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ROYAL PHARMA

ROYAL PHARMACEUTICALS INDUSTRIES PVT LTD



ETHICAL EMPLOYMENT AND HUMAN RIGHTS POLICY

E-128 MIDC Industrial Area, Tarapur Boisar 401506 Palghar, Maharastra India

Table of Contents

1. Introduction 3
2. Purpose 3
3. Applicability 3
4. Policy Statement 4
5. Strategic Commitments 4
6. Ownership & Accountability 12
7. Monitoring & Measurement 13
8. Training & Awareness 14
9. Review Mechanism 14
10. Employee Acknowledgement Form 15

1. Introduction

Royal Pharmaceuticals Industries Pvt. Ltd. recognizes its employees as the foundation of sustainable business success and is committed to providing a workplace that upholds dignity, respect, fairness, equality, and internationally recognized human rights. The Company integrates labour and human rights principles into its operations, business decisions, and employment practices through responsible leadership, employee engagement, legal compliance, and continual improvement.

2. Purpose

The purpose of this Ethical Employment and Human Rights Policy is to establish a comprehensive framework for promoting ethical employment practices, protecting human rights, and fostering a safe, respectful, inclusive, and equitable workplace across all operations of Royal Pharmaceuticals Industries Pvt. Ltd. The policy aims to:

- Promote fair, ethical, and responsible employment practices throughout the Company's operations.
- Protect the fundamental human rights of all employees, workers, contractors, and individuals associated with the Company's activities.
- Provide and maintain a safe, healthy, and secure workplace that minimizes occupational health and safety risks.
- Promote equal employment opportunities and prevent discrimination, harassment, retaliation, and any form of workplace violence.
- Eliminate child labour, forced labour, bonded labour, modern slavery, and human trafficking from all business operations and supply chain activities.
- Ensure fair wages, benefits, working hours, leave entitlements, and employment conditions in accordance with applicable legal and regulatory requirements.
- Support employee learning, competency development, career progression, and leadership development through continuous training and professional development initiatives.

3. Applicability

This Ethical Employment and Human Rights Policy applies to the manufacturing facility of Royal Pharmaceuticals Industries Pvt. Ltd. located at **E-128, MIDC Industrial Area, Tarapur, Boisar – 401506, Palghar, Maharashtra, India**. It applies to all employees, directors,

contractors, suppliers, consultants, service providers, and other personnel working on behalf of the Company.

4. Policy Statement

Royal Pharmaceuticals Industries Pvt. Ltd. is committed to upholding internationally recognized human rights and ethical employment practices across all its operations. The Company fosters a safe, inclusive, and respectful workplace free from discrimination, harassment, child labour, forced labour, and any form of unfair employment practice, while promoting equal opportunity, employee well-being, fair working conditions, and compliance with applicable legal and international labour standards.

5. Strategic Commitments

1. Employee Health & Safety

Objectives

- We strive to provide and maintain a safe, healthy, and secure workplace by identifying, assessing, and controlling occupational health and safety risks across all business operations.
- We will establish and maintain an Occupational Health and Safety Management System that supports legal compliance, operational excellence, and continual improvement in workplace safety performance.
- We seek to prevent workplace injuries, occupational illnesses, unsafe conditions, and near-miss incidents through proactive hazard identification, risk assessments, engineering controls, safe work procedures, and preventive measures.
- We will identify and control workplace health and safety risks through systematic risk assessments and preventive measures, and provide safe working conditions, appropriate PPE, emergency preparedness, and regular safety training to all relevant employees.
- We will provide employees, contractors, and visitors with appropriate personal protective equipment (PPE), safe machinery, emergency preparedness measures, and health protection programs relevant to their work activities.
- We strive to strengthen employee participation in workplace safety through regular safety meetings, behavioural safety initiatives, hazard reporting, and consultation with employees and safety representatives.
- We will promote physical and mental well-being by providing occupational health programs, wellness initiatives, health surveillance where applicable, stress management awareness, and access to appropriate support resources.

- We seek to maintain emergency preparedness through periodic emergency response planning, fire safety measures, first aid facilities, evacuation drills, and incident response training.

Targets

- We aim to reduce the Lost Time Injury Frequency Rate (LTIFR) by **20%** by **FY 2029–30**, compared to the **FY 2025-26** baseline.
- We strive to achieve **Zero Fatalities** across all Company operations throughout the policy period.
- We will provide annual occupational health and safety training to **100%** of employees and relevant contractors by **FY 2029–30**, compared to the **FY 2025-26** baseline.
- We aim to conduct workplace safety inspections covering **100%** of operational departments at planned intervals each year.
- We will investigate and close **100%** of reported workplace incidents, near misses, and unsafe conditions within the Company's defined corrective action timelines.
- We aim to conduct at least **two emergency preparedness and evacuation drills annually** at the manufacturing facility through **FY 2029–30**.
- We strive to ensure **100%** availability and use of required Personal Protective Equipment (PPE) in designated operational areas each year.
- We will maintain **100%** compliance with applicable occupational health and safety legal and regulatory requirements throughout the policy period.

2. Working Conditions

Objectives

- We strive to provide fair, respectful, and legally compliant working conditions that promote employee well-being, dignity, productivity, and job satisfaction across all business operations.
- We will ensure that wages, benefits, working hours, overtime, rest periods, and leave entitlements are administered in accordance with applicable labour laws, industry standards, and Company policies.
- We will provide fair, safe, and legally compliant working conditions, including fair wages, working hours, and employee benefits, and periodically review workplace conditions and welfare facilities to support employee well-being.
- We seek to maintain a workplace where employment decisions are based on merit, competence, qualifications, and business requirements while ensuring fairness, transparency, and consistency.
- We will provide employees with written terms and conditions of employment that clearly communicate their rights, responsibilities, compensation, benefits, and workplace expectations.

- We strive to maintain clean, hygienic, secure, and well-maintained workplaces, including sanitation facilities, drinking water, rest areas, dining facilities, and welfare amenities to support employee comfort and well-being.
- We will cover all of our employees in the regulatory insurance programme.
- We will periodically review workplace practices and employment conditions to identify opportunities for continual improvement and enhance the overall employee experience.

Targets

- Aim to cover 100% of the employees in the Health care plan by FY 2029-30.
- We aim to maintain **100% compliance** with applicable labour laws and employment regulations governing wages, benefits, working hours, and employment conditions throughout **FY 2029–30**, compared to the **FY 2025-26** baseline.
- We will provide written employment contracts or appointment letters to **100%** of employees prior to or upon commencement of employment by **FY 2029–30**.
- We strive to ensure **100%** payment of wages, statutory benefits, overtime, and other employee entitlements within the legally prescribed timelines each year.
- We aim to conduct annual workplace condition assessments covering **100%** of operational departments to identify and implement improvement opportunities.
- We will investigate and resolve **100%** of reported workplace condition concerns and employee welfare issues within the Company's defined corrective action timelines.
- We strive to achieve **100%** availability of essential employee welfare facilities, including safe drinking water, sanitation, rest areas, and first-aid facilities, across all applicable workplaces by **FY 2029–30**.
- We aim to conduct annual employee satisfaction and implement improvement actions based on the assessment outcomes through **FY 2029–30**.
- We will maintain **Zero Major Non-Compliance** related to working conditions, wages, benefits, or employment practices throughout the policy period.

3. Career Management & Training

Objectives

- We strive to provide equal opportunities for learning, skill enhancement, career progression, and professional development to enable employees to achieve their full potential while supporting the Company's long-term business objectives.
- We will provide equal access to learning, skill development, and career advancement opportunities, and implement structured training, performance management, and succession planning to strengthen employee capability.

- We will identify competency requirements across all functions and implement structured training, development, and succession planning initiatives to strengthen organizational capability and operational excellence.
- We seek to foster a culture of continuous learning by providing technical, functional, behavioural, leadership, quality, health and safety, and compliance-related training programs aligned with business needs.
- We will promote fair and transparent performance management processes that recognize employee contributions, encourage continuous feedback, and support career advancement based on merit, competency, and performance.
- We strive to provide equal access to training and development opportunities regardless of gender, age, disability, religion, ethnicity, or any other protected characteristic, ensuring an inclusive learning environment.
- We seek to identify and develop future leaders through succession planning, mentoring, coaching, and leadership development programs to ensure business continuity and organizational resilience.

Targets

- We aim to provide annual training to **100%** of employees based on their job roles, competency requirements, and applicable legal or regulatory obligations by **FY 2029–30**, compared to the **FY 2025-26** baseline.
- We strive to increase the average annual training hours per employee by **20%** by **FY 2029–30**, compared to the **FY 2025-26** baseline.
- We will conduct annual performance evaluations for **100%** of eligible employees using the Company's documented performance management process.
- We aim to establish documented Individual Development Plans (IDPs) for **100%** of eligible employees by **FY 2029–30** to support career growth and competency development.
- We will identify and implement succession plans for **100%** of critical leadership and key operational positions by **FY 2029–30**, compared to the **FY 2025-26** baseline.
- We aim to ensure **100%** compliance with mandatory training requirements, including health and safety, quality, ethics, and regulatory training, for all relevant employees throughout the policy period.

4. Child Labor, Forced Labor & Human Trafficking

Objectives

- We strive to uphold and protect internationally recognized human rights by maintaining zero tolerance for child labour, forced labour, bonded labour, compulsory labour, modern slavery, debt bondage, involuntary prison labour, and human trafficking throughout our operations and business relationships.

- We will establish robust recruitment and employment practices to ensure that all employment is freely chosen, voluntary, and based on the informed consent of employees without coercion, intimidation, deception, or unlawful restrictions.
- We seek to implement effective age verification and employment screening procedures during recruitment to prevent the employment of underage workers and ensure compliance with applicable labour laws and international standards.
- We will prohibit the retention of employees' original identity documents, passports, personal certificates, wages, or other personal property as a condition of employment, except where required by law and with the employee's informed consent.
- We strive to ensure that employees have the freedom to terminate their employment after providing the required notice in accordance with applicable laws and employment agreements without fear of retaliation, financial penalties, or coercion.
- We will conduct appropriate due diligence and communicate our labour and human rights expectations to contractors, recruitment agencies, suppliers, and business partners to promote the elimination of child labour, forced labour, and human trafficking throughout the supply chain.
- We seek to provide accessible and confidential grievance mechanisms that enable employees and other stakeholders to report suspected instances of child labour, forced labour, human trafficking, or unethical labour practices without fear of retaliation.

Targets

- We aim to maintain **Zero Incidents** of child labour, forced labour, bonded labour, modern slavery, or human trafficking across all Company operations throughout **FY 2029–30**, compared to the **FY 2025-26** baseline.
- We will ensure **100%** age verification and legal employment eligibility checks for all newly recruited employees before commencement of employment each year.
- We strive to provide annual awareness training on child labour, forced labour, human trafficking, and ethical recruitment practices to **100%** of Human Resources personnel, recruitment teams, managers, and other relevant employees by **FY 2029–30**.
- We aim to communicate the Company's prohibition of child labour, forced labour, and human trafficking to **100%** of applicable contractors, labour providers, recruitment agencies, and significant suppliers through contractual requirements or Supplier Code of Conduct commitments by **FY 2029–30**.
- We strive to maintain **100%** compliance with applicable labour laws, employment regulations, and internationally recognized human rights standards relating to child labour, forced labour, and human trafficking throughout the policy period.
- We aim to conduct periodic labour and human rights due diligence or compliance assessments covering **100%** of Company operations and relevant labour providers by **FY 2029–30**.

5. Discrimination, Harassment & Equal Opportunity

Objectives

- We strive to foster a workplace culture built on respect, dignity, fairness, diversity, inclusion, and equal opportunity, where every employee is treated with professionalism and without discrimination.
- We will ensure that all employment-related decisions, including recruitment, hiring, compensation, promotion, training, career development, transfers, and termination, are based solely on merit, qualifications, competencies, performance, and business requirements.
- We seek to prohibit discrimination, harassment, bullying, intimidation, retaliation, victimization, or any other inappropriate workplace behaviour based on gender, age, race, colour, religion, caste, nationality, ethnicity, disability, marital status, pregnancy, or any other characteristic protected under applicable laws.
- We will maintain a workplace free from sexual harassment and other forms of workplace misconduct by implementing preventive measures, awareness programmes, confidential reporting channels, and fair investigation procedures in accordance with applicable legal requirements.
- We strive to promote diversity and inclusion by encouraging equal participation, mutual respect, collaboration, and a workplace culture that values different backgrounds, perspectives, and experiences.
- We will provide employees with accessible, confidential, and impartial grievance mechanisms to report discrimination, harassment, retaliation, or any violation of this Policy without fear of reprisal.

Targets

- We aim to maintain Zero Tolerance for discrimination, harassment, retaliation, bullying, and workplace violence across all Company operations throughout FY 2029–30, compared to the FY 2025-26 baseline.
- We will provide annual awareness training on diversity, inclusion, prevention of discrimination, workplace ethics, and prevention of sexual harassment to 100% of employees by FY 2029–30.
- We strive to investigate and resolve 100% of reported discrimination, harassment, retaliation, or workplace misconduct complaints within the Company's defined grievance resolution timelines.
- We aim to ensure 100% compliance with applicable legal requirements relating to equal employment opportunity, anti-discrimination, and prevention of workplace harassment throughout the policy period.
- We will conduct annual awareness and sensitization programs covering 100% of managers, supervisors, Human Resources personnel, and members of relevant committees responsible for workplace conduct and grievance management.

- We strive to maintain 100% accessibility to confidential grievance and reporting mechanisms for all employees, ensuring concerns can be raised without fear of retaliation.

6. Employee Well-being & Work-Life Balance

Objectives

- We strive to foster a workplace that promotes the physical, mental, emotional, and social well-being of employees by creating a supportive, healthy, and inclusive working environment.
- We will encourage a healthy work-life balance by implementing fair working schedules, appropriate leave provisions, flexible workplace practices where operationally feasible, and initiatives that support employee well-being and productivity.
- We seek to promote employee wellness through preventive healthcare initiatives, health awareness programs, periodic medical examinations, fitness activities, counselling support, and wellness campaigns.
- We will cultivate a positive workplace culture that encourages mutual respect, teamwork, employee engagement, open communication, and recognition of employee contributions while supporting psychological well-being.
- We strive to minimize workplace stress and fatigue by promoting responsible workload management, adequate rest periods, effective resource planning, and employee support programs.
- We will encourage employees to actively participate in wellness initiatives, recreational activities, awareness campaigns, and engagement programs that strengthen morale, collaboration, and organizational commitment.
- We seek to provide employees with access to appropriate welfare facilities, including hygienic sanitation, safe drinking water, rest areas, dining facilities, first-aid services, and other amenities that contribute to their overall well-being.

Targets

- We aim to provide annual employee wellness and well-being awareness programs to 100% of employees by FY 2029–30, compared to the FY 2025-26 baseline.
- We will conduct periodic health check-ups covering 100% of eligible employees in accordance with applicable legal requirements and occupational health programs each year.
- We strive to organize at least **two employee well-being, health promotion, or engagement initiatives annually** through FY 2029–30.
- We aim to maintain 100% availability of employee welfare facilities, including safe drinking water, sanitation, rest areas, dining facilities, and first-aid resources across all applicable workplaces each year.
- We will conduct annual employee engagement or well-being surveys and implement improvement actions based on survey findings through FY 2029–30.

- We strive to maintain **100%** compliance with applicable legal requirements related to employee welfare, leave entitlements, working hours, and workplace well-being throughout the policy period.

7. Freedom of Association, Employee Engagement & Grievance Mechanism

Objectives

- We strive to respect employees' rights to freedom of association and collective dialogue, in accordance with applicable labour laws and internationally recognized human rights principles, while fostering a culture of mutual trust and collaboration.
- We will promote open, transparent, and constructive communication between employees and management by encouraging regular consultation, feedback, and active employee participation in workplace matters that affect their health, safety, well-being, and working conditions.
- We seek to establish and maintain fair, accessible, confidential, and transparent grievance mechanisms that enable employees to raise workplace concerns, complaints, or suggestions without fear of intimidation, discrimination, retaliation, or adverse consequences.
- We will encourage employee engagement through regular meetings, suggestion schemes, surveys, awareness programmes, committees, and continuous dialogue to strengthen employee involvement in organizational improvement initiatives.
- We strive to ensure that all employee grievances are handled impartially, confidentially, and promptly through documented procedures that promote fairness, accountability, and timely resolution.
- We will communicate grievance procedures, employee rights, and reporting channels to all employees, contractors, and relevant stakeholders to ensure awareness and accessibility across the organization.
- We seek to strengthen workplace relationships by encouraging collaboration, mutual respect, and shared responsibility between employees, supervisors, and management to create a positive and productive work environment.

Targets

- We aim to provide access to confidential grievance reporting mechanisms for **100%** of employees by **FY 2029–30**, compared to the **FY 2025-26** baseline.
- We will investigate, acknowledge, and resolve **100%** of reported employee grievances within the Company's defined grievance resolution timelines each year.
- We strive to conduct at least **two employee engagement, consultation, or communication programs annually** through **FY 2029–30** to strengthen employee participation and organizational dialogue.

- We aim to provide annual training on employee rights, grievance procedures, workplace ethics, and communication channels to **100%** of employees by **FY 2029–30**, compared to the **FY 2025-26** baseline.
- We aim to cover 100% of the workforce in the regular communication and in the social dialogue and in the employee representative selection procedure by FY 2029-30.

6. Ownership & Accountability

Managing Director

The Managing Director is responsible for approving the Ethical Employment and Human Rights Policy and providing strategic direction for ethical labour practices and human rights protection. The Managing Director shall demonstrate leadership and commitment towards creating a safe, fair, inclusive, and respectful workplace, ensure the availability of adequate financial, human, and technical resources for effective implementation of the Policy, and periodically review labour and human rights performance, strategic objectives, and improvement initiatives.

Department Heads

Department Heads are responsible for implementing the Ethical Employment and Human Rights Policy within their respective departments. They shall promote a respectful, safe, and inclusive workplace culture, ensure compliance with applicable labour laws, Company policies, and human rights commitments, identify labour and human rights risks, implement corrective and preventive actions where necessary, and encourage employee participation, engagement, and continual improvement.

Human Resources (HR)

The Human Resources (HR) Department shall coordinate the implementation, communication, and periodic review of the Ethical Employment and Human Rights Policy. HR is responsible for developing labour and human rights objectives, programmes, and Key Performance Indicators (KPIs), ensuring fair recruitment, onboarding, compensation, performance management, training, career development, and employee welfare practices.

Environment, Health & Safety (EHS) Department

The EHS Department shall support the implementation of occupational health and safety programs aligned with this Policy. Responsibilities include conducting workplace risk assessments, safety inspections, emergency preparedness activities, and occupational health initiatives, monitoring workplace incidents, occupational illnesses, and corrective actions, and providing technical guidance on employee health, safety, and well-being programs.

Supervisors and Managers

Supervisors and Managers are responsible for ensuring that employees understand and comply with the requirements of this Policy. They shall promote fair treatment, equal opportunity, and respectful workplace behaviour, address employee concerns promptly and escalate grievances where appropriate, encourage participation in training, development, health, safety, and engagement programs, and monitor workplace conditions while promptly reporting any labour or human rights concerns.

Employees

All employees are responsible for complying with this Ethical Employment and Human Rights Policy and all applicable Company procedures. Employees shall treat colleagues, contractors, visitors, and stakeholders with dignity, respect, fairness, and professionalism, follow workplace health and safety requirements, participate in training and awareness programs, report unsafe conditions, discrimination, harassment, unethical practices, or human rights concerns through established reporting channels, and contribute to maintaining a safe, inclusive, respectful, and ethical workplace culture through responsible behaviour and continual improvement initiatives.

7. Monitoring & Measurement

Royal Pharmaceuticals Industries Pvt. Ltd. shall regularly monitor, measure, and evaluate its labour and human rights performance to ensure compliance with this Policy.

Labour and human rights performance shall be monitored through the following activities:

- Periodic monitoring of occupational health and safety performance, employee well-being, working conditions, training and competency development, employee engagement, and workplace culture.
- Regular workplace inspections, labour compliance assessments, health and safety audits, and human rights due diligence activities to identify risks and improvement opportunities.
- Monitoring and evaluation of employee grievances, workplace complaints, discrimination and harassment cases, corrective actions, and grievance resolution timelines to assess the effectiveness of grievance management processes.
- Periodic review of employee training, competency development programmes, diversity and inclusion initiatives, wellness programmes, and employee engagement activities to measure their effectiveness and support continual improvement.

8. Training & Awareness

Royal Pharmaceuticals Industries Pvt. Ltd. shall provide periodic training and awareness programs on labour rights, human rights, workplace ethics, occupational health and safety, diversity and inclusion, grievance mechanisms, and applicable legal requirements. Specialized training shall be provided to relevant personnel based on their roles and responsibilities to support effective implementation of this Policy.

9. Review Mechanism

The Ethical Employment and Human Rights Policy shall be reviewed at least annually, or earlier if required by HR Head due to changes in legal requirements, business operations, or organizational needs. The review and any revisions shall be approved by the Managing Director or the designated management representative before implementation.

Next Review Date: 01st April 2027

Approved By

01/04/2026

Managing Director