

Tuesday, August 1, 2017

Integrity Guide for Suppliers, Contractors and Consultants of Illumina

Since our founding, we have never lost sight of the vision to transform human health. Our initial goal was to make it easy to decipher the genetic code in all its variations. We focused on creating the tools to make the science possible. The rate of progress since then has been astounding. Today, scientists around the world rely on our solutions to read and analyze tens of thousands of genomes each year. From cancer research to prenatal screening to food safety, the applications are as universal as life itself. We must do all of this to the highest standards and unyielding integrity. Our expectation is that these high standards cascade to our supply base (collectively, “Supplier” or “Suppliers”) and are embodied in our interactions with our Suppliers. Performing business at the highest of standards is the Illumina way, especially in our engagements with our Suppliers.

Illumina bases its Supplier relationships on lawful and fair practices. Suppliers will obey applicable legal and regulatory requirements in their business relationships as set out in this document. Suppliers are responsible to ensure that they and their employees, independent contractors, representatives, downstream suppliers and subcontractors comply with the standards of behavior set out in this document and in other contractual obligations to Illumina.

Human Rights

- Will not use forced, prison or indentured labor, or workers subject to any form of physical, sexual or psychological compulsion, exploitation or coercion, or to engage in or abet trafficking in persons.
- Will respect human rights of your employees and others in your business operations and your activities with Illumina.
- Will not employ workers younger than sixteen (16) years of age or below the applicable minimum age, whichever is higher.

- Will adopt policies and establish systems to procure tantalum, tin, tungsten, and gold from sources that have been verified as conflict free and will provide related supporting data to Illumina when requested.
- Shall adopt policies to restrict the use of certain hazardous substances in Electronic and Electrical Equipment (RoHS) that can be used in the manufacture of electrical and electronic equipment (EEE) as per EU Directive 2011/65/EU.

Environment, Health & Safety

- Will comply with applicable environmental, health and safety (EHS) laws and regulations.
- Will provide a safe and healthy working environment.

Fair Employment

- Will observe applicable laws and regulations governing wages and hours and employment contracts recruitment.
- Will allow workers to choose freely whether to organize or join associations of their own choosing for collective bargaining as provided by local law or regulation.
- Will prohibit discrimination, harassment and retaliation.
- At the end of employment, will reimburse return transportation costs for workers recruited from outside the country.
- Will not charge workers recruitment fees or utilize firms charging workers such fees.
- Will not utilize fraudulent or misleading recruitment practices.
- Will not hold or destroy a worker's identity or immigration documents; and will provide workers with terms and conditions of employment in a language the worker understands.

Working with Governments, Improper Payments and Dealings with Illumina Employees and

Representatives:

- Will maintain and enforce a policy requiring adherence to lawful business practices, including a prohibition against bribery of government officials.
- Will not offer or provide, directly or indirectly, anything of value, including cash, bribes, gifts, entertainment or kickbacks, including offers of employment, or participation in a contest,

game or promotion, to any Illumina employee, representative or Illumina customer or to any government official.

Competition Law:

- Will never share or exchange any price, cost or other competitive information or engage in any collusive conduct with any third party with respect to any proposed, pending or current Illumina product and or procurement.

Intellectual Property:

- Will honor the intellectual and other property rights of Illumina and of third parties, including all patents, trade secrets, trademarks and copyrights.

Security and Privacy:

- Will respect privacy rights and secure the data of Illumina employees, customers, and suppliers (collectively, "Illumina Data").
- Will implement and maintain physical, organizational and technical measures to ensure the security and confidentiality of Illumina Data to prevent accidental, unauthorized or unlawful destruction, alteration, modification or loss of Illumina Data, misuse of Illumina Data, or unlawful processing of Illumina Data.
- Will protect Supplier operations and facilities against exploitation by criminal or terrorist individuals and organizations.

Trade Controls & Customs Matters:

- Will not transfer Illumina technical information to any third party without the prior express, written consent of Illumina, and will comply with all applicable trade control laws and regulations in the import, export, re-export or transfer of goods, services, software, technology or technical data including any restrictions on access or use by unauthorized persons or entities.

Controllership:

- Will ensure that all invoices and any customs or similar documentation submitted to Illumina or governmental authorities or audited by third parties about transactions involving Illumina

accurately describe the goods and services provided or delivered and the price thereof and ensure that all documents, communications and accounting are accurate and honest.