors which are sanctioned, as the case may be, according to law:

- b. written warning;
- c. regression from their position, with a salary matching the new position/work place, for a period not exceeding 60 days;
- d. decrease of the basic net salary for 1-3 months by 5-10%;
- e. decrease of the basic salary and / or, as the case may be, of the management allowance for a period of 1-3 months by 5-10%;
- f. disciplinary termination of the employment contract

Art 61. Apart from disciplinary liability, the employees of the company are also subject to administrative or criminal liability, as the case may be, to the extent that the offense committed constitutes a contravention or an offense. At the same time, they are also liable for damages to the company, according to the legal provisions in force.

Art.62. The disciplinary sanction is established and applied by the general manager of the company, according to the law.

Art.63. When determining the sanction, account shall be taken of the causes and circumstances in which the deed was committed, its seriousness, the degree of guilt of the person concerned, if they had previously had other deviations and the consequences of the offense.

Art 64. The disciplinary sanction shall be applied in writing, motivated and with the presentation of the facts committed only after a preliminary investigation of the facts constituting deviations, the mandatory hearing of the respective person, in which a written statement will be made, verifying the claims made by him/her in the defense. The administrative inquiry will be carried out by persons designated by the management of the company.

The material drawn up together with the report of the head of the department or of the activity responsible, with the proposals for sanctioning, shall be submitted to the management of the company, according to the law, in order to take the necessary measures.

Art.65. In the event that an employee is unmotivated at work without informing the company, the file on the disciplinary

Of the employment contract, there must be a report from the job manager to see if he or she is in temporary incapacity to work.

If the person in question has his / her domicile in another locality, there will have to be evidence in the case file that a postal notification has been given to the person's justification for absences from work.

Article 66. The disciplinary sanction may be enforced within 30 days from the date when the lawyer to apply it has become aware of the misconduct.

Art.67. The penalized person shall be notified in writing stating the facts for which he / she was sanctioned, the basis of the sanction, the deadline for filing the complaint against the sanction applied and the competent body to settle it.

In the case of disciplinary termination of the employment contract for lack of work, when it is not possible to hand over the decision, it will be communicated to the person's home by registered letter from the company's human resources department.

Art.68. The criminal, material and administrative liability does not exclude the disciplinary liability for the committed act, if it violates disciplinary rules in the work.

Art.69. The implementation is done with the approval of the company's management, and the dissolution of the individual labor contract will also be done by the company.

Art.70. If the company has filed a criminal complaint against a person employed or has been sued for criminal offenses incompatible with the office, the management of the company will suspend it. During the suspension, wages are not paid.

Also during the same period will be issued the card of access by the Human Resources department, having access to the company only on the basis of an entry ticket, according to the law.

Art.71. In case of innocence of the sanctioned or suspended from office, he is entitled to compensation equal to the part of salary he was deprived of. If, during the period of suspension, the person concerned held another post in another company, the compensation shall be reduced by the salary received during that period.

Art. 72. Against the disciplinary sanction, sanctioned employees may appeal within 30 days of the notification of this measure.

The complaint against the disciplinary sanction is settled by the Iasi Labor Court.

Art.73. The disciplinary sanctions applied will be in the records of the Human Resources department, the sanction decisions will be attached to the files of the sanctioned persons.

Art.74. The disciplinary sanction imposed on an employed person except the disciplinary

termination of the employment contract shall be deemed not to have been taken if, for one year after its execution, the sanctioned person has not committed any other offense.

Art.75. Before the expiry of the one-year period but not earlier than six months from the date of execution of the sanction, the general manager of the company may, based on the proposals of the heads of departments and the persons responsible for the activity, that the sanction applied is deemed not to have been taken, If the sanctioned employee did not commit any deviations during this time, having a good attitude, certified by them.

76. If the innocence of the sanctioned person was found, those who in bad faith determined the application of a disciplinary sanction, shall be liable according to the legal provisions.

Article 77. Deviations which also constitute elements constituting a contravention shall also be sanctioned according to the legal norms in force, in compliance with the provisions of Law no.61 / 1991 on the establishment and sanctioning of contraventions.

78. According to art.253-259 of the Law no.53 / 2003 - Labor Code, the persons employed are liable in cases where they have caused damage to the company and have the obligation to return the material value to which they were not entitled.

Art.79. If the offense is a criminal offense, the sanction will be criminal and will be applied by the competent judicial bodies.

Art.80. The commission of an employee of the company, regardless of his position, of acts other than those mentioned in the present regulation, which violates the obligations of service, if it is an offense, shall be punished under the conditions and with the penalties provided by the criminal law.

Art.81. To perform any of one of the following acts constitutes a *serious disciplinary offense*, resulting in disciplinary dissolution of the individual labor contract:

- a) Non-observance of the work duties and tasks, which causes material damage to company.
- b) Leaving the job without a written permission/granted leave or without the approval of the boss.
- c) Unmotivated and unannounced absence for a period of 2 consecutive days.
- d) Presentation at work (at the employees' gate at the workplace) under the influence of alcoholic beverages.
Bringing alcoholic on the premises.
Drinking alcoholic beverages within the company, facilitating and/ or procuring them for others, to this end.
Employee's refusal to sign admitting the deed and/or to perform the alcohol test and the implicit recognition of the deed.
- e) Adopting a behavior with verbal or physical violence, vulgar, obscene, indecent, and directed against colleagues, directors or the leadership of company.
- f) Pilfering material property owned by S.C. "Antibiotice" S.A. Iasi.
- g) Causing harm to the company by using and/or damaging any property owned by the firm to obtain personal advantages and /or benefits.
- h) Smoking in places of high (very high) fire risk, on the company platform.
- i) Any violation of the provisions of the Privacy Policy, intentionally or negligently, constitutes serious disciplinary offense against work discipline.

Making a conscious act and / or negligence, sabotaging / damaging the company's interests manifested by:

- theft, disclosure, manipulation or use of confidential information, classified documents, service secrets, etc. in its territory or outside the company without the approval of the company's management;
- communication or disclosure in any way, copying for third parties without the approval of company management, acts, notes, sketches, plans and data, or elements of the company's activity, as well as their use outside of their service interests or in violation of the rules on the confidentiality of information, Service secrets, etc.

j) Failure to comply with the manufacturing prescriptions that results in an unusable product (intervention in the composition of the company's products without the approval of the head of department or technologist, resulting in a compromised product, modified from the original product)

k) Recording of serious technological errors (e.g. bad labeling and / or packaging) that may lead to product identity confusion, defective or superficial control of the product filling operation.

l) Unapproved intervention in facilities and technological lines, with consequences on the patrimony or safety in operation.

m) Vengeful spontaneous manifestations on the premises without the approval of the trade union.

n) Any other act of the kind listed above or considered to be similar by the Management Board of Antibiotice S.A.

Art.82. The employee's refusal to sign the report of any facts that constitute serious disciplinary offense will be the implicit recognition of that fact, and only the signatures of two witnesses present when the report is drafted is necessary as the evidence.

Chapter IX

EVALUATION OF EMPLOYEES' PERFORMANCE

Art.83. All staff categories are subject to evaluation:

- Leaders/managers at all levels;
- specialized personnel;
- the working staff.

Art.84. The ways of assessing employee performance are:

- managers' evaluation by their superiors;
- managers' evaluation by their subordinates;
- the evaluation of the specialized personnel by the superior;
- worker's assessment by their superiors.

Article 85. To determine the performance criteria, the company's following expectations from employees were taken into account:

- Adopting adequate behavior by them in order to ensure a favorable climate for the development of the work;

- obtaining high levels of performance.

Art 86. The procedure is applied at the beginning of each year for all organizational structures in order to evaluate the company's staff for the results obtained during the previous year.

Annual evaluation

Art.87. Performance appraisals take place at the beginning of the year following the period under review.

Art.88. Evaluations of subordinates by the hierarchical chief/manager are acknowledged by the superior of the latter, as well as by the evaluated employee. If the superior of the respective manager disagrees with the assessment, or following the employee's appeal, he will perform an analysis of the correctness of the assessment.

Art.89. Employees' complaints on how to evaluate the hierarchical superior are submitted to Human Resources within 5 working days since the date of acknowledgment of the score.

Article 90. Solving claims / complaints:

Art. 90. Solving claims/complaints:

- the change of the score obtained after the analysis is not greater than one unit (in addition or in minus), the new evaluation is approved by the specialized director; The rating taken into account in the final assessment is that given by the superior of the direct hierarchical chief;

- the change in the rating obtained from the analysis is greater than one unit (in addition or in minus), where the evaluation will be carried out by the specialist director, after listening to the arguments of the hierarchical chief and superior of the hierarchical head. The point taken into account in the final assessment is that given by the specialist director.

Art.91. The evaluation criteria for specialized staff and workers are the following:

- Carries out all work within its own sphere of competence;
- The executed works are of the required quality level, without further remedy/ corrections;
- Fits into the consumption norms or budgets, produces the expected results;
- Executes work on time; Falls within the time allocated to the performance of the duties / responsibilities;
- Results of training evaluation are good/ preoccupation for professional training
- Discipline at work. Compliance with the Internal Regulation and the Collective Labor Agreement;
- Communication skills;
- Teamwork abilities;
- Proposals for improvement of the activity and involvement in their implementation in order to achieve favorable results for the company;

Art.92 Scoring/credits are given according to their correspondence with the grades below:

- up to 5.99 - unsatisfactory;
- between 6.00 - 7.49 - satisfactory;
- between 7.50 - 8.99 - good;



between 9.00 - 10 - very good;

A score of 7.50 is the fulfillment of the criteria at the level required by the job requirements.

Article 93: The elements to be taken into account in the assessment of each factor are:
Criterion 5. Results of training evaluation/ concern for professional training (20%) - for example, grades corresponding to the qualifications mentioned in the system procedure AC-PG-007 "Training of staff"

Grade 10 will only be given to employees who have received the "excellent" qualification in training and are constantly concerned with improving their professional development.

Grade 9 can be given to employees who have received the "very good" rating in following training.

Grade 8 may be given to employees who have received the "good" rating.

Criterion 7. Communication skills - consideration should be given to the ability of the evaluator to express himself clearly and concisely in writing or orally, to use the language appropriate to the requirements, to provide informational support with sound, reasoned argumentation.

Criterion 8. Team spirit - Consider the extent to which the evaluator supports his / her colleagues by providing solutions and suggestions on the problems encountered, as well as the willingness to take over part of the colleagues' duties when the situation imposes it, in order to achieve the objectives team.

Criterion 9. Proposals for improvement of the activity and involvement in their implementation in order to obtain favorable effects for the Company.

Score 10: The assessed one has several business improvement proposals discussed within the structure to which he/she belongs and which produces beneficial organizational, resource-saving, organizational or other organizational climate for its own structure or company;

Score 9: The evaluated one has at least one proposal for improvement of the activity, discussed within the structure to which it belongs and which produces beneficial organizational, resource saving, organizational or other organizational climate for its own structure or company;

Score 8 or less than 8: After a rating system specific to each Direction and brought to the attention of those evaluated.

Art.94. The criteria for the evaluation of the managerial staff by the direct hierarchical managers are the following:

- Planning and managing efficiently the personnel of the managed structure;
- Take quick, efficient decisions which are put into practice, assuming responsibility for possible negative consequences;
- Identify the activities to be carried out with priority and organize their subordinates in the managed structure, allocating their duties in a balanced and fair manner;
- Train the subordinate staff, support them and coordinate them effectively through an appropriate leadership style;
- Creates a favorable working environment in the managed structure, achieving good cooperation and constructive settlement of conflicts with people from different departments of the company;
- Assess fairly and impartially the performances of the employees in the structure, taking into account the way they use their skills;

- Effectively utilizes the material and financial resources allocated to the managed structure;
- Performs an efficient control in the structure led by identifying the deficiencies and taking measures for their operative correction;
- Respect procedures, internal regulations and conduct rules and ensure that the staff of the lead structure do the same;
- It is constantly concerned with the improvement of the activity and performance of the managed structure, involving the subordinates in identifying the solutions for efficiency of the activity;

Article 95. The criteria for the evaluation of the management staff by the subordinate staff are the following:

- Plan the activities that take place within the department they belong to, so both me and my colleagues know what we have to do and how to work together; / (ii) they are concerned, watching closely that subordinate managers do this thing.
- Ensures a balanced and fair distribution of work tasks, as well as the harmonization of staff efforts / (ii) is concerned, closely following the subordinated managers to do so.
- Organize the activity of the compartment to which they belong and establish clear procedures for carrying out the activity / (II) are concerned, closely following the subordinated managers to do so.
- I can expose my views, even if they are different from her, without generating repercussions on myself or colleagues / (ii) are concerned, watching closely that subordinate managers do so.
- Take my views and colleagues into account when deciding on the activity in the compartment / (II) are concerned, watching closely that subordinate managers do so.
- I get his / her help when I ask for support to overcome difficulties in fulfilling the work tasks / (II) he / she is concerned, watching closely that subordinate managers do so.
- Allow enough time to discuss with us the professional problems / (II) are concerned, watching closely that subordinate managers do so.
- It gives me the authority and the means to fulfill my own duties of service / (II) is concerned, watching closely that the subordinate managers do so.
- His assessments and appraisals are objective, strictly determined by the results we record and inform them in all situations (positive or negative remarks) / (II) are concerned, closely watching the subordinated managers to do so.
- Supports us in professional development, following the identification of training needs and our participation in specific training programs / (II) is concerned, watching closely that subordinate managers do so.

Art.96. Grades are given according to their correspondence with the grades below:

- up to 5.99 - unsatisfactory;
- between 6.00 - 7.49 - satisfactory;
- between 7.50 - 8.99 - good;
- between 9.00 - 10 - very good;

Note 8.00 is the fulfillment of the criteria at the level required by the job requirements.

Article 97. The factors to be taken into account in the assessment of each factor are:

Criterion 6. Evaluate fairly and impartially the performance of the employees in the structure, taking into account the way they use their skills;

The direct hierarchical manager is responsible for creating a favorable context for increasing employee performance by revealing directions and possibilities for improvement. Note 10 will only be given if the comments provided to subordinates contain constructive comments to improve their performance.

Criterion 7. Efficiently use the material and financial resources allocated to the managed structure;

In the case of managers included in the MBO, the mark attributed to this criterion may be correlated with the degree of achievement of the assumed objectives

Criterion 10. It is constantly concerned with improving the activity and performance of the managed structure, involving the subordinates in identifying the solutions for the efficiency of the activity.

Grade 10: The evaluated manager conducts a systematic dialogue with subordinates on the possibilities of improvement of the activity in the managed structure, analyzes with them the proposals for improvement from the employees and effectively engages in the implementation of the best solutions, beneficial for Organizational organization, resource saving, organizational climate, etc. At the level of the managed structure, the effects of applying improvement suggestions are obvious.

Grade 9 or less than 9: After a rating system specific to each Direction and brought to the attention of those evaluated.

Chapter X

FINAL DISPOSITIONS

METHODS FOR APPLYING OTHER SPECIFIC LEGAL OR CONTRACTUAL PROVISIONS

FINAL DISPOSITIONS

Art.98. These Internal Regulations and Annexes shall be supplemented by the provisions of Law no. 53/2003 - Labor Code, republished in 2011 and other legal provisions in force in this field.

Article 99. The hereby Internal Regulations with its amendments supersedes the provisions of the 2003 Internal Regulations which cease to apply.

Article 100. This Internal Regulation is approved on the Board of "Antibiotice" S.A. lasi; its modification will be made only under the law, whenever the legal organizational needs it and the labor discipline of the company imposes it.

DIRECTOR GENERAL,
ec. Ioan Nani

