



<b>Doc. No.:</b>	<b>Rev.:</b>	<b>Effective Date:</b>
ADM-POL-SOP-Ethics	2	18-OCT-2021

**TITLE:** Code of Member Ethics

## 1.0 PURPOSE

The Board of Directors of the International Serum Industry Association (“ISIA” or the “Association”) has adopted the following Code of Member Ethics (“Code”) regarding member business practices. ISIA members are expected to strictly comply with all of the principles that comprise this Code. The list set forth below is illustrative, not all-inclusive. Each ISIA member should carefully review this document and sign and return a signed copy to ISIA in order to confirm the member’s understanding and agreement with the principles set out within this Code. A member’s violation of any of these may subject the member to discipline or expulsion as provided below according to the Non-Compliance of a Member Policy (ADM-COM-MEM).

## 2.0 SCOPE

It is a recognized condition of membership that all companies who are full members of the ISIA adhere to this Code of Member Ethics.

## 3.0 ROLES AND RESPONSIBILITIES

Role	Responsible for
ISIA CEO	<ul style="list-style-type: none"> <li>Recommend updates to the policy</li> </ul>
ISIA Executive Assistant	<ul style="list-style-type: none"> <li>Communication to members</li> <li>Maintaining record of signatures</li> </ul>
Member companies	<ul style="list-style-type: none"> <li>Signature and compliance with this document</li> </ul>
Board of Directors	<ul style="list-style-type: none"> <li>Approving updates to this policy as necessary</li> </ul>

## 4.0 REFERENCES

Document Number	Document Title
ADM-POL-SOP-Noncompliance	Non-Compliance of a Member Policy

## 5.0 DEFINITIONS / ABBREVIATIONS / ACRONYMS

N/A

## 6.0 MATERIALS: Equipment and Supplies

N/A

## 7.0 PROCEDURE

7.1 All members of the ISIA shall:



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- 7.1.1 Represent and present themselves and the products that they supply in an honest, open, and forthright manner at all times. All product and business related representation shall be full, fair, accurate and complete. No business goal is ever an excuse for misrepresenting facts or falsifying records
- 7.1.2 Avoid engaging in any illegal, illicit, unfair, deceptive, or misleading business practices. The ISIA supports the OECD position relating to anti-competitive issues including cartels, price-fixing, and competitor exclusion
- 7.1.3 Act with integrity and competency and not misrepresent themselves, the quality, background, content or other aspects of their Company, their products or the ISIA in any manner
- 7.1.4 Act in accordance with all applicable laws, rules and regulations pertaining in their territory and the territories in which their products or services are sold
- 7.1.5 Never falsify any documents including, but not limited to, importation documentation, permits, labels, certificates of analysis, and certificates of origin
- 7.1.6 Audit potential acquisitions to the principles stated above prior to acquisition and verify compliance
- 7.1.7 Create and retain complete records in accordance with all applicable laws and regulations; and
- 7.1.8 Correct any disclosures that are later determined not to have been full, fair, and accurate at the time given or that are misleading in any material manner.
- 7.2 Upholding and Reporting Concerns
  - 7.2.1 All members of the ISIA have an obligation to uphold the ethics principles and member guidance of the Association. Non-compliance of the Code should be raised promptly by contacting the CEO's office in writing with detailed and specific information regarding the concern.
- 7.3 Disciplinary Actions and Policy for Non-Compliance of Members
  - 7.3.1 The Association strives to impose discipline fairly and equitably. In the sole discretion of the Association, a variety of disciplinary measures may be utilized, including verbal warnings, written warnings, suspensions, and expulsion. Proven violations of the Code may result in loss of traceability certification and/or revocation of membership and expulsion from the Association as detailed in this Policy for Non-compliance of Members, as amended, and supplemented from time to time by the Board of Directors, and which is available on the ISIA website. Any Member expelled from ISIA in accordance with this Policy must immediately cease to use the ISIA Seal and/or the ISIA logo as of the date of receipt of the notice of expulsion. Such notice shall be sent by certified mail. Reinstatement may not occur



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before the first anniversary of the revocation. Prior to readmission, the Board of Directors must be satisfied that the violations resulting in the revocation of membership have been fully remedied and will not occur again. Readmission shall be by majority vote of the Board of Directors. This proof must include verification that:

- 7.3.1.1 All customers affected have been notified with specifics of the non-compliance
- 7.3.1.2 A report detailing the occurrence has been filed with all legal authorities with applicable jurisdiction
- 7.3.1.3 The continued activities or operations of the member will be in compliance with all applicable laws, rules and regulations
- 7.3.1.4 Adequate steps, including but not limited to a revision of the quality system must have been taken to prevent further violations.

## 8.0 SIGNATURE

With my signature below, I hereby attest and certify that I have received, read, and understood the ISIA Code of Member Ethics.

Printed Name and Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_



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#### REVISION HISTORY

Revision	DCR Number	Effective Date	Change Description	Originator