

Labour & Ethics Code of Jubilant CRDMO

Policy Title	Labour and Ethics Code of Jubilant CRDMO
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Policy Owner	Head of the Human Resources Function, Jubilant CRDMO
Policy Approvers	CEO & MD, Jubilant CRDMO, COO & Head of Global Operations, CRDMO & Group CHRO, Jubilant Bhartia Group.
Policy Coverage	All offices, laboratories and manufacturing plants of Jubilant CRDMO in India and overseas.
Next Policy Revision Date	1 July 2025; any annually thereafter on 2 January each year.
Policy Publication & Circulation	Circulation among all employees, hosting on the Jubilant Biosys Limited website & our business partners as and when needed.

Jubilant CRDMO Policy Tree

Jubilant CRDMO is proud of its rich heritage to which its employees and clients have contributed to create. We firmly believe that our policies are a beacon of light that shows us a path to do business in while having the utmost respects for the laws of the country we operate in, respect for human / labour rights, in essence in doing business the right way.

Each new employee who joins needs to complete mandatory e learnings to learn about all our key polices.

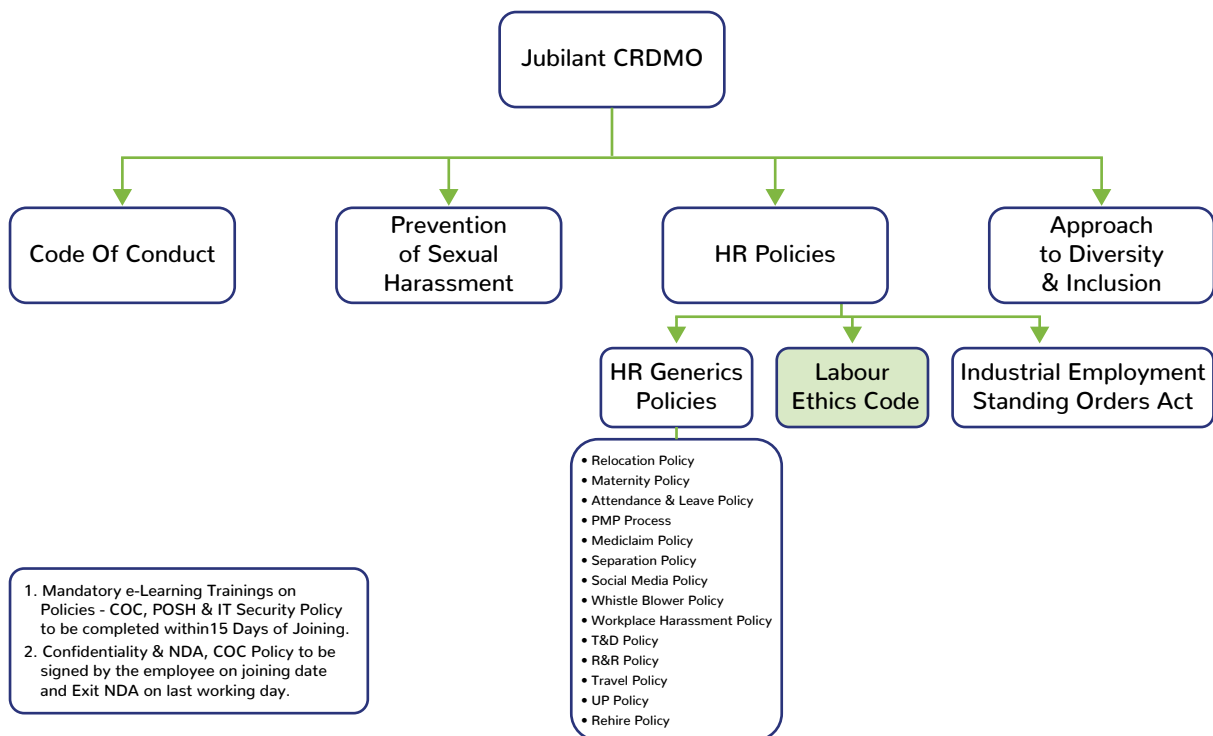
Under the umbrella of HR Policies we have the following categories:

1. HR Generic Policies: These govern the day to day life of an employee and cover areas such as relocation, attendance & leave, appraisals etc.

2. Labour Ethics Code: This code outlines a framework and clearly marks out how we deal with labour and the rights they have which we shall protect always. This code is applicable to all our sites across the world. Further we will also ensure that in addition to this code we are in compliance with all labours laws as applicable to us in the country we operate.

3. Industrial Employment Standing Orders Act: A key labour law in India which mandates that the rules, regulations and rights that our workmen have are agreed with them in a consultative process and then certified by parties (employer and workmen) submitting their consensus to the Local Government Authorities and requesting them to certify and implement the same. The key process here is consultation and concurrence of both parties which must be unconditional and without any pressure.

Policy Structure



Details of the Labour & Ethics Code

Today's reinforced interest in the role of business in society has been prompted by increased sensitivity to and awareness of environmental and ethical issues. Issues such as environmental damage and the improper treatment of workers have been highlighted in the media, requiring responsible corporate organisation to play an active role in social and environmental issues and ensuring such exploitation does not happen.

As a major CRDMO player on the global stage, Jubilant believes it is important to take responsibility for our actions. Our customers have always demanded high standards from us when it comes to product and services and, quite rightly, they expect high standards in terms of corporate social responsibility and trust us to work ethically.

We have a Code of Conduct which outlines several principles which show how we are an ethical employer with business practices that are always aligned with the law of the country we operate in.

This Labour Ethics Code has been developed to define the key labour standards that Jubilant CRDMO is committed to respecting in our workplace across borders. Our employees understand that complying with this Code is no less important than meeting our existing high-quality standards in terms of product or service.

We encourage our business partners to respect the Labour Ethics code.

The standards and business practices required by this document are:

- **Ethical Standards**

All our employees will respect our Labour Ethics Code and local labour laws which outlines expected conduct in the workplace.

- **Adherence to the Industrial Employment (Standing Orders) Act, 1946**

We shall also adhere and follow strictly the site's Industrial Employment (Standing Orders) Act, 1946 as required by the Ministry of Labour & Employment, Government of India. This Act requires Jubilant CRDMO in industrial sites such as our Nanjangud site to formally define conditions of employment under them and submit draft standing orders to the appropriate certifying Authority for its Certification, which has been done for our Nanjangud site in partnership with the site Union of Workers. We therefore have our own certified standing orders duly approved by the appropriate government authority which governs all forms of interaction that we have with labour and labour unions. This document forms an integral part of this Labour Ethics Code.

- **Child Labour**

No person will be employed at an age younger than 18 or younger than the age for completing compulsory education in any of our sites.

- **Non-Discrimination**

While we recognize and respect cultural differences, we believe that workers should be employed based on their ability to do the job, rather than based on personal characteristics or beliefs. No person will be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination, or retirement, based on gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin.

- **Freedom of Association and Collective Bargaining**

We recognize and respect the right of employees to freedom of association and collective bargaining.

- **Open Door Policy**

Our open door policy promotes a culture of openness and transparent communication where employees can approach their line manager at any time to voice a work place related concern or grievance.

If the employee is unable to approach the line manager for any reason the Human Resources Department of the site / business can be approached instead.

- **Anonymous guaranteed access to the Ombudsman**

If any employee wishes to report a concern or grievance anonymously the employee can do so via the office of the Ombudsman who can be contacted via email/ post or via a website that conceals the identity of the sender. The complainant can then also log back into the website to check the progress of the investigation or provide additional information as the case may be.

- **Forced Labour**

There will not be any use of forced labour whether in the form of indentured labour, bonded labour or otherwise at any of our sites in any country we operate in.

- **Health and Safety**

We will provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of our facilities.

- **Wages and Benefits**

We recognize that wages are essential to meeting employees' basic needs. We will pay employees, as a base, at least the minimum wage required by the Government of India or national legislation as applicable to that country for the category and will provide legally mandated benefits.

- **Overtime Compensation**

In addition to their compensation for regular hours of work, employees covered under the Factories Act, 1948 will be compensated for overtime hours at such premium rate as is legally required in the country Jubilant is operating in.

- **Respect for Human Rights**

We will respect all forms of human rights. For us human rights need not be granted by a state. They are universal rights are inherent to us all, regardless of nationality, sex, national or ethnic origin, colour, religion, language, or any other status. We believe that everyone is entitled to all the rights and freedoms set forth in the Universal Declaration of Human Rights, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or

social origin, property, birth or other status. Furthermore, no distinction shall be made on the basis of the political, jurisdictional or international status of the country or territory to which a person belongs, whether it be independent, trust, non-self-governing or under any other limitation of sovereignty.

- **Working Hours**

Except in extraordinary business circumstances, employees will (i) not be required to work more than (a) 48 hours per week and 50 hours overtime in a quarter (for India) or (b) the limits on regular and overtime hours allowed by the law of the country we operating in and (ii) be entitled to at least one day off in every seven-day period.

- **Harassment, Abuse, Disciplinary Practices**

Every employee will be treated with respect and dignity. No employee will be subject to any physical, sexual, psychological, or verbal harassment or abuse. If women employees feel they have been subject to any form of sexual harassment they have via mobile or email access to Prevention of Sexual Harassment committee, which is a body that investigates and addresses sexual harassment complaints in the workplace.

- **Evaluation and Compliance**

All Jubilant CRDMO manufacturing and operating sites are regularly assessed to ensure compliance with local laws of the country we are operating in and which contain provisions that are mentioned in this Labour Ethics Code.

We are committed to extending these principles throughout the organisation and across all its sites in all countries that we operate in. We encourage our business partners to adopt similar principles with respect to their own employees and in dealing with their own business partners.

Mr Giuliano Perfetti,
CEO & MD, CRDMO

Mr Anuj Dutt,
Vice President & Head HR,
CRDMO (Owner of the Code)