

# **POLICY OF BIOFARM S.A. COMPANY regarding the communication with investors**



## **Foreword**

*Biofarm is one of the first Romanian manufacturers of medicines and food supplements founded in 1921.*

*We are the largest Romanian manufacturer of softgel capsules, among the top 3 Romanian manufacturers of solutions and suspensions for oral administration and one of the largest manufacturers of tablets and sugar-coated tablets in Romania. In order to maintain this position and to keep moving forward, we regularly certify and recertify all our systems, production lines and every other aspect of our promise - the highest quality products - to the highest international standard.*

*We have over 100 products in our portfolio and cover over 60 therapeutic areas. On 8 of these, Biofarm® is the market leader, a record that honours us and obliges us to do more.*

*100 years of life have taught us a lot: responsibility, performance, innovation, care and, above all, that these values only make sense if they are put at the service of people.*



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## **RECITALS**

BIOFARM S.A., with registered office in Bucharest, address: str. Logofatul Tăutu, nr. 99, Sector 3, having tax identification number with the Trade Register Office 341563, order number with the Trade Register J40/199/1991, organised in the legal form of a joint stock company, being publicly traded on the main market of Bucharest Stock Exchange, Premium Category, BIO symbol, in consideration of the applicable legal provisions, issues this Policy regarding the communication with investors, which outlines the way in which shareholders and potential investors may communicate in relation to the Issuer and have access to public information disseminated in accordance with the capital market legislation.

### **I. Reference documents**

- Law No. 24/2017 on issuers of financial instruments and market operations
- ASF Regulation No. 5/2018 on issuers of financial instruments and market operations
- Reg. (EU) 596/2014 on transactions carried out by persons discharging managerial responsibilities and persons closely linked to them
- Any other applicable legislation

### **II. Purpose of the Policy regarding the communication with investors**

The main objective is to provide the company's shareholders and the financial community with up-to-date and complete information, providing an accurate overview of the company's activities in a transparent manner. In fact, this objective is also an obligation assumed by the annual statement of compliance completed in accordance with the requirements of the BSE Corporate Governance Code.

The information is provided promptly, concisely, accurately and completely in order to avoid any complaints that shareholders may bring to the attention of the Financial Supervisory Authority (A.S.F.) - Financial Instruments and Investments sector.

#### **2.1. Company website**

Biofarm S.A. ensures the posting within the legal deadlines of the disseminated documents that are subject to the reports required by the legislation in force or the documents on Corporate Governance on the company's website. The information is posted on the company's website immediately after dissemination through the market operator Bucharest Stock Exchange (B.S.E.) and to the Financial Supervisory Authority, both in Romanian and in English.

The Company shall ensure that policies/regulations/procedures are in place, maintained and kept up to date to ensure effective communication and proper dissemination of insider information.



In the Corporate Governance/Investor Relations section you can find the subsections:

- General information (including shareholding contacts)
- Financial calendar
- Current reports
- News
- Non-Financial Reporting/ESG
- Financial statements and investor presentations
- Public Purchase Offer
- General Meeting of Shareholders
- Dividend procedure
- Analyst coverage
- Articles of Incorporation
- Code of Ethics and Organisational Conduct
- Policies
- Regulations and Rules of Advisory Committees
- Declaration of Conformity
- Presentation of the Board of Directors and Executive Management
- Transactions by senior managers and close contacts
- Shareholder information notice on personal data protection
- BSE info
- Share prices
- Frequently Asked Questions

Please note that in the Frequently Asked Questions subsection you will find updated answers on the most frequently asked questions about which shareholders are interested such as:

- dividend payments
- statement of account
- sale of shares
- change of identification data
- information for heirs
- information on the share transfer operation

Information that is posted on the company's website is checked and updated whenever necessary.



## **2.2. Information obtained by telephone**

The shareholding contacts provide information by telephone to interested shareholders on 021.301.06.97 and 021.301.06.87 or direct them to the person who can provide them with precise information or solve the problem.

## **2.3. Information obtained/requested by fax or addresses/letters**

Biofarm S.A. responds in writing to all the requests sent by shareholders through which different requests or information are addressed.

## **2.4. Communications via social networks**

All information posted on social networks will comply with the rules of this Policy, including on the use and disclosure of inside information.

## **2.5. Shareholding contacts**

To ensure a more efficient communication with shareholders and potential investors Biofarm S.A. has appointed contact persons - indicated on the company's website in the Corporate Governance/Investor Relations - General Information subsection.

No other employees of the Company must answer questions received from investors, analysts, capital market regulators, unless specifically authorised by the Company's management or contact persons indicated by the Company.

Concerned parties may only have access to public, official information. All investors have equal access to inside information disclosed in accordance with applicable regulations.

Discussions will be limited to explanations or clarifications of publicly disclosed inside information or other non-privileged or non-confidential information.

## **2.6. Continuous and regular reporting**

Communication with investors involves ensuring the dissemination of reports to the market operator and their simultaneous posting on the company's website by means of press releases, current reports, policies, as well as quarterly, half-yearly and annual financial reports and other information of interest, in accordance with the applicable regulations on the disclosure of inside information.

## **2.7. Participation in General Meetings of Shareholders**

The Company has drawn up the "Procedure for the exercise of the voting right by the shareholders at the General Meetings of Shareholders" which strictly regulates the ways in which shareholders can participate, ask questions, express their voting option at the General Meetings. It is available on the company's website in the Corporate Governance/Investor Relations - Policies subsection.



## **2.8. Compliance with the insider information regime**

The issuer shall continuously update the list of persons (management and employees) with access to insider information prepared and persons having close links with persons with managerial responsibilities, in accordance with the EU Regulation No. 596/2014. The Company takes whatever steps it considers appropriate to ensure that it complies with its regulatory obligations in relation to the disclosure of inside information and the maintenance of lists of insiders.

It is illegal for anyone to buy or sell the company's shares knowing insider information affecting the issuer that has not been publicly disclosed. Unless the disclosure is made as a result of the nature of the business carried on, it is unlawful for a person to communicate inside information to other persons who may make trading decisions based on it.

The issuer notifies and publishes on the website in the dedicated section in accordance with the provisions of Art. 19 Reg. (EU) 596/2014 transactions carried out by persons with managerial responsibilities and persons in close relations with them.

## **2.9. Consequences of non-compliance**

Failure to comply with this Policy may result in serious consequences, such as internal disciplinary action, termination of employment contracts or termination of other types of contracts. If it appears that a member of the Board of Directors, a member of the executive management or an employee has violated the legislation in force, the Issuer may refer the matter to the competent authorities, which could entail the material, civil, administrative or criminal liability of the persons concerned.

BIOFARM S.A. Company  
Chairman of the Board of Directors  
Hrebenciuc Andrei

