

Notice on whistleblowing under the Dutch House for Whistleblowers Act (Supplementing the PPD Code of Conduct)

I. General information

The aim of this Notice is to supplement the PPD Code of Conduct with respect to the reporting of (suspected) wrongdoing, as already applicable within PPD (Netherlands) B.V. ('PPD'), in accordance with local legislation.

In case of conflict between this Notice and the PPD Code of conduct, the Notice shall take precedence in case of the reporting of (suspected) wrongdoing. Where a particular matter is not regulated in the Notice or the PPD Code of conduct, the local Dutch legislation shall apply.

The current Notice is valid and applicable solely within or within the context of the operations of PPD in the Netherlands and not in any other country where PPD does business.

It is the intent of PPD to act lawfully and ethically in all business dealings and relationships. As such PPD encourages its employees to report any (suspected) wrongdoings or violations of any applicable law and/or policy they become aware of. An employee under this Notice is any person who carries out or has carried out work under an employment contract with PPD and/or any person who carries out or has carried out work for PPD otherwise than pursuant to an employment relationship with PPD, such as but not limited to: persons with an employment contract for a definite or indefinite period of time with PPD, interns, trainees, volunteers, agents, external consultants, suppliers, contractors, self-employed workers and third-party secondees.

Reports made by employees will be treated confidentially, if the employee so requests. PPD encourages identified reporting (rather than anonymous reports) and shall respect the sensitivity of such reports.

The PPD global Non-retaliation policy continues to apply so that all reports made in good faith are dealt with due care and diligence without fear of retaliation. The PPD global Data Privacy Policy also continues to apply with respect to the processing of personal data based on and/or in connection with this Notice.

Under this Notice "(suspected) wrongdoing" means an employee's concern, which is based on reasonable ground(s) and based on the own experiences of that employee, with regard to the existence of wrongdoing within the organisation of PPD.

Examples of suspected wrongdoing could, among others, include a breach (or impending breach) of legislation and/or regulations, including any criminal behaviour of whatever kind, breaches of internal PPD policies and procedures, such as the PPD Code of conduct, failure to comply with a legal duty/obligation, endanger (or an impending risk to endanger) of the public health and safety, a risk (or impending risk) of or actual environmental damage, a risk (or impending risk) of or actual environmental damage, breaches of confidentiality and data protection regulations, a risk (or impending risk) to the proper functioning of PPD.

II. Procedures for reporting a suspected wrongdoing:

The employee can report any suspected wrongdoing in the following ways:

1. **Internal Reporting:**
 - a) report to their direct line manager or the PPD Country Head (Jan Maarten Kroodsma, Jan-Maarten.Kroodsma@ppdi.com), being the appointed local whistleblowing officer; or
 - b) in case the concerns are more serious and the employee feels that (a) is not possible or appropriate, e.g. if the employee has reasons to believe that these persons are involved in the (suspected) wrongdoing or will not adequately deal with such report, the employee can report to:
Corporate Compliance: Corporate.Compliance@ppdi.com or
General Counsel (Judd Hartman, Judd.Hartman@ppdi.com) or
Hotline – telephone No +1 770 613 6324

The internal parties who will receive the report will investigate the suspected wrongdoing without undue delays. The investigators may give the reporter the opportunity to further voice his/her concerns and may also interview other individuals. The initial recipients of the reports may, if necessary, further escalate these reports within the appropriate PPD channels. After the investigation is concluded, a final investigation report will be produced and, where possible, shared with the reporter.

2. **External Reporting:** PPD employees may contact the advice division of the Dutch House for Whistleblowers only in case:

- the employee does not agree with the outcome of the internal investigation (and first raised his/her objections internally within PPD and did not receive a satisfactory answer of PPD);
- the employee feels he/she cannot report internally (e.g. these recipients of internal reporting are thought to be involved in the (suspected) wrongdoing);
- the report has not been dealt with in a timely manner (and the employee urged PPD to respond to his/her report).

In all other cases the employee first needs to follow the internal reporting process as described above.

III. Advice

An employee may consult an internal confidential advisor regarding concerns about (the reporting of) (suspected) wrongdoing for information, support and advice. The contact details of this confidential advisor are: Ineke van Haelst, AD Project Management tel +31318658809 (internal 14138809) or +31 6 22927353 (mobile), e-mail: Ineke.vanHaelst@ppdi.com

IV. Contacts

If you have any questions with respect to this Notice, please contact Karina Volkhemer, manager HR, tel. +3227232669 or +32471951350 (mobile), e-mail Karina.Volkhemer@ppdi.com .

V. Entry into force

The present Notice has been approved by the Works Council of PPD (Netherlands) B.V. and is entering into force as of today, along with its publication on the PPD Intranet page at the following link:

https://ppdcentral.sharepoint.com/About_PPD/Corporate_Compliance/Country%20Specific%20Reporting%20Requirements/Pages/default.aspx