

## Pharmaceutical Product Development, LLC

### EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Pharmaceutical Product Development, LLC (PPD) is firmly committed to Equal Employment Opportunity (EEO) in compliance with all applicable federal, state and local laws that prohibit employment discrimination on the basis of an employee or applicant's age, race, color, pregnancy, gender, gender identity, sexual orientation, national origin, religion, marital status, citizenship, or because he or she is an individual with a disability or is a "protected veteran", meaning a disabled veteran, Armed Forces service medal veteran, recently separated veteran or active duty wartime or campaign badge veteran. It is also the policy of PPD to take affirmative action to employ and to advance in employment all persons regardless of their gender, ethnicity, status as individuals with disabilities or protected veterans ("Affirmative Action"), and to base all employment decisions only on valid job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, promotion, transfer, demotion, termination, rates of pay or other forms of compensation and selection for training, at all levels of employment.

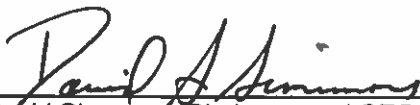
PPD complies with the Americans with Disabilities Act Amendments Act (ADAAA) and all applicable federal, state and local laws. Consistent with those requirements, PPD will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job. To request such an accommodation, applicants may contact PPD via email at [global.recruitmentSM@ppdi.com](mailto:global.recruitmentSM@ppdi.com) and current employees may contact your human resources representative.

Further, employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance evaluation, hearing or any other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended (Section 503) or any other federal, state or local law requiring equal opportunity for individuals with disabilities; (3) opposing any act or practice made unlawful by Section 503 or its implementing regulations in this part or any other federal, state or local law requiring equal opportunity for disabled persons; or (4) exercising any other right protected by Section 503 or its implementing regulations in this part.

In other words, PPD prohibits retaliation for good faith reports of complaints of incidents of discrimination of any kind, as stated in PPD's Policy Against Retaliation. However, effective enforcement of our EEO policy depends largely upon employees telling PPD about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, employees should report it immediately. If employees do not report discriminatory conduct, PPD may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

As Chairman and CEO of PPD, I am committed to the principles of EEO and Affirmative Action. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the company, I have selected Ed Murray, EVP and Chief Human Resource Officer, as the EEO Coordinator for PPD. One of the EEO Coordinator's duties is to establish and maintain an internal audit and reporting system to allow for effective measurement of PPD programs.

In furtherance of PPD's Equal Employment Opportunity and Affirmative Action policy, PPD has developed a written Affirmative Action Plan that sets forth the policies, practices and procedures that PPD is committed to in order to ensure that its policy of nondiscrimination and affirmative action for all regardless of gender, ethnicity, individuals with disabilities and protected veterans is accomplished. The Affirmative Action Plan is available for inspection by any employee or applicant for employment upon request between 9 a.m. and 4 p.m. in the Human Resources department. Any questions should be directed to me, your supervisor or Ed Murray, EEO Coordinator.



David Simmons, Chairman and CEO  
Pharmaceutical Product Development, LLC  
May 2, 2016