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## Human Rights Policy

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Version	Modification Date	Section	Amendment / Modification / Deletion	Brief Description of Change

**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 promoting 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 protection of human rights that our suppliers are expected to follow.

At Cipla we are committed to protect the fundamental human rights and have actualised 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

We expect our stakeholders including employees (permanent and contractual), consultants and trainees of Cipla and its subsidiaries as well as business partners (suppliers, contractors, healthcare partners, joint venture partners, channel partners) to share these values and abide by the principles outlined in the Policy.

The Policy shall be applicable from May 12, 2021 as approved by the MD & GCEO.

## Regulatory Compliance

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

## Human Rights Aspects

### Child Labour and Forced Labour

We are committed to not employing 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 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 labour.

### Diversity, Equal Opportunity and Non-Discrimination

We are committed to and strive to ensure that our employees and workers are treated with dignity, respect, and fairness, and not subject to harassment, discrimination, forced labour or inhumane treatment on account of gender, sex, sexual orientation, race, religion, caste, ethnicity, nationality, age, disability, HIV status and family status. We aim to keep the working environment free from any prejudice, bias, physical or mental harassment. We abide by a zero-tolerance approach towards discrimination across our operations and value chain.

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

We practice zero-tolerance towards any act of sexual harassment. Proper investigation (with an opportunity to be heard) followed by finding of guilt 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. We actively work with labour unions to discuss concerns on health and safety of workers, notice period, salaries paid and process optimisation.

### Environment Health and Safety

We strive 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 environmentally sound business practices and work toward continual improvement in our EHS performance year on year. We record and investigate all incidents and train to enhance capabilities of employees and contractors on safety concerning workplace-related hazards, associated risks and measures required to mitigate these risks.

### 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 relating to payment of wages, working hours and overtime compensation mandated. The various leave benefits we provide to our employees include parental leave, compassionate leave, accident leave and sabbatical leave are benevolent.

### Recruitment

We have implemented merit-based processes in recruitment, compensation and promotions. We do not tolerate 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 and 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, taking steps to prevent, reduce and mitigate impact on communities due to 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, scholarships, etc. We also respect the rights of indigenous people and ensures such communities are part of our overall welfare and engagement programmes.

### Workplace Security

We are committed to maintaining a safe work environment that is free from violence, harassment, intimidation and other unsafe or disruptive conditions 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 favourable 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 organise awareness sessions for our field team to sensitise them about the importance of patient health and safety.

## Access to Affordable Medicines

We are committed to provide universal access to affordable medicines and which is reflected in our purpose “Caring for Life”. Our endeavour is to develop novel, differentiated and affordable medicines and drug delivery systems that address patient needs and expand access to quality medicines. We are taking steps to ensure our business approach is consistent with this and have played a pivotal role in expanding access to drugs for HIV/AIDS in geographies that need it the most.

## 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 and addresses any violation, wrongdoing or non-compliance.

## 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 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 and penalize aberrations in the past, to the extent such acts are determined in the inquiry to be in the nature of misconduct.

The MD & GCEO is authorized to amend the Policy to give effect to any changes/amendments as maybe required from time to time.

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