

CONFERENCE NAME - Business Conduct Reminders

OVERVIEW

- The COMPANY NAME Code of Conduct applies to your conduct at **Conference Name**.
- Likewise, the local laws and industry code in place in an HCP's country of residence apply to your interactions with HCPs at **Conference Name**, even though **Conference Name** is held in **country of event**.
- The local law in an HCP's country of residence may prohibit meals or any type of gift. You are responsible for knowing and following these prohibitions.
- Remember, the purpose of **Conference Name** is medical education, and our conduct must reflect that.
- Do not put yourself in situations that could cause anyone to question your conduct.

ON-LABEL PROMOTION

- Promotion of COMPANY NAME products must:
 - Be consistent with approved product claims and product indications.
 - Not mislead or deceive the customer, or misrepresent the product by including any use inconsistent with regulatory approvals, false statements or unsubstantiated claims of performance or safety.
 - Comply with legal requirements and applicable codes of practice.
- Do not promote "off-label" uses.

MEALS

It is permitted to provide meals to HCPs during **Conference Name**, subject to the following rules:

- All meals, snacks or drinks provided to HCPs must be modest in value and provided in an appropriate location (not a night club, bar, or other extravagant location or one focused on entertainment). Meals, snacks and drinks must focus on medical education or a business discussion.
- You should not provide a meal to an HCP attendee when one is offered by the organizers, unless there is a necessary business reason to do so.
 - If you provide a meal to an HCP, you must stay within the limits established for the country of residence of the HCP.
 - These limits are inclusive of tax and tip, unless stated otherwise, and are maximum limits.
- Reimbursement requests must be accurate and include itemized receipts identifying all recipients of any meal, snack or beverage, and stating the business purpose.
- Do not invite or pay for an HCP's guest.

ENTERTAINMENT

- You may not facilitate or pay for entertainment for HCPs under any circumstances.
 - For example, we may not provide meals to HCPs without substantial education or business discussion.
 - You may not take HCPs to clubs, the theater, concerts, museums, golf courses, wineries, etc.
 - You also may not provide them tickets to attend such events on their own.

EDUCATIONAL ITEMS / GIFTS

- Educational items are allowed to be given to HCPs only if and to the extent permitted by local rules.
- Cash or cash equivalents (gift certificates) may not be provided to HCPs or Government Officials.