

CODE OF CONDUCT

Morgantown Bargaining Unit

INTRODUCTION

This updated Code of Conduct reiterates Mylan's commitment to Quality in everything we do. Quality is not a function or a department at Mylan. Rather, a personal commitment to Quality -- the quality of our work, our products, our attention to SOPs, our adherence to safety standards, our treatment of others, and our overall conduct in the workplace -- must permeate every single moment of our workday. It will take all of us to reach the world's 7 billion people, and this starts and ends with our joint commitment to Do What's Right, Not What's Easy. In addition to this corporate-wide commitment, this Code of Conduct reflects the fact that Mylan operates in a highly regulated industry governed by multiple agencies such as FDA, EPA, OSHA and DEA.

This Code of Conduct identifies a number of standards of conduct necessary to promote the safe and efficient operation of our business, along with consequences for those who fail to live up to those standards. While the Code of Conduct addresses many commonly accepted standards of conduct, it is not intended to be all inclusive. The absence from the Code of Conduct of any particular conduct or activity should not be interpreted to suggest or otherwise imply that such conduct or activity is acceptable or permissible -- there are many activities that will result in corrective action, even though such activities may not specifically be identified in the Code of Conduct. The Company reserves the right to impose appropriate corrective measures in response to any action or course of conduct which interferes with or in any way adversely affects fellow employees, the company, or operations, whether or not such action or course of conduct is specifically identified in the Code of Conduct.

The Code of Conduct is comprised of two major segments; one which identifies standards, and another which defines the response that can be expected for violation of these standards. The standards have been divided into four (4) groups. Corrective measures are progressively more severe between Groups I and IV. They are also progressively more severe with each recurring violation within a given group where a number of recurring violations might be tolerated before final action is taken.

The Company will enforce this Code of Conduct (and otherwise correct unacceptable behaviors) in a reasonable and fair manner that will not only protect the Company's business interests, but also the interests and concerns of employees.

The Company expressly reserves the right to amend this Code of Conduct at any time.

CORRECTIVE ACTIONS:

GROUP I RULES:

First Occurrence:	Written warning.
Second Occurrence:	Final written warning.
Third Occurrence:	Suspension of employment of up to five (5) work days.*
Fourth Occurrence:	Termination of employment.

GROUP II RULES:

First Occurrence:	Final written warning.
Second Occurrence:	Suspension of employment of up to ten (10) work days.*
Third Occurrence:	Termination of employment.

GROUP III RULES:

First Occurrence:	Final written warning or suspension of employment for up to thirty (30) work days depending upon the nature and character of the prohibited conduct. * **
Second Occurrence:	Termination of employment.

GROUP IV RULES:

First Occurrence:	Termination or suspension of employment, depending upon the nature and character of the prohibited conduct. * **
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* Two (2) suspensions in a rolling twelve (12) month period regardless of the length of each suspension or the "Group" each suspension arises under can result in termination of employment.

** Should the less severe corrective alternative be appropriate for any infraction in Group III or IV, a repeated infraction could result in termination of employment.

NOTE: Examples provided are solely for illustrative purposes and do not represent an all-inclusive listing of behaviors or actions which might be considered as violations.

GROUP I RULES:

1. Unreasonable or unnecessary delay in carrying out assignments or complying with work instructions.
2. Failure to maintain appropriate personal hygiene or cleanliness (e.g. significant body odor, etc.).
3. Unauthorized use of any telephone (landline or cell), radio, MP3 player or similar device in work areas during working time, absent an emergency. "Working time" refers to the time an employee is engaged or should be engaged in performing work tasks.
4. Solicitation in work areas during working time, including solicitation by electronic means. "Working time" refers to the time an employee is engaged or should be engaged in performing work tasks.
5. Excessive absence as defined in the Policy on attendance.
6. Excessive Tardiness: Tardiness is defined as clocking in later than the beginning of the shift, or after the end of the lunch period and will be evaluated in the same manner as attendance. (Tardiness which exceeds two (2) incidents in any one thirty (30) calendar day period, three (3) in any sixty (60) calendar day period or six (6) in any one 360 consecutive day period is considered excessive.)
7. Spending time away from work station or area; stopping work in advance of scheduled quitting times for breaks, lunches or the end of shift. Failure to timely report to one's work station at the beginning of a shift or after breaks or lunch periods.
8. Failure to meet housekeeping responsibilities, including, but not limited to, leaving one's work station in a messy, disorganized or otherwise unkempt state for the oncoming shift or violating housekeeping SOPs.
9. Creating or contributing to unsanitary conditions (e.g. misuse of restroom/locker room facilities; violation of SOPs relating to cleanliness; etc.).

10. Parking in unauthorized locations or minor, on-site traffic violations. Examples include, but are not limited to parking in Handicap, Maternity or Carpool spaces without authorization.
11. Failure to satisfactorily carry out the duties and responsibilities of assignments (e.g. poor attention to detail, making simple errors, etc. – more significant or severe instances might be addressed under Group II, Rule 2).
12. Loitering or loafing during work hours, including, but not limited to, being late in getting room started; socializing with co-workers when should be performing work; being lazy in performing tasks; etc.
13. Failure to meet quality and quantity standards of production.
14. Failure to follow dress code and/or uniform/gowning requirements (e.g. violations of SOPs relating to donning and doffing required gowning such as not buttoning required buttons, not removing booties before crossing hallways, etc.).
15. Failure to notify Supervisor that one will be absent at least 30 minutes prior to the start of the shift.
16. Failure to follow prescribed safety practices or wear/ use prescribed safety equipment.
17. Failure to report a workplace injury within a timely manner.

GROUP II RULES:

1. Unauthorized posting, removing, altering or defacing of any Company postings, notices, signs, warnings, memoranda, announcements or similar items.
2. Failure to follow established Production/Quality Documentation procedures as guided under GDP and established SOPs.
3. Violating any SOP not covered elsewhere in this Code of Conduct.
4. Unauthorized entry into a restricted area or unassigned area.

5. Smoking/tobacco use or eating when or where prohibited.
6. Sleeping, napping or dozing during work hours (e.g. briefly dozing or “nodding off” in one’s work area). More significant or severe instances might be addressed under Group III, Rule 10.
7. Unauthorized or negligently/intentionally wasteful use of Company property, product, materials, supplies or equipment.

GROUP III RULES:

1. Violation of a procedure or behaviors/actions that create or have the potential to create an unsafe condition.
2. Failure to take corrective actions and/or notify management of hazards which places your health and safety, and/or that of another, in danger.
3. Making malicious and knowingly false statements or accusations about employees, the Company, management, or any customer or supplier of the Company. Each employee is expected to work in a cooperative manner with management/supervision, coworkers, customers and suppliers.
4. Violation of Quality, Regulatory or other SOPs prohibiting possession and/or use in work areas of cellular, digital and other devices capable of making photographic, video or audio recordings without prior authorization.
5. Major on-site traffic violation, including, but not limited to, speeding, failing to obey stop signs, blocking exits, causing damage to/with a vehicle, etc.
6. Willfully or knowingly concealing a harmful or contagious disease or illness which could infect fellow employees or contaminate the Company’s products, processes or equipment.
7. Possession of any unauthorized drug or medication in any Production, Packaging, Maintenance or Quality area of the plant.
8. Deliberate or reckless behavior that results in or reasonably could be expected to result in injury/harm or in damage to Company property/product or that of another person or entity.

9. Profane, obscene or similar inappropriate language or behavior directed at or used in the presence of another person.
10. Spending excessive time away from the work area (e.g. sleeping, hiding to rest, avoiding work, taking an overly long time to read SOPs, retrieve tools, etc.).

GROUP IV RULES:

1. Falsification of any records, documents (both cGMP and non-cGMP), reports, accident or insurance claims, medical excuses, workers compensation claims, etc. This includes the calling off from work and making unsubstantiated claims for disability leaves and/or FMLA, signing or certifying records/reports prior to work being performed.
2. Deliberately bypassing production/quality processes or procedures or providing information which compromises data integrity. This includes but is not limited to the manipulation of samples, testing or data during the normal course of the employee's job duties.
3. Willful or reckless behaviors or violations of Environmental, Health & Safety (EHS) rules or procedures that cause or have the potential to cause severe injury, property damage or adverse environmental impact.
4. Sabotage of Company property including tools, machinery, safety equipment, supplies, products, etc., or the property of any person or entity.
5. Conviction of a felony.
6. Punching the time card of another employee, arranging for an employee to punch a time card other than his/her own, or punching in before actually reporting to work (e.g. punching in and then exiting the building to park one's car).
7. Acts of physical violence.
8. Possession of explosives, firearms or other dangerous weapons or substances on Company property; which includes the parking lot.
9. Any discriminatory or harassing behaviors directed toward any person or entity.

10. Threatening, intimidating or coercing behaviors directed toward any person or entity.
11. Insubordination.
12. Acts of dishonesty.
13. Conviction of a crime involving illegal or controlled drugs or illegal or unauthorized possession or use of any illegal or controlled substance.
14. Theft of Company property, or property of another person or entity.
15. Being under the influence of or in possession of alcohol or any other drug/substance, either illegal or unauthorized, capable of impairing one's ability to function in a safe and efficient manner at work. (This includes abuse of over-the-counter or prescription drugs.)
16. Misappropriation, unauthorized possession, or removal of Company property or that of another person or entity.
17. Willful destruction of Company property or that of another person or entity.
18. Providing false verbal or written documentation during the course of an investigation or work processes, to include adulteration of process documents.
19. Unauthorized disclosure or use of proprietary or trade secret information, in any form, consistent with applicable law.
20. Gambling on company property.
21. Deliberate actions that results or reasonably could be expected to result in the adulteration of product.
22. Conduct which is illegal, immoral, indecent and/or interferes with or poses a conflict of interest with the efficient, orderly or safe operation of the Company's business.