

PRINCIPLE - 3

EMPLOYEES' WELL-BEING

Objectives

- To attract and retain the best talents.
- To keep its people motivated, feel included, and inculcate organizational citizenship.
- To ensure employees are in good state of mental and physical health.
- To promote health awareness amongst employees of Alembic.
- To ensure safety of all employees.

Policy

- 1) All employees of the Company across all work levels will treat employees fairly and promote mutual respect;
- 2) The Company and its employees will promote the chosen values of integrity, recognition, openness, ownership, collaboration and creativity;
- 3) The Company will try to foster a work environment that is free from all forms of physical and verbal abuse, harassment, discrimination , or stress;
- 4) The Company will treat all employees fairly and all decisions of hiring, promotions, rewards, compensation and separation will be impartial and done with established procedures;
- 5) The Company shall develop an enabling environment so that all employees and workers can discuss concern areas immediately with their managers / Human Resources on work-life balance and other work-related issues that cause them stress or negatively impact their wellness;
- 6) The Company will respect the right to freedom of expression, participation and provide access to appropriate grievance redressal mechanisms;
- 7) The Company will not use child labour, forced labour or any form of involuntary labour, paid or unpaid;
- 8) The Company will endeavor to provide facilities for the wellbeing of its employees including those with special needs;
- 9) The Company will ensure timely payment of fair living wages as per the applicable legislations, to a minimum and to meet basic needs and economic security of its employees;
- 10) The Company will ensure continuous skill and competence upgrading of all employees by providing necessary learning opportunities, on an equal and non-discriminatory basis;

- 11) The Company will promote employee morale and career development through appropriate performance management and development interventions right from the onboarding stage of employment;.
- 12) The Company will cover its employees through its group medical insurance policy or workmen's compensation policy;
- 13) The Company shall endeavor to provide hygienic environment to its employees and it shall periodically take measures to make employees aware of health concerns through expert talks and programs that benefit employees;
- 14) The Company will ensure that safety processes and procedures are made known adequately to all employees, right from date of joining;
- 15) The Company shall take appropriate measures to ensure that its facilities are friendly to people with special needs in accordance with the Rights of Persons with Disability Act, 2016;
- 16) Safety of each employee and fellow co-workers will be regarded as a collective responsibility and all employees will follow safety measures laid down by the Company;
- 17) The Company, through its laid down policy and procedures, will continuously promote and work towards improving environmental performance and conservation of energy; and
- 18) The Company shall institute adequate systems and processes to ensure compliance with applicable laws and regulations by its value chain partners regarding welfare and safety of employees and workers.
