

<b>Policy Name:</b>	<b>Human Rights Policy</b>
<b>Effective Date:</b>	<b>21-Oct-2019</b>
<b>Last Revision</b>	<b>13<sup>th</sup> June'2024</b>

## **1. Policy Statement:**

Aurobindo is committed to foster an eco-system for protection of Human Rights and inclusive development. Aurobindo takes pride in the success, growth and empowerment of our employees. As a responsible corporate citizen, Aurobindo always act in a human-rights-conscious manner and conduct business in a legal, ethical, honest manner at all times. Therefore, throughout its operations and supply chain, Aurobindo is committed to adhere to the principles of human rights protection.

## **2. Scope:**

This Policy is applicable to all our stakeholders including employees, contractual associates, contractors, sub-contractors, suppliers, vendors and the community members being engaged by Aurobindo Pharma Limited and its subsidiaries/joint ventures across India.

## **3. Compliance with Local Laws:**

Aurobindo conduct the business by complying with all applicable laws, statutes and regulations that are applicable to human rights.

## **4. Principles:**

Aurobindo shall drive the philosophy of 'equal opportunity employer' by adopting the following principles of human rights, which are in line with the UN Guiding Principles on Business and Human Rights; and the International Labour Organization (ILO).

### **A. Respect for Individual Right and Dignity:**

Respect for individual right and dignity is fundamental to the sustainability of any business and communities in which Aurobindo operates. Aurobindo is committed to ensure that people are treated with dignity and respect. Aurobindo has devised Corporate Values wherein all aspects of People Care are given due importance and recognition.

### **B. Prohibition of Child Labour and Forced Labour:**

In line with the commitment to good labour practices, Aurobindo shall neither engage nor support the use of a person below the age of 18 years or any forced / compulsory labour in all our units. Aurobindo does not engage with any vendor or supplier, who engage child and other forced labour.

**C. Equal Opportunity, Non-Discrimination and Diversity:**

Aurobindo is committed to a diverse workplace with equal opportunities for all employees based solely on merit and ability. Aurobindo is committed to building a culture in which all employees can compete in a fair, open and transparent environment. Merit in qualification, performance and capability form the sole criteria for selection. Aurobindo have policies in place to ensure the employees are treated fairly without any discrimination in any form, whether compensation, training and employee benefits, caste, religion, differently-abled, gender, sexual orientation, race, colour, ancestry, marital status or affiliation with a political, religious or union organization or majority/minority group.

**D. Safe and Healthy workplace:**

Aurobindo is committed to conduct its operations with due regard for the environment and provide a safe and healthy workplace for its employees to contribute sustainable development through the establishment and implementation of environment, health, and safety standards that meet the requirement of relevant laws, regulations and codes of practice.

**E. Community:**

Aurobindo believes in developing goodwill, creating sustainable employment and stimulating economic opportunities in the communities that host the business. Being a part of the community, Aurobindo achieves part of its talent sustainability agenda by transferring unique skills and knowledge to the community members and creating livelihood opportunities for them.

**F. Fair Treatment at workplace:**

Aurobindo treats all employees with respect and provides a work environment free from all forms of harassment, whether physical, verbal or psychological. This includes behavior or action directed towards third parties during the course of conducting its business.

**G. Freedom of Expression:**

Freedom of expression, which means the right to speak, write, listen or challenge, must be protected as it is essential to discover, critical assessment and effective dissemination of knowledge and ideas. Employees have the right to freedom of opinion and expression.

**H. Freedom of Association & Collective Bargaining:**

- a) Aurobindo encourages its employees to participate in bi-partite forums like Works Committee, Safety Committee, etc. in order to provide a platform to express their views, ideas, concerns and suggestions, which fosters cordial work relations and work environment.
- b) Aurobindo do not put restrictions on employees to organize themselves to negotiate with the management as a measure of mutual interdependence.
- c) Aurobindo ensures that no employee or business associate is subjected to harassment, discrimination, intimidation or retaliation in any manner while being associated with the company.

## **5. Grievance Redressal Mechanism:**

Aurobindo implements the above standards by incorporating in related policies, processes and guidelines across all its business operations. Aurobindo conducts trainings to strengthen in-house awareness and education on the practice of human rights.

- 5.1 Aurobindo provides an access to Human Rights Compliance Hotline to all employees, vendors, suppliers and customers to raise their grievances and to report confidentially and anonymously without fear of retaliation any breach of policies and procedures at Aurobindo. Every employee has a right to report grievances, non- compliance or concern through 'People Care Link' in HRMS and also encouraged oral communication by dialing the hotline connect number 77666 or sending a dedicated email to [humanrights@aurobindo.com](mailto:humanrights@aurobindo.com).
- 5.2 In addition to, a unique on-line system i.e. 'People Care Link' is incorporated in HRMS, through which the employees can post their concerns/grievances. Employees can also post their suggestions in the same platform. Further, Employee Grievance Redressal Committee is also constituted to address the grievances of employees apart from the on-line platform i.e. People Care Link. Similarly, the Contract Workmen are also encouraged to express/share their views / ideas / concerns freely at workplace/meetings etc.

### **5.3 Grievance Redressal Mechanism**

- Any complaint that is received through email address [humanrights@aurobindo.com](mailto:humanrights@aurobindo.com) or Hotline Number 77666- Corporate HR would be addressed in a systematic manner.
- Preliminary enquiry will be conducted by involving the complainant in such a way that the matter will be dealt with utmost confidentiality within 3 days time. Preliminary enquiry will enable the Management to find out whether there is a *prima facie* case or not.
- Corporate HR, Unit HR, concerned Department HOD hold detailed enquiry by having aggrieved employee, contractors, suppliers, vendors from whom the complaint is received.
- Corporate/ Unit HR will hold multipartite discussion with the intention of concluding the matter that is being brought to the attention of Management amicably.
- In case any repeated complaint with same Employee, Contractor, Vendor matter shall bring an attention to the Director level for appropriate decision. Corporate HR will strive to resolve the matter within 2 to 5 days of its receipt by the Management.

## **6. Product Safety:**

Aurobindo take the necessary steps and ensure that the products they manufacture do not pose any hazards as a result of side effects, defects or overuse.

## **7. Privacy of Data:**

Aurobindo is dedicated to safeguard the privacy of people, who entrust the Company with personal information, including its employees and anyone with whom the Company does business.

8 **Recruitment:**

Aurobindo diligently follows the systems in recruitment, compensation and promotion of the people that is completely based on merit, aptitude and performance. The terms and conditions of recruitment are explicitly explained to the prospective employees before they join formally. The Company does not take any recruitment fees and do not tolerate any unethical practices.

9 **Wages, Work Hours and Leave Benefits:**

Aurobindo is committed to comply with all applicable local laws related to wages, work hours, overtime and other benefits.

10 **Security Arrangements:**

Aurobindo ensure that suitable security systems are in place. There is a system in place for recording and resolving all security-related incidents and dealing with the employees or community concerns about security personnel's behavior.

11 **Communication of Policy:**

This policy is communicated to all employees and business associates in an appropriate and meaningful manner through intranet, noticeboards and awareness trainings.

12 **Review and Monitoring:**

Compliance of this policy will be regularly monitored and reviewed by the Corporate HR with Top Management once in every year.

Version History			
Topic	Human Rights Policy		
Department	Human Resources	Revision Number	2
Area	HR Department	Review Date	13/06/2024