

Organon is a global healthcare company working to make a difference in the lives of people through the innovative medicines, and consumer health products that we discover and produce. Our core therapeutic areas include women's health, and diversified brands. We continue to focus our research on conditions that represent some of today's most significant health challenges. We are also building strengths in new areas such as bio-similar molecules.

1.2 PAIA

PAIA was assented to on the 2nd of February 2000, published on the 3rd of February 2000 and commenced on the 9th of March 2001. The purpose of PAIA is to give effect to section 32 of the Constitution, a fundamental right in the Bill of Rights, being the right of access to any information held by the state and any information held by any other person and that is required for the exercise of any rights.

Section 50 of PAIA states that where a request is made for a Private Body to release a Record, the Private Body is obliged to release the Record, except where PAIA expressly provides for the withholding of the Record. PAIA further sets out the required procedures to be followed by a requestor when making a Request for Access.

Section 51 of PAIA further states that "all Private Bodies are required to compile an information manual "PAIA Manual".

1.3 POPI

POPI was assented to on the 26th of November 2013. The Purpose of POPI is to give effect to section 14 of The Constitution, "The Right to Privacy", by protecting Personal Information and regulating the free flow and processing of Personal Information.

POPI sets minimum conditions which all Responsible Parties must comply with so as to ensure that all Personal Information is respected and protected. These minimum conditions are the Conditions for Lawful Processing and are more fully described in paragraph 11.1 of this manual.

1.4 THE PURPOSE OF THIS MANUAL

The purpose of this Manual is to foster a culture of transparency and accountability within Organon, its employees and its network of Subsidiaries, Stakeholders, Customers and Third Parties of which Organon forms a part; to promote a culture of effective access to information and to enable all stakeholders to fully exercise and protect all their rights.

Furthermore, this manual aims to give effect to the right to privacy in relation to the protection of Personal Information.

Both PAIA and POPI recognise that the rights of access to information and privacy respectively are subject to the limitation's clause in terms of section 36 of The Constitution where such limitation is reasonable and justifiable in terms of the law of general application in an open and democratic society based on human dignity, equality and freedom.

This PAIA Manual of Organon South Africa:

- a) Is available for viewing at Organon's premises at Spaces, 1st floor, Magwa Crescent, Gateway West, Waterfall City, Midrand Johannesburg, 2090 and/or at www.organon.com/southafrica
- b) For the purposes of PAIA, details the process to be followed by a Requestor and the manner in which a Request for Access shall be facilitated.
- c) For the purposes of POPI, amongst other legislative requirements which Organon South Africa is subject to, details the purpose for which Personal Information may be processed, a description of the categories of Data Subjects for whom Organon South Africa processes personal information relating to such data subjects and the recipients to whom Personal Information may be supplied.