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## **Human Rights Policy**

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Version 3.0  
[Effective 12<sup>th</sup> July 2023]

**Cipla Limited**

**Regd. Office: Cipla House, Peninsula Business Park,  
Ganpatrao Kadam Marg, Lower Parel,  
Mumbai – 400013**

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## Background

Cipla believes in respecting and upholding human rights, in line with its OneCipla Credo of “Caring for Life”. This Human Rights Policy (Policy) is by reference made part of the Cipla Code of Conduct<sup>1</sup> (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 the protection of human rights that our suppliers must follow.

At Cipla, 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 Labour Organization (ILO) and principles of National Guidelines on Responsible Business Conduct (NGRBC) of the Ministry of Corporate Affairs, India.

## Scope and applicability

This policy is applicable to all our stakeholders including employees or workers, (permanent and other than permanent) consultants and trainees of Cipla 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 May 12, 2021. It was revised on June 30, 2022 and July 12, 2023, and is approved by the Managing Director & Global Chief Executive Officer (MD & GCEO).

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

## Regulatory compliance

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

## Human rights aspects

### Child labour forced labour and human trafficking.

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

### 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 or employee benefits, imparting training, promotion, termination or retirement on account of gender (including transgender), sex, sexual orientation, language, race, religion, caste, ethnicity, nationality, social origin, property, minority 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, physical or mental harassment. Cipla has a zero-tolerance approach, towards discrimination across our operations and value chain.

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<sup>1</sup> [Code of Conduct](#)

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 Cipla's Policy on Prevention of Sexual Harassment at the Workplace.

### 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 sites. Our workers are free to join any union or association without any negative consequences, or retaliation from the organization. We actively work with labour 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 labour unions.

### Environment health and safety

We are committed to protecting 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.

### Wages, working hours and leave benefits

We believe that providing a flexible work culture and work-life balance helps us retain talent and keeps our employees motivated and engaged. We ensure the right to fair compensation by following the principle of equal remuneration for men, women, and other gender, for work of equal value and comply with all applicable laws related to payment of wages, working hours and overtime compensation. Leave benefits we provide to our employees include paid parental leave, compassionate leave, accident leave and sabbatical leave are benevolent.

### 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.

### 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 unless legally mandated.

### 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.

### 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.

## 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.

## Access to affordable medicines

We are committed to providing 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.

## Awareness program and due diligence

The Company shall run a Human Rights awareness program/trainings 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.

## 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 Whistle Blower Policy<sup>2</sup>. 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@cipla.com](mailto:ethics@cipla.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.

## Policy implementation

We are committed to solving the genuine concerns of our stakeholders and business partners. They can report their concerns to the chairperson of the Ethics Committee or to the Chief Internal Auditor at [ethics@cipla.com](mailto:ethics@cipla.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 a non-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. The policy shall be uploaded on the website of the Company and shall also be displayed on the notice board of our office(s) and plant location(s) in the local language.

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<sup>2</sup> [Whistle Blower Policy](#)

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### Foot Notes:

Version 1.0: Original Policy effective from 12<sup>th</sup> May 2021.

Version 2.0: Revised Policy effective from 30<sup>th</sup> June 2022.

Version 3.0: Revised Policy effective from 12<sup>th</sup> July 2023.