

MOREPEN LABORATORIES LIMITED

CIN: L24231HP1984PLC006028

Registered Office: Village Morepen, Nalagarh Road, Near Baddi Distt. Solan, Himachal Pradesh - 173 205

Email: plants@morepen.com, Website: www.morepen.com,

Tel.: +91-1795-266401-03, 244590, Fax: +91-1795-244591

Corporate Office: 2nd Floor, Tower C, DLF Cyber Park, Udyog Vihar-III, Sector-20, Gurugram, Haryana-1221016; Email: corporate@morepen.com, Website: www.morepen.com,

Tel.: +91-124-4892000

HUMAN RIGHT POLICY

PURPOSE:

The Company has drafted and published a policy on ensuring the conformance to Human Rights. The commitment framework document describes Morepen's implementing procedures on the Human Rights policy. These Implementing Procedures provide guidance for effectuating the principles expressed in the Policy.

POLICY STATEMENT:

Morepen respects and supports the **dignity, wellbeing** and human rights of **all stakeholders**. Morepen is committed to developing a **culture which inculcates respect and support for Human Rights** and seeks to **avoid connivance in Human Rights abuses**. This policy is in accordance with the **principles of International Labor Organization** and **United Nations Global Compact**.

Morepen would ensure conformance to fundamental labor principles including the **prohibition of child labor, forced/bonded labor, freedom of association, right to collective bargaining, safe and healthy work environment and protection from discrimination** (based on age, gender, marital status, differently abled, race, national/regional origin, ancestry, indigenous status, personal beliefs, religion & spiritual practice, political affiliation, sexual orientation and HIV/AIDS) in all its operations by **imparting relevant training and aligning the conduct of its employees."**

BACKGROUND - HUMAN RIGHTS AND SPHERE OF INFLUENCE

Our ability to influence and enforce is strongest when dealing directly with our own employees/contractors and direct business partners such as suppliers where we hold a controlling interest.

The Policy recognizes that Morepen will endeavor to promote the recognition of basic human rights as defined in the International Labor Organization.

Our ability to influence positively the communities in which our plants and businesses are located, as well as governments, depends on many factors such as whether the government is a customer, the substance and enforcement of existing local laws, the human rights issue in question, and the extent of Morepen operations within a given geography. Each business process for implementing the policy should take into account. Company's practical and relative role in the business context in which the issue arises.

COMMITMENT FRAMEWORK:

Dignity of all stakeholders

- a) *Community* - Company should consult regularly with local communities in a sensitive and open process. Strive to achieve the free and informed consent of local people to proceed with developments.
- b) *Employees* - Employees need to adhere to Morepen Code of Conduct and shall be treated with dignity and in accordance with the Morepen policy of maintaining a work environment free of all forms of harassment, whether physical, verbal or psychological.
- c) *Contractors/ suppliers* - Contractors and suppliers are expected to maintain a work environment free of all forms of harassment, whether physical, verbal or psychological. Morepen shall ensure that violations within Morepen premises are addressed appropriately.
- d) *Government* - Morepen is expected to adhere the policies and laws laid by the government and update the policies as per any updates/ changes laid by the government.
- e) *Customers* - Morepen is expected to adhere the code of conduct and policies laid by the customers to respect the rights and dignity of all people.

Well being - Company sees following steps as essential:

- a) Physical and mental health of stakeholders involved in workplaces of the Company (employees, contractors, etc):
 - Making available clean, potable water in the workplace
 - Supplying protective equipment and training necessary to perform tasks safely
 - Ensure that company operations do not adversely impact long term health of individuals.
 - Not subject pregnant or breastfeeding women to conditions that would be harmful for them.

When operating in areas where contagious diseases are endemic, providing appropriate information and training to mitigate risk.

a) Maternity related: Company will

- Provide women with maternity leave for the period as prescribed under the Maternity Benefit Act, without risk of losing their employment or responsibilities.
- Grant women temporary leave in case of illness or complication related to pregnancy or birth, without risk of losing their employment.

b) Injury & illness: This covers an individual with a temporary or permanent disability, physical or otherwise. Morepen will:

- Provide emergency care as necessary
- Give reasonable time to recover from the injury or illness
- When the individual returns, Company will ensure that injured/ ill individuals are given appropriate duties and assistance while they recover from the injury or illness. This might include making reasonable adjustments to the workplace, although these should not cause the business unjustifiable hardships.

Culture of respect & support for Human Rights – Morepen acknowledges human rights of its Stakeholders and it forms the central part of our community relations:

a) Understanding the perspectives of local people through consultation & respecting their rights:

- Company needs to understand the impact that operations can have – and it is often unintended consequences that cause problems for local people, including minorities or indigenous people.
- Company should create awareness among our employees of the perspectives of local people's attitudes, beliefs and values which need to be protected.

Employees should draw attention to any gaps or inadequacies and share insights.

- b) Conditions of work & wages: Being trained to work and then working in safe, healthy, and environmentally responsible ways comes first and foremost. Factory Act 1948 form the basis.
- c) for recording and notification of occupational accidents and diseases in the organization:

Ensure that wages are in accordance with the Minimum Wage Act & law of the land. Ensure that employees are fairly remunerated, and that wages are regularly reviewed in a fair process.

a) *Privacy*: Company will

- Ensure that, upon request, individuals will be made aware of personal information that the business maintains on them, where it is held and how it can be updated.
- Not ask workers about their health or pregnancy status except when the status is directly relevant to the performance of job duties and seeking to keep such information confidential.
- Ensure adequate protection of personal information held by the company.
- Only provide an individual's personal or other information to government authorities to the extent required by law and upon request, or with the individual's permission.
- Seek to minimise the use of monitoring, surveillance and security measures that may invade the privacy of individuals to the extent practicable, and using such measures solely for the legitimate business purpose of protecting its assets and the safety of its workers or others.

Avoiding connivance in Human Right abuses: Company will ensure its non involvement in human right abuses related to:

a) *Child Labour*

- Consistent with ILO conventions 138 and 182, we strictly prohibit child labor in our operations and we make our contractors, suppliers and others understand with whom we have a substantial involvement strongly aware of the standards, which we expect from them.

- Company has a strong stand to terminate contracts if any Child labour is found. Company has a strong system which highlights and restricts the appointment of any Child labour.

Procedure for Prohibition, Protection and Remediation of Child labor

POLICY:

The company has defined a policy not to recruit any child worker in the company. However, if a child labor has been found or recruited then procedure will be as follows:

PROCEDURE:

General Guidelines:

- a) If any Child labor found in the company, then first of all we will try to find out the root cause that how a Child labor came to the company.
- b) We will try to find out how the verification process for identifying child labor failed during recruitment
- c) If he/she came through contractor, then will be asked and gave a warning. An awareness training will be given to the contractor regarding the system. If he fails to comply with the system for the third time, then the contractor will be blacklisted.
 - If any child labor will be found during recruitment, the company will verify his family conditions.
 - His/her parents/guardians will be contacted, asked about the family conditions.
- a) A thorough investigation will be made about the child's ambitions and how education can help to achieve them. Company will try to develop an educational programme for the child labor which would be more beneficial to him/her. And Child will be handed over to the NGO.
- b) Evaluation of whether any other adult member of the family could be employed in place of child labor. This would maintain the family's income and continues the link between the family and the company, making it more likely that the remediation will be sustainable.
- c) Company will identify the educational /vocational course for the child based upon his/her ambitions and will make all arrangements for his/her studies through the NGO
- d) Ongoing support and monitoring of the remediation programme to ensure that it benefits the child will be done by HR Manager.

b) Forced Labour

- a) Consistent with ILO conventions 29 and 105, company will not make use of slave, forced or bonded labour in any form .The company will ensure that employees are free to resign.
- b) Ensure that all feasible measures are taken to prevent workers from falling into debt bondage through company loans
- c) Company will refrain from retaining original personal papers of its employees (for eg - passport, Aadhar card, educational certificates etc)
- d) We need to make our contractors, suppliers and others with whom we have a substantial involvement strongly aware of the standards, which we expect from them

Adherence to principles of ILO

- a) Company will ensure consistency with the principles of ILO conventions 138, 182, 29, 105,100,111,87,98, as well as laws of the Land in which we operate.
- b) The rights and freedoms may in no case, be exercised contrary to the purposes and principles of the ILO.

Adherence to principles of UNGC

- a) Company will ensure consistency with the principles of UNGC, as well as laws of the Land in which we operate.
- b) The rights and freedoms may in no case, be exercised contrary to the purposes and principles of the UNGC.

Freedom of Association and Right to Collective Bargaining

Consistent with ILO conventions 1,14,95 and 131 we respect the rights of all associates to join organizations of their choice without fear of reprisal or discrimination and engage in collective bargaining, according to applicable law.

- a) It is the choice of each employee as to whether they wish to join a trade union, and company respect those choices.

- b) Freedom of Association is enshrined under Constitution of India in the Trade Union Act. Morepen Code of Conduct on regulatory compliance requires Company to comply with all laws of land and go beyond compliance wherever possible. In this spirit, freedom of association is engrained in Company's Values
- c) Employees doing the same work to the same standards of flexibility and productivity will receive comparative remuneration and employment conditions, whether employed under individual or collective agreements.
- d) Company does not interfere with the rights of workers to express themselves freely, nor their right to access information, which enable them to perform their work properly.

Protection from discrimination - Consistent with ILO conventions 100 and 111, company employs based on job requirements and does not discriminate on grounds of age, ethnic or social origin, gender, sexual orientation, politics or religion. Company may make exceptions to favour local employment where local laws provide.

a) Age

Company will not discriminate, directly or indirectly, based on the age of the person. Company will ensure not to treat anyone less favorably because of their actual or perceived age.

b) Gender

Company will not discriminate based on gender on any aspect of employment (hiring, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment) and will establish employment targets to maintain gender balance.

c) Marital Status

Company will not discriminate because of marital status (i.e. single, married, in a de facto relationship, separated, divorced or widowed)

- Company will treat fairly and not ask discriminatory questions that point to marital status or family issues.
- Men & women, without any limitation, have the right to marry as per the local laws.

d) Differently abled

- All differently abled will be treated with dignity and respect.
- Company will provide necessary facilities that should be available to disabled people.
- Company will not do such things, which expose differently abled to hazardous or physical operations.

e) Race

- Company will not tolerate any racial harassment like racial slurs, offensive or derogatory remarks about a person's race or color, or the display of racially- offensive symbols
- While defining and implementing policies, the sensitivity to traditions/ cultural aspects needs to be ensured.

f) National/ Regional origin and ancestry

Company will not discriminate on the basis of origin/ ancestry on any aspect of employment (hiring, pay, job assignments, promotions, layoff, training, fringe benefits, and any other term or condition of employment).

Company will allow workers to speak their own language in the workplace when this does not interfere with their ability to fulfil their job responsibilities or adversely impact workplace health, safety or security.

g) Indigenous/regional status

- Company will respect language, culture and values of indigenous people
- Company may engage in positive discrimination towards indigenous people for vocational training, employment and education
- Special arrangements may need to be made to accommodate and protect the prevalent traditional systems and beliefs.

h) Personal beliefs

- Company respects the practice of faith by its stakeholders.
- Company does not prevent employees from wearing clothing or other symbols that are an expression of their faith, provided that such clothing or symbols do not increase the

risk of accidents in the workplace and do not interfere with their ability to perform their job responsibilities.

i) Religion & Spiritual practice- In respecting this right, Company will ensure:

- To reasonably accommodate an employee's religious beliefs or practices, unless doing so would cause more than a minimal burden on the operations of the business. (examples of some common religious accommodations include flexible scheduling, voluntary shift substitutions or swaps, job reassignments, and modifications to workplace policies or practices)
- No offensive remarks about a person's religious beliefs or practices

Political affiliation:

Company shall not support any specific political party or candidate for political office. While Company respects individual's political affiliation or beliefs, any such activity should be done outside the Company premises and Company's resources should not be used (e.g. Working hours, infrastructure, etc)

a) Sexual orientation:

- Company will not collect data on sexual orientation
- No discrimination will be made based on the sexual orientation of the person

b) HIV/AIDS:

Compliance:

- The Company's policies on HIV/AIDS with regard to its employees will, at a minimum, comply with all relevant Central and State legislation and the Company will implement all policies and directions of the Government regarding HIV/AIDS whenever issued

Safe and Healthy Workplace:

- It is the Company's objective that employees will have access to health services to prevent and manage HIV/AIDS

Non-discrimination:

- The Company will not discriminate against any employee infected by HIV/AIDS with regard to promotions, training and other privileges and benefits as applicable to all employees. A HIV positive employee will be allowed to continue to work in his/her job unless medical conditions interfere with the specific job being done, in which case reasonable alternative working arrangements will be made; or the employee is incapacitated to perform his/her duties and is declared medically unfit by a medical doctor, in which case the employee will be assisted to rehabilitate himself/herself outside the Company.

Occupational Health and Safe working environment

Consistent with ILO conventions 155, 161 and 187, we create to promote a safe and healthy workplace throughout our operations and require our third parties to implement rigorous health and safety standards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

- Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
- Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.
- The company observing the code shall assign responsibility for health and safety to a senior management representative.

Living wages are paid

Consistent with ILO conventions 1, 14,95 and 131

- a) Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.
- b) All workers shall be provided with written and understandable Information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

- c) Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

Alignment of conduct of employees

- a) Formal Human Rights training will be imparted to the employees in a phased manner. Using this training, employees need to understand the context of policy in a particular role.
- b) Formally defined measures will be undertaken to align conduct of all employees on Human Rights related aspects.