

CODE OF CONDUCT

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Letter from the Director

Dear Colleagues,

Prodia has known for doing business based on ethics and integrity. The basic principles for doing business are sets in our corporate values. The values of quality and customer oriented, balance between all aspects, integrity, open for change, are blended to our business conduct. The commitment to exercise those values are guided by the spirit of Prodia, the spirit to do the best, to achieve success, and the spirit to make dreams come true.

We believe that our values have always formed the basis of our success. We believe that employees must and responsible for practicing those value.

Our Code of Conduct represent our values and our commitment to do business based on business ethics and in compliance with all applicable law and regulations. It governs how we carry our work and clarifies what each of us must do.

Employees are expected to:

- Read and ensure that you have understand and comply with this Code of Conduct.
- Always referring to this Code of Conduct in doing works.
- Ask and consult your superior if found any doubt in implementing this Code of Conduct.
- Always practicing and integrate those values in all business activities.

BoD have formally endorsed this Code of Conduct fully support initiatives designed to foster its implementation. These Code of Conduct are absolute requirements for working at Prodia. We expect business partners to adhere similar value in doing business with Prodia.

Regards,

Erizal Sugiono
Director

INTRODUCTION

Our Vision

Who We Want to be

Becoming the leader of CRO and the most reliable partner in providing drug development service

Prodia the CRO is a Contract Research Organization based in Indonesia which provides GCP-based Clinical Trial supports through its integrated and wide range of services.

We believe that providing better medical solutions for mankind is the ultimate goal of drug development process. We dedicate ourselves as a reliable partner for our partner in drug development. We wish to continuously work hand in hand with our partners.

We always strive to become the best CRO. We commit to give the best of our competence in every aspect, scientific, ethics and business practice. That is who we are, Prodia the CRO.



Our Mission

How We Achieve What We Want

Helping our clients bring their new products to market at the earliest through a combination of integrated and wide range of services

We believe that the availability of new and alternative medical solutions as soon as possible where it becomes available, will help patients to get their proper needs of medication as well as help our partners to accelerate drug development process.

We commit to give our best of knowledges, experiences and capabilities to answer the needs of our partners in developing and accelerating drug process to the market.



Our Principles

Our commitments



Customer Oriented

We are always ready to serve our customers sincerely, dedicatedly, honestly. We always listen to what our customers say.

Quality Oriented

Quality as a way of life is paramount. Our objective is to meet customer's need of high-quality services. We are committed to seek and apply best practices in the industry to our customers.

Balance

We always endeavor to balance elements, always pursuing satisfaction for all parties. We believe that the success of our company depends on the balance between business and ethics, business and science, rights and responsibilities, customer and supplier, all stakeholders, and balance in life (learn well, work well, play well)

“The Spirit of Prodia”

The spirit to do the best, to achieve success and to improve oneself. The spirit to make dreams come true.

We at Prodia want to create value for ourselves, our customers and stakeholders. We walk together as a team, a High-Performing Team of Prodia.

Integrity

We are committed to maintain integrity and put it on interpersonal relationship. We maintain high ethical and business standards in our operations. We respect others and recognize each other's contribution and achievement

Change

We are open for changes. We see change as an opportunity. We respect and are open to new idea and committed to continuous improvement

CODE OF CONDUCT

Personal Integrity

Personal commitment

Conflict of Interest

We respect the rights of employees to be involved in personal activities as long as it does not interfere with work responsibility and company interest. Employees must avoid any activities that may have or appear to have conflict with the best interest of the company. In case of a conflict of interest, the employee should immediately inform his/her line manager or human resource department to find appropriate solutions. In case of conflict of interest or a potential conflict of interest happens, the BoD has the right to make decisions.

Family Members

Conflict of interest may not solely exist because of personal activities, it may also exist due to activities of family members. There may be a conflict of interest if a family member works for a competitor, supplier, customer or regulatory agency, especially if those family members are in positions to influence the decision regarding the sale of goods/service from or to the company. It is allowable to employ family members from the employee as long as there is no direct or indirect reporting relationship.

Financial Conflict of Interest

A financial conflict of interest may exist if an employee or a family member directly or indirectly has "significant financial interest" in any company that competes, does business, or seeks to do business, with Prodia the CRO. The employees should not use their position at the company for personal benefit or to benefit family member or close associates



Secondary Employment

Employees are not allowed to take any position or professional engagement outside the company in activities such as involving in providing goods or services which the company also provides, or involve in providing goods or services to the company, which may:

- Compromise the company's best interest.
- Negatively compromises employee's performance.
- Negatively compromises the ability to meet responsibilities in the company.
- Interfere or may interfere with the integrity project outcome and analysis.
- Use company's proprietary data and information, directly or indirectly, for personal advantage to get any position or personal gain.

Personal Activities

Prodia the CRO encourages employee's participation in civic activities (service on governmental bodies, work with advocacy organizations, or participation in community's activities). Such activities are considered personal, volunteer activities and should be undertaken on employee's own time and in compliance with company policies or with superior's permission. In addition:

- Company managers/officials may not solicit any political/religion/social contributions of employees.
- Employees may not use their work email accounts for personal activities.
- Prodia's facilities may not be used to host any political campaign events. Religion or social event may be allowed with permission.

Business Partner

Interaction of Prodia's employees with business partners that might conflict or have potential conflict should be avoided. Business partners are strictly not allowed to employ or make payments to any Prodia's employees during the course of any project other than stated in the contract. Business partners are also not allowed to give any gift and entertainment to Prodia's employees. If such situation happens, and if business partner employees have family relationships with Prodia's employees, the business partner should disclose this fact to Prodia.



Gifts, Meals and Entertainment

Gifts, Meals and Entertainment could be misunderstood and perceived as an improper advantage to create influence, even if it is not intended to or only given based on professional friendship. Prodia's employee should not give or accept any gifts, meals and entertainment that may raise any concerns regarding personal integrity or business ethics.

Gifts, meals and entertainment may be given only where appropriate, no risk or possible risk to influence decision, at minimal-reasonable value, non-repetitive and should be recorded in accordance to company expense reporting. Gifts, meals and entertainment may not be given if it is offered as an exchange of something in return, offered to get improper advantage, offered to influence any decision, in form of cash and excessive.

Prodia's employees are strictly prohibited to demand gifts, meals and entertainment of any kind. This includes not only merchandise but all kind of advantages. Gift and entertainment may only be received if it is only for common courtesy and are accepted as local business practices and at reasonable value.

Business partner should not provide any gifts, meals and entertainment to Prodia's Employee in any situation which may influence or appear to influence any decision to the business partner. If such situation happens, the business partner should disclose this fact to Prodia. If there is any doubt, the employee should immediately inform his/her line manager or human resource department to find appropriate solution.



Business Integrity

Commitment to the Highest Ethical Standard

Business integrity is defined as both the actual and the perception of ethical behavior in business that is in line with the Prodia the CRO Code of Conduct and our commitment to run our business in a socially responsible way. Business integrity means first and foremost that we adhere to all applicable laws and regulations as well as to the high integrity standards set forth by Prodia.

Prodia's business activities touch many others, including patients, trial participants, employees, customers and investors. Building trust and sustained business success depends on honest and ethical behavior.



Anti-bribery, Anti-corruption

All corruption, extortion and embezzlement are prohibited. Prodia, its employees, and business partners shall not offer, pay or accept bribes or participate in other illegal inducements in business or government relationships. Partners shall work against corruption in all its forms. The effects of bribery and corruption are widespread. Bribery and Corruption carries consequences both for the Company and for individual employees.

Prodia does not tolerate bribery or any form of corruption. Prodia employees and its business partners are not allowed to give, promise to give, solicit or accept any form of improper advantage, whether directly or indirectly, to or from any individual or organization with the intention to obtain or retain business in return. Improper advantages include illegal rebates, bribes, kickbacks and under-the-table payments. An improper advantage can be anything of value, including but not limited to payments, meals, gifts, entertainment, travel expenses or fake agreements.

It is unlawful to make a payment to a government official for the purpose of obtaining or retaining business, or for a competitive business advantage. Prodia forbids offering, authorizing, committing or providing anything of value, either directly or indirectly, to or for a government official, in an attempt to sway official action, win business or get an improper advantage or to expedite the performance of routine governmental actions (e.g., obtaining licenses, permits or other needed government documents). Facilitation payments do not include paying a legitimate fee for speedy service provided by the government (for example, a published amount to get a visa or new passport more quickly from the embassy).

Employees must take reasonable precautions to ensure that all third parties they engage have solid qualifications, charge customary fees, have no apparent conflicts of interest and are willing to sign a written contract that includes a statement that they will not make payments prohibited by law. Third parties include suppliers, agents, brokers, and consultants. Employees should exercise due care in selecting such business partners to ensure they are reputable, honest and qualified for their roles, and in monitoring their activity once selected.

If there is any doubt, the employee should immediately inform his/her line manager or legal department to find appropriate solution.

Antitrust and Fair Dealing

Business partners shall conduct their business consistent with fair and vigorous competition and in compliance with applicable anti-trust laws. Partners shall employ fair business practices including accurate and truthful advertising. Prodia supports all efforts to promote and protect competition, including the legitimate protection of intellectual property and marketing rights.

Employee must take reasonable precautions to ensure that the following topic are not disclosed during communication with competitors or customers (certain information could be shared during vendor qualification process, for which a proper approval from Director should be obtained):

- Past, present or future prices
- Pricing policies/scheme
- Discounts
- Marketing strategies and expansion plans.

Information about competitors is a valuable business tool, but it must be obtained from public sources. These sources include websites, public presentations, journal articles, advertisements or marketing research/business intelligence companies. Do not seek competitive information illegally or in any improper way. The use of customer's or competitor's employees as sources of non-public information is prohibited. Discussing the confidential information of a former employer is against ethical conduct.

Prodia's employees involved in a tender process must be aware of and comply with the applicable tender law regulations. Transparency must be maintained throughout the procurement cycle by adhering to applicable formal procedures and provide the governmental decision makers with correct, transparent and non-discriminatory data.

We seek competitive advantage through superior performance, not through unfair or illegal business practices. We must deal fairly with our customers, vendors, competitors and employees. You should not take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair dealing practice. For example, we must make truthful statements about our services and not make false statements about a competitor.

Antitrust and competition law restrictions may also apply to certain agreements between competing buyers and, in certain circumstances, between seller and buyer. Specific precautions should be taken before entering into agreements which:

- Limit the individuals or companies from whom we will purchase goods or services,
- Limit a customer's right to purchase goods and services from others,
- Discriminate with respect to price, discounts or allowances among similarly situated and competing customers, or
- Not work with a competitive product.

However, the company solely has the absolute rights to decide whether the company will or will not have collaboration agreements with customers or vendors who do not practice the business standards set forth in this guideline.

If there is any doubt, the employee should immediately inform his/her line manager or legal department to find appropriate solution.

Promotional Activity

All marketing and promotional materials and activities must conform to high ethical, medical and scientific standards, and comply with all applicable laws and regulations. When engaged with health care professionals and patients, we must adhere to relevant regulations and industry standards, such as the regulations from National Agency for Drug and Food Control (NADFC), Ministry of Health (MoH), the International Pharmaceutical Manufacturer Group (IPMG), and the International Federation of Pharmaceutical Manufacturers & Associations (IFPMA).

Healthcare Professional and Government Official

Many of our services require contact with healthcare professionals and government officials. If our work involves interaction with such persons, we must make sure if such interactions:

- Comply with our policies and procedures.
- Serve a business purpose such as education or research.
- Do not interfere or appear to interfere with a healthcare professional's independent medical judgment or a Government Official's performance of duties.

Gifts, meals and other benefits must never be for the purpose of, or of such value, that they are likely to improperly influence the healthcare professional's medical or professional judgment or decisions. No gifts, meals or entertainment may be offered or provided to government officials without the prior written approval of the manager at each department.

All payments, or other transfers of value, to or on behalf of healthcare professionals or government official, must be documented and accurately recorded. All such payments and transfers of value also must be reported to Ministry of Health (MoH) and/or to Corruption Eradication Commission (KPK).

Clinical Trial

Protecting Patient Safety and Reliability of Data

Clinical trials shall be conducted in accordance with the standards of Good Clinical Practices, applicable local regulatory requirements and following the ethical principles that have their origin in the Declaration of Helsinki.



Patient Safety

We are committed to help ensure that patients participate in research that is scientifically valid and has an appropriate benefit-risk profile, sufficient informed consent and adequate oversight. Protecting trial participant's safety is a primary concern that begins well before participant's recruitment, continues for the duration of and after the clinical trial.

We are committed to adhere medical-ethical standards in all clinical trial design and consistently monitor clinical trial implementation and any safety concern.

Clinical Trial Regulations

We are committed to protect the rights, safety and wellbeing of human participants in clinical research. Compliance with applicable legal requirements and ethical standards that govern the conduct of clinical trials is a foundational requirement for the protection of human trial participants and to ensure the integrity of the study data.

Investigator Compensation

We compensate investigators (and study team) on behalf of Sponsors for providing protocol-required services in clinical trials managed by Prodia. Such compensation must be fair, reasonable and at fair market value. Compensation to investigators must comply with Company policies and procedures.

All compensation to investigators must be documented and accurately recorded. All such compensation also must be reported to Ministry of Health and/or Corruption Eradication Commission (KPK).

Government Contracting

Services to a government agency require more responsibilities than with private business. For example, for U.S. government contracts we must meet some Federal Acquisition Regulations (FAR) and Agency Supplements to the FAR. In working with U.S. government agencies, we have to disclose any known event of fraud, conflict of interest, bribery or overpayment.

Data Protection

Data Protection and Confidentiality



Employees may have access to confidential information related to company business. This includes confidential information about pre- ongoing or post projects, business plans, financial data, marketing and sales strategies, launch of new service, merger or acquisition activities etc.

Confidential Information

We consider confidential information a valuable business asset. We each must sign an Integrity Pack as part of our work with Prodia. This pact and our policies prohibit us from using, duplicating, modifying or disclosing confidential information of Prodia or related third parties without appropriate written authorization. We each have an obligation to protect confidential information we receive or create in the course of our work, as well as other sensitive information we receive from customers,

suppliers, partners and others that may be of use to competitors, or harmful to Prodia or its customers, if disclosed. This prohibition shall continue after you leave Prodia.

If we share confidential information with a third party, any exchange of such information is subject to the signing of a confidentiality agreement.

Employees must:

- Be careful when speaking or handling confidential information in public places such as airports, public transportation, restaurants, bars, or through various public communication channels, such as social media.
- Be careful when using mobile devices or systems.
- Double check content and addresses on letters, packages, emails and fax numbers prior to sending confidential information.
- Upon discovery, immediately report any misdirected fax, email, mail package containing confidential information or other inadvertent disclosure, to line manager. Then, take steps to retrieve the information or have it deleted or destroyed by the recipient.

Personal Information Protection

We are committed to comply with laws and regulations governing the collection, use, distribution and security of any Personal Information we create, receive, maintain or transmit. Personal Information is:

- any information that identifies, or when used in combination with other information identifies, an individual or
- from which identification or contact information of an individual can be derived.

Examples include a person's name, home address, phone numbers, personal email address or information about an individual's health, race or religious beliefs. Personal information also includes patient-identifiable information gathered during clinical trial. Personal Information can be in any media or format, including computerized or electronic records as well as paper-based files.

Employees should protect personal information to which others have access in accordance with internal data confidentiality and protection of personal information policies and procedures.

Social Media

Employees are allowed to use social media (e.g. blogs, microblogs, wikis, communities, social networking sites), but must make use of these platforms in a responsible way. Communications about Prodia services and projects are highly regulated. Thus, it is not allowed to publish or comments about any services and projects unless expressly authorized to do so. Only authorized employees may represent the Company in social media.

All external digital channel (e.g. websites, social media pages: Twitter, Facebook and LinkedIn, etc.) should be registered and all content should be approved prior uploaded/posted.

Employee must not comment on the Company's services without identifying him/herself as an employee and including a disclaimer that the views are personal and not the views of the Company.

Electronic Communication Tools

Employees who have access to Prodia electronic communication tools (hardware such as telephones, fax machines, computers, mobile phones and handhelds device; or software such as social media and collaboration tools, e.g. e-mail, messenger, intranet and internet systems) must use them with due care and ensure that they are not damaged, lost or otherwise misplaced. In addition, it should be used in accordance to IT security standards.

Employees are not allowed to install software that is banned or connect hardware to Prodia system that has not been approved, and override the company technical security measures that are in place such as laptop and portable media encryption. In the event of theft or other loss of a company electronic communication tool, immediately inform the line manager or IT staff.

Intellectual Property Rights

Prodia recognizes and is committed to respecting the intellectual property rights of third parties. Employees should take the intellectual property rights of third parties into due consideration in their daily work.



Employment

The Spirit of Prodia

Our Values – Customer Oriented, Quality Oriented, Balance, “The Spirit of Prodia”, Integrity, and Change – are our guidance for our decisions and actions as individuals and as an organization. They are the pillars of our corporate culture.

Respectful Workplace

We strive to create a productive work environment that supports teamwork and trust. We commit to promote and be a part of high performing team of Prodia. We treat each other and anyone we interact with while working for Prodia with respect and dignity. We strive to create company's culture that we value the differences in our employees and sharing new ideas are recognized.

Freely Chosen Employment

We are committed to not use forced, bonded or indentured labor or involuntary prison labor. Employees shall also not be required to lodge papers or deposits on starting work.

Anti-Discrimination and Harassment

We are committed to fair and equal treatment of all employees and all people who seek employment at Prodia, including equal opportunities for development and advancement. We do not tolerate any form of discrimination or harassment in the workplace.



It is Prodia's policy to ensure that the behavior of its employees does not discriminate against anyone on the grounds of gender, age, ethnicity, religion, national origin, religion, disability, sexual orientation, citizenship, genetic information or any other relevant characteristic. We make employment decisions based on qualifications and merit.

We each are committed for maintaining a workplace free from harassment. Employees are strictly prohibited from engaging in harassing conduct against other employees or against third parties such as customers or vendors. There is no acceptance of employees being subjected to offensive, abusive or other unwanted behavior at the workplace which violates the personal dignity of the victim or creates an intimidating, hostile or humiliating environment for the victim (e.g. physical, sexual, psychological, verbal or any other form of harassment).



Child Labor and Young Workers

We respect the children rights. We are committed to not use child labor or young workers above a country's legal age for employment or the age established for completing compulsory education.

Local Workers

We believe that the company should bring beneficial effect to the community wherever it is established. We are committed to use local workers at the highest level wherever possible.

Wages, Benefits and Working Hours

We are committed to pay employee according to applicable wage laws, including minimum wages, overtime hours and mandated benefits.

Training and Competency

We are committed to establish a comprehensive training program that achieves an appropriate level of knowledge, skills and abilities in management and employees to address expectations of business and customer. We encourage employees to be actively involved in training programs to improve their competency.

Freedom of Association

We respect the right of all employees to join any legally recognized employee association and will comply with any laws relating to employee representation. We strive to maintain an open dialogue with all employee representatives to resolve workplace and compensation issues. Threat of reprisal, intimidation or harassment should be avoided.



Safety, Security, Health and Environment

We are committed to established working environment in compliance with applicable health, security, safety and environmental laws and regulations, company standards and best practices. We take all reasonable and practical steps to ensure that we provide a safe, secure, healthy and clean working environment. We regularly monitor our standards and objectives to ensure our behavior, processes and equipment are compliance with laws and regulation.

We are all encouraged all employees to practice the health, security, safety and environmental procedure in the workplace and become their daily behavior.

Speak Up

Prodia encourage and respect all employees to freely express their opinions in an effort to resolve issues or simply speak transparently with colleagues. Each employee is encouraged to openly discuss any problems with their manager or human resource department so that appropriate action may be identified and taken.

Employees who raises an issue in good faith deserves acknowledgement. No retaliation for such actions are justified. Prodia is committed to establish secure channel that all employees could raise an issue without any fear or retaliation.

Assets

Protecting Company Assets

We are committed to protecting company and customer assets and helping guard against disruptions of company operations. We provide physically secure facilities that meet applicable security standards. All employees are responsible for helping to maintain and secure company assets against theft and misuse.

Information Technology Assets

Employees may have access to company assets such as mobile devices, intranet and internet access, computers and systems, and office equipment (e.g. printers, scanner and copiers) to help them work effectively. Employees should use the assets appropriately, only for business purpose and take reasonable steps to protect it against theft and misuse.

Employees may use tangible assets outside of company facilities upon approval and should return it to secured company facilities as soon as possible. In case of theft or damage of assets, immediately report such incidents to respective manager or operation department.

We are committed to provide secure and safe information technology systems for the maximum protection of company and customer data and information. All computer system and mobile devices should be equipped with adequate password and other security system to protect it from unauthorized users.

Record Management

Business records are any records (paper, electronic, audio/video, microfilm, etc.), that Prodia employees create or receive in the course of their business. Business records are valuable assets for the company. Therefore, efficient and correct records management is crucial for the protection of company's interests.

We are responsible to create efficient and correct records management guidelines and employees should adhere to thus guidelines. Business records should be created with full responsibility, stored in appropriate place and within its life cycle, and discarded appropriately. Employees should ensure that all documents are necessary, in compliance with applicable regulations, be factual, and include confidentiality statements.



Corporate Governance

Good Corporate Practice

Corporate governance essentially involves balancing the interests, the right and responsibilities of a company's many stakeholders, such as shareholders, management, customers, suppliers, financiers, government and the community.

Share-holder and Stake-holder

We respect the rights of shareholders and help shareholders to exercise those rights. We are committed to help shareholders exercise their rights by openly and effectively communicating information and by encouraging shareholders to participate in general meetings.

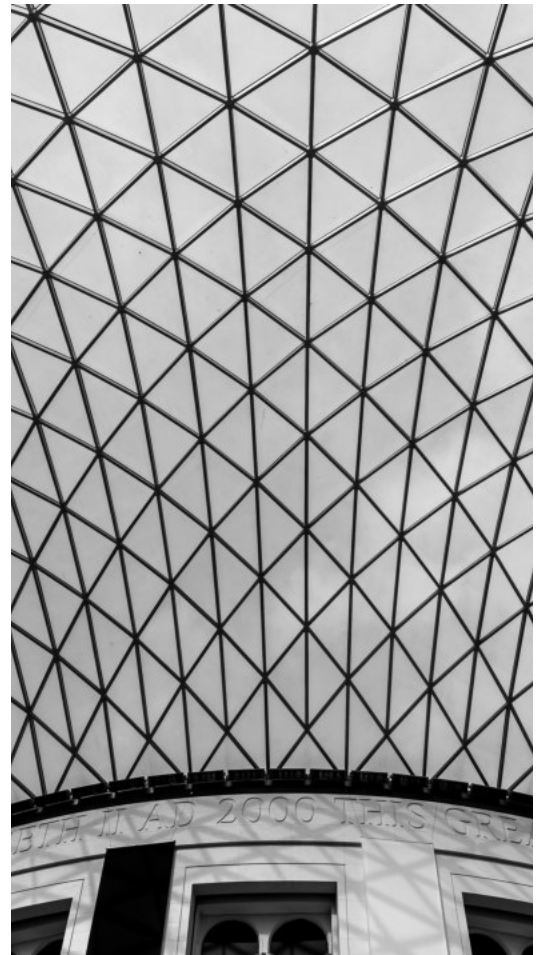
We recognize that the company have obligations to non-shareholder stakeholders, including employees, investors, creditors, suppliers, local communities, customers, and government. We are committed to exercise equitable treatment for all stakeholders.

Quality Standard and Good Practice

We are committed to complying with legal and regulatory requirements, internationally acknowledged good practices (e.g. Good Clinical Practice (GCP), Good Laboratory Practice (GLP) and other applicable practice (GxP), and to meeting the high expectations of its stakeholders regarding the quality, safety and efficacy of its services.

Accounting Standard

We ensure that any data, information or records which we create, or for which we are responsible, are true and fair. These includes company's annual report, clinical trial data, any expense claims or any communication. Prodia complies with applicable accounting standards, laws and regulations and ensure that the information provided to stakeholders are true and fair.



Taxes

We are committed to comply with any tax requirements and regulations. We ensure that all financial transactions are correct and include all applicable tax requirements. This includes tax obligations for all kind of taxes such as income taxes and value-added taxes.

Risk Management

We are committed to create effective mechanisms to assess and manage risks in all areas of business. This includes daily company operations and clinical trials managed by Prodia the CRO.

Continuous Improvement

We are committed to continually improve the system by setting performance objectives, executing implementation plans and taking necessary corrective actions for deficiencies identified by internal and/or external assessments, inspections and management reviews.

Vendor Management

We ensure that vendors are selected based on quality, delivery, service, reputation and price. All vendors must perform their business activities in accordance to applicable standards and should follow guidelines set and required by Prodia the CRO

Compliance

We do business in a highly regulated industry, therefore compliance with legal and regulatory requirements is a prerequisite for our license to operate.

We strive to cultivate compliance as behavior of all employees in doing their activities. We constantly identify, assess and manage the compliance risks within our business responsibilities.

Sustainability

We are committed to supporting sustainable business practices and implementing good corporate governance in our business. Prodia the CRO and employees should develop and implement an appropriate business continuity plans for continuous business operations.

Business Partner

We are committed to create and implement our corporate values and a high standard of individual and business ethics and practice. We believe that adhering to those value and standards are a key of our success. We expect that our business partner shall support, respect and adhere to similar standards.