



# People Policy

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People Policy	Yogendra Raut; Mayur Shinde	Sudhakar Shetty; Tanaji Shinde	Hetal Gogri Gala; Narendra Salvi	01	01	01/04/2024
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## 1.0 Preamble:

At Aarti Pharmalabs Ltd (APL), we are always focused on delivering stakeholder value by providing the best working environment and experience through consistently integrating our core values of 'Care', 'Integrity', and 'Excellence' into our core business operations and people practices. This policy acts as a guiding force to ensure the display of behaviour that focuses on achieving the commitment for all the stakeholders internal or external.

The APL aims to foster a workplace defined by a cultural focus on quality, safety, compliance, and the conservation of nature. Our goal is to create a safe, positive and progressive work environment where our employees are able to thrive and be at their best all the time.

The APL People Policy sets out our commitment to our employees. We seek to cultivate a work culture that upholds diversity, career growth and high employee morale. In striving for this, we are constantly seeking better work conditions for our people, including through safeguarding their health and safety, ensuring fairness and justice, advancing diversity, and providing opportunities for career development. Our people are human assets hence we strive to create an environment where they can continuously flourish and in turn create continuous improvement across all levels.

## 2.0 Scope of Application:

This policy applies to all employees (including full-time, part-time, and contractual staff members) employed by the APL. It also applies to all business associates including but not limited to vendors, contractors, distributors, agents, representatives and any other business partners of APL.



### **3.0 Responsibility**

Our Human Resources (HR) department is responsible for ensuring that this policy is made available to and acknowledged by all employees of APL. HR is responsible for implementing the appropriate measures to uphold the commitments outlined in this policy, reviewing it as necessary to ensure its relevance and effectiveness. All employees of APL are responsible for reading and understanding the following policy and for promoting its implementation where possible.

### **4.0 Communication**

This policy shall be disseminated to all employees of APL via the company's intranet and shared with all new hires of the procurement department during the onboarding process. Any significant changes made to the policy shall also be shared with all employees via email and the intranet from time to time. Manual circular shall be issued whenever recipients are not allowed email or intranet.

We will also communicate this policy at our webpage to make it transparent to the public.

### **5.0 Our Commitments**

#### **5.1 Human Risk**

The nature of our work exposes our employees to specific safety risks and health hazards, including chemicals, toxic fumes, flammable materials, and other hazardous substances. Safeguarding the health and safety of our employees is of utmost importance to us. This is why we strive to cultivate a culture of safety within our firm where all employees are aware of health and safety risks and are active in ensuring the safety of themselves and those around them. At APL, we look to promote this safety



culture by identifying and analysing possible and actual risks present on our work sites, educating our employees on these risks, and implementing preset standards and operating procedures (“SOPs”) to prevent and address workplace accidents. In acknowledging the importance of our employees, our health and safety standards also look to safeguard the mental and physical health and well-being of our employees at work.

Specifically, our targets are as follows:

- By FY 2028-29, conduct human rights risk & impact assessments across 100% of our operational sites.
- By FY 2028-29, training on human risks & impact assessment will be completed for 100% of our employees, compared to the base year FY 2023-24.

## 5.2 Promote good working conditions

We are committed to providing good working conditions for all our employees. At APL, this comes in the form of fair and transparent communication, ownership of commitment, compliance to all statutory regulations and timely disbursement of salary, bonus, overtime & any other settlements. We also provide flexible working arrangements; extensive healthcare coverage; and parental leave. In accordance with our goal to maximise the satisfaction of our employees with the working conditions at APL, we also constantly seek feedback and opportunities to improve these conditions.

APL recognizes that decent living standards depend on wages that reflect the true cost of living. As such, we aspire to provide remuneration benchmarking the industry standards which would commensurate with our employees competence, experience and



contributions. We carry out structured performance appraisal and provide suitable opportunities to employees based on performance and potential. Here is to conduct an annual review of our employees' remuneration packages based on the UNGC's IDH living wage benchmark, striving towards accommodating more that receive remuneration at or above the benchmark.

Specifically, our targets are as follows:

- By FY 2029-30, all employees will achieve living wages 100%.
- By FY 2029-30, attain completion in the annual employee satisfaction survey for 100% of our employees.
- By FY 2029-30, provide flexible working arrangements of 2 days a month for all employees.

### 5.3 Human Rights & Social dialogue

In striving to provide the best working environment for our employees, we recognize the importance of fostering a climate for social dialogue where employees are able to voice their concerns. Respect for human rights is an integral part of our corporate responsibility. We respect the dignity and individual rights of every employee and colleague as well as third parties with whom we do business. Also We obliged to follow human rights which include the right to life and liberty, freedom from slavery and torture, freedom of opinion and expression, the right to work and education. Also APL have implemented no child labour at any place across the organisation.



In line with this goal, APL supports our employees in their participation in any employee representative body, trade union, or organisation, as long as they are in accordance with national laws and regulations.

Specifically, our targets are as follows:

- By FY 2029-30, the top management has to assign a representative at each location to ensure employee health and safety, working conditions, employment matters, training, and career management, as well as prevention of discrimination and harassment.
- By FY 2025-26, training on Human rights will be completed for 100% of our employees, compared to the base year FY 2023-24.

#### **5.4 Promote career management & training**

APL believes in the importance of training and development of our employees. We strive to create a supportive environment that promotes the growth of our employees, and to improve employee satisfaction and the retention of our talented and skilled workforce. For us, good career management of our employees begins from the submission of a job application at our firm. We seek to guarantee a fair and transparent recruitment process, to actively develop opportunities for career growth and mobility, and to mitigate the negative impacts in cases of layoffs. In view of these guiding principles, APL also seeks to consistently review our career management measures to ensure employee satisfaction.



Specifically, our targets are as follows:

- By FY 2029-30, perform annual performance reviews for all employees of APL
- By FY 2029-30, develop individual career growth plans methodology for all employees.
- By FY 2029-30, develop a career mobility program to provide opportunities for internal career mobility to staff.
- By FY 2029-30, ensure that 100% of employees undergo skills development training.

### **5.5 Foster diversity, equity and inclusion (DEI)**

APL recognizes the strength of being diverse and inclusive. Having a diverse workforce is particularly important in our industry as it reflects the diversity of patients who depend on our pharmaceutical products. At APL, we commit to increasing DEI knowledge amongst our employees, implementing programs to better opportunities for our employees from minority groups, and ensuring safe avenues to report on cases of discrimination and harassment. Through a constant review of our efforts to further promote DEI, we hope to make APL a welcoming and inclusive workplace for each and every one of our employees.



Specifically, our targets are as follows:

- By FY 2029-30, ensure 100% of employees have gone through DEI awareness training, including on discrimination and harassment.
- By FY 2029-30, develop a program for an additional 5% recruitment of female employees than base year FY 2023-24.

## 5.6 Business Ethics

Business ethics is the cornerstone of our organisational values, guiding all decision-making processes and interactions with stakeholders. We are committed to conducting business with integrity, transparency, and accountability, ensuring that every action reflects our dedication to legal compliance, fair treatment, and respect for both internal and external parties. Upholding these ethical standards fosters trust, promotes long-term sustainability, and strengthens our reputation in the market, as we consistently prioritise responsible practices over short-term gains.

Specifically, our targets are as follows:

- By FY 2029-30, conduct corruption risk assessments across 100% of our operational sites and offices.
- By FY 2029-30, conduct anti-competitive risk assessments across 100% of our operational sites and offices.
- By FY 2029-30, conduct internal and external audits to identify any ethical violations and aim for zero incidents across 100% of our operational sites and offices.



→ By FY 2029-30, ensure 100% of employees have gone through code of conduct training.

## 6.0 Review Mechanism

The relevance and effectiveness of this policy document shall be reviewed at least once annually by the management of Aarti Pharmalabs Limited.

## 7.0 Annexures

7.1. [Single Page Policy Statement](#)

## 8.0 Amendment History

Sr. No.	Issue No.	Revision No.	Effective Date	Reason for Change
1	01	00	Nov 2022	Demerger from Aarti Industries Ltd.
2	02	01	April 2024	Quantitative Targets added.