



# Funding Request

## Guidance Document

## Purpose

At Sandoz, our goal is to become Canada's most respected and thriving healthcare company as well as an industry leader in the way we conduct our activities. Thus, Sandoz respects every standard of ethical business practices; this includes our support for projects in the community.

## Criteria taken into consideration

To determine whether funding can be granted, Sandoz evaluates compliance with general criteria that must be respected for all requests. Therefore, all funding requests must correspond to one of the following categories:

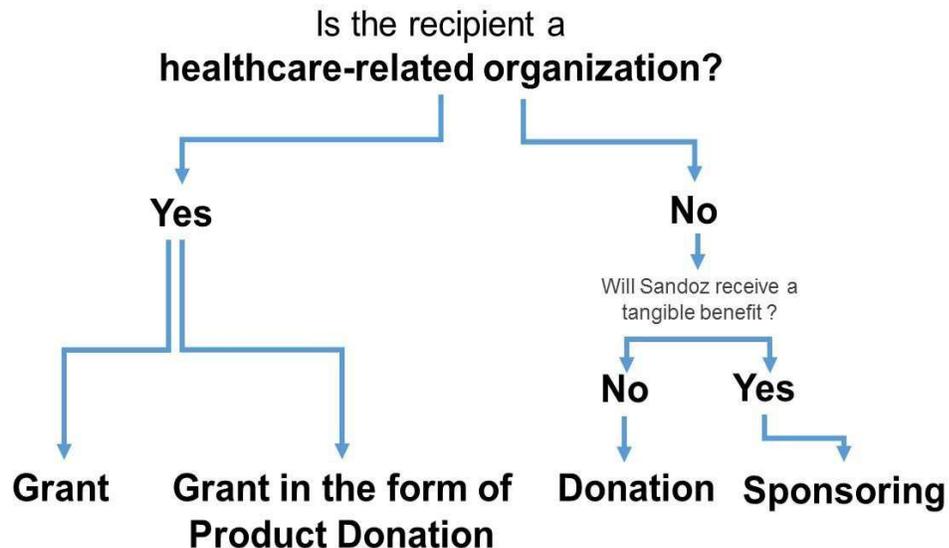
**Access to healthcare** - The requested funding will improve access to healthcare, in particular for those with the most pressing needs.

**Access to medical information** – The requested funding will promote access to public health and disease information for patients and the broader public.

**Medical capacity building** – The requested funding will, in particular, promote access to medical education for healthcare professionals (HCPs).

## Types of requests

Please consult the diagram below to identify your type of request.



**Grant:** Contribution given to a healthcare-related organization for a precise activity without agreement or intent to receive a tangible benefit in exchange and without the intent of promoting Sandoz Canada products. A grant can also be given in the form of a donation of Sandoz products to a healthcare organization or patient group.

There are six admissible grant categories:

- 1) **Infrastructure:** Contributions to public healthcare-related institutions that are in need of improving their medical infrastructure.
- 2) **Educational:** Contributions to institutions or organizations to support independent educational activities (accredited or non-accredited) where the grant recipient is solely responsible for developing the content and for managing the educational event.
- 3) **Research:** Contributions to institutions for the purpose of improving the practice of medicine through support of basic or applied research or financial support for organizations that educate policy makers, conduct health policy research or perform legislative and/or regulatory advocacy.
- 4) **Product donation:** Providing Sandoz products to healthcare organization free of charge.
- 5) **Grant to patient association:** Contribution to a non-profit organization that focuses on services to patients, caregivers, and the health and well-being of the general public.
- 6) **Grant to healthcare-related professional association:** Contribution to a professional organization or association whose members consist primarily of HCPs.

**Donation:** Benefit granted by Sandoz to a reputable non-healthcare institution for an altruistic, non-business related purpose, and where Sandoz does not receive (or will not be perceived to receive) a direct or indirect consideration or service in return.

Moreover, donation requests must meet the following positive criteria:



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**Social relevance:** The funded activity or project is relevant for society or certain groups within society.

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**Quality of recipients:** The recipient is a reputable institution or company. Those responsible are appropriately trained and experienced, and full transparency is assured.

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**Project's effectiveness:** There is a clear and measurable added value (defined Key Performance Indicators for the project).

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**Sustainability:** The project can continue after the donation is spent.

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Finally, the request must not contain any of the following negative criteria:

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Scope conflicts with Sandoz's mission and values: e.g. relating to products that can damage health (tobacco, etc.).

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Of a commercial nature: For-profit events/organization/providers, product marketing and promotional activities are not acceptable.

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Beneficiary is an individual: Scholarships, funding of medical services or sports sponsorship for individuals are not acceptable.

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Government institutions: In general these are not acceptable.

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**Sponsoring:** Agreement with a reputable non-healthcare institution or company under which this institution or company will, against payment, take measures to enhance the general image or reputation of Sandoz.

Moreover, sponsoring requests must respect the following positive criteria:



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**Social relevance:** The sponsored activity or project is relevant for society or certain groups within society.

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**Quality of Recipients:** The recipient is a reputable non-healthcare institution or company. Those responsible are appropriately trained and experienced, full transparency is ensured.

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**Project's effectiveness:** There is a clear and measurable added value (defined Key Performance Indicators (KPIs) for the project).

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**Sustainability:** The project can continue after the sponsorship is spent.

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Finally, the request must not include any of the following negative criteria:



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Scope is conflicting with Sandoz's mission and values: e.g. relating to products that can damage health, such as alcohol and tobacco.

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Of commercial nature: For profit Event organizers/providers or product marketing and promotional activities are not acceptable under the scope of this policy.

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Beneficiary is an individual: Scholarships, funding of medical services or sports sponsorship for individuals are not acceptable.

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For Government institutions: In general these are not acceptable. For exceptions please consult your Compliance Officer.

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## Requests that cannot be approved by Sandoz Canada:

- Requests received less than 90 days prior to the activity's start date;
- Requests that are already underway or in progress;
- Requests that do not fit into any of the company's social responsibility categories (see Criteria taken into consideration);
- Incomplete requests that do not contain enough information to provide for a satisfactory assessment;
- Requests from institutions, associations or organizations located outside of Canada;
- Requests for support granted to a single individual;
- Reimbursement for the cost of medication;
- Personal travel;
- Entertainment, gifts or promotional items;
- Activities held in luxurious places or resorts;
- Operational or construction costs;
- Legal fees;
- Golf tournaments.

## Funding request procedure

### Application procedure

All funding requests are assessed by an internal committee at Sandoz and must be submitted electronically at [www.sandoz.ca/en/about-us/grants-donations-and-sponsorships](http://www.sandoz.ca/en/about-us/grants-donations-and-sponsorships) for reception by the internal approval committee. The requester must follow each step and meet all requirements.

In the case of Donation or Sponsorship, the requester will have access to the "Funding Request" form which will need to be sent to [donation.info@sandoz.com](mailto:donation.info@sandoz.com).

For Grants, the requester will be redirected to GEMS, a web based application for the management of this type of request.

All requests must be sent at least 90 days before the activity's start date; otherwise the request will be rejected.

## Evaluation process after submission

Please note that requests are not automatically approved. No commitment nor financing can be made before the request is approved by the approval committee.

After submitting your request to Sandoz:

- You will receive a confirmation email.
- During the evaluation process, you could receive emails asking for more information or specifications regarding your request.
- It is important that you answer our emails promptly for the evaluation process to continue.
- A request should not be considered as approved as long as you have not received an approval email from Sandoz.
- Once the request assessment committee has approved your request, you will receive a conditional approval email including a Funding Agreement.
- After having returned the signed Funding Agreement, the payment process will begin.

## For more information

For any questions on the request procedure or concerning your request, please write to us at: [donation.info@sandoz.com](mailto:donation.info@sandoz.com).