

Antibiotice
Știință și suflet



Internal Guidelines and Regulations

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Information Security Regulation

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REGULATION ON THE INTELLECTUAL PROPERTY RIGHTS FOR THE INVENTIONS OF EMPLOYEES for establishing the normative framework regarding the classification of inventions during the working hours in the category of work inventions, respectively of employees' own inventions

REGULATION ON THE POST-UNIVERSITY PROFESSIONAL TRAINING OF THE EMPLOYEES, for establishing the normative framework regarding the implication of Antibiotice S.A. in carrying out postgraduate master's, doctoral, postdoctoral studies or other types of professional training of employees who carry out *in-depth studies*, to achieve certain stages on the company's platform, using material and human resources belonging to the company

Chapter I

GENERAL PROVISIONS

Art.1. Ensuring work discipline is a mandatory work task for all the employees of **S.C. Antibiotice S.A.**, regardless of the position they hold, the nature and duration of the employment contract.

Strengthening the work discipline contributes to the superior use of the human and material potential of the company, to the establishment of a suitable climate for the good development of work, serving the general interest.

Art.2. Failure to do so constitutes a deviation from the rules of discipline at work and is disciplinary or administratively sanctioned, and when the deeds constitute a misdemeanour, it is sanctioned according to the Penal Code.

Art.3. Rules on work organization and discipline within the company **Antibiotice S.A. Iasi** are established according to the labour legislation, the Collective Labour Agreement concluded at the company level and through the provisions of the present Internal Regulations.

The management of Antibiotice S.A. Iasi drafted this Internal Regulations based on the provisions of Law no. 53/2003 - Labour Code, as well as other legal provisions on work organization and discipline.

Chapter II

RULES ON PROTECTION, HYGIENE AND OCCUPATIONAL SAFETY WITHIN THE COMPANY

2.1. Occupational protection and hygiene

Art.4. The employer acts and controls the compliance with the imperative norms in order to protect the life, integrity and health of the employees as well as to guarantee the normal working conditions.

To this end, the employer takes the following steps:

- ergonomic fitting of all workplaces;
- ensuring optimal working conditions: microclimate, lighting, ventilation, noise etc.;
- maintenance and modernization of sanitary installations;
- improving dining conditions.

Art.5. The work attributions of the company's employees will be established in such a way in the job description as to ensure a normal work rhythm, at an intensity of physical and intellectual effort and at a nervous tension that will not lead to their excessive fatigue.

Art.6. Employees are obliged to use and maintain properly the facilities, fittings and equipment which ensure optimal working conditions and protection, and to keep the workplace clean and tidy.

Measures will be taken both in the departments, activities and in the other jobs, and the aspects regarding the cleanliness and good management of the work places for which they are responsible will be obligatorily recorded in the shift register.

Art.7. Employees must present themselves at work in full working capacity in order to be able to perform their duties in good conditions.

2.2. Occupational safety

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

- providing all employees with personal protective equipment, in accordance with the provisions of the Law on occupational safety and health no. 319/2006;
- conducting regular trainings on the risks of accidents and occupational diseases and prevention measures with confirmation in the individual training sheets on occupational safety and health;
- ensuring the permanent and correct functioning of the protection systems and devices, of the measuring and control equipment while performing technological processes;
- ensuring the permanent and correct operation of the installations for capturing, retaining and neutralizing the harmful substances released while performing technological processes;
- avoiding risks that can cause accidents at work and occupational diseases, identifying and assessing risks, combating risks at source;
- permanent/periodic monitoring of parameters, working conditions and environmental factors;
- accepting that only employees who are fit from a medical and psychoprofessional point of view work;
- preventing the exposure of pregnant and postpartum women to risks that may affect their health and safety;
- not compelling them to perform work detrimental to their health or pregnancy or to the newborn child, as the case may be.

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

Chapter III

RULES ON COMPLYING WITH THE PRINCIPLE OF NON-DISCRIMINATION AND MITIGATION OF ANY FORM OF VIOLATION OF DIGNITY

Art.10. (1) The principle of equal treatment and opportunities for all employees works in labour relations.

(2) Any direct or indirect discrimination against an employee, discrimination by association, harassment or victimization, based on the criteria of race, nationality, ethnicity, colour,

language, religion, social origin, genetic traits, sex, sexual orientation, age, disability, chronic non-communicable disease, HIV infection, political choice, family situation or responsibility, membership or trade union activity, membership in a disadvantaged category, is prohibited.

(3) Any act of distinction, exclusion, restriction or preference, based on one or more of the foregoing criteria, which has as its object or effect the non-granting, restriction or removal of the recognition, use or exercise of the rights provided for in work legislation, is deemed to be discrimination.

(4) Indirect discrimination is any seemingly neutral provision, action, criterion or practice that has the effect of disadvantaging a person compared to another person on the basis of one of the criteria set out above, unless that provision, action, criterion or practice is objectively justified, through a legitimate aim, and only if the means to achieve that aim are proportionate, appropriate and necessary.

(5) Any type of behaviour that is based on one of the mentioned criteria that has as purpose or effect the damage of a person's dignity and leads to the creation of an intimidating, hostile, degrading, humiliating or offending environment is considered harassment.

(6) Discrimination by association consists of any act or deed of discrimination committed against a person who, although not part of a category of persons identified according to the above criteria, is associated or presumed to be associated with one or more persons belonging to such category of people.

(7) Any adverse treatment that comes in response to a complaint or lawsuit regarding a violation of the principle of equal treatment and non-discrimination is considered victimization.

(8) Any behaviour that consists in ordering a person, in writing or verbally, to use a form of discrimination, which is based on one of the criteria provided in par. (2), against one or more persons is considered discrimination.

(9) Exclusion, distinction, restriction or preference in respect of a particular job position does not constitute discrimination where, by the specific nature of the activity in question or the conditions under which the activity is performed, there are certain essential and decisive professional requirements, provided that the purpose is legitimate and the requirements are proportionate.

(10) Any employee who performs a job benefits from working conditions adequate to the activity carried out, from social protection, safety and health at work, as well as from the respect of his dignity and conscience, without any discrimination.

(11) All employees who perform a job are recognized the right to collective negotiation, the right to protection of personal data, as well as the right to protection against illegal dismissals.

(12) Any discrimination based on sex, regarding all elements and conditions of remuneration, is prohibited for equal work or equal value of work.

Chapter IV

RIGHTS AND OBLIGATIONS OF THE EMPLOYER AND EMPLOYEES

4.1. RIGHTS AND OBLIGATIONS OF THE EMPLOYER

Art.11. The employer, within the meaning of this regulations, is the legal entity, the commercial company Antibiotice S.A. Iasi. The management of the company is ensured by its directors. For the purposes of the present regulations, according to the provisions of

art. 143 par. 5 of Law no. 31/1990 on commercial companies, director of Antibiotice S.A. is only that person to whom management duties have been delegated by the board of directors, by mandate contract. Any other person, regardless of the technical name of the position held in the organizational chart, is not a person with a management position within the meaning of the law, within the company Antibiotice S.A.

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

1. to establish the organization and functioning of the company;
2. to establish the corresponding attributions for each employee, in accordance with 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 ascertain that disciplinary misconduct has been committed and to apply the corresponding sanctions, according to the law, the applicable collective labor contract and the internal regulations.

Art. 13. The employer has mainly the following obligations:

1. to inform the employees on the working conditions and on the elements regarding carrying out labour relations;
2. to permanently ensure the technical and organizational conditions taken into account when elaborating the labour norms and the corresponding working conditions;
3. to grant to the employees all the rights deriving from the law, from the applicable collective labor contract and from the individual labor contracts;
4. to periodically communicate to the employees the economic and financial situation of the company;
5. to consult with the union on decisions that may substantially affect the rights and interests of employees;
6. to pay all the contributions and taxes in his charge, as well as to withhold and transfer the contributions and taxes due by the employees, in accordance with the law;
7. to operate all the records provided by law in the General Register of Employees;
8. to issue, upon request, all the documents attesting the quality of employee of the applicant;
9. to ensure the confidentiality of the personal data of the employees.

Art. 14. In order to organize the work within the commercial company "Antibiotice" S.A., to create the necessary conditions for carrying out activity normally in all sectors, as well as to ensure the order and discipline of work, the company's management undertakes to ensure the following:

a) To organize the work of the employees within each position, specifying the job and the attributions of each one in relation to their function, specialty and capacity, to follow the continuous improvement of the efficiency of the entire activity, exercising a permanent and demanding control over the way work tasks are performed.

The work schedule of the employees within the company may be modified during the execution of the individual employment contract according to the legal provisions, depending on the needs of the job.

b) To establish the measures for achieving the production programs and tasks, as well as the most efficient measures for the control and technical assistance of the production process, for all the shifts.

To assign the specialized technical personnel in shifts, in order to ensure the necessary technical assistance for the correct use of the manufacturing technologies.

c) To make available to employees, according to the specifics of the workplace, the installations, equipment, machines, appliances, tools, raw materials, materials, spare parts, work and protection equipment, technical documentation and, generally speaking, all that is necessary to perform the job tasks and to bring to their attention all the normative and work documents regarding the fulfillment of their obligations, ensuring to each the best work conditions in order to accomplish the production and work tasks.

d) To establish the specific working procedures for each activity, technical instructions for the operation and exploitation of installations, machinery, machines, equipment, in strict compliance with the provisions of the technical book and to take measures to ensure each job position with the necessary logistics, for their acquisition and application by employees.

e) Determine what measures should be taken in case of disturbances, interruptions or damages.

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

g) To control and take measures so that in the workplaces with danger of explosions and fires, the working personnel use the protective equipment specific to them, during the work schedule.

h) To daily control the technical condition of the installations, machinery and equipment, in order to observe their operating norms and the established work regime.

i) To take measures to organize the manufacturing process, to distribute the work and production tasks on work sections and other job positions, and these in turn to the subordinated personnel, so as to permanently ensure carrying out the production process in a safe and efficient manner.

j) To take measures of judicious organization of work in shifts, control and technical assistance in all shifts with qualified personnel, able to intervene operatively to guide the manufacturing process and prevent any disturbances, interruptions or damages.

Take measures for the designation of persons providing technical assistance and those authorized to order the shutdown or restart of installations, machinery and equipment.

k) To take measures for selecting and employing the qualified personnel necessary for the operation, maintenance and repair of installations, machinery, equipment and for organizing any form of improvement of professional training, as well as the periodic verification of its knowledge and skills.

l) To organize the periodic training of employees regarding the operation, exploitation and maintenance of facilities, machinery, equipment in safe conditions, knowledge and application of the rules of Labour Protection and Prevention and Firefighting and intervention rules for the prevention of disturbances, interruptions, breakdowns, technical accidents and premature wear.

m) To organize quarterly evaluation based on the assessment criteria (professional training, contribution to the achievement of permanent objectives and the responsibility involved by the position, level of discipline).

n) To permanently analyze and improve the technical-economic indicators according to the working conditions, thus creating the possibility of achieving an increased production with minimum costs and a quality in accordance with the requirements of domestic and international norms (R.B.P.F.M., GMP etc.).

o) To obtain the legal authorizations regarding the construction, assembly, repair and modification of the mechanical pressure and lifting installations, the verification and loading of the transportable pressure vessels, as well as their execution according to the stipulated technical prescriptions.

p) Not to allow the commissioning or maintenance without legal authorization of mechanical pressure and lifting installations, either new or existing and decommissioned or whose operating authorization has expired.

To prohibit their use contrary to the destination or in violation of the technical prescriptions provided or under conditions that present a danger of damage or accidents.

r) To notify the competent local bodies regarding the transfer of mechanical pressure and lifting installations, as well as those permanently decommissioned, within 15 days.

s) To take measures for carrying out technical controls and verifications at the mechanical pressure and lifting installations in operation, at the deadlines established by control minutes or according to the legal provisions.

ş) To take measures for keeping in good condition and up to date the book of mechanical under pressure and lifting installations, in order to achieve a higher degree of safety in their operation.

t) To ensure the elaboration and communication to the control bodies of the verification programs at the mechanical under pressure and lifting installations, as well as the programs regarding the homologation of prototypes, new constructions, new installations mounted or in operation, as well as planned capital repairs.

ţ) Take measures for the recovery of secondary energy resources and waste fuels at the level of the designed capacity of recovery facilities.

u) To study, apply and develop new working methods, innovations etc., creating technical and organizational conditions for their successful application, in order to increase labour productivity, reduce cost, continuously improve the quality of production and working conditions.

v) To take measures to organize the supply activity in a timely manner and in good conditions for all sections, workshops and other job positions with raw materials, materials, fuels, energy, in compliance with the planned consumption, in order to ensure the rhythmic production, the continuous decrease of unproductive times, avoiding work at an uneven pace, prevention of accidents and occupational diseases.

x) To take measures for the organization of the security for the company and to create conditions for the storage and handling in good conditions of all the goods of the company.

To take measures to prevent the theft of material goods and to remove all causes or circumstances that may damage the company's patrimony.

z) To take measures to comply with the legal provisions in force in relation to working time, rest, overtime, youth and women's work, as well as labour protection rules, occupational safety techniques, Fire Prevention and Firefighting, supplementing them with additional measures according to the specifics of the job.

To apply the norms and measures to prevent and combat the causes that contribute to the pollution of the environment, on the company platform.

w) To take measures so that the guard and order service on the company's platform is carried out under the conditions provided by the law, to establish strict rules on entry and leaving the company, prohibiting the access of persons who come to work under the influence of alcohol in the company.

y) To organize and ensure the training of all employees on the company's platform in order to comply with the legal provisions on maintaining state secret, preserving and guarding the company's assets, fire prevention.

u/1) To take measures to strengthen discipline in all workplaces, to strictly observe all internal provisions.

To take measures to sanction all disciplinary or other violations, according to the legal provisions.

v/1) To be constantly concerned with raising the level of knowledge of the company's employees, to organize and follow up the permanent improvement of their qualification,

the increase of the stability within the company and their promotion in relation to the training, competence and contribution brought to work.

x/1) To organize the production work of pupils and students during the practice; their access to facilities will be allowed only under the direct supervision of the heads of departments.

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

To comply with the provisions of the Labour Code and other legal provisions regarding employment, transfer, delegation, secondment, change of job, termination of employment and dismissal.

w/1) To take measures for issuing identification cards inside the company, badges, as well as other distinctive signs to all its employees, indicating the place of work of each one of them.

Art.15. The employees in the management of the company, apart from the obligations incumbent as management bodies, have all the other duties that also apply to the other employees.

4.2. RIGHTS AND OBLIGATIONS OF THE COMPANY'S EMPLOYEES

4.2.1. RIGHTS OF THE COMPANY'S EMPLOYEES

Art.16. Employees have mainly the following rights:

1. the right to be paid for the work carried out;
2. the right to daily and weekly rest;
3. the right to annual leave;
4. the right to equal opportunities and treatment;
5. the right to dignity at work;
6. the right to safety and health at work;
7. the right to access professional training;
8. the right to information and consultation;
9. the right to take part in determining and improving the work conditions and the work environment;
10. the right to protection in case 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 THE COMPANY'S EMPLOYEES

Art.17. Employees have mainly the following obligations:

- a) to carry out the working hours, the attributions and the job tasks that belong to them according to the job descriptions;
- b) to observe work discipline:
 - compliance with the work schedule
 - full use and maximum efficiency of working time to perform specific job tasks
 - prohibition to carry out works not related to the specific job tasks
 - the obligation to defend the assets of the company regardless of their location
 - the obligation to inform the manager of the workplace about any disturbing or prejudicial situation
 - the prohibition to leave the job without the approval of the job manager

- the obligation to promote collegial relations and to maintain the correct behavior when engaging in work relations
- the obligation to announce the temporary incapacity to work within 24 hours.
- c) to comply with the provisions included in these Internal Regulations, in the applicable Collective Labour Agreement, as well as in the individual employment contract;
- d) the obligation of fidelity towards the employer in the execution of work attributions;**
- e) to comply with occupational safety and health measures in the company;
- f) to observe professional secrecy.

Art. 18. Labour discipline requires strict observance by all employees of the company of the following obligations:

- a) To defend the patrimony of the society and to contribute permanently to its development.
- b) To observe the work schedule established by the company's management and to come to work in full working capacity in order to be able to perform the work obligations in good conditions, the employees in improper physical or mental condition cannot be accepted at work, delays or absences from work cannot be compensated with hours worked outside the program.

At workplaces where employees work in shifts, they are required to present themselves ready equipped ten minutes before the beginning of the normal working hours.

The handover and takeover of the shifts will be done only at the workplace and must include explanations regarding the situation of the equipment, the technological process, inventory, operations and works to be performed in the next shift, as well as special provisions given by the site manager.

- c) To observe the work discipline and to strictly fulfill the job tasks, executing the assigned tasks in time and in good conditions.

To use the working time fully and efficiently; to perform the job tasks operatively, to contribute to the continuous achievement of the quality of work and products and to comply exactly with the dispositions and instructions received from the hierarchical managers from the job positions and the management of the company.

To respect the confidentiality of important data/information for the company in whose possession they will enter while performing their job tasks.

- d) To acquire and strictly observe the technological and work process established for the place where they carry out their activity, to observe the operating instructions of the machinery, equipment and installations, using them at the parameters provided in the technical documentation, by intensely using all means of work:

- To use efficiently the raw materials, materials, energy, fuels, tools, devices, observing the established consumption norms and to contribute permanently to the continuous reduction of losses, and where possible to eliminate them completely.

- To be aware of the constructive and functional characteristics of the installations, equipment and machinery they work with and to apply correctly their norms of operation and maintenance, labour protection and fire prevention.

- To ensure, according to the technical specifications, the permanent supervision of the installations, machinery and equipment, as well as of other entrusted goods, to verify the correct operation of the safety devices, and of the measuring and control equipment.

- To comply with the labour norms and quality prescriptions required by internal standards, R.B.P.F.M. and GMP, to participate in professional and quality assurance training, to acquire and apply exactly the notions taught.

e) To immediately inform the manager of the workplace or other hierarchical managers of any irregularity, deviation, malfunction, non-compliance or other situation that may constitute a danger at work, as well as any non-compliance with the rules of protection and safety of work, environment and Fire Prevention and Firefighting.

To respond and participate in actions organized to prevent or exclude any situations that could endanger the material goods of the company or the life and health of employees.

To make proposals for measures to prevent or exclude such situations.

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

g) Not to leave the installations, machines and equipment in working order, existing at the place of activity, unattended during the normal working hours.

h) The employees who work in uninterrupted shifts, must strictly observe the provisions regarding the organized change of shifts; at the end of the work schedule they cannot leave work until the employee from the next shift comes and the activity is stopped only after handing over the installation, the machine, or the equipment for which the replacement is responsible, in compliance with the legal provisions.

In case of non-presentation of the replacement shift, the employee must not to leave the workplace and immediately notify the hierarchical manager or other managers of the workplace, in order to take the necessary measures.

i) To take urgent measures to remove the consequences of damage and accidents when they occur; to be available to the company or to report to work as soon as possible in case of damage or other urgent needs, in order to remove their consequences.

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

k) Not to come to work under the influence of alcohol, or to introduce it into the premises or consume it at work.

Not to place matches, cigarettes, lighters or other means of ignition, materials or products that could cause fires or explosions in unauthorized areas.

To smoke only in the places established for this purpose on the company's platform.

l) To protect the goods that are part of the company's patrimony, participating in their protection and good management, 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 organized proposals regarding the production activity.

n) To maintain the workplace, spaces, installations, machines and equipment they work with in perfect order and cleanliness.

o) To know and respect the provisions of the labour legislation, of the applicable collective labour contract, of the Internal Regulations, of the Regulation of organization and functioning, regarding the work performed.

To know and respect the norms of labour protection, labour hygiene, labour safety technique and Fire Prevention and Firefighting and to attend all the trainings ordered by the company's management, as well as all the professional, quality assurance, psychological and medical examinations that are scheduled.

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

r) To display a correct behaviour while interacting at work for completing the assigned work tasks and to have a respectful attitude towards the hierarchical managers, as well as towards the work colleagues.

To show honesty, fairness, fidelity and collegiality in performing their duties.

s) (1) Given the specificity of the company's activity and the strict regulatory framework for the production of medicines, as well as the extremely serious effects on the health of

medicine users that any non-compliance could lead to in the production process, it is necessary that work discipline include the obligation of employees to present themselves at work in an optimal state of health, both physically and mentally. The health condition of the employees is proved by the work aptitude certificate issued by the occupational medicine doctor.

(2) In case of temporary incapacity for work (medical leave), the employees have the obligation to communicate this situation to their direct manager or to the occupational medicine medical practice. (direct line 0232 209 581, or tel. 0232 209 000 requesting extension 5581) on the first day of medical leave.

(3) Upon returning from the medical leave, the employees have the obligation to present the Medical Certificate / Medical Letter / other documents related to the period of temporary incapacity for work to the occupational medicine doctor within the company.

(4) The occupational medicine doctor has the obligation to maintain strict confidentiality on the medical data received.

(5) For the situations when the diagnostic codes show that the employees have suffered a condition that can affect their work capacity from a physical or mental point of view, according to art. 19 of GD no. 355/2007 on supervising the workers' health to determine if they are fit to work, the occupational medicine doctor will perform a specialized assessment after which he will complete the aptitude sheet with the conclusion of the medical examination: fit, conditioned fit, temporarily unfit or unfit for the respective job. According to art. 9 par. 2 of the Government Decision no. 355/2007 on the supervision of workers' health in order to establish the aptitude for work, the occupational medicine specialist may request additional investigations and specialized medical examinations.

(6) The managers of the jobs have the obligation to admit and keep at work only the employees who have a favourable medical opinion in order to carry out the activity according to their profession/position. Employees who do not have a favorable medical opinion on their fitness for work or whose notice has expired cannot be admitted/retained at work.

(7) Any violation of the previously established provisions constitutes misbehaviour and will be sanctioned according to the applicable legal provisions.

s1) Employees who received a recommendation to stay at home and to go to the family doctor, due to suspicion of contamination with Sars Covid virus 19, from the occupational medicine doctor from Antibiotice S.A. or from their hierarchical superior, are prohibited to access the Antibiotice S.A. platform.

Failure to comply with the access ban following the recommendations of the occupational medicine doctor / hierarchical boss / family doctor constitutes a serious disciplinary violation - an offense provided by the Criminal Code at art. 352 - *Criminal offence against public health, thwarting the fight against disease: Failure to comply with the measures to prevent or combat infectious diseases, if it has resulted in the spread of such a disease, is punishable by imprisonment from 6 months to 2 years or a fine.*

ş) To present the workbook / a copy from the General Register of Employees when being employed.

- To bring to the attention of the HR department all changes that occur in his personal or family status such as: change of name, identity documents, marital status, qualification, studies, military situation, domicile, telephone number, births, deaths etc.

- To keep in good condition the access card inside the company, as well as the badge, announcing the HR department in case of loss or destruction and to pay their value in case they are found guilty.

- At the end of the work relationship, to collect the work book and the liquidation form from the company.

t) The obligations of the company's employees are completed, if necessary, with the provisions of the applicable collective labour contract.

u) For the employees whose activity is carried out in the field - medical, sales, key account representatives, area managers or any other position that by the nature of the job description operates outside the company premises, the obligations and responsibilities are completed with the following aspects:

I) Administrative aspects:

1. Complying to the activity plan and daily schedule.

- a. Observing the requests of the hierarchical managers to be present, during the working hours, in the locations and on the established time.
- b. Rescheduling the current activities that could not be carried out will be done on the same day, in writing. The motivation addressed to the direct manager must specify the reasons why the rescheduling was necessary and the date on which the activity will take place.
- c. As a rule, the request for granting days off shall be made in accordance with the schedule made at the end of the previous calendar year, or as a result of rescheduling the rest days not taken according to the initial schedule; in all cases, it must be approved by the direct superior who examines the application and communicates the conclusion to the employee; subsequently the employee submits the information from the approved document to the C.R.M (Customer Relationship Management) software so that it can be viewed by all the interested authorized persons.

2. Maintaining the communication channels with company representatives open throughout the working hours.

- a. Consulting the email, for updating the information is mandatory and will be done at least at the beginning and at the end of the working hours. In the case of the employees to whom the e-mail technology solution allows a permanent connection - online, the employee's information by e-mail is considered to have been done from the moment the sender sent the message.
- b. It is the employee's duty to answer the phone calls received on the service mobile phone throughout the working hours. It is the employee's responsibility to use the technical solutions provided by the telephone operator to receive, at any time, information about the incoming calls - messaging, voicemail, etc. If, for justified reasons, the employee is unable to answer the phone, he must answer the incoming call as soon as he is informed or becomes available.

3. Throughout the working hours, the employee will wear a business outfit, according to the specifications in the job description, except for the situations in which the employer, through its representatives, specifies otherwise.

4. In relation to customers, the employees listed in the paragraph u) have the obligation to comply with the provisions of the „Code of Good Practice for the promotion of prescription drugs and interactions with professionals in the medical and pharmaceutical field”, during the entire period they hold such position.

II) Specific technical and professional aspects:

Compliance to the promotion plan

- Continued concern for increasing the quality of professional training by participating in training sessions organized by the employer in order to develop professional skills and competencies: technical skills - promotion, sales, communication skills and any other skill that is necessary for carrying out job obligations
- Participating and obtaining the required score in the quarterly tests - the means of verification can be: written or electronic verification tests - online verifications in the CRM system

- In order to remain in the position held by the employee, he must participate in at least 4 assessments of technical skills and 4 assessments of theoretical knowledge annually and obtain a minimum score of 64 points out of a total of 80.

Chapter V

WORKING HOURS AND REST

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

1. For full-time employees, the normal working time is 8 hours a day and 40 hours a week.
 2. The maximum legal working time may not exceed 48 hours per week, including overtime.
1. Employees in production departments, workshops and other jobs working in three shifts have the following work schedule (**8-hour daily schedule**):

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

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

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

The lunch break will be granted to each employee by the group leaders or other leaders of the workplaces so that the technological and work processes take place in good conditions.

Employees with an eight-hour daily schedule who work in a single shift have their daily work schedule from 8 a.m. to 4 p.m., except on Fridays, when the work schedule is set from 8 a.m. to 3:30 p.m.

2. The duration of working time less than eight hours per day, for employees working in areas with harmful factors, has been established according to the job, as follows:

A. Work schedule of 6 (six) hours per day

- a) Clean class B area within the Parenteral Products section, who have the following schedule:

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

- b) Clean class D area within the Biosynthesis section, who have the following schedule:

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

B. Work schedule of 7 (seven) hours a day

Doctors from the company's Medical Dispensary according to the Order of the Ministry of Health.

C. The security staff, Fire Prevention and Firefighting and a part of the warehouse staff has a working schedule of 12 (twelve) hours per day, with twenty-four free hours, established by the managers of the respective activities:

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

C. Production, energy, thermal energy dispatchers and drivers will work according to the schedule established by decision of the company's management.

Art.20. The distribution on shifts of the employees provided in art. 20 points a) and b) is made based on a schedule, drawn up and approved by the job manager, the weekly rest days being established by them on any day of the week.

Changing the work schedule compared to the shift schedule is only allowed in well-justified cases with the prior approval of the department management and the notification of the respective employees three days in advance.

In the sectors where they work without interruption, the transition from one shift to another is made according to the established monthly schedules, taking into account the specifics of each job, as well as the need to make full use of production capacity.

Art.21. Every week, employees are entitled to two consecutive days off. Weekly rest is usually granted on Saturdays and Sundays.

Employees working in fields where the activity cannot be interrupted due to the nature of the production process or the specifics of the activity, are provided with appropriate free time compensation during the next 60 days.

If, for justified reasons, no days off are granted, the employees benefit, for the work performed on public holidays, from an increase to the basic salary of 100% of the basic salary corresponding to the work performed within the normal work schedule.

Art.22. The organization of the evidence of the presence at work of the employees, as well as of the hours worked, is done as follows:

- ◆ For technical, economic, secretarial and administrative staff, on attendance registers, which will be checked daily by the heads of the company's departments, sections and workshops.
- ◆ For workers, on time sheets completed daily by group leaders or other job leaders; on shift journals, then on the general time sheet completed by the economist or planner at the respective workplace.
- ◆ The employees will sign the attendance registers, as well as fill in the timesheets of the presence on a daily basis, both upon arrival and at departure from work.

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

The individual employment contract will specify the job, the position, the specialty and the professional competence, establishing also the way they should fulfill their attributions and responsibilities, the norms in the field of work order and discipline, through the job description for the technical, economic, secretarial and administrative staff and for the working staff, for whom the service area will also be specified.

Art.24. Women are granted maternity and post-partum leave, a reduced child care program, according to the current legislation. Upon request, the father can also be granted parental leave for children up to the age of two.

Art.25. The scheduling of the rest leave of the company's employees will be made based on schedules approved by the heads of sections and activity managers.

These holidays will be distributed during the year, according to the legal provisions in force, taking into account the need to ensure the development and continuity of production and economic activity in good conditions, as well as the interests of employees.

The planning schedule for the rest leave will be presented by the department heads and activity managers to all subordinate employees.

Art.26. The record of the rest leave, sick leave, unpaid leave, leave permit and days granted for events according to the Collective Labour Agreement will be kept at work and will be communicated to the activity Payroll department at the end of each month. Economists or planners will submit data on department staff and activities whenever requested by Human Resources.

Chapter VI

PROCEDURE FOR SOLVING INDIVIDUAL REQUESTS OR COMPLAINTS OF THE EMPLOYEES

Art.27. In order to analyze and resolve the individual requests or complaints of the employees, a committee is established at the company level, consisting of:

- executive management representative
- Human Resources representative
- legal adviser
- Economic Department representative
- the representative of the activity to which the employee whose request/complaint is being analyzed belongs
- representative of the union to which the employee belongs.

The commission will meet, as a rule, at the end of the week, convened by the representative of the Human Resources department, who will send to each member of the committee the issues to be analyzed.

The requests/complaints to be analyzed are submitted to Human Resources, which will send them to the committee and the general secretariat.

Art.28. The analysis committee operates according to the following *principles*:

- observance of the employees' rights in accordance with the legal provisions, the applicable collective labour contract and of the individual employment contract of each employee;

- promoting the interests of employees regarding salary, working conditions, working time and rest, job stability and any other professional, economic and social interests related to labour relations;

- equal treatment for all employees, equal opportunities.

Art.29. Employees who have submitted documents for debate may also participate in the analysis session of the requests/complaints, as they have the possibility to present pertinent arguments.

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

Chapter VII

CONCRETE RULES ON WORK DISCIPLINE IN THE COMPANY

7.1. REGULATION ON THE ACCESS OF PEOPLE AND CARS ON ANTIBIOTICE PREMISES

Art.30. Applicable legislation:

- Law no. 333/2003; GD 301/2012 for the application of Law 333/2003 on guarding objectives, goods, values and protection of persons; Decision no. 1002/2015 regarding the amendment and completion of GD 301/2012.
- Occupational safety and health law no. 319/2006; GD 1425 on the approval of the Methodological Norms for the application of Law 319.
- Law no. 182 of 12.04.2002 - on the protection of classified information;
- H.G. no. 585 of 05.07.2002 for the approval of the National Standards for the protection of classified information;
- H.G.nr. 781 of 25.07.2002 - regarding the protection of work secret information;
- Law no. 477 / 20.11.2003 on the preparation of the national economy and territory for defense;
- Law no. 481 of 08.11 2004 on Civil Protection, republished in 2008; Law 307/2006 on fire protection;
- Order of the Ministry of Internal Affairs no. 163/28.02.2007 for the approval of the General Norms for fire protection.

Art.31. The access inside the company is made through 3 distinct points:

P1A - delegate access (collaborators, partners, guests, control bodies, visitors etc.)

P1B - employee access - male employee flow
- female employee flow

P2 - vehicle access.

Art.32. In Antibiotice S.A. **access to persons** is allowed only with the approval of the General Manager, argued by its strategic nature, namely the fact that we work with solvents, explosives, dangerous substances etc. regulated by special laws.

Approval for access within the premises is obtained as follows:

- (1) For **P1A** delegates - the requesting structure will prepare a report that is approved only by the General Manager, at least 24 hours prior to the visit.

The approved original report will be archived at the General Manager's Office and a copy will be sent to P1A for access communication.

- (2) For **P2** vehicles - the requesting structure will prepare a report that is approved by the Commercial and Logistics Director, except for the special vehicles (ISU, ambulance, firefighters, police, control bodies etc.) that will be approved by the General Director or the person designated by him.

Approved car access reports will be sent to P2 (in copy, scanned/e-mail).

**Art.33. P1B Employee access rules - male employee flow
- female employee flow**

- (1) Check-in / check-out times:

- shifts - 06.00; 14.00; 22.00;
- boxes - 06.00 - 12.00; 16.00 - 22.00;
- security + firefighters + auto transport - 06.00; 18.00;
- day program - 8.00 - 16.00, Friday 8.00-15.30

- (2) At entry/exit the control will be performed:

- by a male guard agent on the flow of male employees;
- by a female guard agent on the flow of female employees.

(2) The entry and exit of employees in and out of the company is made only at the access point P 1- B.

The entry of the employees inside the company is made only based on access cards issued by the Human Resources, immediately after employment and before starting work. ID cards can be differentiated according to the work schedule and workplace.

At the entrance, the employed staff will present the ID card and any luggage they might have.

(3) Bringing alcoholic beverages is strictly forbidden, products for sale, personal IT equipment etc. is **strictly** forbidden.

If deviations from these provisions are found, the ID card will be retained and a report will be drawn up, signed by the person in question, the security guard and a witness: security guard, production dispatcher etc. A copy of the report will be handed over to Human Resources and the team leader of the person concerned.

(4) At the exit, the body and luggage control is performed for all the company's employees.

If there are goods that cannot be justified (finished products, materials etc.), the ID card is retained, a report is drawn up signed by the person in question, the security guard and a witness; security guard, production dispatcher etc.

Finished products from the Antibiotic portfolio that were prescribed by the company's doctor are allowed to be removed from the company, accompanied by a supporting document (prescription issued by the company's doctor and notice accompanying the goods prepared by the Finished Product Deposit Department).

At the exit, on the accompanying documents the stamp "Controlled Gate" will have to be applied and the date of exit mentioned, with the signature of the security guard.

(5) All employees of the company, regardless of their position, must wear a photo badge during the normal working hours, where the brand number, name and surname as well as the place of work are written.

(6) The access of the employees to other work stations than those established by the individual employment contract, can be done only in the interest of work and with the approval of the hierarchical superior of the departments where they work.

During business hours, employees will not be able to leave the company except on the basis of a permit signed by the head of the workplace, mentioning the reason for leaving. Upon departure, the security service personnel will record in the special register the time of departure, possibly the time of arrival, and the data will be communicated the next day to the Human Resources Department.

(7) After the beginning of the normal working hours, the staff who is late will be registered in the special register mentioning the time of arrival and the personal data will be communicated the next day to the Human Resources Department.

(8) In situations where it is necessary to work overtime (over the normal working hours) for interventions in installations, equipment, production sections, laboratories, other unscheduled interventions, these will be performed only after informing and receiving the approval of the hierarchically superior manager, based on a necessity report which is handed over to P1A for the registration of the employees in the special register, and the

next day the centralized data will be handed over to the Human Resources Department. In special cases, the ID card of the employees who request access to the company outside the working hours will be retained and it will be returned at the exit, the entry and the exit being recorded in the special register destined for this action.

Employees who work overtime, as companions of delegates who already have access to the General Director, may be given approval by the Specialty Director, with the subsequent information of the Director General, and in case of emergencies outside the program, access will be allowed with the approval of the Dispatcher, who will inform the Technical Director and the General Director.

Also, in case an employee will need come to work outside business hours or on public holidays, in order to perform unplanned interventions (technical interventions, loading/unloading of materials, equipment etc.), the dispatcher on duty will request his presence and will approve his entry within the company.

(9) Volunteers and medical staff (doctors, nurses etc.) who participate in medicine evaluation studies will have access to P2, based on the approval of the General Director.

(10) The Human Resources department will withhold the ID cards of the employees whose individual employment contract is terminated for any reason, once the forms of liquidation are completed.

Art.34 P1A - Access rules for delegates -

(1) Upon arrival, the security guard requests the identity documents of the persons, verifies if the access approval has been signed, in advance, by the General Director, after which the contact person from the requesting structure is notified, who will accompany them and, at the same time, inform the General Director's Office (ext. 5479).

(2) When entering the company, the "Visitor" badge is handed over with the mention to be worn in plain sight throughout the visit, a badge that will be handed over at the end of the visit.

Throughout the visit to the company, the delegates will be accompanied by a person designated from the requesting structure.

Delegates (employees of companies) who perform certain works on the platform based on contracts/conventions, will be trained on fire protection, occupational safety and health, training that is valid throughout the calendar year in the event of a possible return to the company.

(3) The access of persons performing works based on service contracts on the Antibiotice platform is forbidden if they have not completed the *occupational safety and health and fire protection training* and if they are not accompanied by a designated person, approved by the hierarchical superior of the place of work where the mentioned work is performed and during the whole period of the works.

If the works take place outside the working hours as well, respectively after 4 PM (respectively 3.30 PM on Friday), this must be requested by a report revised by the Specialized Director and approved only by the General Director.

Art.35. The groups of delegates (collaborators, business partners, pharma professionals, participants in medical events, pupils, students, teachers etc.) have access based on a nominal table prepared by the requesting structure, approved by the General Director or the delegate and are accompanied by persons designated within the respective structure.

(1) Responsible for the access of groups of pupils, students, guests, teachers, associate professors, etc. are persons appointed from the Human Resources Department.

(2) Pupils and interns in Antibiotice S.A. as well as the persons participating in personnel selections (selection stages, medical tests etc.) will have access to the company's premises

at the P 1-B access point, based on the nominal table, previously approved by the General Director or the delegated person, which will be kept at the Human Resources Department.

Art.36. Foreign persons (of another nationality) have access to Antibiotice S.A. only with the approval of the General Director, approval obtained by the requesting structure (a copy will also be sent to the Security Service for registration).

(1) The visit schedule for foreign citizens will be announced at least 24 hours in advance to the shift leader from P1A.

(2) When visitors arrive at P1A, the procedure will be as follows:

- they will identify themselves with an identity document (identity card, passport);
- they will receive a personalized photo badge that will be printed at the time of arrival and which they will keep even after leaving the company;
- the shift leader registers the visit in the "Register of foreign persons", and he will also provide the flyer with basic rules, occupational Safety and health, Environmental protection and Emergency situations, rules that will be imperatively observed on the territory of the company.
- a representative of Antibiotice accompanies the visitor to the structure for which he requested and received access to the company;
- the evidence of foreign persons will be kept at the office for classified documents and will be presented monthly to the General Director, for information.

Art.37. P1A - Delegates (with control, audit, NAMMD, FDA inspections, representatives of other companies), regardless of the form for which they received access to Antibiotice, will be permanently accompanied by the designated representative of the company, and will wear the badge "Visitor".

Art.38. In case of unannounced controls carried out by the coordination and control bodies: Police, Romanian Intelligence Service, Inspectorate for Emergency Situations, Occupational Health and Safety, Environmental Protection, they will be identified with the "Work or control ID as well as by the control order", they will receive access in unit after informing the Secretariat of the General Director and obtaining the access approval from the General Director or the person designated by him.

Art.39. Monday to Thursday after 4 PM, respectively on Friday after 3.30 PM, the access approval will be obtained by informing the Production Dispatcher and the approval of the General Director or the person designated by him.

In case of unannounced controls, the delegates will have access only accompanied by the Dispatcher or by one of the specialized directors, expressly appointed.

Art.40.P2 Rules for vehicle access inside the company

The access of the vehicles is made at the guard post no. 2 (Gate no. 2), by registering in the the entry/exit Special Register of the following data:

- date and time of entry;
- driver's name/surname;
- identity document;
- vehicle registration number;
- name of the transported goods: raw material, finished product etc.;
- place of unloading/loading;
- person in the company accompanying the transport (at the entrance; at the exit);
- date and time of departure.

Art.41. The categories of vehicles that can receive approval for entry - exit in/from the company at Gate no. 2 are as follows:

a) The company's own freight vehicles

b) Vehicles for transporting goods from ATB own fleet

c) Vehicles of economic agents

d) The cars from the own car park from the Marketing and Internal Market Sales Department, which take over promotional materials from the advertising materials management

e) "Special" vehicles and cars - Inspectorate for Emergency Situations, ambulance, firefighters, police, control bodies

a) The company's own freight vehicles

- will have access to P2 for the unloading of raw materials, materials, reactives, solvents, secondary packaging, basic raw materials for ATB Buffet and will have a well-defined route, respectively from P2 to the company's storage or warehouse, where teake place.

- the person appointed by the Commercial and Logistics Director will inform the structure (Procurement from Internal Suppliers, Import, Technical, Service and Engineering, as the case may be) about the entry of the vehicle inside Antibiotice S.A. and will accompany the vehicle with the goods to the place of unloading/storage.

It is not allowed to park any vehicle from the fleet of the company that transported the goods, after unloading and handing over the goods to the warehouse manager, on the company's platform (inside it).

The head of Auto Transport Department This will present this interdiction to all freight drivers, who have to sign in acknowledgement, which will attract disciplinary liability in case of non-compliance with the said provision.

Also, the security guard who monitors the entire platform of the company on cameras, has the obligation to see and make sure that after unloading the goods, the means of transport do not park in the warehouse area or in any other place of the company's platform.

Otherwise, he will announce the shift leader - officer on duty, who will take the following measures:

- informing the head of the Auto Transport department about the unjustified parking of vehicles, after unloading the goods;
- accessing the area where the vehicle is parked and asking the driver to leave the area.
- ensuring communication with the security guard from P2 about the fact that the vehicle is leaving the company.

b) Vehicles for transporting goods from ATB own fleet

- will have access to P2 for taking orders, loading and transporting finished products to the destinations established by the staff from Finished Products Warehouse. Also, these own ATB freight vehicles will be able to make internal (short) transport trips - finished products from the production sections to the company's warehouses - only with the approval and at the disposal of the head of the Finished Products Warehouse.

c) Vehicles of economic agents with which the company has concluded contracts for the delivery of goods, raw materials and materials, packaging, service contracts, works on the company's platform.

- The security guard will inform the Internal Supplier Procurement Department, Import, Export, Technical, Engineering and Service, as the case may be, which will appoint a delegate who will accompany the vehicle to the place of loading/unloading. They will follow the same route - respectively P2 and then at the place of loading with finished

products or unloading of raw materials/materials after which they will leave the premises of our company, unjustified parking.

The vehicles of the commercial companies that have concluded service contracts, construction and assembly works with the company Antibiotice, other machinery and equipment, will be able to enter P2, for the transport of the materials necessary for the work; these, together with the machinery and equipment necessary to carry out the contracted works, will comply with the road traffic norms, all the drivers of these vehicles being aware of this at the entrance to the company - at P2; the processing of the norms that will have to be observed in the perimeter of the company being carried out by the security personnel - security agent from P2.

d) The cars from the own car park from the Marketing and Internal Market Sales Department, which take over promotional materials from the advertising materials management - they will have access to P2 only on the basis of a supporting report prepared by the applicant, approved by the superior, where the place where he goes to, the purpose and duration of the stay will be specified.

e) "Special" vehicles and cars - Inspectorate for Emergency Situations, ambulance, firefighters, police, control bodies etc. -will have access after obtaining the approval from the General Director or the person designated by him; a justifying report will be drawn up in this respect by the Specialized Director of the requesting structure and the General Director of the company will be informed, thus obtaining the access approval and their travel route to the place of events.

Art.42. In emergency situations (medical cases of the employed personnel, fires, natural disasters etc.), the car access is made either through P1 for the ambulance cars up to the place indicated by the company's doctor, or through P2 for the other types of special vehicles. In this case, the access approvals will be given by the production dispatcher who will immediately notify the General Director and the Technical and Production Director.

Art.43. For the categories of cars, freight and finished products vehicles described previously at letter a, b, c, d - the approval of access to P2 and circulation inside the company or warehouses is given by the Commercial and Logistics Director, except for point 3 *letter e* for which an approval will be obtained from the General Director or the person designated by him, and *point 3 letter f* when the access approval will be given and then the General Director and the Technical and Production Director will be informed.

Art.44. The circulation of vehicles inside the company is carried out in compliance with the general safety and traffic norms, respectively with a speed of max. 5 km/hour, the drivers being informed of this when entering the company by the security guard from P2. Drivers who do not comply with this decision will be denied access to the company at the next presentation at P2.

In the case of authorities with a special regime, vehicles can be accepted on the platform only if the authorities in question have announced their visit.

Art.45. The following are PROHIBITED on the territory of Antibiotice lasi:

1. Employee access without their ID card. In case an employee has forgotten/lost his/her ID card, his/her access will be allowed based on the identity document, after checking the register of the company's staff, existing at the Human Resources Department;
2. Access without training in health, work and fire prevention (where applicable);
3. Parking of vehicles in the freight transport fleet after unloading and handing over the

goods to the warehouse manager, on the company's platform (inside it);

4. Delegates' access without a designated attendant;
5. Refusal to present access documents. Also, they must not have traces of damage, forgery, traces of erasures/corrections.
6. Access of persons who carry weapons, ammunition, toxic/explosive/flammable substances or any other suspicious materials and instruments, which may endanger the life, physical integrity and health of the staff or the patrimony of the institution;
7. Using other ways of entering/leaving the company than gate 1 and 2 (P1 and P2);
8. Access for drunk people and those who display violent behaviour or inappropriate language;
9. Access for people carrying alcoholic beverages;
10. Indecent attire;
11. Access with products to be sold;
12. Taking photos and filming inside the company, respectively access with cameras/video cameras etc.
13. Extracting information on any medium: paper, memory stick, CDs etc.

7.2. GENERAL RULES ON ENSURING THE CONFIDENTIALITY OF INFORMATION

Art. 46. Confidential information refers to the information owned by Antibiotice SA that has a commercial value by being secret, subject to reasonable security and protection measures, and whose unauthorized disclosure could cause harm to the company. The list of confidential information of Antibiotice SA is established by Decision of the General Director and is annexed to the present regulations.

Confidential information is not subject to Law no. 182/2002 on the protection of classified information in Romania, but is managed separately and is subject to the protection measures established by this Regulation and by the Internal Procedures.

The protection of confidential information, by complying with the procedures and rules established at the company level will not prevent the activities in each workplace from being carried out properly.

Art. 47. Confidential information may be part of the standard documents generated by each functional structure (executive/specialized directorate), according to the lists annexed to the present regulations (Annex no. 1 and no. 2)

The heads of the functional structures have the following responsibilities:

- inform subordinate staff about 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 submit it for approval to the company's management
- inform subordinate staff on confidential information and instruct subordinate employees, on a signature basis, regarding the prohibition to disclose or compromise such information
- establish the manner of management, destruction, copying, distribution, of documents within the coordinated structure, in compliance with the procedures approved by the company's management.

Art. 48. Within Antibiotice S.A. all documents are prepared according to the internal operating procedures/work instructions.

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

The documents generated which contain confidential information will be treated as confidential. The copying, multiplication, distribution or disclosure, in whole or in part, of documents containing confidential information may be done only for and to authorized collaborators from internal or external structures, as the case may be, and only in compliance with internal operating procedures.

Employees have no right to copy, multiply, distribute, disclose, in any way, in whole or in part, to other persons, companies, organizations or entities, unauthorized and without the express approval of the company's management, any of the confidential information or matters related to these.

Art. 49. The company's employees have the right to access only those confidential information for which they have been authorized by the Confidentiality Agreement concluded with Antibiotice SA.

The employees of Antibiotice SA are directly responsible for the loss, destruction, non-compliant processing or unauthorized transmission, in any form, of any confidential information, from the moment they came into their possession, directly or indirectly.

Access to confidential information is allowed only under the conditions expressly established by the company's internal regulations and procedures regarding the protection of confidential information and personal data.

The rules on access, use and protection of confidential information of Antibiotice also apply to confidential information received from business partners.

Art. 50. Acquisition of confidential information without the consent of the company is considered illegal whenever it is acquired through:

- a) Unauthorized access, appropriation or copying of any documents, objects, materials, substances or electronic files that are legally under the control of the company and that contain confidential information or from which it can be deduced;
- b) Any other conduct which, in given circumstances, is contrary to fair business practices.

Art. 51. The use or disclosure of confidential information is considered illegal whenever it is committed, without the consent of the company, by a person who meets any of the following conditions:

- a) Has obtained the confidential information illegally;
- b) Has breached a confidentiality agreement or any other obligation not to disclose confidential information;
- c) Has breached a contractual or other obligation that limits the use of confidential information.

Art. 52. The acquisition, use or disclosure of confidential information is also considered illegal when a person, at the time of acquisition, use or disclosure, was aware or should have been aware, in given circumstances, that the confidential information was obtained, directly or indirectly, from another person who has used or disclosed confidential information illegally in accordance with the provisions of the Internal Regulations.

Art. 53. In the event that an employee enters into possession of personal data or confidential information to which he/she has no right of access, he/she has the obligation to immediately notify the superior and the Department of Information Security Management and to provide such data in the form and on the memory medium it was received.

Art. 54. In order to avoid situations of compromise-disclosure of confidential information, the following rules must be observed:

1. all employees of the company must know and follow exactly the internal procedures/work instructions regarding the issuance, handling and transmission of confidential information or standard documentation generated, to ensure the confidentiality of important data/information for the company, in whose possession they can come while performing their duties;
2. there is an obligation not to leave documents unattended when leaving the office, thus it is necessary to secure the documents by placing them in cabinets, drawers etc.;
3. marking documents, where appropriate, in accordance with international procedures for alerting users on 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 the contractual procedures and may not be reproduced, copied, borrowed or used in whole or in part for any other purpose"

"CONFIDENTIAL marking on the first page or on each page"

4. checking the integrity of documents upon delivery-receipt, transmission-shipment;
5. prohibition of using confidential information without the approval of the General Director;
6. accompanying third parties (partners, customers, visitors) during visits to the company.

Art. 55. All employees must observe the confidentiality of the information they became aware of while performing their duties.

Employees are prohibited to discuss confidential information/data to which they have access as a result of the execution of the employment contract with persons outside the company or with persons within it who are not involved in performing work duties.

Art. 56. Employees will observe the confidentiality of confidential information and personal data to which they have access while performing their duties, as well as any other information/data to which they may have accidental access and which, through their disclosure, may cause harm to the company Antibiotice SA.

Art. 57. All employees of the company have the obligation not to disclose, not to use in their own interest or for the benefit of other individuals or legal entities and to observe the confidentiality of information/data to which they have access while performing their duties, both during the labour contract and after its termination for a period of 5 years. For employees who have access to confidential information of high importance, the obligation of confidentiality will exceed the term of 5 years and will be established by a Confidentiality Agreement, annex to the individual employment contract.

Art. 58. All the documents regarding confidential data/information (including but not limited to documents written/imprinted/copied/reproduced in any way, on any type of memory medium) of/from the employer belong to it and it is strictly forbidden to remove them from the premises.

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

Art. 59. Any breach of the previous provisions, intentional or out of neglect, constitutes a serious violation of the work discipline and will attract disciplinary, administrative, civil or, as the case may be, criminal liability.

Art. 60. Given the strategic importance of confidential information from the Research Department, it is forbidden for employees with mobile devices (phones) with photo-video recording function to access office areas where confidential information on research and development products is processed. Employees who work in the locations targeted by the restriction or those who want to access those locations will be able to store their personal phones in the safe-type lockers located near the offices.

Art. 61. The staff of Antibiotice S.A. involved in the use, processing, manipulation and storage of data in electronic format, as well as the personnel with attributions in the operation of IT equipment must be aware of the value of these resources and the importance of protecting them.

The Information Security Regulations - annex to the Internal Regulations, represents the totality of the rules and practices by which the ways of protection and distribution of confidential information are set out, including maintaining the security, availability and integrity of the IT resources of Antibiotice S.A.

7.3.1. Protection of personal data

Art.62. Employees, in fulfilling their obligations to protect personal data, will consider the following:

"**personal data**" means any information related to a person who has been identified or any information which leads (alone or in conjunction with other information) to the identification of a person (hereinafter referred to as "data subject");

"**processing**" means any action taken on personal data, including by way of example the visualization, collection, use, storage, transmission, deletion thereof;

Art.63. Employees have the obligation to process personal data only if it is provided for and only within the limits of the duties in the job description.

Art.64. Employees who collect personal data through their professional activity have the obligation to:

- notify or request the consent of the data subjects they come in contact with.
- ensure that the company has the right to collect such personal data and that it is limited to what is strictly necessary in order to fulfill the purposes for which it is collected.

Art.65. Data processing will be carried out in compliance with the provisions on "security policy, security plan and applicable regulations on the system of information and communication resources of Antibiotice S.A.".

Art.66. All employees have the obligation to prohibit unauthorized access to personal data regardless of whether it is processed in electronic or printed format.

Art.67. Employees have the obligation to review the personal data processed and if they find that they are no longer necessary to give them up.

Art.68. All employees have the obligation to refer to the person responsible for personal data protection at management or company level to ensure the legality of the processing performed, as well as:

- in the event of a data transfer to multinationals or outside the European Union;
- in the case of an organized action of data collection;

Art.69. All employees have the obligation to notify the data protection officer within 24 hours and to collaborate in the process of analyzing the impact generated on the persons concerned by the personal data breach. Given the special importance that the company gives to the protection of personal data, breaching this information obligation constitutes a serious disciplinary violation, which may result in the harshest disciplinary sanction from the first such violation.

Art.70. If a type of processing is likely to pose a high risk to the rights and freedom of individuals, all employees involved are required to participate in the assessment of the impact of processing operations.

Art.71. In the event that a data subject takes action in order to exercise his or her rights, all employees have the obligation to unambiguously identify the person and only subsequently to carry out all necessary processing or to cooperate in order to fulfill the requests submitted by the person concerned.

Art.72. Given the special importance that the company attaches to the protection of personal data, the breach of the obligation to comply with the data protection rules constitutes a serious disciplinary misconduct, which may lead to the most severe disciplinary sanction from the first such misconduct.

Art.73. Antibiotice SA processes the geolocation data of the vehicles from its own car park continuously: 24 hours a day, 7 days a week, for the purposes of:

During the working hours:

- ensuring the protection of the company's assets and values;
- conducting periodic evaluations based on the employer's objectives and evaluation criteria (verifying how the employee complies with his or her obligations within the company; verifying how the employee uses the company car provided by the employer; verifying the employee's compliance with the time as well as with the employer's policies, regulations, rules and instructions; ensuring the protection of the company assets).

Outside the working hours:

- ensuring the protection of the vehicle.

7.3.2. KEEPING THE PROFESSIONAL SECRECY

Art.74. According to the legal provisions in force, the company's employees are directly responsible for maintaining the professional secrecy that is the object of Law no. 182/2002 on the protection of classified information in Romania.

The professional secrecy is managed separately and it is subject to the protection measures established by the specific applicable legislation.

It is a job requirement to comply with the legal norms in force and the provisions of the company's management regarding the maintenance of the professional secrecy.

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

It is forbidden to use or circulate such data in order to defame people or the image of the company.

Art.75. The executive management, the heads of plants and offices will establish who are the subordinates who must access and have knowledge about the documents that encompass professional secrecy.

Art.76. All employees of the company are bound to comply with the legal provisions on the professional secrecy.

7.3.3 REGULATION OF INTELLECTUAL PROPERTY RIGHTS FOR THE EMPLOYEES 'INVENTIONS for the establishment of the normative framework regarding the classification of inventions during the working hours in the category of professional inventions, i.e. the employees' own inventions (Regulation - Appendix).

7.4. EMPLOYEE LOYALTY OBLIGATION

Art.77 (1) According to art. 39 paragraph (2) letter d) of Law no. 53/2003 (labor code) employees have *“the obligation of loyalty to the employer, in the execution of duties.”*

(2) The obligation of fidelity (or loyalty) is a primary obligation of employees to refrain from committing any act or fact that could harm the interests of the company, either through competition or lack of discretion regarding confidential information the employees have access to, permanently or occasionally, through the activity they carry out.

(3) In order to comply with their loyalty obligations, and implicitly to effectively prevent situations that could favor their violation, the Antibiotice S.A. employees holding management positions (specialized director, head of plant, head of department, activity manager, head of office, or similar positions), as well as all employees working in the Marketing and Domestic Market Sales Unit, the International Affairs Unit, the Medical Unit and in the Quality Assurance and Control Office, have the obligation to request the company's consent to cumulate the position of employee with any of the following positions:

- administrator, associate, shareholder of a trading company,
- founding member of an association or foundation,
- Certified/Authorized natural person;
- employee of an employer other than Antibiotice;
- permanent or occasional collaborator, remunerated or on a voluntary basis of an entity other than Antibiotice S.A.

(4) The requests of the employees made according to paragraph (3) above, will be submitted directly to the Company's Registry or communicated by mail to the address from Iași, str. Valea Lupului no. 1 or by e-mail to the address office@antibiotice.ro.

(5) The requests received under paragraphs 3 and 4 of this Regulation will be evaluated in the company's *Ethics and Integrity Board*, after which, based on the board's well-reasoned report, a decision of the General Director will determine whether the position held by the employee within the company is or is not compatible with the position held outside the company.

(6) The conclusions of the evaluation of the Ethics and Integrity Council will be presented to the General Director, the Human Resources Director and the Specialized Director under whose subordination the employee works, and will show at least the following aspects:

- the existence of a similarity between the objects of activity of the company and those of the third-party entity with which the employee collaborates,
- the existence of a relationship of direct or indirect competition between the activities of the company and those of the third-party entity with which the employee collaborates,
- the existence of conflicts of interest between the employee's duties and the current activities of the entity with which he or she collaborates,
- the employee's function and the type of privacy information to which he or she has access, correlated with the degree of interest that this information may present to third parties and with the effects that its (even accidental) disclosure, could have on the company,
- in the case of employees who use a company car, a company laptop, a company cell phone, whether their relationships with the third collaborator involve by their nature the use of such goods will be verified,
- the working / collaboration time that the employee allocates to the third party, correlated with the duties and missions that the company has entrusted to him or her,
- if the employee is in a relationship with an active or inactive company/entity,
- any other significant aspects for an objective assessment.

(7) If the evaluation concludes that, by combining the position of employee with that held outside the company, the employee is in a conflict of interest or there is a favorable framework for breach of the obligation of loyalty (either by acts of competition or through relationships that do not have a high degree of trust in terms of respect for discretion and privacy), the company is entitled to unilaterally terminate the individual employment contract of the employee concerned. If the employee resigns from the position in conflict with that of being an employee, in duly justified cases, the company may maintain legal employment relationships with that particular employee.

(8) The act of employees to hold, without the company's consent, any of the functions listed in art.70 paragraph 3 of these Internal Regulations is a serious disciplinary violation and gives the company the right to impose disciplinary sanctions in accordance with the provisions of Title XI Chapter II of Law no. 53/2003 (Labor Code), republished in 2011, with subsequent amendments and completions.

(9) The employees who, at the date of entry into force of these provisions, hold at least one of the positions listed in art. 59 paragraph 3 of these Internal Regulations, have the obligation that within 30 days from the date on which the present provisions were communicated to them to request the consent of the company according to art. 59 paragraphs 3 and 4.

The failure to comply with the provisions of this paragraph is a serious disciplinary violation and gives the company the right to order disciplinary sanctions for the employees

at fault, in accordance with the provisions of Title XI Chapter II of Law no. 53/2003 (Labor Code), republished in 2011.

7.5. RULES OF SMOKING REGULATIONS IN THE TERRITORY OF THE COMPANY

Art. 78. As of March 17, 2016, smoking (including e-cigarettes) is prohibited in all enclosed spaces belonging to the company (production plants, offices, storerooms, warehouses, access rooms in the company, hallways, locker rooms, bathrooms, toilets, any another unused room, as well as any other space of the company which is not included in the previous list but which has a roof or ceiling and is delimited by at least two walls, regardless of their nature, permanent or temporary).

Art.79. Smoking is allowed inside Antibiotice SA only in the specially arranged outdoor spaces, marked with the inscription SMOKING AREA indicated below:

No.	Unit / Plant / Office / Building	Denomination	Location	Notes
1.	Administrative Building	Smoking Area	Delegates access building	the former men's entrance / exit gate
2.	Quality Building Unit	Smoking area	Outside the building, the South-West	
3	Security Guard Department	Smoking Area	Outside the company	G1A Delegates Access
4	Security Guard Department		Outside the company	G 2 Vehicle access
	Transport Office	Smoking area		
5	Fire-fighting Brigade	Smoking area	outside	Near the main entrance in the Fire-fighting Brigade building
6	Capsules Plant	Smoking area	Outside the plant, in the North/West	Input of cephalosporin raw materials
7	Parenteral Products Plant	Smoking Area	external ramp	warehouse entrance of the Machine Shop
8	Ointments - Suppositories Plant	Smoking Area	outside the plant - YORK station	
8	Tablets Plant	Smoking Area	outside the building	in front of the Thermal substation
9	CDE / Medical Unit/ Regulatory Affairs	Smoking Area		

	Biotechnology Research Laboratory		outside the building	near the main entrance of the Marketing building
10	Wastewater treatment plant	Smoking Area	/ outside the building	Near the entrance in the laboratory
11	Finished Products Warehouse	Smoking Area	outside the building behind the warehouse	near the pump station
	Biosynthesis Plant			
12	Microproduction and Utilities Department	Smoking Area	outside the building	near the turning workshop
13	Utilities	Smoking Area	outside the building	near the machine shop entrance
1	Utilities	Smoking Area	outside the building	near the demineralization entrance behind the incinerator
	Automation Workshop			
16	Electric Department	Smoking Area	outside, in the south of the building,	near the drinking water pumping station
	Marketing, Logistics and Promotion Department			
17	Storage and Internal transport Department	Smoking Area	outside the building	near the old mill, in the warehouse no.1 enclosure
18	Storage and Internal transportation Department	Smoking Area	Outside the building	near the new warehouse
	Logistics			

Art.80. The smoking breaks and leaving the workplace in order to travel to the smoking places will be made only with the approval of the head of the workplace, so that the time allocated to these activities does not affect in any way the production processes or the activity at each job.

Art.81. Before leaving the smoking areas, the employees are required to extinguish their cigarette butts and matches and to ensure that they are properly stored in ashtrays.

Throughout the company's territory, in the existing buildings as well as in the company's yard, the random dumping of cigarette butts or matches is strictly forbidden.

Art.82. The employees of the Emergency Situations Department, within the daily patrol service, will visit the areas intended for smoking and will check whether there are cigarettes or other lighted objects left unattended in these areas.

Art.83. The failure to comply with the rules and measures established for smoking is a serious disciplinary violation and it is sanctioned in accordance with the provisions of the Labor Code and the Internal Regulations of SC Antibiotice SA.

Chapter VIII

DISCIPLINARY BREACHES AND APPLICABLE PENALTIES

Art.84. Committing the following acts constitutes *disciplinary offenses*:

- a) The presentation at work in an inappropriate clothing and physical attire, contrary to public order and morals.
- b) The repeated delay at work under the normal working schedule as well as the groundless absence.
- c) The non-supervision imposed by the technical prescriptions of the installations, machinery and equipment in operation which the employee operates during his work.
- d) The termination of the normal work schedule before handing over the installation, machine or equipment which the employee operates during his work to the next shift employee.
- e) The execution of operations or actions that could endanger the security of the company, of its employees, or of the employee's own person.
- f) Washing the clothing, the protective equipment with highly flammable volatile products or working with highly flammable volatile products.
- g) The use of improvised sources for lighting or heating.
- h) Sleeping during the normal working hours.
- i) The introduction of matches, cigarettes, lighters or other means of ignition, of materials or products that could cause fires or explosions to workplaces where these objects are forbidden due to safety reasons.
- j) Photographing or performing plastic works concerning the company, without the prior approval of its management.
- k) The execution during the normal working hours of works foreign to the interests of the company.
- l) Preventing colleagues from performing work tasks.
- m) To remain within the company after the end of the normal working hours without the prior approval of the first line supervisor or, as the case may be, of the company's management.
- n) To alienate the goods provided to the employee and intended for use or storage.
- o) To organize or participate in the company's premises in gambling activities or other similar activities, to make acts of merchant in the company's premises.

Art.85. The willful violation by the company's employees, regardless of the position they hold, of their job requirements, including the regulations of conduct and the requirements provided in these internal regulations as well as in other legal provisions, constitute disciplinary offenses that are sanctioned - as the case may be - according to the law by:

- a) written warning;
- b) demoting from the current position, with the granting of the salary according to the position in which the demotion was performed, for a duration that cannot exceed 60 days;
- c) basic salary cutting by 5-10% for a period of 1-3 months;
- d) basic salary cutting and/or, as the case may be, the cutting of the management allowance by 5-10% for a period of 1-3 months;
- e) disciplinary termination of the individual employment contract.

Art.86. Apart from the disciplinary liability, the company's employees are also administratively or criminally liable, as the case may be, to the extent that the misconduct constitutes a contravention or crime. At the same time, they are also materially responsible for the damages brought to the company, according to the legal provisions in force.

Art.87. The disciplinary sanction is established and applied by the general director of the company, in accordance with the law.

Art.88. When establishing the sanction, the causes and circumstances in which the deed was committed, its gravity, the degree of guilt of the person in question, whether he or she had previously had other offenses, as well as the consequences of the offense shall be taken into account.

Art.89. The disciplinary sanction is applied in writing, motivated and with the presentation of the committed deeds only after a prior investigation of the facts that constitute deviations, the mandatory hearing of the respective person, in which sense a written statement will be taken verifying the claims made by him or her in his or her defense.

The administrative investigation will be carried out by persons appointed by the company's management.

The material prepared together with the report of the head of department or the first line supervisor, with the sanctioning proposals will be submitted to the management of the company, in accordance with the law, in order for the necessary measures to be taken.

Art.90. In the event that an employee is unjustifiably absent from work, without notifying the company, in the file on the proposal for the disciplinary termination of the employment contract, there must be a report from the employee's first line supervisor to determine whether he or she is in temporary incapacity for work.

If the person concerned is domiciled in another locality, the file must have proof that a notification has been made by post in order for that person to justify the unmotivated absences from work.

Art.91. The disciplinary sanction may be applied within 30 days from the date from which the person entitled to apply it became aware of the committing of the offense, but not later than 6 months from the date of the committing thereof.

Art.92. The sanctioned person will be notified in writing stating the facts for which he was sanctioned, the ground of the sanction, the deadline for filing the complaint against the sanction applied and the body competent to resolve it.

In case of the disciplinary termination of the employment contract for absence from work, when it is not possible to hand over the decision to the person concerned, it will be sent to the home of the person concerned by registered letter, by the Human Resources department of the company.

Art.93. The criminal, material and administrative liability does not exclude the disciplinary liability for the offense committed, if it also violated rules of discipline at work.

Art.94. The employment of a person is done with the approval of the company's Management, and the termination of the individual employment contract will also be done by the company's Management.

Art.95. If the company has filed a criminal complaint against an employee or he/she has been sent to court for criminal offenses incompatible with his/her position, the company's management will suspend him/her from duty.

Salary rights are not paid during the suspension.

Also, during the same period, the employee's access card to the company must be returned to the Human Resources department; the suspended employee will have access inside the company only on the basis of an entrance ticket, in accordance with the law.

Art.96. In case the innocence of the person sanctioned or suspended from office is ascertained, he or she has the right to a compensation equal to the part of the salary he or she was deprived of. If during the period of suspension from the position the person held another position in another company, the compensation will decrease with the salary received during this period.

Art.97. The sanctioned employees can appeal against the disciplinary sanction within 30 days from the communication of such decision.

The complaint against the disciplinary sanction shall be settled by the court.

Art.98. The applied disciplinary sanctions will be registered in the records of the Human Resources department and the sanctioning decisions will be attached to the files of the sanctioned persons.

Art.99. The disciplinary sanction applied to an employed person, except for the disciplinary termination of the employment contract, is considered not to have been taken, if for one year from its execution, the sanctioned person has not committed another violation.

Art.100. Before the expiration of the term of one year but not earlier than six months from the date of execution of the sanction, the general director of the company may order, based on the proposals of the heads of plants and first-line supervisors, that the sanction applied be considered not to have been taken, if the sanctioned employee has not committed any misconduct during this time, having had a good behavior which can be attested by them.

Art.101. If the innocence of the sanctioned person has been ascertained, those who in bad faith have determined the application of a disciplinary sanction are liable according to the legal provisions.

Art.102. The deviations that also meet the elements that constitute a contravention will be sanctioned according to the legal regulations in force, in compliance with the provisions of Law no. 61/1991 on the establishment and sanctioning of offences.

Art.103. According to art. 253-259 of Law no. 53/2003 - Labor Code republished in 2011, the persons employed are materially 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.104. If the committed offense constitutes a crime, the sanction will have a criminal character and will be applied by the competent judicial bodies.

Art. 105. The commission by an employee of the company, regardless of position, of other deeds than those mentioned in this regulation, which violates the job duties, if it constitutes a crime, shall be punished under the conditions and with the penalties provided by the criminal law.

Art. 106. The commission of one of the following actions constitutes *a serious disciplinary violation*, having as a consequence the disciplinary termination of the individual employment contract:

a) The failure to comply with the job duties and responsibilities, which may or may not cause a material damage to the company.

b) Leaving the job without a permit or without the direct approval of the first line supervisor.

c) The unmotivated and unannounced absence for a period of 2 consecutive days.

d) The presentation at work (at the employees' access gate, in the workplace) under the influence of alcoholic beverages.

The introduction in the company of alcoholic beverages.

The consumption of alcoholic beverages within the company, facilitating and / or purchasing them for other persons, for this purpose.

The employee's refusal to sign the report on the offence committed and / or to perform the alcohol test also represents the implicit recognition of the deed.

e) Adopting a behavior with violent verbal or physical manifestations, a vulgar, obscene and indecent behavior against colleagues, first line supervisors or the company's management.

f) The theft of material goods which are the property of S.C."Antibiotice"S.A. Iași.

g) Causing damages to the company by using and/or damaging any goods owned by the company in order to obtain advantages and/or benefits to one's own end.

h) The non-compliance with the rules and measures established for smoking.

i) Any intentional or negligent breach of the provisions of the Regulation on ensuring the confidentiality of information represents a serious disciplinary violation of the labour discipline.

The commission of a conscious and/or negligent act of sabotage/damage to the interests of the company manifested by:

- the theft, disclosure, manipulation or use of confidential information, classified documents, trade secrets and so on, within or outside the company, without the approval of the company's management;

- the communication or disclosure in any way, the copying for third parties without the approval of the company's management of documents, notes, sketches, plans and data or elements of the company's activity, and their use outside the line of duty or in violation of rules on the confidentiality of information, of professional secrecy, and so forth.

j) The failure to comply with manufacturing recipes that lead to the production of an unusable product as a final result (intervention in the structure of the company's products,

without the approval of the first line supervisor, the technologist, resulting in a compromised product, of a different type as the original product).

k) The registration of serious technological errors (for example: defective labeling and/or packaging) which may lead to confusion regarding the identity of the products, defective or superficial control during the execution of the product filling operation.

l) The unapproved intervention in technological installations and lines, with consequences on their patrimony or safety in operation.

m) Spontaneous vindictive manifestations, on the company's territory, without the approval of the union.

n) Any other action of the nature of those listed above or considered similar to them by the Steering Committee of the Management Board of Antibiotice S.A.

Art.107. The employee's refusal to sign the report on any offence committed that represents a serious disciplinary violation will represent the implicit recognition of that fact; only the signatures of two witnesses present at the preparation of the report will be necessary as proof.

Chapter IX

EVALUATION OF THE EMPLOYEE PERFORMANCE

Art.108. All categories of staff are subject to evaluation:

- the management staff at all levels;
- the specialized staff with objectives;
- the specialized staff without objectives;
- the working staff.

Art.109. The methods of evaluating the employees' performances are:

- the evaluation of managers by the first line supervisor;
- the evaluation of managers by the subordinates;
- the evaluation of specialized staff with objectives by the first line supervisor;
- the evaluation of specialized staff without objectives by the first line supervisor;
- the evaluation of the working staff by the first line supervisor.

Art.110. In order to establish the performance criteria, the following expectations of the company from its employees were taken into account:

- the adoption of an appropriate behavior by the employees, in order to ensure a favorable climate for work;
- the achieving of high levels of performance.

Art.111. 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.

The annual evaluation

Art.112. The performance evaluation takes place at the beginning of the year following the evaluation period.

Art.113. The evaluations of the subordinates by the first line supervisor are taken into account by the supervisor of the latter, as well as by the evaluated employee. If the immediate supervisor of the first line supervisor does not agree with the evaluation, or following the appeal filed by the employee, he or she will perform an analysis on the correctness of the evaluation.

Art.114.The employees' appeals regarding the evaluation of the first line supervisor are submitted to the Human Resources Department within 5 working days from the receipt date of the Internal Memorandum.

Art.115. Resolving appeals:

- the change of the grade obtained after the analysis is not higher than (plus or minus) one unit, the new evaluation is approved by the Director/Executive Director; the grade taken into account in the final evaluation is the one given by the immediate supervisor of the first line supervisor;
- the the change of the grade obtained after the analysis is more than one unit (plus or minus), in which case the evaluation will be performed by the Director/Executive Director, after listening to the arguments of the hierarchical boss and the superior of the hierarchical boss; the score taken into account in the final evaluation is the one given by the Director/Executive Director.

Art.116. **The criteria for evaluating** the specialized and executive staff, who have not set individual objectives through the MBO, are the following:

A. The fulfillment degree of the responsibilities and duties specific to the position

- 1.Quantitative: the employee executes all the works within his or her own sphere of competence.
- 2.Qualitative: the performed works are at the required quality level, without the need for further remedies/corrections.
- 3.Costs: they frame the consumption regulations or the expenditure budgets.
- 4.Time frame: the employee performs the works on time; he or she falls within the time allotted for fulfilling the duties/responsibilities.

B. The results of training evaluation/concern for professional development.

C. Discipline at work. The compliance with the Internal Regulations and the Collective Labor Agreement.

D.The organizational behavior

- 1.The loyalty towards the company;
- 2.The communication skills;
- 3.The team spirit.

E. Initiative and creativity

- 1.Proposals to improve the activity;
- 2.Involvement in the implementation of proposals to improve the activity;
- 3.Personal initiative in the performance of works.

Art.117. Grades are awarded according to their correspondence with the marks below:

- up to 5.00 - *unsatisfactory*;
- between 5.01 - 7.00 - *satisfactory*;

- between 7.01 - 8.50 - *good*;
- between 8.51 - 9.50 - *very good*;
- over 9.50 - *excellent*.

The grade 8.50 represents the fulfillment of the criteria at the level required by the job requirements.

Art.118: (1) The elements that will be taken into account in the evaluation of each subfactor are:

Quantitative - the following is taken into account:

- the level of fulfillment of responsibilities/duties from a quantitative view point;
- the level at which they should have fulfilled their responsibilities/duties from a quantitative viewpoint;
- the importance of each responsibility/duty.

Qualitative - the following is taken into account:

- the level of fulfillment of responsibilities / attributions from a qualitative point of view;
- the level at which they should have fulfilled their responsibilities/duties from a qualitative viewpoint;
- the importance of each responsibility/duty.

The costs - represent:

- the inclusion in the consumption rates for the persons who have specified consumption rates;
- framing in the expenditure budgets of the organizational structures they are part of - the evaluated persons who have no specified consumption rates.

(2) The results of the training evaluation/concern for professional development. In establishing the final grade for the staff involved in the trainings, the following are taken into account:

- the grades obtained for each training;
- the importance given to each type of training.

(3) Organizational behavior

3.1. The loyalty towards the company - this criterion notes the following aspects: the employee works overtime, works at home in the interest of the company, if required he or she solves certain problems in the interest of the company, outside the normal working hours;

3.2. The communication skills take into account: the ability of the assessee to express himself or herself clearly and concisely in writing or orally, to use the language appropriate to the requirements, to provide informational support with solid, justified arguments.

3.3. Team spirit takes into account the extent to which the assessee supports his or her colleagues by offering solutions and suggestions to problems, as well as the willingness to take over some of the duties of colleagues when the situation requires it, in order to achieve team goals.

(4) Initiative and creativity

4.1. Proposals for improving the activity - the evaluation takes into account the number and value of approved proposals, the inventiveness of the assessee in finding ways to optimize the activity, creating alternative ways of solving problems, and the extent to which the specific work of that person allows the improving of the activity.

4.2. The involvement in the implementation of proposals for improving the activity - the evaluation takes into account the proposals made by other persons and which have been approved as well as the level of involvement of the employee in fulfilling these proposals.

4.3. The personal initiative in the execution of works - the evaluation takes into account the number of situations in which the person, knowing what he or she has to do, performed his or her tasks only after being warned by the first line supervisor and the number of situations in which the person performed his or her job duties on his or her own initiative.

The evaluation of the specialized and the executive staff who have set individual objectives through the MBO

Art.119. At the end of each calendar year, the general objectives for the following year are set. Based on the general objectives, the following are negotiated:

- the objectives of the lower hierarchical levels (in cascade);
- the weights given to each objective in total objectives, depending on:

the importance of the objective for the organizational structure the employee is a part of;
the influence that the employee can have in order to achieve the goal.

Art.120. The evaluation of the degree of fulfillment of the objectives of the employees involved in the MBO supposes the comparison of the achieved level of those objectives with the level planned for the first 6 months of the year and for the whole year.

Art.121. The evaluation of the degree of fulfillment of the objectives is performed by commissions nominated by decision, for each unit, in the semester immediately following the end of the period for which the evaluation is made.

Given that performance assessment is an annual process, the grade awarded will correspond to the degree of achievement of the objectives for the whole year. The degrees of fulfillment are taken from the annual summaries regarding the degrees of achievement of the objectives, which are drawn up in each unit.

Art.122. For certain categories of staff in the marketing, sales and promotion department, the objectives, criteria and targets specific to the activities, according to the internal procedures are established by additional documents concluded within the individual employment contracts and negotiated annually.

Chapter X

THE POSTGRADUATE PROFESSIONAL DEVELOPMENT OF EMPLOYEES

For establishing the normative framework regarding the involvement of Antibiotice S.A. in the development of postgraduate master's, doctoral, postdoctoral studies or other types of professional training of employees who carry out *advanced studies*, to achieve certain stages on the company's platform, using human resource and material means belonging to society. (**Appendix Regulation**).

Chapter XI

METHODS OF APPLICATION OF OTHER SPECIFIC LEGAL OR CONTRACTUAL PROVISIONS

FINAL PROVISIONS

Art. 123. This Internal Regulation and its appendixes are filled in with the provisions of Law no. 53/2003 - The Labor Code, as well as other legal provisions in force in this field.

Art. 124. The Internal Regulations with their amendments replace the provisions of the 2019 Internal Regulations, which cease to apply.

Art. 125. These Internal Regulations are approved by the General Director of Antibiotice S.A.; its modification will be made only under the conditions of the law, whenever the legal necessities of organization and work discipline within the company impose it.

GENERAL DIRECTOR,

ec. Ioan Nani