

## DOCUMENT DETAILS

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## SIGNATURES

ROLE	NAME	DESIGNATION	DEPARTMENT	DATE&TIME
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ELECTRONIC SIGNATURE PAGE

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## **I. PURPOSE:**

Sai Life Sciences Limited (Sai) believes in the individuality of a person and upholds the moral principles or norms that describe certain standards of human behavior and are regularly protected as natural or legal rights in local and international laws. They are commonly understood as inalienable, fundamental rights to which a person is inherently entitled simply because she or he is a human being and which are "inherent in all human beings", regardless of their age, ethnic origin, location, language, religion, ethnicity, or any other status. They are applicable everywhere and at every time in the sense of being universal and they are egalitarian in the sense of being the same for everyone.

Sai being a global organization upholds the doctrine of Human Rights in its true spirit. We are committed to upholding the Universal Declaration of Human Rights and the Core Labor Standards set out by the International Labour Organization.

## **II. SCOPE:**

Human Rights are the basic rights and freedoms that belong to every person in the world. As an employer we are committed to principles of dignity, fairness, respect and equality.

## **III. POLICY :**

Sai endeavors to embed the Human Rights and Equality in the workplace as defined hereunder:

- Equality and Human Right Policy:** Sai is committed to providing a fair compensation & benefits .and good working conditions. We are committed to provide a safe, healthy and secure workplace for all employees and associates of Sai. Sai is strictly opposed to any discrimination at workplace and are committed to promote diversity in its largest sense
- Equality and Training:** Equal Training and Development opportunities are made available to all the employees
- Confidentiality:** We are committed to highest standards of confidentiality & integrity with respect to the personal information of each and every employee and associate of the organization

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4. **Freedom of Speech and Expression:** Sai is committed to promote a culture where diversity of thoughts and opinion foster and are openly shared without any fear and inhibition. Sai is committed to provide an environment to promote such freedom at all times.
5. **Promote Individual Respect:** True to the Value of Sai all members are to be treated with utmost respect and equality at all times.
6. **Slavery and / or Child Labour / Unfair Labour Practices:** Sai promotes and drives zero tolerance towards the same and will work with appropriate partners to address such issues responsibly. Sai will endeavor to promote such practices in vendor organizations and will not work with any such organization that promote Child Labour and / or Unfair Labour Practices.
7. **Anti-Trafficking:** Sai strictly prohibits, and will not tolerate, trafficking in persons and any other form of slavery, including but not limited to, labor trafficking. Sai employees, contractors, subcontractors, suppliers, vendors and others through whom Sai conducts business must not engage in any practice that constitutes trafficking in persons or slavery.
8. **Freedom of Movement:** Sai does not engage in any kind of restrictive or prohibitive practice (like bond / retaining original educational proofs or Identity proofs, etc.) with employees, which prevents them from leaving the organization.
9. **Work Life Balance:** Sai at all times endeavors to promote healthy work life balance and ensures a stress-free environment by regulating the working hours
10. **Grievance Mechanisms:** Sai provides multi-level Grievance redressal mechanism and highly empowered committees to act swiftly in case of violations of any of the above

#### IV. POWER TO AMEND:

The company reserves the right to amend / withdraw the policy at any time without assigning any reason whatsoever. The utility and interpretation of the policy will be at sole discretion of the Management.

#### V. ABBREVIATION

HR – Human Resource

-----End of the Policy-----