

DOCUMENT DETAILS

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SIGNATURES

ROLE	NAME	DESIGNATION	DEPARTMENT	DATE&TIME
PREPARED BY	Sandhya Gottam	Assistant Manager	Corporate HR	29/Nov/2024 15:55
CHECKED BY	Harika Sree Duguru	General Manager	Corporate HR	29/Nov/2024 16:52
APPROVED BY	Rajesh Vinodrai Naik	Senior Vice President	Corporate HR	29/Nov/2024 16:53

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 Labour 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 personnel working at 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 personnel working at Sai.
- Confidentiality:** We are committed to highest standards of confidentiality & integrity with respect to the personal information of each and every personnel of the organization
- 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.

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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 Unfair Labour Practices:** Sai promotes and drives zero tolerance towards Slavery and Unfair Labour Practices 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 Slavery / Unfair Labour Practices.
7. **Child Labour:** Sai promotes and drives zero tolerance towards the employment of Child Labour 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. Child Labour remediation procedure has been established to address any incidents
8. **Forced Labour:** Sai maintains a zero-tolerance towards forced, bonded or indentured labour and collaborates with vendors and suppliers to address such issues responsibly. Sai does not engage in restrictive practices, such as retaining original educational or bond or identity documents, that prevent personnel from leaving the organization. Furthermore, Sai promotes ethical practices among its vendors and suppliers and will not work with organizations that engage in forced labour. A remediation procedure is in place to address any incidents of forced labour. Sai do not engage involuntary prison labour.
9. **Anti-Trafficking:** Sai strictly prohibits, and will not tolerate, trafficking in persons and any other form of slavery, including but not limited to, labour 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.
10. **Freedom of Movement:** Freedom of movement is a fundamental human right that ensures individuals have the liberty to travel, reside, and work where they choose, subject to legal and reasonable restrictions. Sai upholds this right by ensuring individuals are free from unjust movement restrictions and supports policies that facilitate safe and free mobility for all at workplace.
11. **Work Life Balance:**
Sai is committed to promoting work-life balance and ensuring fair working conditions:

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- i. **Shift Duration and Working Hours:** We ensure reasonable shift durations and working hours, complying with legal standards and allowing for adequate rest and leisure time.
- ii. **Overtime Work:** Overtime is voluntary and based on a mutually agreed process. No personnel is forced to work overtime.
- iii. **Payment of Wages:** We adhere to the Payment of Wages Act, ensuring timely and fair compensation for all regular and overtime hours worked.
- iv. **Fair Compensation for Overtime:** Overtime work is compensated at a fair and legally compliant rate.
- v. Social Security requirements as per regulations will be determined and implemented. Positive recommendation to subscribe for National Pension Scheme for improved financial security post retirement.
- vi. Engagement Activities such as Independence Day celebrations, New Year celebrations, Yearly sports activities etc are encouraged to promote wellbeing of all personnel.

Sai upholds these principles to create a respectful, balanced, and supportive work environment.

12. **Safe working conditions:** In Sai all personnel have the right to a safe and healthy working environment. This includes protection from hazards and access to safety measures and equipments.
13. **Right to Water and Sanitation:** In Sai all personnel will have access to clean and safe drinking water. Adequate sanitation, including proper waste disposal process is adapted for health and dignity.
14. **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. These rights contribute to individual well-being, sustainable development, and are crucial components of global human rights efforts.

IV. POWER TO AMEND:

The company reserves the right to amend 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.