

# CODE OF BUSINESS CONDUCT

ETHICS IN FOCUS





Message

## FROM OUR CEO

Guided by our Values; Trust and Respect, Ethics and Integrity, Responsibility and Accountability, Quality and Excellence; we take pride in our people, in the company we represent and in serving the patients and the medical community at large.

Our Values identify the frame of our professional conduct and remain fundamental to achieving the highest goals set for our company.

Our continued success depends upon our employees and our business partners. We are committed to providing a collaborative and inclusive work environment that encourages growth and development, and rewards individual and team achievements.

While we strive to meet our goals, we must do so with the highest ethical standards and in compliance with applicable local and international legislation and industry standards, guided by our policies, procedures and practices.

This Code of Business Conduct will serve as a Guide in our efforts in navigating the present complex business environment, making the right decisions and doing the right things timely. Our Compliance program remains the framework by which we will be operating and to which we should refer to in our day-to-day activity.

Sincerely,  
Selim Ghorayeb





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## OUR CODE

The Code of Business Conduct (the “Code”) was written to assist and guide our employees/managers (the “Employees”), business partners and customers in understanding the practices & procedures of Biologix (“The Company”) in respect to all the Company business transactions.

This Code is meant to provide an overview of the Company’s policies but is not intended to conflict with applicable country laws. If any provision conflicts with country laws, the applicable laws will govern.

All our business partners, including local distributors and suppliers, are expected to familiarize themselves and comply with this Code, and all relevant applicable policies and procedures. Our Employees are also responsible for abiding by the Company’s policies and procedures; their awareness and understanding of these rules and guidelines is necessary for their own professional development and the growth of our business.



This Code of Business Conduct refers to the policies and practices of the Company which are in force at the time of publication. The Company reserves the right to revise, modify, delete, or add to all programs, practices or procedures described or referred to in this Code at any time with or without advance notice and at the Company’s sole discretion.

## THE CODE IS DIVIDED IN 4 SECTIONS



**Guiding  
Principles**



**Patients and the  
Healthcare Community**



**People and their  
Work Environment**



**Business and  
Society at large**

Since the pharmaceutical industry has its own challenges, our commitment to Compliance requires continued vigilance. The Compliance department at Biologix has designed and implemented a Compliance program that includes policies and procedures, among others, reinforced by continuous trainings that aim to install a culture of Ethics and Integrity at all levels of our Company, as well as to ensure compliance to all applicable laws, regulations, industry codes and other relevant requirements.



Feel free to refer to:

Compliance ([Compliance\\_Team@biologixpharma.com](mailto:Compliance_Team@biologixpharma.com)), Legal ([Legal@biologixpharma.com](mailto:Legal@biologixpharma.com)) or Human Resources ([HRBX@biologixpharma.com](mailto:HRBX@biologixpharma.com)) should you have any questions going through the Code of Business Conduct.

# GUIDING PRINCIPLES

## Company Values

We, as a Company, aim to conduct business fairly, in line with high ethical standards and in accordance with applicable laws.

Our ethical standards are embodied in the Company Values. The Code of Business Conduct comprises these Values together with the Company directives, guidelines and regulations, backed by training and monitoring to assist all Employees achieve the highest ethical standards in their work.

**While committed to ethical and lawful conduct wherever we are conducting business, our legacy is built around the following Values:**

### TRUST & RESPECT

We foster a culture of trust and mutual respect in the workplace, with business partners and within our community.

### ETHICS & INTEGRITY

We commit to conduct business in consistence with all applicable laws and guided by ethical principles of integrity and transparency.

### RESPONSIBILITY & ACCOUNTABILITY

We strive to create a culture of responsibility and accountability while encouraging open communication and solid collaboration among our people.

### QUALITY & EXCELLENCE

We drive for excellence by delivering high quality products and services and providing useful and accurate medical information supported by scientific evidence.

## Laws, Regulations and Industry Standards

We are fully aware and committed to abide by all applicable local, regional and international anti-bribery and anti-corruption laws and regulations, including:

- the Foreign Corrupt Practices Act of 1977 of the United States of America (FCPA)
- the UK Bribery Act of 2010
- the OECD Convention on combating bribery of foreign public officials in international business transactions.



We shall never:

1. Offer, promise, make, authorize or provide, directly or indirectly, a gift, payment or anything of value to a healthcare professional (HCP), whether in the private sector or affiliated to a public institution, or to a government official (GO) in order to influence or reward any action or decision by such person in his/her official or professional capacity, for the purpose of corruptly obtaining or retaining business or securing any improper advantage.
2. Engage in any act that might cause a reasonable person to infer or perceive that the Company makes improper payments to officials or other parties.
3. Offer or receive any kickback to and from employees or managers of other parties to a contract or use other vehicles (such as subcontractors) to channel payments to GOs (including HCPs), political candidates, or other parties to a contract.

Any breach of the Company Compliance requirements will represent a serious breach and will justify a disciplinary action that could lead to contract termination.

In addition to applicable laws and regulations, the Company is committed to abide by applicable industry codes; among them the EFPIA, IFPMA and the MEA codes.





## Confidentiality

While we facilitate an easy and open access to information and we encourage initiative and knowledge sharing between colleagues and across departments, we are also committed to protect all types of data qualified as confidential and sensitive, available at our end, whether these are about the Company, its Employees, business partners or customers.

Confidential information, including the intellectual property of our business partners (know-how, patents, trademarks, etc.), is one of our most valuable assets and it is essential to protect it. Any breach of these data may cause serious harm to the Company and/or business partners, and it could weaken our competitiveness, exposing us to liability and damaging our reputation.

At the time of joining the Company, each new Employee is requested to sign a non-disclosure or confidentiality agreement, as per local laws and regulations, whereby the Employee commits to safeguarding the confidential information obtained during employment and prevents to revealing or divulging any such information to any person, firm or institution unless requested by law.

These are examples of confidential data related to the Company's business and financial information: sales figures or projections, marketing plans, customer lists, strategic plans, pricing information, business development plans, clinical data, research and development activities, technical data and software.

If an Employee leaves the Company, he/she is required to treat as private and privileged such information, as per the confidentiality agreement he/she has signed at time of joining.

A confidentiality breach can have legal implications on the Company and any party responsible for such breach can be exposed to disciplinary actions, including termination of employment.



### **DID YOU KNOW**

*It is each one of us responsibility to:*

- *Ensure that access to confidential information is on a "need-to-know" basis and authorized by the direct manager.*
- *Address confidential and sensitive topics with great precaution outside the Company (like in airports, restaurants, conferences...) as well as inside the Company.*
- *Ensure that we do not leave confidential information on our desk and that we lock our screen when away from our computer station and keep our passwords secret.*
- *Respect the Employee's obligations not to disclose any confidential information related to their former employers.*
- *Report to our supervisor or to the concerned department supervisor, in case of any doubt that the protection of confidential information has been compromised (for example, loss of documents, unusual requests for information, and indications of potential tampering with IT systems).*

## Data Protection

We are committed to protecting the personal data that we collect on our Employees, HCPs, business partners and other stakeholders including patients where applicable in the course of our work.

Personal data is any information that may be used, directly or indirectly, to identify an individual, such as a name, email or a picture.

Sensitive personal data is personal data that is subject to additional legal protection, since it can cause real harm and damage to an individual if it is misused, such as information that relates to a person's health, finances or governmental identifying documents.

To ensure abidance with data protection principles, each Employee should only collect personal data for a specific legitimate purpose and should make sure that the data is up to date and is processed securely. When the data is no longer needed it should be deleted.



### **DID YOU KNOW**

*It is our responsibility to:*

- *Comply with all applicable laws and regulations overseeing the use of personal data, as well as the requirements set in the Data Protection Policy.*
- *Make sure that we understand which of the information we are collecting is considered as personal data or as sensitive personal data and treat it accordingly.*
- *Treat personal data as confidential information.*
- *Collect and archive the "Data Protection Notice and Consent" forms when applicable.*
- *Inform the Data Protection Officer in case of a suspected breach.*

## Speak-up

Employees, third parties, and business partners are expected to report any actual or potential concerns or complaints in relation to the Company's activities and business practices.

We should speak up and report any violation or concern we have been subject to, or we have witnessed, through the reporting channels such as the direct manager, the Human Resources department, or the Compliance Director.

If the complainant feels uncomfortable to disclose his/her identity, the reporting can be done anonymously. In case the complainant identifies himself/herself, confidentiality will be fully maintained, consistent with the need to conduct a thorough investigation.

It is guaranteed that the complaints will be treated in complete confidentiality, in a timely and objective manner, and no retaliation will be taken against the complainant.

When the investigations come to an end, corrective measures and disciplinary actions might be taken against the faulty Employees as the case may be.

The Company will not tolerate any kind of retaliation measure against anyone who speaks up.



### **DID YOU KNOW**

- The reporting helps to preserve the Company's image and reputation and ultimately the one of its shareholders and Employees.
- We should report any violation in relation to:
  1. The Company's Employee Handbook
  2. The Company's Code of Business Conduct
  3. The Company's Policies and Procedures
  4. Fraud and misrepresentation of the Company's financial statements
  5. Misappropriation of Company's assets
  6. International and/or national applicable laws, regulations and industry codes
- The hotline number is available 24/7 and 365 days/year: +961 79 322 556; or an email can be sent to: [Speak\\_up@blgx.net](mailto:Speak_up@blgx.net)
- The Legal department ([Legal@biologixpharma.com](mailto:Legal@biologixpharma.com)) should be contacted in case a clarification is needed.

## PATIENTS AND THE HEALTHCARE COMMUNITY

### Product Quality

Biologix contracts with pharmaceutical and biotech multinational companies (the “Principals”) to distribute their products (The “Products”) and conduct ancillary activities in relation to those Products including registration promotion and pharmacovigilance. The quality of the Products and the safety of the patients are our top priorities.

Our Quality Assurance department makes sure that the Products are stored and distributed in a way that guarantees their quality, efficacy and safety, in accordance with the current applicable industry standards and regulations.



Complaints related to the Products are collected and monitored by our Quality department; complaints can be due to different factors including but not limited to packaging, tablet discoloration, or inability to activate a device.

Products' complaints should be reported as soon as possible to:  
Email [bx-logistics@biologix.ae](mailto:bx-logistics@biologix.ae)

Biologix will in turn report the complaint to the concerned Principal.

## Patient Safety

Our Pharmacovigilance department has established a system to collect any information regarding adverse events related to the Products and to report these to the Principals and the relevant authorities in a timely manner and as per applicable regulations.

An adverse event is any unfavorable or unintended sign, symptom, or disease associated with the use of any of the Products, whether or not it is considered related to the medicinal Product itself. Special situations include events such as Product abuse, Product misuse, off label use, and pregnancy.

Our Employees and sub-contractors are trained to recognize an adverse event and to report it as per local procedures to the Pharmacovigilance contact person.

Reporting of an adverse event must be done within 24 hours to:  
Email [pharmacovigilance @biologixpharma.com](mailto:pharmacovigilance@biologixpharma.com)

Biologix will in turn report to the Principals and authorities where applicable.



## Interactions with Patients and Patient Associations

Our main focus is the wellbeing of the patients; we work to understand and meet their needs and to assist in and not influence their treatment decisions. For these reasons, we are committed to provide to the HCPs the medical and scientific information in a professional manner to help them and their patients in making the appropriate choices.

Any interaction that we may have with patients and patient associations must have a legitimate need and must be done in compliance with applicable policies and local regulations. We make sure that these interactions are done in a respectful and professional manner while prioritizing the wellbeing and the privacy of the patients.



## Interactions with healthcare professionals (HCPs), healthcare organizations (HCOs) and government officials (GOs)

There are many ways to interact with HCPs as part of our job responsibilities through educational or promotional engagements.

The Company's policies clearly forbid engaging in illegal and unethical activities such as providing false or misleading advertising, offering bribes to influence a decision, or making unsubstantiated claims.

When interacting with HCPs during scientific, medical, educational or promotional activities, the patient is always at the heart of our concerns. The information that we give about the Products is always transparent, balanced, fair, accurate, scientifically proven and consistent with the Products' Summary of Product Characteristics/Patient Information Leaflet approved by the regulatory authority.

Since the HCPs play a key role in the patients' disease management, we ensure that such interactions do not constitute or give the impression of a conflict of interest and that the independence of the HCP is always preserved.

We take special care that our interactions are not and do not appear in any manner as inappropriately influencing the decisions of the HCPs, or as an unlawful promotion, favoring any of the Products.

In some countries, HCPs can be affiliated to governmental institutions and therefore would be considered as GOs. We also interact with GOs during registration of the Products or at time of quoting for public tenders.



### **DID YOU KNOW**

- The patients' confidentiality should be always respected.
- Additional requirements are set in place when interacting with GOs who are employed or affiliated with a government or regulatory body.
- All our interactions with HCPs and GOs respond to a legitimate business need and abide by applicable international and local laws, as well as applicable industry codes.
- Our engagements with HCPs and GOs are based on transparent selection criteria, as well as on fair market value.
- Keeping good documentation practices, and complete financial records is essential to help us ensure the integrity of the relationship.

Reference: Policy on Interaction with Healthcare Professional and Government Official BX-POL-COMP#04

## Supporting Communities

We do not support or make any political contribution to any political party, political campaign, and candidates. We only accept to participate in bona fide charitable initiatives where permitted by laws and regulations. These contributions are made to non-profit organizations and never to individuals.

We are committed to good corporate social responsibility that gives back to the community by providing educational and scientific grants, charitable donations, and participating in philanthropic programs. All such requests will be reviewed by the Company Grants & Donations Committee.



# PEOPLE AND THEIR WORK ENVIRONMENT

## Equal Employment Opportunities

All Employees, each according to his/her employment status, have equal access to all terms and conditions of employment including, but not limited to, recruitment, assignment of duties, promotion, benefits, discipline, termination, leaves of absence, compensation, and training.

In addition to ensuring the delivery of quality Products and services to our customers, we strive to create equality-based practices and discrimination-free working environment to continuously improve productivity. This effort requires the active participation of both employees and management guaranteeing that:

- The talents of Employees are recognized in accordance with the merit principle.
- Training and development are linked to Employee needs and customer expectations.
- The diversity in social and cultural backgrounds of all Employees and customers are recognized and respected.
- The workplace is free of harassment and discrimination.



### **DID YOU KNOW**

- *Recruitments and Terms & Conditions of Employees' engagements abide by applicable labor laws.*
- *Discrimination based on gender, race, color, religion, marital status, or any other characteristic is not tolerated in our Company.*
- *We do not engage in Child labor or forced labor.*



## Company Assets/Property

Employees are expected to exercise care in the use of the Company's property. Negligence, unauthorized removal, or personal use of the Company's property may result in disciplinary action, up to and including termination of employment.

The Company's property issued to an Employee, including software, computers, hardware's manuals, materials protected by intellectual property and proprietary information, must be returned when employment is ended.

Moreover, all rights to any work created or executed in the course of employment (including all rights of copyright, trademark, patency and any right thereon) are assigned to the Company, its affiliates, subsidiaries, successors, nominees or licensees, for all uses and purposes whatsoever.

### **DID YOU KNOW**

*About the right use of IT:*

- E-mail messages can be, and usually are, subpoenaed in the event of litigation – even if our Company is not a party to the lawsuit.
- E-mails sent or received on the Company e-mail system are the property of the Company.
- Unauthorized videos or audio files should not be downloaded or streamed on the Company's devices.
- Non-approved software should not be installed or downloaded on the Company's devices.
- The security set up installed on the Company's devices should not be altered or modified.
- Passwords should be protected.



## Speech in the Workplace

To ensure a professional environment at work, we require to:

- Make sure that all workplace speech, whether political, religious or otherwise, is respectful and tolerant of others' views and avoid engaging into a political and/or religious debate that could lead to offending and/or violent language.
- Never peruse inappropriate web sites, post inappropriate messages, or send inappropriate e-mail correspondence. The term "inappropriate" includes, but is not limited to, sites/subjects that advocate principles or beliefs contradictory to the Company's culture and Values, sites/subjects that advocate illegal and/or violent activities and sites/subjects that are sexual /pornographic in nature.
- Never transmit information using someone else's name or identity. Under no circumstances should we access a computer system without authorization by signing on to that system using someone else's password.

## Use of Social Media

Facebook pages or personal social media sites contain information identifying each of us as an Employee of our Company, thus internet activity shall be conducted while ensuring integrity, objectivity and professionalism of the Company are conserved and enhanced.

The policy guiding “Social Network Expression” is intended to help us make appropriate decisions on social media, including but not limited to blogs, wikis, social networking websites, podcasts, forums, message boards, or comments on web-articles, such as Twitter, Facebook, LinkedIn....

Employees are responsible for following the guidelines in this policy which provide for rights and obligations in accordance with Company requirements and applicable regulations.

Failure to adhere to the Company standards related to Social Network Expression may constitute misconduct and repeated disregard may lead to disciplinary measures.



### ***DID YOU KNOW***

*Golden rules when using social media:*

- *Employees are not entitled to speak publicly on behalf of the Company without any prior authorization.*
- *In case we are involved in any non-professional activity, we should make sure not to use our Company title and we should communicate that we do not represent the Company, unless we are authorized to do so.*
- *Our professional e-mail should not be used for non-company related communication.*
- *If we have mistakenly posted something related to our Company that should not have been posted, inform your manager or the Compliance department immediately to get guidance on how to correct it.*

*As a general rule, do not post anything on social media that you don't want to appear on national newspaper.*

## It is strictly prohibited to:

- Respond to external inquiries regarding Company profile and/or activities without proper authorization.
- Use language that is defamatory, discriminatory, offensive, threatening or harassing. If we would not make the statement in person to someone we respect, then we should not post it.
- Engage in specific attacks that identify individuals or organizations by name, by association or by geographical presence.
- Discuss or criticize the Products or the Company's services or posting statements attacking the Company's business practices or the Products.
- Post material that is trademarked or has copyright protection. When in doubt, use a link that will allow our audience to access the materials directly from the ownership source.
- Use social media as a tool to invade others' privacy. Do not post individual pictures of anyone without his/her consent. It is prohibited to disclose the addresses or contact details of colleagues or other personal or private information of others.



## Health and Safety Environment

We are committed to a safe and healthy work environment for all our Employees and, in return, expect safe and healthy work practices to be everyone's responsibility.

All Employees are required to:

- Learn about and comply with the safety rules and practices of their jobs.
- Use the required safety devices and protective clothing and equipment where applicable.
- Learn and follow building evacuation instructions and procedures.
- Understand how to properly handle any hazardous materials in work areas so as not to endanger oneself, co-workers or the environment.

Although there may be additional rules applicable at our warehousing facilities, safety is everyone's job at every location. Violation of safety rules and procedures could result in disciplinary action, up to and including termination of employment.



### ***DID YOU KNOW***

- GDP standards & best practices are adhered to for the matters of health, safety, security and environmental quality.
- Special programs and Training sessions are designed to cover topics such as: health prevention and first aid, fire and hazards detection, back pain and ergonomics workstation design and recycling best practices.

## Drugs, Alcohol and Smoking

The Company maintains a firm commitment to provide a safe work environment free from the influence of addictive drugs or alcohol. Smoking, vaping and alcohol consumption are prohibited in the workplace, inside the premises or in any Company vehicle.

The use, possession, purchase, manufacture, distribution, dispensation, sale, plan for sale, or transfer of illegal drugs is strictly forbidden.

### ***DID YOU KNOW***

*Some medicines such as allergy medicines (antihistamines), decongestants, sleep aids, performance enhancing steroids, hormone & protein supplements or “stay awake” pills are drugs that can affect our activities at work; these products can cause:*

- *Difficulty in making judgment*
- *Slowed reaction time*
- *Poor coordination*
- *Trouble in understanding, learning and remembering*
- *Mood swings*

*It is important to verify with your doctor or pharmacist the side effects of these medicines to ensure your safety and the one of your colleagues while performing your work.*





## BUSINESS AND SOCIETY AT LARGE

### Fair Competition

Competition laws (often called “antitrust” laws) prohibit behaviors that restrain or limit fair competition. This includes agreements between competitors to allocate market shares, or to fix prices. Anti-competitive behavior is not limited to formal or written agreements; it can also include informal conversations.

Competition laws are complex and can differ from one country to another; furthermore, they can extend to apply beyond national boundaries. The penalties for failing to comply can be severe for any Company, including substantial fines and imprisonment for its management and/or Employees.

To protect ourselves and the Company of any infringement of competition laws, we should not engage in unfair or deceptive acts or practices, such as false or misleading advertising, or other misrepresentation that would not be aligned with competition laws, such as:

- Do not agree anything with a competitor that has the object or effect of distorting fair competition
- Do not discuss any topic related to our Company’s commercial information with competitors
- Do not seek or accept confidential information from competitors

### DID YOU KNOW

- If we are engaged in a conversation with a competitor and sensitive or inappropriate commercial information is discussed, we must end the conversation, express our disagreement with discussing such topics and leave the meeting immediately. Then, we should report the matter to our Legal department.
- The Company’s Legal department and/or Compliance Department should be consulted in case of any question regarding competition laws and non-competition.

## Conflict of Interest

We aim to protect our Company's interest by preventing the personal interest of its Employees or third parties it is dealing with, from interfering with the performance of their duties and obligations towards the Company, and by avoiding any inappropriate personal financial or business gain on the part of such Employee or third party at the expense of the Company.

Consequently, Employees and third parties should disclose and report any situation or activity that might appear to influence their ability to perform objectively their responsibilities in the best interest of the Company.

Reporting can be done through normal organizational channels.

When in doubt about the best course of action in a particular situation, we should consult the Human Resources and the Compliance departments, who are responsible to determine whether an actual or potential conflict exists and establish any required controls.

If adequate controls are not possible, it is expected that the particular activity that exposes the Company to a conflict of interest situation will be disregarded or ended.



### ***DID YOU KNOW***

- A conflict of interest situation is not always assimilated to a prohibited or illegal situation.
- Conflict of Interest situations need to be assessed as they are not always clear, that is why we should disclose the full situation to our manager, Human Resources, Legal and Compliance departments, to take the appropriate measures and/or mitigation measures.
- Employees should not accept gifts from suppliers and business partners. When it is not appropriate to decline a gift, refer to your manager and to the Compliance department who will jointly assess the course of action.

## Our Suppliers, Third Parties and Business Partners

We only deal with suppliers and third parties that have a reputation for honesty and integrity, comply with laws, adhere to ethical business practices and commit to meet our standards.

We aim as well to establish long-term and consistent relationships with our business partners based on mutual transparency and trust.

For these reasons, we choose our suppliers, third parties, including business partners, after conducting an appropriate due diligence screening before any engagement.

The choice of suppliers and third parties is made objectively, impartially and based on criteria such as reputation, quality, performance, price, liability, suitability...

We inform our suppliers, third parties and business partners about our Code of Business Conduct and we request them to adopt business standards at least equivalent to our own.



### ***DID YOU KNOW***

- *Fair market value and outcome of the due diligence process are considered when selecting and contracting with our local distributors and other business partners.*

Reference: Sub-Distribution Management BX-SOP-LEG#03  
Supplier and Third party management SOP BX-SOP-COMP#06

## Business Continuity Management System

As a pharmaceutical company, all our patients and business partners rely on us to ensure continuity of our operations. Consequently, we take all the necessary measures to ensure the uninterrupted supply of the Products and the services provided to our customers. A business continuity management system is put in place to take all our precautions to preserve the continuity of our operations against any nature hazards or disruptive incident.

## Records Retention/Documentation

Our Company is subject to multiple audits and disclosures requirements; all our operations should be in alignment with applicable regulatory, financial, accounting and tax laws. We maintain complete and accurate financial records and ensure that all the transactions are properly recorded in our accounting books. They are all supported by needed documentation justifying the transactions.

We expect from our Employees to promptly provide accurate and adequate supportive documentation that answers to inquiries related to audits and Company's disclosure requirements.



### ***DID YOU KNOW***

- *Transactions and related documentation are booked in accordance with International Financial Reporting Standards.*
- *All our financial transactions are supported with needed documentation and reflect the agreements signed by and between the Company and its business partners.*
- *Failing to provide documentation supporting the financial transactions might lead to disciplinary actions.*



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[www.biologixpharma.com](http://www.biologixpharma.com)