

CORPORATE HUMAN RESOURCE POLICY	Policy No. : PL-CHR-003/02	Effective from : 15.11.2024
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TITLE: HUMAN RIGHTS POLICY

I. BACKGROUND:

MSN believes in respecting and upholding human rights, in line with its One MSN Credo of "Caring for Life". This Human Rights Policy (Policy) is by reference made part of the MSN Code of Conduct' (COC) which imbibes the spirit of human rights in our operations and value chain across the globe. Our Supplier Code of Conduct also enlists measures for protection of human rights that our suppliers must follow.

At MSN we are committed to protect the fundamental human rights and have actualized the principles in letter and spirit enshrined in the Universal Declaration of Human Rights and United Nations Guiding Principles on Business and Human Rights (UNGP) which include processes for respecting, protecting, and remediating human rights issues. In addition, this policy is also aligned with the fundamental conventions identified by the International Labor Organization (ILO) and principles of National Guidelines on Responsible Business Conduct (NGRBC) of the Ministry of Corporate Affairs, India.

II. SCOPE & APPLICABILITY:

This policy is applicable to all our stakeholders including employees or workers, (permanent and other than permanent) consultants and trainees of MSN and its subsidiaries; as well as business partners (suppliers, contractors, healthcare partners, joint venture partners, channel partners), to uphold and observe these values and abide by the principles outlined in the Policy.

The Policy is applicable from **1st September, 2022** and is approved by the Chairman & Managing Director. The policy was last revised on **15.11.2024**.

This Policy will be reviewed at least once, in 3 years and the Chairman & Managing Director is authorized to amend the Policy to give effect to any changes/amendments as maybe required from time to time.



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TITLE: HUMAN RIGHTS POLICY**III. REGULATORY COMPLIANCE:**

We respect and comply with all applicable laws and regulations in all territories of our operations, which also include the national labor regulations as applicable to human rights aspects.

IV. HUMAN RIGHTS ASPECTS:**a. Child Labour and Forced Labour**

We shall not employ any forced labor or child labor in any of our operations. We ensure adherence to minimum working age requirements prescribed by local regulations and prohibit employment of child labor across our operations and value chain. We respect the right of all workers to enter and leave employment voluntarily and do not engage in compulsory, forced, indentured or bonded labor.

b. Diversity, Equal Opportunity and Non-Discrimination

We ensure that our employees and workers are treated with dignity, respect, and fairness, and are not subject to harassment, discrimination, forced labour or inhumane treatment at the time of hiring, providing compensation, imparting training, promotion, termination or retirement on account of gender, sex, sexual orientation, race, religion, caste, ethnicity, nationality, age, disability, HIV status, birth, family responsibilities, marital status, political opinions, union membership and family status. We are committed to have a working culture that is free from any prejudice, bias, physical or mental harassment. MSN has a zero-tolerance approach, towards discrimination across our operations and value chain.

c. Prevention of Sexual Harassment at the Workplace

We ensure zero-tolerance towards any act of sexual harassment. A proper and fair investigation (with an opportunity to be heard) is followed and strict action is undertaken as per MSN's Policy on Prevention of Sexual Harassment at the Workplace.

d. Freedom of Association and Collective Bargaining

We respect the rights of our workers to enter into collective bargaining agreements and encourage freedom of association, by acknowledging and supporting labor unions across



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our sites. Our workers are free to join any union or association without any negative consequences, or retaliation from the organization. We actively work with labor unions to discuss concerns, if any, on the health and safety of our workers, notice period, salaries, and process optimization. We do not interfere with the functioning or administration of labor unions.

Election/ selection of Workers Representatives under Freedom of Association

Pre-Election Process:

- Notification: The HR Department notifies all employees about the upcoming election of workers' representatives through company-wide communication channels (e.g., intranet, notice boards, email).
- Eligibility Criteria: The HR Department sets out the eligibility criteria for employees to participate in the election, such as:
 - Minimum service period (e.g., 6 months)
 - Active employment status
 - Good disciplinary record
- Nomination Process: Employees who meet the eligibility criteria can nominate themselves or be nominated by their colleagues to contest the election. Nomination forms are made available by the HR Department.
- Deadline for Nominations: A deadline is set for submitting nomination forms (e.g., 7 working days from the notification date).

Election Process

- Voting: A secret ballot election is conducted, where employees cast their votes for their preferred candidates. Voting can be done through physical ballot boxes or online voting systems.
- Voting Schedule: The voting schedule is communicated to all employees, including the date, time, and location of voting.
- Counting of Votes: The votes are counted by a designated committee or external agency to ensure transparency and impartiality.



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- Declaration of Results: The results are declared, and the elected workers' representatives are announced.

Post-Election Process

- Term of Office: The elected workers' representatives hold office for a specified term (e.g., 2 years).
- Responsibilities: The workers' representatives are responsible for:
 - Representing employees' interests in discussions with management
 - Communicating employee concerns and suggestions to management
 - Participating in joint committees or forums
- Accountability: The workers' representatives are accountable to the employees who elected them and are expected to provide regular updates on their activities.
- Handover: Outgoing workers' representative hand over their responsibilities and documents to the newly elected representatives.

Additional Provisions

- Code of Conduct: Workers' representatives are expected to adhere to a code of conduct, which includes maintaining confidentiality, avoiding conflicts of interest, and upholding company policies.
- Training and Support: The company provides training and support to workers' representatives to enable them to perform their roles effectively.
- Review and Revision: The election procedure is reviewed and revised as necessary to ensure it remains fair, transparent, and effective.

e. Environment Health and Safety

We are committed to protect the safety, health and well-being of our stakeholders through EHS management systems and safety requirements for our value chain partners. We pursue sustainable business practices and work towards continuous improvement in our EHS performance, year-on-year. We record and investigate all incidents, and accordingly train employees and workers on workplace-related safety hazards, associated risks and measures required to mitigate these risks.



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f. Wages, Working Hours and Leave Benefits

We believe that providing a flexible work culture helps us retain talent and keeps our employees motivated and engaged. Accordingly, we ensure the right to fair compensation and comply with all applicable laws related to payment of wages, working hours and overtime compensation. The various leave benefits We provide to our employees include parental leave, compassionate leave, accident leave and sabbatical leave are benevolent.

g. Recruitment

We have implemented merit-based processes in recruitment, compensation, training, and promotions. We do not support any fraudulent methods of recruitment, and all the terms and conditions of employment are clearly communicated.

h. Data Privacy

We respect the privacy of all our employees and business partners, by taking measures that are prescribed by law, to protect and secure personal data. We do not disclose anyone's personal, medical and financial information unless legally mandated.

i. Community Engagement

We are committed to engaging with local communities in a manner that respects the rights and dignity of all people in the geographies we operate in, and otherwise take steps to prevent, reduce and mitigate impact on communities due to our business operations. We continue to support several community welfare, health and educational activities, essentially in communities surrounding the Company's factories, both directly and through trusts, by providing healthcare education, improvement of community infrastructure and scholarships. We also respect the rights of indigenous people; and ensure all communities are part of our welfare and engagement programs.

j. Workplace Security

We are committed to maintaining a safe work environment that is free from violence, harassment, intimidation and other unsafe, or disruptive conditions, caused due to internal and external threats. Adequate security arrangements for employees are provided



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as needed and are maintained with respect for employee privacy and dignity, in accordance with the guidelines on Security and Human Rights

k. Drug Safety and Pharmacovigilance

We take appropriate measures to detect and assess any adverse effects of our medicines on patients. We believe that our business supports the promotion of human prosperity through our products but also acknowledge that without proper oversight, it can present risks to human rights. Our pharmacovigilance team ensures that we conform to all regulatory requirements and our products have a favorable risk- benefit profile. We have a global pharmacovigilance system for redressal of drug safety related complaints as per well-defined SOPs. This is complemented by a dedicated phone line and mailbox to receive safety- related complaints from consumers, patients, and healthcare professionals. Assessment of the safety profile of a drug, is done on a regular basis by requesting relevant information from patients. We also organize awareness sessions for our field teams, to sensitize them about the importance of patient health and safety.

l. Access to Affordable Medicines

We are committed to provide universal access to affordable medicines, which is reflected in our purpose of "Caring for Life". Our endeavor is to develop novel, differentiated and affordable medicines and drug delivery systems that address patient needs and expand access to quality medicines.

m. Awareness Programme and Due Diligence

The Company shall run a Human Rights awareness programme/trainings on a regular basis, to educate employees/workers on their rights. Our employees/workers must also take equal responsibility to be aware about this policy and their rights, by attending, reading, and participating in all trainings on this matter. The Company shall also undertake due diligence on Human Rights on a regular interval to identify, prevent and mitigate adverse human rights issues.

n. Grievance Mechanism

In line with the expectations articulated in the UN Guiding Principles on Business and Human. Rights, we provide a grievance channel for our stakeholders, set up under our



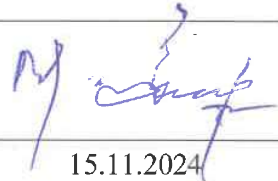
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Whistle Blower Policy. Any concern as listed in this policy can be reported directly to the chairperson of the Ethics Committee or to the Chief Internal Auditor at ethics@MSN.com. Our Ethics Committee investigates whistle blower complaints, addresses any violation, wrongdoing or non-compliance, and ensures thorough investigation within the timelines prescribed under the Whistle Blower Policy.

o. Policy Implementation

We are committed to solving genuine concerns of our stakeholders and business partners. They can report their concerns to the chairperson of the Ethics Committee or to the Group Head HR at ethics@msnlabs.com. Our Ethics Committee investigates whistle blower complaints and addresses any violation, wrongdoing, or non-compliance. We do not tolerate retaliation against an employee who files anon-compliance incident report. Each report is thoroughly investigated, and appropriate remediation measures are taken. to prevent further wrongdoing, penalize aberrations in the past, to the extent such acts are determined, in the inquiry to be in the nature of misconduct.

--	Prepared by	Checked by	Approved by
Sign			
Date	15.11.2024	15.11.2024	15.11.2024
Name	M S Pratap Reddy	S Padmanabhan	Dr MSN Reddy
Department	Human Resource	Human Resource	Chairman & Managing Director