

## SUMMARY

---

# BUSINESS INTERACTIONS WITH ADMINISTRATIVE PERSONNEL POLICY

---

**Introduction:** This Policy establishes guidelines of conduct that govern our business interactions with Administrative Personnel and the manner in which we conduct them, in accordance with our values, policies, local and international laws and regulations.

This policy applies to all Commercial Interaction activities, carried out by any director and collaborator of Farmacéuticos Maypo and third parties acting on its behalf.

**We define Commercial Interaction (CI)** as any activity, interaction and/or delivery of information that promotes the distribution, purchase, sale and use of products marketed by Farmacéuticos Maypo and its third parties.

All CIs must be **responsible, ethical**, performed **with professionalism**, in accordance with local and international law, the values and policies of Maypo, must maintain **confidence in the company** and **in the distributors of medicine**, it should aim to improve the benefit of patients and only products that have been approved by the regulatory agency are marketed.

It is important to note that it is **strictly prohibited** to offer gifts for personal use and/or benefit or any financial or in-kind benefit, with the intention of improperly influencing the distribution, purchase, sale and use of products marketed by Farmacéuticos Maypo or its competitors.

Any commercial interaction must follow the anti-corruption principles, that is, **it must be transparent**, have a legitimate intention, maintain proportionality, be balanced and be free from conflicts of interest.



---

Some **activities** regulated in the IC Policy:

- a Sponsorships and Congress Grants organized by third parties.
- b Rules for hiring PA.
- c Guidelines for travel, venues for scientific events, principles of hospitality and authorized amounts for meals.
- d No gift delivery.
- e Rules for the delivery of promotional items, medical items, educational items, or administrative items.
- f Rules for the Conduct of Market Research.

