

## Human Rights Policy

<b>Policy Title</b>	<b>Human Rights Policy</b>		
<b>Policy Version</b>	Version 2.0	<b>Policy Effective Date</b>	1 <sup>st</sup> September 2023
<b>Policy Review</b>	15 <sup>th</sup> March 2025	<b>Policy implementation Date</b>	1 <sup>st</sup> May 2025

### **1. Introduction:**

At Maithri Drugs, we are committed to protect the fundamental human rights and aim to align with the 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 Labour Organisation (ILO) and principles of the National Guidelines on Responsible Business Conduct (NGRBC) of the Ministry of Corporate Affairs, India.

### **2. SCOPE & APPLICABILITY:**

Maithri Drugs strives to create a productive work environment conducive to safeguarding human rights. This policy applies to all our stakeholders, including employees, workers (both regular and contractual), consultants and trainees of Maithri Drugs suppliers, contractors, to uphold and observe these values and abide by the principles outlined in the Policy.

### **3. REGULATORY COMPLIANCE:**

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

### **4. HUMAN RIGHTS ASPECTS:**

#### **a) Child Labour and Forced Labour**

We are strictly against the employment of child labour or forced labour in any form whatsoever, paid or unpaid. We ensure that minimum working age (18 years) requirements are met as per local regulations and prohibit the employment of child labour or forced labour across our value chain as per our Child and Forced Labour Prevention Policy.

#### **b) Diversity, Equal Opportunity, and Non-Discrimination**

We are committed to treating our employees and stakeholders with utmost dignity, respect, fairness and are an equal opportunity employer. We ensure that our employees and workers are treated with dignity, respect, and fairness, and are not subject to harassment, discrimination, 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 having a working culture that is free from any prejudice, bias, or physical or mental harassment. Maithri Drugs has a zero-tolerance approach towards discrimination across our operations.

**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 our 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 labour unions across our business locations. Our workers are free to join any union or association without any negative consequences or retaliation from the organisation. We actively work with labour unions to discuss concerns, if any, on the health and safety of our workers, notice period, salaries, and process optimisation. We do not interfere with the functioning or administration of labour unions.

**e) Safety, Health & Environment**

We are committed to protect the safety, health and well-being of our stakeholders through Safety, Health and Environment management systems, and we ensure to provide safe working conditions for all, including employees, customers, visitors and our value chain partners. We pursue sustainable business practices and work towards continuous improvement in our Safety, Health and Environmental performance, year-on-year. We encourage them to report any unsafe or hazardous conditions noticed in the workplace to the management. 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.

**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. The various leave benefits we provide to our employees include paternity leave, maternity leave, compassionate leave, sick leave, casual leave, and hourly paid leave.

**g) Recruitment**

We have established a structured, transparent, and efficient recruitment process that ensures the selection of competent and qualified individuals who align with the company's vision, values, and operational requirements as per our Recruitment policy.

**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 or financial information to any unrelated external party 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 as needed and are maintained with respect for employee privacy and dignity, in accordance with the guidelines on Security and Human Rights. In case of any such unfortunate instances, we take appropriate action to address the matter.

**k) Drug Safety & Regulatory**

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 Quality Assurance and Regulatory Affairs team ensures that we conform to all regulatory requirements and our products have a favourable risk-benefit profile. We have a dedicated Regulatory team for the redressal of drug safety-related complaints as per well-defined SOPs.

**l) Awareness Programme and Due Diligence**




The Company shall run a Human Rights awareness programme/training on a regular basis, to educate employees/workers on their rights. Our employees/workers must also take equal responsibility to be aware of 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.

#### m) **Grievance Mechanism**

In line with the expectations articulated in the UN Guiding Principles on Business and Human Rights, we provide a grievance channel of communications and grievance redressal mechanisms to deal with stakeholder concerns on human rights in a just, fair and prompt manner under our Whistle Blower Policy. Any concern as listed in this policy can be reported as per the Whistle Blower policy, or at [grievance@maithridrus.com](mailto:grievance@maithridrus.com) or can be reported directly to the HR Head. If three options are not feasible, can use the Open Door Policy. Our HR department investigates complaints, addresses any violation, wrongdoing or non-compliance, and ensures thorough investigation as per the Whistle Blower Policy. We express sensitivity to Human Rights principles not just within Maithri Drugs, but also across our value chain.

#### 5. Governance and Review:

We integrated this policy into key business processes and training programs. Will be reviewed periodically to reflect emerging best practices, regulatory developments, and stakeholder expectations.

		
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