



Equal Opportunity Policy

(Pursuant to The Rights of Persons with Disabilities Act, 2016)

Version 2.0
[Effective 12th July 2023]

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BACKGROUND

Cipla has been built on the foundation of “Caring for Life” and this has been our guiding purpose for all our actions. At Cipla, we recognise the value of a diverse workforce. We are committed to providing equal opportunities in employment and creating an inclusive workplace and work culture in which all employees are treated with respect and dignity. All employment decisions are purely based on merit, qualification, and abilities without any biasness towards gender, race, religion, caste, ethnic origin, nationality, age, disability, birth, HIV status, family status, sexual orientation, union membership, marital status etc.

This Equal Opportunity Policy (**hereinafter referred as “Policy”**) is in accordance with the provisions of ‘The Rights of Persons with Disabilities Act, 2016’ (**“hereinafter referred as Act”**) and the rules made thereunder.

People or persons with disability, are **hereinafter referred as “Differently Abled People”**.

DEFINITIONS

Any words used in this Policy shall have the same meaning ascribed to it under the Act or rules made thereunder.

SCOPE

This Policy is applicable to all differently abled people which includes board members, employees, contractors, workers, consultants, temporary employees, trainees / apprentice, job applicants of our Company and its subsidiaries (**together referred as “Cipla” or the “Company”**). It also covers those employees who acquire disability during their work tenure. This Policy also applies to all aspects of employment, be it recruitment, training, working conditions, remuneration, transfers, employee benefits and career advancement.

As a pharmaceutical manufacturing Company, Cipla is required to follow Good Manufacturing Practices (GMP) as defined by relevant regulatory bodies. In case of any contradiction w.r.t providing infrastructure under this Policy and GMP guidelines, the GMP guidelines shall prevail.

EQUAL OPPORTUNITY FOR DIFERENTLY ABLED PERSONS

With an objective to ensure an inclusive and conducive working environment, Cipla is committed to ensure that the following is provided to differently abled people:

- Appropriate facilities and amenities to enable them to discharge their duties;
- Documents, communication and information technology systems which adhere to accessibility standards;
- Any new facility/building that is built, renovated, leased, or rented will have the necessary infrastructure / facilities / amenities.
- Barrier free accessibility and availability of any assistive devices, as and when it is required;

- Company's facilities, offices, events and meetings are inclusive and ensure that these are conducted at an accessible venue, with a provision of reasonable accommodation for differently abled people;
- For any official travel, the Company shall provide the necessary facilities to differently abled people, to ensure that their travel is smooth and hassle free;
- There shall be no discrimination of any nature, towards differently abled people, in all aspects of employment, including recruitment, training, working conditions, remuneration, transfers, employee benefits and career advancement;
- No other employee/vendor should harass or discriminate any differently abled person at the workplace, and shall treat them with utmost dignity and respect, at all times;
- An employee who acquires disability arising out of and during the course of employment, can return to work at the same level as before. In case the employee is not suitable for the post he/she was holding, then he/she shall be shifted to some other post, with the same pay scale and service benefits. Provided further that if it is not possible to adjust the employee against any post, he/she may be kept on a supernumerary post until a suitable post is available or until the employee attains the age of superannuation, whichever is earlier. For any advice/suggestions, the case may be referred to the certifying surgeon of the local area, whose decision will be final and binding.

MANNER OF SELECTION

- Job description for the vacancies published by the Company shall contain the expected skill set, experience required, qualification, etc.
- The hiring, recruitment, and promotion are purely based on merit and evaluation of the skills, fitness and competence of the potential candidate.
- No candidate shall be denied an opportunity on mere grounds of disability, except as required to perform specific job functions as permitted by applicable law.
- Once the candidate applies for employment at a particular position, the Human Resources Department of the Company will shortlist the candidate based on the best fit job description.
- Interview round(s) will be scheduled as per the internal hiring matrix of the Company basis the seniority of the position.
- If selected, the candidate will be required to submit documents necessary for rolling out the offer.
- After completing the internal process and validation of the documents, and subject to a referral check, the candidate will be issued an offer letter.

LIAISON OFFICER

- The Company has nominated Global Chief People Officer as the Liaison Officer. The Liaison Officer shall also ensure that there no grounds of discrimination at the time of hiring, recruitment or providing training and there are appropriate facilities/amenities for differently abled people in the Company.
- The Liaison Officer shall ensure that trainings, working conditions, remuneration, transfers, employee benefits and career advancement opportunities are provided to differently abled

people, in a fair and equitable manner

MAINTENANCE OF RECORDS

The Company shall maintain records containing the following particulars, namely:

- the number of differently abled people, who are employed and the date from when they are employed;
- the name, gender and address of differently abled people;
- the nature of their disability;
- the nature of work being rendered by differently abled people; and
- the kind of facilities being provided to them.

The information that an employee shares about his/her disability will be kept confidential and will be maintained in a separate file. Necessary information with respect to disability shall be provided to managers/supervisors /admin personnel etc. for allowing / providing any reasonable accommodation or facilitating necessary support as and when required. Government officials investigating compliance with the Act, shall be provided necessary information, as and when required.

GRIEVANCE MECHANISM

Any aggrieved employee who is differently abled, can raise their concerns/grievance arising out of this Policy directly to the Chairperson of the Ethics Committee or to the Chief Internal Auditor at ethics@cipla.com. The Company shall ensure that reasonable opportunity is provided to the differently abled person, to effectively participate in the investigation process. The Company shall make best effort to complete the investigation within the timelines prescribed under the Whistle Blower Policy.

On investigation, if the employee against whom the complaint has been made, is found guilty of discriminatory behaviour, he/she will be subjected to necessary disciplinary actions as per the rules of services.

During the investigation and thereafter, the Ethics Committee shall ensure confidentiality and protect the differently abled person who has raised a concern/grievance under this Policy, in good faith and without any malafide intention.

AMENDMENT

The Managing Director and Global Chief Executive Officer is authorised to amend the Policy, to give effect to any changes/amendments as maybe required from time to time.

Foot Notes:

Version 1.0: Original Policy effective from 1st May 2022.

Version 2.0: Revised Policy effective from 12th July 2023.