

DOCUMENT DETAILS

Document Number	SLSL/HR/2022/13
Document Name	SLS SEXUAL HARASSMENT POLICY
Department	Corporate HR
Category	HR POLICIES
Version No	08
Effective Date	23/Jan/2026
Next Review Date	22/Jan/2031

SIGNATURES

ROLE	NAME	DESIGNATION	DEPARTMENT	DATE&TIME
PREPARED BY	Sandhya Gottam	Assistant Manager	Corporate HR	19/Jan/2026 16:21
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ELECTRONIC SIGNATURE PAGE

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I. PURPOSE:

Introduction

SLS's quest for competitive excellence consists of our commitment to lawful and ethical conduct and adhering to SLS's values. Integrity, honesty and respect for people remain some of our core values.

The company is committed to provide a safe and conducive work environment to its employees and expects them to combine "Expertise with responsibility". Towards this it is essential that each employee deals with their colleagues and third parties with full fairness and respect and realizes that his/her behaviour will be attributed to the company and can affect its inward and outward reputation.

Under the corporate compliance, harassment of any kind including sexual harassment is forbidden. Every employee has the right to be protected against harassment, regardless of whether the accused considers his or her own behaviour to be normal or acceptable and of whether the harassed person has the opportunity to avoid the harassment. SLS is committed to providing a work environment free of sexual harassment. Sexual harassment is a form of workplace harassment of a sexual nature that affects the dignity of men and women at work.

The SLS Prevention of Sexual Harassment Policy has been formed to prohibit, prevent or deter the commission of acts of sexual harassment at workplace and to provide the procedure for the redressal of complaints pertaining to sexual harassment.

II. SCOPE:

Applicability

This Policy applies to all the employees, contract workers, trainees (whether in the office premises or outside while on assignment) and any third party women (collectively "SLS employee") visiting the SLS group companies in India, its foreign subsidiary, Sai Life Sciences Inc in USA and Sai Life Sciences Branch offices in UK, Switzerland and Japan (collectively "SLS" or the "Company").

The Ministry of Women and Child Development notified and came into force in the Official Gazette on 9th December, 2013 the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and

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Redressal) Act, 2013 and the Policy of Sai has been adopted on the same lines as the Act. However, as the Act is applicable only to Women employees (permanent and contractor) and in India, Sai would ensure the safety of both its Male and Female employees working in the locations in India and hence the provisions are applicable to both. But in case there is a conflict of the provisions under the Policy and the Act, then the Act will be applicable.

Where sexual harassment occurs to a SLS employee as a result of an act by a third party or outsider while on official duty, SLS will take all necessary and reasonable steps to assist the affected person in terms of support and preventive action. It is necessary and expedient for employers in work places as well as other responsible persons or institutions to observe certain guidelines to ensure the prevention of sexual harassment of women.

III. POLICY :

What is Sexual Harassment?

Sexual Harassment includes such unwelcome sexually determined behaviour, as physical contacts and advances, sexually coloured remarks, showing pornography and sexual demands whether by words, gestures or actions. Such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory when the complainant has reasonable grounds to believe that his or her objection would disadvantage them in connection with employment, including recruiting or promotion or when it creates a hostile working environment.

Duty of SLS or other responsible persons in workplaces and other institutions

It shall be the duty of SLS or other responsible persons in workplaces or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required.

Definition

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

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- a. physical contact and advances;
- b. a demand or request for sexual favours;
- c. sexually coloured remarks;
- d. showing pornography;
- e. any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Where any of these acts is committed in circumstances where under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating any may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

Any employee who perceives sexual harassment can proceed to submit a formal complaint to the Committee.

Preventive Steps

As part of education and prevention of any sexual harassment, it is hereby notified that the Rules/Regulations for all SLS employees relating to conduct and discipline include rules / regulations prohibiting sexual harassment. Further, SLS will provide appropriate work conditions in respect of work, leisure, health and hygiene and ensure that there is no hostile environment towards women at work places. SLS is committed in making sure that no woman should have reasonable grounds to believe that she is disadvantaged in connection with her employment.

Internal Complaints Committee

An Internal Complaints Committee has been formed for all the units located at Hyderabad and Bidar:

Parent Committee – Corporate Office

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3	Ms Swathi Gayatri	Gayathri.prashanth@healing-fields.org
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UNIT IV and Unit VI – Bidar

S. No.	Member	Email ID
1	Ms Reema Raj	Reema.r@sailife.com

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3	Ms Swathi Gayatri	Gayathri.prashanth@healing-fields.org
4	Ms Lekhika	lekhika.p@sailife.com
5	Ms Kavitha	Kavitha.s@sailife.com

If you are being harassed

- (a) Tell the accused that his / her behaviour is unwelcome and ask him/her to stop.
- (b) Keep a record of incidents (dates, times, locations, possible witness, what happened, your response). It is not mandatory to have a record of events to file a complaint, but a record can strengthen your case and help you remember the details over time, in case the complaint is not filed immediately.
- (c) File a complaint as soon as possible by email or written or inform orally. If, after asking the accused to stop his / her behaviour, the harassment continues, report the abuse to the Chairperson of the Internal Complaints Committee formed for this purpose.

Dealing with the Complaint

- It is the obligation of all employees to report sexual harassment experienced by them personally. A concerned co-worker may also inform the Internal Complaints Committee of any instance or behaviour of sexual harassment by a co-worker towards another employee.
- The concerned employee shall give his complaint, oral or written to the Chairperson of the Internal Complaints Committee giving details of the incident within three months of its occurrence and in case of series of occurrences, within a period of three months from the date of last occurrence.
- Once the complaint is received, it will be kept strictly confidential. All employees are hereby assured that such filings will not result in victimization of the employee, except where the complaint has been found malicious, in their career growth or continued employment with SLS. Where any complainant requests that their name be withheld during the investigation process, the committee shall ensure that the same is complied with unless the disclosure is essential during the investigation

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process. In such cases, the committee will speak to the complainant and obtain concurrence before such disclosure.

- The person accused will be informed that a complaint has been filed against him/her and no unfair acts of retaliation or unethical action will be tolerated.
- The Internal Complaints Committee shall ensure that a fair and just investigation is undertaken immediately.
- Both the complainant and the alleged accused initially will be questioned separately with a view to ascertain the veracity of their contentions. If required, the person who has been named as a witness will need to provide the necessary information to assist in resolving the matter satisfactorily.
- The complainant and the accused shall be informed of the outcome of the investigation. The investigation shall be completed within 3 months of the receipt of the complaint. If the investigation reveals that the complainant has been sexually harassed as claimed, the accused will be disciplined accordingly.
- The victim of sexual harassment has the option to seek transfer of the accused or his/her own transfer.

Disciplinary Action

Where any misconduct is found by the Internal Complaints Committee, appropriate disciplinary action shall be taken against the accused. Disciplinary action may include transfer, withholding promotion, suspension or even dismissal. This action shall be in addition to any legal recourse sought by the complainant.

Confidentiality

All information received from the employee who lodges a complaint, shall be kept confidential. Any person (including witnesses) who breaches confidentiality shall be subject to disciplinary action.

Protection against retaliation

Regardless of the outcome of the complaint made in good faith, the employee lodging the complaint and any person providing information or any witness, will be protected from any form of retaliation. While dealing with complaints of sexual harassment, the Internal Complaints Committee shall ensure that the

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Complainant or the witness are not victimized or discriminated against by the accused. Any unwarranted pressures, retaliatory or any other type of unethical behaviour from the accused against the complainant while the investigation is in progress should be reported by the complainant to the Internal Complaints Committee as soon as possible. Disciplinary action will be taken by the Internal Complaints Committee against any such complaints which are found genuine.

Documentation

The Internal Complaints Committee shall keep complete and accurate documentation of the complaint, its investigation and the resolution thereof. The incident would be documented in both the complainant's and the accused's files with the full report of the Internal Complaints Committee.

Dissemination of the Policy

A copy of this Policy shall be given to all permanent and contract employees and to all new recruits.

Complaints made with a malicious intent

This policy has been evolved as a tool to ensure that in the interest of justice and fair play, our employees have a forum to approach in the event of instances of sexual harassment. However, if on investigation it is revealed that the complaint was made with a malicious intent and with the motive of maligning the concerned individual / tarnishing his/her image in the company and to settle personal/professional scores, strict action will be taken against the complainant. The employees who are victims of sexual harassment may, in addition to the above, seek legal remedies as may be provided under the various laws for the time being in force.

DRAFT HARRASSMENT COMPLAINT LETTER

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From:

Employee

Sai Life Sciences Limited

India

To:

HR Manager

Sai Life Sciences Limited

India

Date:

Ref: Harassment in the Department

Dear _____,

I am writing this letter to inform you about the harassment I am being subjected to, by my immediate boss/colleague Mr. / Ms. _____

On various occasions in the past, Mr. / Ms. _____ has been _____ (please provide reasons). _____ He / She

not only made extremely racist remarks against me but also misbehaved with me.

In all years that I have been working in this company, this is the first time I have ever had to encounter such problems.

I request you to kindly look into the matter at the earliest and take suitable action.

Thanking You,

Sincerely,

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.

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V. ABBREVIATION

HR – Human Resources

SLS – Sai Life Sciences

USA – United States of America

UK – United Kingdom

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