

# **Workforce and Labor Rights Policy**

Quidel Corporation (collectively with its subsidiaries, "Quidel" or "Company") prioritizes a healthy and safe workplace environment by complying with all applicable laws and regulations relating to minimum wages, working hours, overtime, and benefits. We value our employees and strive to provide a workplace where employees can fulfill their potential in a conducive environment. This policy applies globally to management, employees, suppliers, and contract workers of all Quidel entities. Quidel strives to be in line with best practices in labor management by respecting global labor rights and practices as outlined by the United Nations Global Compact and the International Labor Organization (ILO) Core Labor Standards. Details in this policy are also reflected in the Company Handbook signed by each employee at Quidel.

## Discrimination-Free & Harassment-Free Workplace

Quidel is dedicated to providing all employees with a great place to work where all individuals are treated with respect and dignity. This also extends to Quidel's vendors, customers, and guests.

Accordingly, Quidel is committed to providing a work environment free from unlawful harassment or discrimination based on any protected characteristic. Harassment or discrimination on the basis of an individual's race, religion, color, national origin, ancestry, citizenship, military or veteran status, physical or mental disability, sex, pregnancy (including childbirth, lactation, or related medical conditions), gender, gender identity, gender expression, age (40 and over), genetic information (including testing and characteristics), or any other considerations made unlawful by applicable federal, state, or local law (collectively, "Protected Characteristics") is illegal and prohibited by Company policy.

This policy applies to all persons involved in our operations. Prohibited conduct by or towards an employee, contract worker, customer, vendor, or anyone else who does business with Quidel will not be tolerated. Any employee or contract worker who violates this policy will be subject to disciplinary action, up to and including termination of his/her employment or engagement. To the extent a customer, vendor, or other person with whom the Company does business engages in conduct in violation of this policy, the Company will take appropriate corrective action.

#### **Equal Opportunity**

Employment at Quidel will be based on job-related qualifications and skills. In keeping with Quidel's core values, Quidel is committed to maintaining an environment of equal employment opportunities for all employees. The Company fulfills this commitment through hiring, training, and promoting individuals without regard to their Protected Characteristics. This policy also prohibits discrimination based on a perception that anyone has any of those Protected Characteristics or is associated with a person who has or is perceived as having any of those Protected Characteristics. In addition, all Company programs, policies, procedures, and activities are reviewed to help ensure that in no way, either intentionally or unintentionally, is an employee wrongly denied an employment opportunity on the basis of a category or consideration protected under applicable law. This policy is neither exhaustive nor exclusive. Quidel is committed to taking all necessary actions to help ensure equal employment opportunity in accordance with all applicable federal, state, and local laws. All employees are expected to conduct themselves in a manner supportive of the Company's commitment to equal employment opportunity. Employees should see a member of Human Resources or the Legal Department if they feel that this policy has not been

upheld. Retaliation for requesting accommodations or reporting concerns about policy violations will not be tolerated.

# Forced/Child Labor

Quidel does not use forced labor in any form and only employs those who meet federal employment eligibility and will not employ anyone under the age of 14. Quidel complies with all applicable laws restricting the work of minors. Apprentice and similar programs must comply with all applicable federal, state, and local laws and regulations.

# **Working Hours, Benefits, and Wages**

Quidel adheres to all federal, state, and local labor laws pertaining to working hours, benefits, and wages. The Company has a "pay for performance" philosophy that provides the foundation for equitable and competitive compensation for employees. Salary ranges are defined for each position, and these ranges and positions are reviewed on an annual basis to help ensure internal equity and external competitiveness. Each employee's salary is reviewed annually.

Quidel is committed to continuously developing employee skills and capabilities, and to providing opportunities for career advancement. An interactive goal-setting exercise between employees and supervisors takes place for each new employee at the start of the new hire process. A combination of functional and personal development goals is set by the employee for the coming year. Employees receive an annual goal review during regular and on-going meetings with their supervisor. Supervisors are encouraged to talk to their reports about prospects for growth, opportunities to work on projects, and development areas for them to be prepared for greater responsibility and opportunity. Employees are encouraged to proactively discuss their performance or professional progress with their supervisor on a regular basis. Finally, a positive performance evaluation does not guarantee a salary increase or a promotion. These decisions are made at the discretion of the Company and depend on several factors in addition to an employee's individual performance.

#### **Harmful Chemicals**

Quidel conducts extensive and frequent employee training for the safe handling and proper disposal of harmful chemicals. Quidel works with internal teams to eliminate or minimize the use of harmful chemicals or substitute them with safe alternatives where possible; minimize chemical exposure of employees, contractors, and visitors where safer alternatives have not been identified by implementing safety protocols; and drive the design and product development phases to use safer components where possible.

#### **Risk Management Process**

A risk-based approach is applied to the Quality Management System ("QMS") through appropriate procedures, throughout the product life cycle, from development through post-production. Product and process risk assessment requirements are part of our integral QMS processes. Quidel's risk management processes comply with ISO 13485: 2016 (Medical devices – Quality management system – Requirements for regulatory purposes); Medical Device Single Audit Program; and EN ISO 14971: 2019 (Medical devices – Application of risk management to medical devices).

For more information on Quidel's policies and practices, please reference the <u>Code of Conduct</u> and the <u>Compliance Program</u>.

# **General Safety**

Quidel is committed to managing health and safety effectively to protect our employees because we recognize that we have not only a moral and legal duty but also that our employees are our greatest asset.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritized according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do, but we can manage risk in such a way that exposure to hazards is controlled as far as reasonably practical.

As part of the new hire onboarding process, each employee is scheduled to attend a safety orientation given by a Quidel safety representative. This safety orientation provides employees with the tools necessary to safely perform assigned tasks at Quidel.

The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to cooperate in providing and maintaining a safe place to work. This may include, but is not limited to, obtaining training in and understanding responsibilities detailed in Quidel safety policies and programs, adhering to personal protective equipment (PPE) use requirements, knowing and following applicable emergency response protocols, complying with federal, state, and local safety and environmental regulations, and, most importantly, being engaged in the safety program. This engagement is critical in supporting a positive health and safety culture throughout the organization.

Every Quidel employee is trained in our QMS. Employees are assigned training when they are hired and after any updates to the procedures in which they have been trained. If employees transition jobs or roles or are assigned new tasks, they are trained in the applicable procedures required to fulfill their job duties. Training captures both QMS elements and safety elements that apply to the employee's role. Training records are maintained in MasterControl, an Electronic Data Management System. The training records include the procedures in which the employees are trained, along with their electronic signature for completion of the training task.

To maintain Quidel's high standards of safety, employees should immediately report any hazardous conditions, incidents, injuries, or near misses, safety violations, workplace intruders, or other security concerns.

## **Freedom of Association and Collective Bargaining**

The Company respects the rights of all of its workers to form or not form, join or not join a trade union of their choosing, engage in peaceful assembly, and bargain collectively in accordance with the law.

#### **Prohibited Conduct**

Sexual or other unlawful harassment includes any verbal, physical, or visual conduct based on sex, race, age, national origin, disability, or any other legally protected basis if:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or engagement;
- ii. Submission to or rejection of such conduct by an individual is used as a basis for decisions concerning that individual's employment or engagement; or
- iii. It has the purpose or effect of unreasonably interfering with an employee's work

performance or creating a hostile or offensive work environment.

Sexual harassment also includes various forms of offensive behavior based on sex and includes gender-based harassment of a person of the same sex as the harasser. Examples of sexual harassment include unwelcome sexual advances, requests for sexual favors, lewd, vulgar, or obscene remarks, derogatory jokes, posters or cartoons, and any unwelcome touching, pinching, or other physical contact. Other forms of unlawful harassment may include racial epithets, slurs and derogatory remarks, stereotypes, derogatory jokes, or posters or cartoons based on race, national origin, age, disability, or other legally protected category.

Although actions may not rise to the level of a legally defined violation, they may still violate this policy. Clearly, sexual harassment is unprofessional and not supportive of a high performing work environment.

## **Protection Against Retaliation**

Retaliation is prohibited against any person by another employee or by Quidel for using the Company's complaint procedure, reporting proscribed harassment or discrimination, objecting to such conduct, or filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefit.

## **Complaint Procedure**

Any employee who feels that he or she has been subject to or witnessed a violation of this policy should immediately report the incident to either his or her supervisor, the Human Resources Department, or a member of the Legal Department. Human Resources and Legal Department personnel are available at, among other locations, the Company's corporate headquarters at 9975 Summers Ridge Road, San Diego, CA 92121 or by calling 1.858.552.7977 (Human Resources) or 1.858.552.7907 (Legal Department). Managers *must* report to Human Resources all harassment, discrimination, or retaliation that they witness or are informed about.

Employees are not required to make a complaint directly to their immediate supervisor. The report will be investigated fully and promptly, and confidentiality will be maintained as much as reasonably possible. At no time will an employee's employment be jeopardized or subject to any form of retaliation due to his or her expression of a legitimate concern related to a potential discrimination or harassment issue.

The Company expects all employees to cooperate in investigations whether as a witness, third party, complainant, or accused. The complainant(s) and the accused(s) will be notified of the outcome of the investigation; however, because of privacy concerns, specific personnel actions taken in response to an investigation may not be shared.

If the investigation confirms conduct contrary to this policy has occurred, the Company will take immediate, appropriate remedial action. Any employee who is determined to have engaged in a violation of this policy will be subject to disciplinary action, up to and including termination.

## **Disability Accommodation**

Any applicant or employee who needs an accommodation in order to apply or to perform the essential functions of the job should notify his or her supervisor or Human Resources and request such an accommodation. Quidel will then identify possible accommodations, if any, that will help to eliminate the limitation or barrier. If an accommodation is reasonable, will not impose an undue hardship, and will not pose a direct threat to the health and/or safety of the individual or others, Quidel will make the accommodation. Employees must cooperate with Quidel in asking for and talking through accommodations. Quidel may ask for medical verification of the disability and the need for accommodation.

Quidel will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth, and lactation where supported by medical documentation and/or as required by applicable federal, state, or local laws.

Employees who wish to request unpaid time away from work because of a qualifying disability should speak to Human Resources regarding a proposed accommodation.

Employees are encouraged to contact Human Resources if an accommodation is needed, or if this policy has not been upheld. Retaliation for requests for accommodation or reporting concerns about policy violations will not be tolerated.

If you believe that you require such an accommodation, please contact Human Resources so that the Company may engage in an interactive process to determine whether a reasonable and effective accommodation can be identified. You should specify in what way you are limited in your ability to perform your job and what accommodation you believe is needed. The Company will review the situation with you and identify possible accommodations, if any, that will enable you to perform the essential functions of your job. If there is more than one possible accommodation, the Company will decide which one will be provided.

## **Religious Accommodation**

Quidel will provide reasonable accommodation for employees' religious beliefs, observances, and practices when a need for such accommodation is identified and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances, or practices and the employee's job requirements, without causing undue hardship to the Company.

The Company has developed an accommodation process to assist employees, management, and Human Resources. Through this process, the Company establishes a system of open communication between employees and the Company to discuss conflicts between religion and work and to take action to provide reasonable accommodation for employees' needs. The intent of this process is to help ensure a consistent approach when addressing religious accommodation requests. Any employee who perceives a conflict between job requirements and religious belief, observance, or practice should bring the conflict and his or her request for accommodation to the attention of Human Resources to initiate the accommodation process. The Company requests that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.

If you believe that you require such an accommodation, please contact Human Resources so that the Company may engage in an interactive process to determine whether a reasonable and effective

accommodation can be identified. You should specify in what way you are limited in your ability to perform your job and what accommodation you believe is needed. The Company will review the situation with you and identify possible accommodations, if any, that will enable you to perform the essential functions of your job. If there is more than one possible accommodation, the Company will decide which one will be provided.

### **Whistleblower Protection**

The Company protects whistleblowers from retaliation. A "whistleblower" is an employee who discloses information to a government or law enforcement agency where the employee has reasonable cause to believe that the information discloses: a violation of a state or federal statute; or a violation or noncompliance with a state or federal rule or regulation, or with respect to employee safety or health, or unsafe working conditions or work practices in the employee's employment or place of employment.

The Company will not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower. The Company will not retaliate against an employee who is a whistleblower. The Company will not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation. The Company will not retaliate against an employee for having exercised his or her rights as a whistleblower in any prior employment.

If an employee has information that the Company is not in compliance with any aspect of this policy, we request immediate notification to Human Resources. If the concern is not immediately and adequately addressed and resolved by these individuals, contact the VP & Associate General Counsel. The VP & Associate General Counsel will make a good faith effort to resolve the problem as quickly as possible.