

Roche Group Employment Policy





Roche's Corporate Principles express our conviction that our company's success depends on the talent and performance of dedicated employees. In adopting the present policy, Roche commits itself to the employment practices as set forth in the Roche Group Code of Conduct and in this Policy. These principles define our expectations of our current and future employees.

Roche strives to be a company that enjoys the pride of its employees by offering an innovative, ethical, growth-oriented and challenging workplace with the expectation that everybody contributes to the results and shares in the success of the company. We are committed to promoting mutual respect, trust and integrity. We believe each employee is entitled to fair, courteous and dignified treatment during the hiring process, while employed and at the end of employment. Roche takes appropriate measures to ensure that the rights of employees within the company are protected.

Roche supports and respects the human rights within the sphere of our influence (see for more information: "Roche Position on Respecting Human Rights"). Roche acknowledges the United Nation's Principles on Business and Human Rights implementing the United Nations "Protect, Respect and Remedy" Framework of Prof. Ruggie and recognises and follows the international standard ISO 26000 guidance on social responsibility. We also adhere to the Fundamental Conventions of the International Labour Organization: Elimination of forced and compulsory labour (Conventions 29 and 105), abolition of child labour (Conventions 138 and 182), elimination of discrimination in respect of employment and occupation (Conventions 100 and 111), freedom of association and collective bargaining (Conventions 87 and 98).

The principles set out in this Policy are designed to establish a uniform minimum standard for all Roche companies and employees.

Recruitment, Promotion and Development of Talent

We recruit and promote people based on their suitability for the position and potential to make future contributions.

We recognise the individual value that employees create for the company. Roche takes appropriate action to gain the benefit of effective and efficient knowledge sharing within and across work teams.

Roche encourages employees to continuously improve and further develop their skill sets. Our performance management process encourages timely fact-based feedback and promotes regular opportunities to discuss development. We provide on-going training and development opportunities through formal programs, coaching, mentoring and on the job experiences. Each local site has its own policy on training, aligned to local needs and labour laws. In addition, we provide global training programs in a variety of areas, such as people management and leadership.

Communication

We consider information-sharing and open communication essential to achieving our goals. All employees have the right and are encouraged to actively communicate with managers and colleagues through an open dialogue culture. Regular two-way communication, coaching and feedback are also vital to our feedback and performance culture.

Remuneration

We remunerate according to the skills, performance and experience of our employees based on local competitive conditions and to share in the success of the company.

We offer benefits in accordance with local market practices. We provide our employees with services to help prevent and protect against illness and injuries at work, and we support our employees in building financial provisions for their retirement in accordance with local labour and social security laws and market practices.





Diversity and Inclusion

Diversity and inclusion is a high priority. Only in that way can we discover the best ideas and develop truly innovative solutions.

Diversity refers to “the mix”: A wide range of visible and invisible differences that exist among people. These include, but are not limited to, values, beliefs, physical differences, ethnicity, age, gender, experiences, thinking styles, backgrounds, preferences and behaviours.

Inclusion refers to “making the mix work”: Proactive behaviours that create an environment in which all people are actively included – treated fairly and respectfully, have equal access to opportunities and resources, and can be themselves while contributing fully to the organisation’s success.

Our rapidly changing environment is driving us to think differently about how to sustain our competitiveness. The best solutions will come by gaining different perspectives, asking and answering hard questions and challenging the status quo to develop small ideas and achieve big wins in innovation. Our success in creating a truly diverse and inclusive workplace will directly impact our ability to deliver on our purpose of “doing now what patients need next.”

Prohibition of Discrimination

Roche does not tolerate discrimination in the workplace based on gender, race, age, skin colour, religion, marital status, sexual preference, heritage, physical or mental disability or any other characteristics protected by applicable laws or regulations where Roche operates.

No Acceptance of Harassment

We do not tolerate any mental, physical or sexual harassment or any other infringement that violates an employee’s right to dignity and respect in the workplace. In the case of harassment, the responsible Roche superior has to ensure its termination and assess the appropriate action to be taken. Employees are encouraged to report any instance of harassment to their supervisor or local HR Department or local Compliance Officer immediately.

Forced and Child Labour

Roche is against all forms of forced and compulsory labour. Roche does not accept the employment of children except under circumstances that protect their welfare and as permitted by law.

Health, Safety and Environmental Protection

Roche is committed to protecting the health and safety of its employees and others potentially affected by Roche’s activities. Equally, Roche employees must comply with health, safety and environmental protection regulations in force at Roche.

Freedom of Affiliation

We respect the right of all employees to join any legally recognised employee associations and comply with any laws relating to employee representation. Wherever there is an employee representative body, we strive to maintain an open dialogue with these delegations at all times and maintain a relationship based on mutual trust. We proactively approach employee representative bodies in substantial projects affecting employees' interests, where applicable, such as the Roche Europe Forum for European cross-border activities. In all situations we strive to find mutually acceptable solutions for affected employees.

Employer's Expectations

All employees should respect Roche's corporate values and principles and act as an ambassador for the Roche brand. They are expected to be committed to Roche, to behave ethically and within the law and to treat fellow employees with mutual trust and respect.

Our people are expected to live Roche's commitment to sustainability in our daily business and to conduct the company's business with honesty and integrity and in a professional manner that fosters the company's reputation. Roche employees are required to handle confidential information with due care and skill, acting in the interests of Roche.

Employees are expected to seek advice and direction when the requirements of the law or of good business practice appear unclear. We encourage our employees to get help and advice as needed to comply with the Roche Group Code of Conduct and encourage our employees to use the available speak-up options in case they have in good faith a compliance concern. In addition to locally and regionally available help and advice tools, Roche employees can also use the Roche Group Code of Conduct Help & Advice Line (RoCoCHAL). The Roche Speak-Up Line for reporting compliance concerns comprises an independently run global web and telephone service that enables employees to report compliance concerns confidentially and anonymously.

Our seven Leadership Commitments set clear expectations for all our people leaders at Roche and represent our leadership promise to our employees. Regardless of area of work or level, Roche expects every leader at Roche to demonstrate these commitments day in day out:

I firmly believe that each person at Roche deserves a great leader. Every day I strive to lead by example, consistently demonstrating our values of Integrity, Courage and Passion. This means:

1. I take a genuine interest in people.
2. I listen carefully, tell the truth, and explain "the why".
3. I empower and trust people to make decisions.
4. I discover and develop the potential in people.
5. I strive for excellence and extraordinary results.
6. I set priorities and simplify work.
7. I congratulate people for a job well done.



Employees' Inputs and Feedback

We foster an environment where everyone feels encouraged to express his/her ideas and opinion. In addition, we take the opinion of our employees seriously and ask regularly for their feedback. We run a global employee survey to solicit candid, anonymous feedback on needs and expectations to enable identification of areas for improvement. We also use these surveys to determine level of engagement within the company.

Implementation

Roche is committed to enforce this Policy in all sites and uses it as the foundation on which our employment processes are designed and monitored. Likewise the company expects all employees to act in accordance with the Policy. If any employee suspects this Policy is being violated, they should bring this to their managers or human resource contact's attention immediately. The responsible Roche manager is required to take the necessary steps to terminate violation of any provision of this Policy. No employee will be disadvantaged if they report a violation or demand the application of this Policy.

All Roche companies have individually to ensure that this Policy is properly implemented in their local employment practices and will ensure that all local policies are developed and communicated to meet the minimum standards. In determining the appropriate local employment practice, they are required to assess the prevailing parameters and inform all employees accordingly.

Our Chief Compliance Officer is committed to ensuring that the Roche Group Code of Conduct, including Roche's Corporate Principles, is consistently complied with throughout the Roche Group. Our Chief Compliance officer is responsible for informing the Corporate Executive Committee, the Corporate Governance and Sustainability Committee and the Audit Committee of the Board of Directors about material business ethics incidents, including violations of this Policy, which occurred within the Roche Group.

Links

www.roche.com/code_of_conduct

<https://www.business-humanrights.org/en/un-guiding-principles>

<https://www.iso.org/iso-26000-social-responsibility.html>

<http://www.ilo.org/global/standards/introduction-to-international-labour-standards/conventions-and-recommendations/lang--en/index.htm>

Entry into Force

This Policy was updated and approved by the Chief Executive Officer on July 22, 2018 and entered into force the same day. It replaces the third edition dated September 9, 2015.



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