

Sustainability Policy

1.0 Purpose

PRA Health Sciences (“PRA”) is committed to ethical corporate citizenship and to promoting social and environmental sustainability in all of our activities. We demonstrate these commitments in many ways such as through responsible and transparent management in the areas of human rights and labor, environmental management, ethical research practices, and governance as set forth in this *Sustainability Policy*.

2.0 Feedback

Feedback is a critical element of continual improvement. To provide feedback on this policy, please utilize Change Management > Document Change Requests in the QMS.

3.0 To Whom Does This Policy Apply?

This *Sustainability Policy* applies to all PRA employees, officers, and directors. PRA expects all of these parties to follow and promote the sustainability goals of this Policy, to report any incidents in which this Policy is not being upheld, and to address nonconformities in a prompt and reasonable manner.

In promoting good sustainability practice, PRA encourages suppliers and research organizations with which we work to align operating practices with these policy objectives.

4.0 Human Rights and Labor

PRA operates in a manner that respects the human rights of all individuals with whom we interact in our business, such as employees, study participants, and members of the communities in which we operate.

The [United Nations' Universal Declaration of Human Rights](#) provides a common understanding of the fundamental rights and freedoms to which all people are entitled. PRA is committed to respecting these rights in the workplace, in the operation of our business, and in our relationships with our clients and suppliers.

4.1 Supportive Working Environment

PRA is committed to respecting human dignity and providing an environment that encourages our employees to realize their full potential. Toward this end, PRA:

- Employs workers who are at least 16 years old.
- Sets work hours to comply with local law.
- Complies with applicable wage laws, regulations, and relevant collective bargaining agreements, including those relating to minimum wages, overtime hours and legally mandated benefits.
- Maintains workplaces free of harassment and intimidation.
- Maintains workplaces free of unlawful discrimination, including but not limited to those related to race, creed, color, religious belief, gender, gender identity, age, national origin, ancestry, physical or mental disability, veteran status, marital status, or sexual orientation.
- Respects employees' voluntary freedom of association, including their right to organize and bargain collectively in a manner that is legally compliant.
- Respects employees' rights to privacy of their personal information.

4.2 Health and Safety

PRA strives to provide a working environment that is compliant, healthy and safe for all employees, visitors and contractors throughout our business, and to continuously improve health and safety performance in all of our operations.

5.0 Environmental Management

PRA holds the view that there should be common interests in economic development and environmental protection. Toward this end, PRA:

- Strives to minimize adverse effects of our operations on the community and environment.
- Acquires, maintains, and complies with the appropriate environmental permits, registrations, and law.
- Implements programs to conserve water and reduce waste, energy usage, and greenhouse gas emissions.
- Identifies and manages potentially hazardous materials used in our operations to ensure safe handling, movement, storage, recycling or reuse, and disposal of such materials.
- Periodically convenes Sustainability Committee meetings in whole or in part to assess environmental management priorities.
- Vests executive responsibility for company-wide environmental performance in the Executive Sustainability Sponsor.

6.0 Ethical Research Practices

6.1 General Principles of Research Ethics

PRA conducts its clinical studies ethically, transparently, and according to local regulatory requirements and internationally-recognized standards. Toward this end, PRA:

- Adheres to ethical standards that promote and ensure respect for all human subjects and protects their health and rights.
- Strives to ensure that although the goal of clinical studies is generating new knowledge to improve the health and quality of life for people all over the world, this goal can never take precedence over the rights and interests of individual research volunteers.

6.2 Informed Consent

The participants in PRA-managed clinical studies are entirely voluntary. Every individual that participates in the studies freely agrees to do so, with the understanding that they may or may not receive any benefit to them, and that they are supporting the broader population who may ultimately benefit from the underlying research.

PRA provides every participant with relevant information regarding the purposes, methods, funding sources, possible conflicts of interest, institutional affiliations, anticipated benefits and potential risks, possible discomfort, alternative treatments (if any), post-study provisions, and any other relevant aspects of the study they have joined.

6.3 Animal Welfare

PRA does not perform animal testing but recognizes that animal welfare is an issue of utmost importance. We believe that those conducting animal tests as part of the drug development process have a responsibility to do so in a moral and legal manner.

7.0 Governance

PRA is committed to the highest standards of ethical business conduct and to the practice of business in accordance with all applicable laws, rules and regulations. Toward this end, PRA:

- Prohibits corruption, extortion and embezzlement, bribery, or other means of obtaining undue or improper advantage.
- Properly protects business information, client information, and intellectual property rights in accordance with applicable laws, regulations and business requirements.

- Appropriately protects employee and supplier “whistleblower” confidentiality and prohibits retaliation for reporting violations.

8.0 Supplier Sustainability

8.1 Overview

PRA expects its suppliers to support our commitment to ethical corporate citizenship and to social and environmental sustainability.

PRA carefully monitors the quality of the products and services that it procures from its primary suppliers. PRA may periodically assess its suppliers’ environmental, social, and governance performance. Areas suppliers and any of their suppliers should address include but are not limited to:

- Anti-bribery and anti-corruption
- Data privacy and security
- Labor and workplace rights
- Environmental management
- Business Continuity Planning and Testing

8.2 Anti-Bribery and Anti-Corruption

PRA’s suppliers should maintain a strong commitment to complying with all relevant requirements and to operate in an ethical manner. They are expected to understand and comply with the laws and regulations governing their role in all countries where services are performed on behalf of PRA, including laws that prohibit payment of money or anything of value to government officials and third parties for the purpose of improperly influencing their actions. Additionally, PRA expects that its suppliers will avoid conflicts of interest that occur when personal interests may interfere in any way with the performance of their duties or their obligations to PRA.

8.3 Data Privacy and Security

PRA’s suppliers should handle all information containing personal data in accordance with all applicable privacy laws, rules and regulations.

8.4 Labor and Workplace Rights

PRA expects all of its suppliers to provide a safe and supportive work environment, to have equal-opportunity hiring and promotion practices, to document and correct any incidents of harassment in the workplace, and to establish mechanisms for addressing any concerns by employees and other interested parties.

8.5 Environmental Management

PRA expects that its suppliers will work to reduce the environmental footprint of their products, services, and operations.

8.6 Business Continuity

In order to ensure a resilient supply chain, PRA expects its suppliers to have an appropriate business continuity plan and testing model in place to minimize disruptions to key activities. The plans should describe strategies to prepare for, and minimize the disruption or damage of, natural disasters, civil unrest, financial instability, and other applicable events.

9.0 Compliance

Should any individual become aware of any breach of this Policy by PRA staff or others providing services to or for PRA, they are encouraged to report the breach anonymously, without fear of retaliation, by filing a report at the [PRA Compliance Hotline](#) that is available 24 hours a day, 7 days a week, 365 days a year.

PRA Health Sciences reserves the right to add, modify, or terminate current policies without prior notice.

10.0 Document History

Effective Date	Version	Modified / Reviewed By	Brief Summary of Changes
06 Aug 2018	2.0	Ted Broering Tim Chulindra Natalie Klavins David Marks Chris Marshall Tim McClain Mary McGuire Jason Packwood Laurence Peach Christine Rogers Jeff Scott Lauren Steel	Updated to reflect current requirements and operating model.

Document Approvals
Approved Date: 03 Aug 2018

Task: Process Owner/Management Approval Verdict: Approve changes & release	Jason Packwood, VP, Process & Learning Management (PackwoodJason@prahs.com) Process Owner 03-Aug-2018 13:52:29 GMT+0000
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Task: QA Approval Verdict: Approve changes & release	Mary McGuire, SVP, Global Compliance (McGuireMary@prahs.com) QA Approval 03-Aug-2018 13:57:14 GMT+0000
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