

Management Manual

Sartorius Lab Instruments GmbH & Co. KG



Declaration of Commitment

The Management of

Sartorius Lab Instruments GmbH & Co. KG hereby confirms its management system introduced and has officially signed it into effect in conjunction with all documents resulting from this system.

Our management system meets at least the requirements of DIN EN ISO 9001, including those concerning environmental protection interests according to DIN EN ISO 14001 as well as those pertaining to energy in conformance with DIN EN ISO 50001.

Management shall provide all materials and human resources needed for the implementation and continuous improvement of this management system.

The procedures established and agreed upon in the management documents have officially entered into effect and are binding for all employees.

We commit our management team and employees to continuous improvement.

Goettingen, Germany, June 2015



Jörg Pfirrmann
Signed on behalf of Management of
Sartorius Lab Instruments GmbH & Co. KG

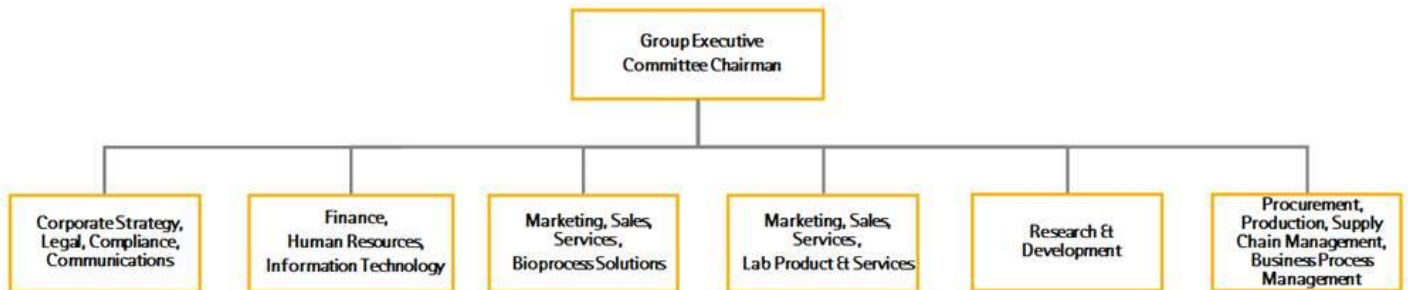
Sartorius Group Organization

Sartorius is consistently organized worldwide by function and is controlled through its core operating functions that include Quality Management, Environmental Management and Energy Management, etc. The Sartorius Group's business operations are conducted in two divisions: Bioprocess Solutions and Lab Products & Services. Both divisions

share a specific infrastructure and certain central services.

Responsibility for these functions is assigned at a global level across all sites and regions in the senior management tiers.

The Executive Board has appointed globally responsible quality, environmental and energy management representatives who have the authority to issue instructions to all employees concerning matters involving our quality, environmental and energy management systems.



Corporate Policy

Sartorius, along with its Bioprocess Solutions and Lab Products & Services divisions, is a leading international supplier for the biopharmaceutical industry and the laboratory sector.

We offer not only products for individual production steps, but also technologically and economically optimized solutions for the entire process, thus creating genuine added value for our customers. Our objective is to systematically increase enterprise value through organic growth and acquisitions. In this effort, we pursue a clear strategy, translating our growth into high profitability.

We put our customers at the focus of all our entrepreneurial considerations and activities – our customers' success is also our success. This is why we consistently concentrate on our customers' requirements and consider customer orientation the driving force behind our activities. To optimally identify customer needs, we enter into numerous cross-company and interdisciplinary partnerships and alliances in research and development and in sales and marketing. Our developers and partners in industry, at technical universities and academic institutes exchange information and ideas on a systematic and regular basis.

In addition to our own R&D developments, we supplement our performance portfolio through cooperative research developments and strategic alliances.

Our employees are our most valuable resource, and our success primarily depends on their commitment, their motivation and their skills. The basis for our successful business and our growth is their effective interaction across all functional areas, which is why teamwork, an open information policy and systematic and continuous training are of prime importance.

This is also reflected in our corporate values of "openness," "sustainability" and "enjoyment."

Mission Statements:

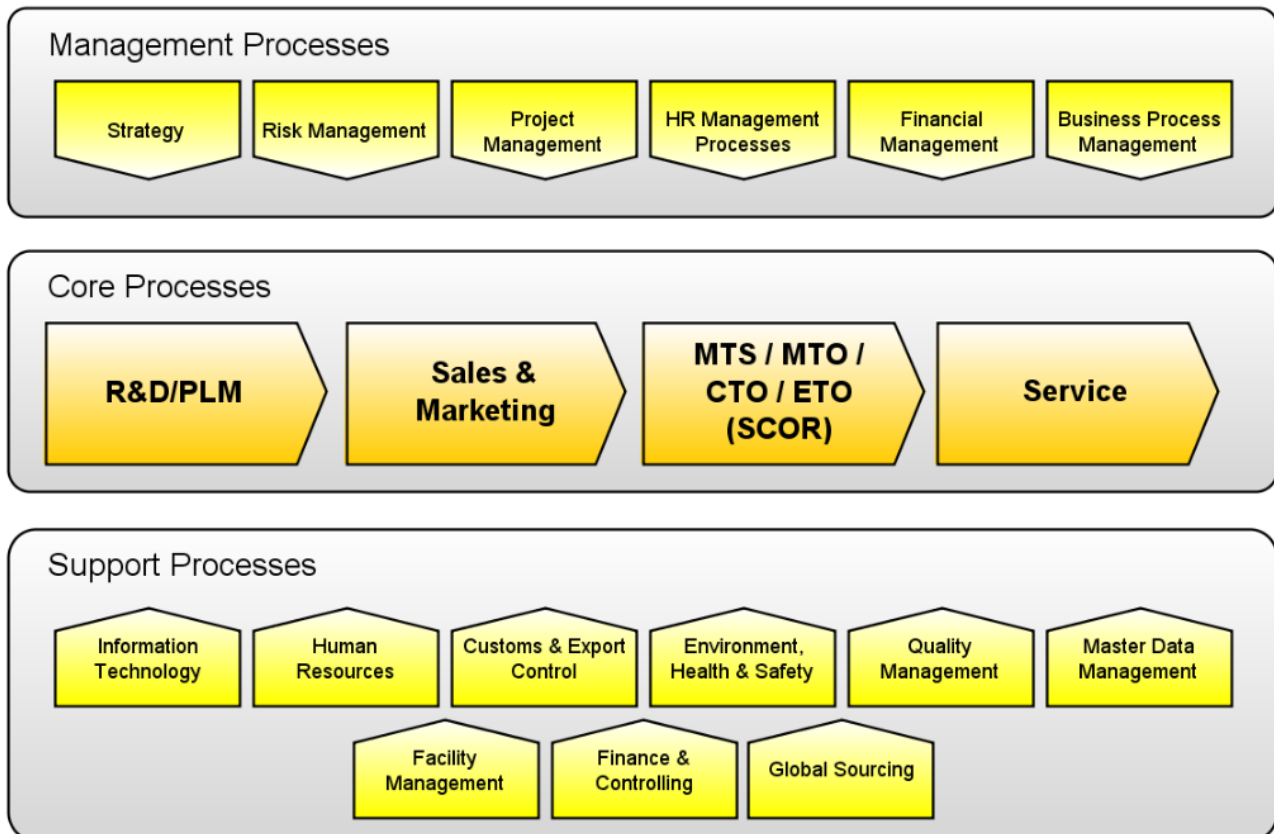
It is our aim to add value consistently and successfully to all our operations in order to increase our stakeholder value sustainably in the interest of our customers, shareholders and employees as well as society as a whole. We gain our customers and retain them by interacting with them as partners, identifying their needs and by developing solutions to ensure their satisfaction.

We train and motivate our employees, empowering them to contribute their share toward achieving the company's goals and to operate in a customer-focused and quality-conscious way.

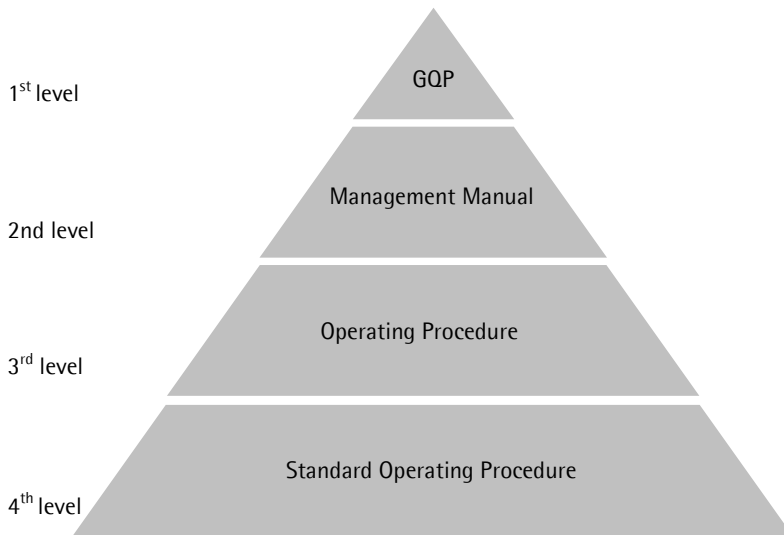
As a part of our environmental, health and occupational safety (EHS) policy, we are committed to compliance with legal requirements, and actively prevent employee accidents and illnesses by implementing the appropriate action. We take special responsibility towards society and the environment by upholding legal and ethical standards and by manufacturing our products in a very environmentally friendly way.

We ensure that our high quality standards are maintained and that we improve continuously.

Process Model



Document Structure



Global Quality Policy (GQP)

Worldwide valid operating procedures in English that specify general requirements of quality systems; the respective sites need to implement these requirements in their own systems

Management Manual (MM)

Local Management Manuals

Operating Procedure (OP)

Cross-functional operating procedures valid for one or several Group sites

Standard Operating Procedure (SOP)

Operating procedures written as workplace-related instructions, which describe how to perform a certain activity and may be valid at equivalent workstations at one or several Group sites

This manual and operating procedures are available on the intranet and in the Business Process Database for all employees. Administration and management of detailed standard operating procedures (SOPs) are centrally archived on the SOP portal. An allocation matrix shows employees which operating procedures are valid for their company.

About the Group

The Sartorius Group is a leading international pharmaceutical and laboratory equipment provider covering the two segments of Bioprocess Solutions and Lab Products & Services. In 2014, the technology group earned sales revenue of 891 million euros. Founded in 1870, the Goettingen-based company currently employs more than 5,500 persons.

The major areas of activity of its Bioprocess Solutions segment cover filtration, fluid management, fermentation, cell cultivation and purification, and focus on production processes in the biopharmaceutical industry. The Lab Products & Services segment primarily manufactures laboratory instruments and consumables.

Sartorius has its own production facilities in Europe, Asia and America as well as sales subsidiaries and local commercial agencies in more than 110 countries.

Our ISO certificates and details on our company policy are available at www.sartorius.com.

Contact

Sartorius Lab Instruments
GmbH & Co. KG

Weender Landstrasse 94-108
37075 Goettingen, Germany

Phone +49.551.308.0
Fax +49.551.308.3289
www.sartorius.com

