



Reference Letter

Ms. Sanna Aaltonen, born on July 5th, 1981, in Finland, was employed by our company from January 11, 2021, to 4th Aug 2024.

In the ICON plc- ICON Strategic Solutions (ISS) Ms. Aaltonen worked as a Senior Clinical Supply Specialist with following tasks and responsibilities:

- she worked through embedded solutions in a global role as an IRT and Medication Manager for a Sponsor.
- as the IRT and Medication Manager she was responsible and accountable for the IRT System used on clinical studies in development phases I to IV.
- she led the Interactive Technology Response (IRT) cross-functional sub-team, who had the responsibility for the setup and maintenance of the IRT System reflecting the Study Protocol. This frequently entailed close collaboration, troubleshooting, problem solving and finding workarounds with Clinical Supply Managers, Sponsor's CMO, Study Team, CRAs, site staff and IRT provider(s).
- she acted as part of the Extended Global Study Team as an unblinded member and by implementing optimal IRT/ RTSM supply strategies she ensured that the correct kit supply quantities were rightly distributed and stored in good conditions and randomized to right participants via IRT.
- she oversaw the expiry date tracking of study medication at the study level and provided guidance and training to study teams, monitors, and site personnel on the handling of study medication and the IRT systems whilst ensuring compliance with all relevant SOPs, GMP, GCP and ICH guidelines.
- Provided and created Pharmacy Manuals or Drug Handling Instructions to sites and investigators when required.
- she had the responsibility for supporting the creation, review, and approval of SOPs, WIs and internal supportive documents relevant for the Clinical Trial Supply and IRT.
- always kept her studies' TMFs quality and inspection readiness on a high level.
- she planned and monitored IRT budgets with Study Managers reflecting the needs and duration of the study.

Furthermore, Ms. Aaltonen was actively involved in the following assignments:

- she implemented Sponsor's freshly established IRT Standards to her studies during the 3-year assignment to reduce costs and full testing needs.
- she acted as a Subject matter Expert for Assigning a Study to an outsourced IRT Vendor and trained the IRT & Medication Manager group.



Ms. Aaltonen was always on top with her duties, and she consistently demonstrated commitment and initiative. She applied her profound knowledge of her field effectively and successfully even in difficult situations.

Ms. Aaltonen was very reliable and enjoys our full confidence. Both in quality and quantity she consistently delivered valuable results, and we are always very happy with her contributions.

She was highly valued by all her colleagues, and her open, friendly and helpful manner and her team spirit make her a particular pleasure to work with. She was equally valued by her line managers and our business partners.

Ms. Aaltonen is leaving the company to take on new professional challenges on the 4th Aug 2024. We would like to thank her for the valuable work contributions and wish her continued success in her career.

ICON plc

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Tiina Heinonen 02-Jul-2024 | 16:32:23 BST
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Ms. Tiina Heinonen
Senior Clinical Operations Manager
ICON plc

DocuSigned by:
Patrik Lundqvist 02-Jul-2024 | 13:21:56 BST
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Mr. Patrik Lundqvist
HR Manager- Nordics
ICON plc