

EQUAL OPPORTUNITY POLICY

Objective & Purpose

At Sigachi, we believe and recognise the value of a diverse workforce. We are committed to providing equal opportunities in employment and creating an inclusive workplace and work culture to ensure all employees are treated with respect and dignity. This Equal Opportunity Policy (hereinafter referred to 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 there under. People or persons with disability, are hereinafter referred as "People with Different abilities" OR "Differently Aabled People". All employment decisions are purely based on meritocracy, qualification, and abilities without any bias on disability, gender, race, religion, caste, ethnic origin, nationality, age, birth, HIV status, family status, sexual orientation, union membership, marital status etc.

Scope

This Policy is applicable to all differently abled people which includes board members, employees, contractors, workers, consultants, temporary employees, trainees / apprentices, job applicants of Sigachi and its subsidiaries (together referred as "Sigachi" 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, Sigachi's 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

The Policy

At Sigachi, we ensure to provide the following:

- ✓ 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.
- ✓ Barrier free accessibility and availability of any assistive devices, as and when it is required.
- ✓ 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

Registered Office

#229/1 & 90, 2nd Floor, Kalyan's Tulsiram Chambers, Madinaguda, Hyderabad-49, Telangana State, India.
Customer Service +91 40 40114874-76, E-mail: info@sigachi.com, URL: www.sigachi.com

Corporate Office

Plot No. G57/2, Industrial Park, Sultanpur, Hyderabad, Sangareddy (Dist), Telangana - 502319.
Tel No.: +91-8455-242055 / 56 / 57, E-mail: enquiry@sigachi.com, URL: www.sigachi.com

- ✓ 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
- ✓ 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.
- ✓ No other employee/vendor should harass or discriminate any differently abled person at the workplace, and shall treat them with utmost dignity and respect, always.
- ✓ All suitable positions are open for differently abled people. The hiring/recruitment/promotion is purely based on merit and evaluation of the skills and competence of the potential candidate. No candidate shall be denied an opportunity on mere grounds of disability.

THE GOVERNANCE

The SVP HR / HR Head shall ensure that there are no grounds of discrimination at the time of hiring, recruitment or providing training and there are appropriate facilities/amenities to accommodate the differently abled people.

GRIEVANCE MECHANISM

An aggrieved differently abled employee, can raise their concerns/grievance arising out of this policy directly to the Senior Vice President / HR Head. The Company shall ensure that reasonable opportunity is provided to the aggrieved to effectively participate in the investigation process. The Company shall make its 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 confidentiality is ensured to protect the differently abled person who has raised a concern/grievance under this Policy, in good faith and without any malafide intention.

EXCEPTION

The Managing Director and Chief Executive Officer is authorised to provide any exceptions to this policy.

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