



QUALITY, OCCUPATIONAL HEALTH & SAFETY AND ENVIRONMENT (QOHSE)

MANAGEMENT SYSTEM POLICY

SLPL/POL/01

Schevaran Laboratories Pvt. Ltd. is committed to providing our customers with Quality products like cleaners, disinfectants, sanitizers, and water treatment formulations in a manner that protects the environment, prevents ill health and ensures safety of employees, customers, contractors, public and other stakeholders.

To accomplish this, we will:

- Implement an effective management system to meet the needs and expectations of the customer to enhance their satisfaction.
- Comply with all applicable legal and other requirements related to Quality, Health, Safety and Environment.
- Commit ourselves to eliminate hazards and reduce OH&S risks, prevent pollution, injuries, ill health and provide a safe & healthy working environment in consultation and participation of workers.
- Upgrade skills, processes and strive for continual improvement in process effectiveness & customer satisfaction.
- Inculcate Quality, Health, Safety and Environment awareness among all employees and stakeholders through participative culture and periodic reviews.
- Effectively implement the QOHSE management systems, constantly review the set objectives, provide resources and improve its performance.
- Provide superior quality products to remain in a competitive situation.

A handwritten signature in black ink, appearing to read "Sam Cherian Kumbukattu".

Sam Cherian Kumbukattu

Managing Director

Revision: 01

Date: 01.07.2024

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Integrated Environment & Climate Action Policy

SLPL/POL/02

Scope:

This policy applies to all Schevaran operations and activities performed by employees, contract workers, manpower suppliers, vendors, service providers, and logistics partners. The scope includes management of:

- Water use & discharge
- Energy use & sourcing
- Waste generation, segregation, disposal & circularity
- Greenhouse Gases (GHG) emissions (Scope 1, Scope 2, and applicable Scope 3)
- Biodiversity impacts and nature-positive actions

Policy Statement:

Schevaran Laboratories Pvt. Ltd. is committed to reducing its environmental footprint, strengthening climate stewardship, and fostering a nature-positive approach across all operations. Through the Integrated Environment & Climate Action Policy, we commit to responsible resource use, continuous reduction of emissions, protection of ecosystems, and adherence to all applicable legal and regulatory requirements.

We aim to:

- Use water responsibly by minimizing consumption, increasing recycling and reuse, and ensuring effective controls such as leak prevention, metering, and compliant treatment.
- Improve energy efficiency through efficient equipment, preventive maintenance, optimized systems, and increased adoption of renewable electricity.
- Prevent waste at source and ensure compliant segregation, recycling, disposal, and safe management of hazardous waste through defined protocols.
- Reduce GHG emissions in alignment with science-based pathways by maintaining accurate inventories, improving operational efficiency, optimizing logistics, and adopting lower-emission technologies and climate-friendly alternatives.
- Protect biodiversity through the mitigation hierarchy, ecological assessments, native habitat enhancement, and safeguarding natural site features.
- Maintain strong monitoring and reporting systems by tracking key environmental indicators, conducting periodic management reviews, and publishing annual environment and climate performance reports.
- Provide regular training and awareness programs on environmental stewardship, efficient and safe handling of materials, waste segregation, energy efficiency, and biodiversity protection.

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- Maintain full compliance with environmental regulations and customer expectations through updated legal registers, internal and external audits, and timely corrective and preventive actions.
- Engage employees/workers, suppliers, and partners in continuous environmental improvement while encouraging innovation, responsible manufacturing, and adoption of sustainable technologies.

Responsibilities:

Management

- Ensure availability of resources, technology, and infrastructure necessary to achieve Schevaran’s environmental, climate, and biodiversity objectives.
- Review environmental, GHG, waste, water, and biodiversity performance regularly and drive strategic actions for continuous improvement.

Environment / Sustainability Core Team

- Develop and maintain environmental KPIs, monitoring systems, and ensure accurate reporting for water, energy, waste, emissions, and biodiversity metrics.
- Lead environmental audits, identify improvement opportunities, and coordinate process-level projects to reduce footprint and strengthen climate resilience.

Functional Heads

- Implement operational controls such as metering, leak prevention, spill containment, waste segregation, and equipment efficiency measures.
- Ensure swift reporting of environmental incidents, deviations, or non-conformities and close corrective/preventive actions within agreed timelines.

Employees/Workers

- Follow all environmental SOPs, including energy conservation, correct chemical handling, waste segregation, and spill response procedures.
- Proactively identify and report leaks, unsafe environmental conditions, resource wastage, or opportunities for conservation and restoration.

Suppliers & Contractors

- Comply with Schevaran’s environmental requirements-waste handling rules, chemical documentation (MSDS/TREM cards where applicable), and pollution-prevention measures.
- Ensure all supplied materials, chemicals, and services support Schevaran’s environmental objectives, including single-use plastic elimination, legal compliance, and low-impact operations on-site.

Objectives:

Sl. No.	Description of objectives	Target
1	Reduce freshwater consumption intensity annually by at least	10%

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Sl. No.	Description of objectives	Target
2	Achieve reuse/recycle of generated wastewater annually	≥5%
3	Reduce energy intensity annually by at least	10%
4	Renewable energy dependency by 2030	≥50%
5	Reduce combined Scope 1 & 2 emissions (2023 base year) by 2030	42%
6	Achieve Net Zero Emissions or Scope 1, 2 & 3 emissions (2023 base year) by 2040	≥90%
7	Achieve rate of diversion from landfill for waste by 2030	≥95%
8	Compliance with hazardous waste disposal	100%
9	Ensure no net loss of natural habitat for any future new projects	0
10	Compliance with all applicable environmental regulations	100%

Review:

- The policy will be reviewed annually or earlier if project expansions, regulatory changes, or environmental risks arise.
- Performance targets and controls will be updated based on data, technology, and stakeholder expectations.



Founder Chairman

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Human Right Policy

SLPL/POL/03

Scope:

The Human Rights Policy at Schevaran Laboratories Pvt Ltd (SLPL) applies to all employees and contractors. It encompasses the prevention of discrimination and the promotion of equal employment opportunities. SLPL is committed to upholding internationally recognized human rights and labor standards across all operations. This commitment aligns with the Labour & Human Rights pillar, the UN Guiding Principles on Business and Human Rights, and the ILO Core Conventions. The policy supports ethical conduct, legal compliance, and the continuous improvement of SLPL sustainability performance.

Policy Statement:

Schevaran Laboratories Pvt Ltd is committed to respecting and promoting the fundamental human rights of all individuals affected by our operations. We uphold principles of equality, non-discrimination, dignity, and fair treatment, ensuring safe and healthy working conditions and freedom from forced, bonded, or child labor. SLPL supports freedom of association, fair wages, reasonable working hours, and a workplace free from harassment or abusive conduct.

To strengthen accountability, SLPL will:

- Require all Manpower Consultants/Contractors to agree to and comply with SLPL human rights and labor standards.
- Maintain zero confirmed cases of forced labor, bonded labor, or child labor.
- Ensure all employees complete annual training on human rights, non-discrimination, and ethical behaviour.

SLPL is committed to ensuring that our operations do not cause or contribute to adverse human-rights impacts. If any such impacts are identified, SLPL will take immediate and effective action to address, remediate, and prevent recurrence.

We continuously monitor our practices, raise awareness, and maintain accountability to foster an environment that respects, protects, and advances human rights in all aspects of our work. SLPL provides equal employment opportunities to all qualified individuals without discrimination based on age, sex, race, disability, marital status, religion, or any other protected characteristic. Reasonable accommodations will be provided for persons with disabilities who can perform the essential functions of their roles.

All hiring, promotion, and employment decisions are based on qualifications, experience, and demonstrated performance. SLPL takes affirmative steps to attract, develop, and retain talented and diverse individuals and provides confidential, non-retaliatory channels for reporting concerns related to human rights or equal opportunity.

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Human Right Policy

SLPL/POL/03

Responsibilities: HR Head

Objectives:

Sl No	Description of objectives	Target
1	% Monthly compliance audit conducted for Manpower Contractors	100%
2	Number of corrective actions implemented vs. identified issues	100%
3	% of employees trained on human right, non-discrimination, and ethical behaviour	100%

Review:

A bi-annual internal review and update of the human right Policy will ensure it remains effective and aligned with current legal standards and best practices

In addition, updates will be made as needed in response to changes in laws or internal regulations, as well as observations from internal audits, external audits, or compliance reviews.



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Revision Note (if any): Combined policies on discrimination and Equal Employment Opportunity policy (SLPL/POL/03) within the Human Rights Policy

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CHILD LABOUR POLICY

SLPL/POL/06

Scope:

The child Labour policy of Schevaran Laboratories Pvt Ltd (SLPL) applies to all employees, contractors within the SLPL. This policy outlines the commitment of Schevaran Laboratories to prevent and eliminate child labor in all its operations and Contractors. It is designed to ensure compliance with international standards, local laws, and ethical practices regarding the employment of minors.

Policy Statement:

The Schevaran Laboratories Pvt Ltd explicitly prohibits the employment or use of individuals below the legal working age as defined by applicable local laws and international standards, and under no circumstances will employ anyone under the age of 18 years. All employees, contractors are required to verify the age of every worker using formal documents such as government-issued IDs, birth certificates, school records, or other legally recognized proof. The SLPL maintains zero tolerance for child labour and is committed to ensuring that 100% of its operations and contractors are free from child labour in any form.

Ensure Compliance with Legal and Ethical Standards: Adhere to all relevant local, national, and international laws and regulations concerning child labor. Align with global standards such as those set by the International Labour Organization (ILO) and the United Nations Convention on the Rights of the Child.

Promote Awareness and Training: Provide comprehensive training and resources on the child labour policy to all employees and contractors, ensuring full awareness and understanding of the policy's requirements.

Implement Preventative Measures: Establish and enforce procedures to prevent child labor in all areas of operation. Conduct regular audits and assessments to identify and address any potential risks related to child labor.

Support and Remediate Affected Children: Develop and implement remediation measures for any children identified in violation of the policy, including support for their education and well-being. Collaborate with local organizations and authorities to provide appropriate support and protection for affected children.

Promote Fair Labour Practices: Ensure that all employees and workers are treated with fairness and respect, and that their rights are protected. Support and promote ethical employment practices across all areas of the SLPL.

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CHILD LABOUR POLICY

SLPL/POL/06

Monitor and Report: Regularly monitor compliance with the child labor policy and report any violations or concerns to relevant stakeholders. Maintain transparent records and documentation related to child labor practices and policy enforcement.

Responsibilities: HR Head

Objectives:

Sl No	Description of objectives	Target
1	% of employees and workers free from child labour	100%
2	% of employees and contractors trained on the child labour policy	100%

Review:

A bi-annual internal review and update of the Child Labour Policy will ensure it remains effective and aligned with current legal standards and best practices

In addition, updates will be made as needed in response to changes in laws or internal regulations, as well as observations from internal audits, external audits, or compliance reviews.



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FORCED LABOUR POLICY

SLPL/POL/07

Scope:

The Forced Labour policy of Schevaran Laboratories Pvt Ltd (SLPL) applies to all employees and contractors. This policy outlines the company's commitment to preventing and eliminating forced Labour practices, including any form of coercion, threat, or exploitation, ensuring that all work is performed voluntarily and with fair conditions.

Policy Statement:

Eliminate Forced Labour Practices: Explicitly prohibit all forms of forced, bonded, or indentured labour within the SLPL and contractors. Ensure work performed by employees and contracted workers is voluntary, with zero tolerance for any coercion, threats, or exploitation. The SLPL strictly forbids the retention of workers' personal documents, including all original government-issued identification, prohibits the charging of recruitment fees at any stage of hiring, and requires robust contractor-monitoring mechanisms to verify ongoing compliance with all labour-rights standards.

Promote Fair Employment Practices: Guarantee that employment relationships are based on mutual consent and fair terms, including appropriate compensation, standard working hours, and safe working conditions. Ensure that employees have the freedom to leave their employment with reasonable notice and zero penalty.

Provide Clear Guidelines and Communication: Develop and communicate clear guidelines regarding the prohibition of forced Labour to all employees and contractors. Ensure that these guidelines are included in employee handbooks, training programs and agreements.

Implement Effective Recruitment and Employment Practices: Establish and enforce procedures for recruitment and hiring to prevent the use of deceptive practices or coercion. Verify that employment contracts are clear, written in a language understood by the employee, and comply with legal requirements.

Monitor and Enforce Compliance: Regularly monitor and audit employment practices and working conditions to ensure compliance with the forced Labour policy. Implement mechanisms to detect and address any signs of forced Labour within the organization.

Support and Protect Employees: Provide support and resources to employees who may be at risk of forced Labour or exploitation, including access to legal assistance and support services. Ensure that employees are aware of their rights and the procedures for reporting concerns or violations.

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FORCED LABOUR POLICY

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Educate and Train Stakeholders: Provide training and awareness programs on forced labour risks and prevention to employees, ensuring full understanding and compliance. Provide the training and awareness on forced labour risk and prevention, who engage with the company, maintaining awareness of the policy and its requirements.

Respond to and Address Violations: Develop procedures for addressing and investigating any allegations or incidents of forced Labour, including taking corrective actions and implementing preventive measures. Ensure that identified violations are handled fairly and transparently, with appropriate corrective actions implemented to remedy the situation and prevent recurrence

Maintain Documentation and Records: Keep accurate records of employment practices, training, audits, and any incidents related to forced Labour. Use documentation to track compliance, assess policy effectiveness, and ensure transparency.

Responsibilities: HR Head

Objectives:

Sl No	Description of objectives	Target
1	% of employees work voluntarily	100%
2	unresolved violations	zero
3	Percentage of employees able to resign with reasonable notice and zero penalty	100%
4	% of employees completing forced labour training and awareness programs	100%

Review:

A bi-annual internal review and update of the Forced Labour Policy will ensure it remains effective and aligned with current legal standards and best practices

In addition, updates will be made as needed in response to changes in laws or internal regulations, as well as observations from internal audits, external audits, or compliance reviews.



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Bonus/Reward Policy

SLPL/POL/09

Scope:

This Bonus Policy applies to all employees and contractors of Schevaran Laboratories Pvt Ltd. It defines eligibility, calculation, and disbursement of bonuses, ensuring compliance with applicable local laws, international standards, and ethical employment practices

Policy Statement:

Annual Bonus: We are committed to payment of bonus of 8.33% of Basic and Dearness Allowance to our employees and contractors as per Bonus Act 1965.

Performance Bonus: All eligible employees will be rewarded with performance bonus based on their ratings to acknowledge their performance for their contributions for the last year.

Performance Appraisal is a future oriented approach and is developmental in nature. This recognizes employees as individuals and focuses on their development.

Responsibilities: Finance and HR

Objectives:

Sl No	Description of objectives	Target
1	% annual Bonus Payment to Employees and contractors.	100%
2	% employees receive performance bonuses and salary increments in accordance with their annual performance ratings (as per our internal policy)	100%

Review:

A bi-annual internal review and update of the bonus Policy will ensure it remains effective and aligned with current legal standards and best practices

In addition, updates will be made as needed in response to changes in laws or internal regulations, as well as observations from internal audits, external audits, or compliance reviews.


HRD
Founder Chairman

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GRIEVANCE REDRESSAL POLICY

SLPL/POL/14

Scope:

The grievance redressal policy of Schevaran Laboratories Pvt Ltd (SLPL) applies to all employees across all departments and levels within the SLPL. This policy outlines the procedures and guidelines for addressing and resolving employee grievances in a fair, transparent, and timely manner. It is designed to ensure that employees have a clear and accessible mechanism for raising concerns and that these concerns are handled effectively to maintain a positive work environment.

Policy Statement:

The SLPL provides a fair, transparent, and confidential mechanism for employees to raise concerns, complaints, or grievances without fear of discrimination or retaliation. All grievances are acknowledged promptly, investigated objectively, and resolved within defined timelines, with appropriate corrective actions taken where necessary. Employees may raise grievances individually or through employee representatives, and the SLPL is committed to ensuring due process, open communication, and compliance with applicable laws while maintaining respect, dignity, and fairness throughout the grievance-handling process.

A complaint lodged verbally by an employee will be treated as a grievance; however, a grievance will be considered formally raised when the dissatisfaction is submitted in writing. Disputes of reasonable magnitude arising from dissatisfaction or ill feelings expressed by an employee or a group of employees may be regarded as grievances. The feeling of injustice may be related to wages, mode of payment, leave, transfer, positions, promotion, and treatment by superiors, interpretation of code of conduct or even the food supplied in the canteen. In this policy each member of staff has the right to express his/her grievance and there is a procedure to be followed. The policy has been formulated taking the following into consideration:

- Employees are always treated fairly.
- Complaints raised by employees are dealt with courtesy and on time.
- Employees are fully informed of avenues to escalate their complaints/ grievance within the Organization and alternative remedy if they are not fully satisfied with the response to

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GRIEVANCE REDRESSAL POLICY

SLPL/POL/14

their complaints.

- All complaints are dealt with confidentiality and fairly.
- All grievances shall be resolved within 30 working days, with a target achievement of 100% compliance.

To make the redressal mechanism more meaningful and effective, a structured system has been built. This system would ensure that the redressal is fair and just within the given framework of rules and regulations so that the employees would be aware of the complaint handling process.

First stage

- When an employee faces any grievance, he/she must report it to his/her immediate superior/ HR. Once a grievance is submitted, it will be acknowledged within three business days, and an investigation will typically be completed within 15–30 business days. The Head of HR will review the complaint, meet with the employee and relevant parties, gather evidence, and determine appropriate actions. Employees will be informed if additional time or management involvement is required, along with an expected timeline for resolution.
- Employees will receive formal communication of the outcome and any corrective actions. Follow-up will ensure that the issue is fully resolved. Disciplinary measures will be proportional to the seriousness of the complaint, and no employee will be dismissed for a first breach except in cases of gross misconduct. Employees dissatisfied with the outcome may appeal in writing within seven business days, and appeals will be reviewed by senior management with a final decision communicated within 15 business days.

The above stated mechanism is flexible depending upon the situation. In each stage, the way of presentation by the employer and the employee is transparent. If there is any ambiguity in the case a detailed investigation and proceeding for expert opinion would be considered.

Second stage: (If he/she is not satisfied with the decision of DAC)

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GRIEVANCE REDRESSAL POLICY

SLPL/POL/14

In second stage, the employee concerned will be permitted to present his/ her grievance to the Director who in turn listens to the grievance and tries to give a solution and constitutes a committee according to the merit of the case or issue put before him.

Responsibilities: Grievance Committee and HR Head

Objectives:

Sl No	Description of objectives	Target
1	% of grievances resolved within defined timelines	100%
2	% of grievance cases handled confidentially	100%
3	% of complainants satisfied with the grievance handling process	100%

Review:

A bi-annual internal review and update of the grievance redressal Policy will ensure it remains effective.

In addition, updates will be made as needed in response to observations from internal audits and external audits.




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PREVENTION SEXUAL HARASSMENT POLICY

SLPL/POL/15

Scope:

The prevention of sexual harassment policy of Schevaran Laboratories Pvt Ltd (SLPL) applies to all employees across all departments and levels within the organization. It is designed to ensure that employees have a clear and accessible mechanism for raising concerns and that these concerns are handled effectively to maintain a positive work environment.

Policy Statement:

Schevaran Laboratories Pvt Ltd is committed towards ensuring employees to be treated fairly and equally in an environment free of intimidation and sexual harassment. Sexual harassment is an unacceptable form of behavior which cannot be tolerated under any circumstances. It is also unlawful. All complaints of sexual harassment are treated seriously and promptly, with due regard to confidentiality. Disciplinary action will be taken against any employee who breaches the policy.

Sexual harassment is any unwanted, unwelcome or uninvited behavior of a sexual nature which makes a person feels humiliated, intimidated or offended. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions, and the display of offensive material or other behavior that creates a sexually tense or hostile working environment. Sexual harassment can occur between an employee and a co-worker, supervisor, manager, agent, consultant or contractor.

Sexual harassment is not just unlawful during working hours or at the workplace itself. But also, behavior is unlawful in any work-related context including conferences, work functions, business or field trips, and interactions with customers

Management encourages any employee who feels they have been harassed to contact the HR manager. The factory aims to provide a working environment which is free of workplace harassment or intimidation

Management recognizes comments and behavior that do not offend one person can offend another. Management accepts individuals may react differently and expects this right to be generally respected.

Any complaint or report of sexual harassment is treated promptly, seriously and sympathetically. They are investigated thoroughly, impartially and confidentially. Managers and supervisors must act immediately on any reports of sexual harassment. Employees are not disadvantaged in their employment conditions or opportunities as a result of lodging a

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PREVENTION SEXUAL HARASSMENT POLICY

SLPL/POL/15

complaint.

Appropriate disciplinary action is taken against anyone in this factory's employment who is found to have sexually harassed a co-worker. Depending on the severity of the case, consequences can include an apology, counseling, transfer, dismissal, demotion or other forms of disciplinary action. Immediate disciplinary action is also taken against anyone who victimizes or retaliates against a person who has complained of sexual harassment. Management has a legal responsibility to prevent sexual harassment. Primary responsibility of people process management lies with respective departmental/ functional manager

Therefore, managers and supervisors have a responsibility to:

- Monitor the working environment to ensure acceptable standards of conduct are always observed
- Model appropriate behavior themselves
- Treat all complaints seriously and take immediate action to investigate and resolve the matter.
- Refer complaints to another manager if they do not feel they are the best person to deal with the case (e.g. if there is a conflict of interest or if the complaint is particularly complex or serious)

All employees have a responsibility to:

- It is mandatory for all employees to complete POSH training,
- Comply with the organization's sexual harassment policy.
- Offer support to anyone who is being harassed and let them know from where they could get help and advice (they should not approach the harasser themselves)

Maintain complete confidentiality if they provide information during the investigation of a complaint (employees who spread gossip or rumors may expose themselves to defamation action)

This policy is also a legal requirement as per - THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

Responsibilities: POSH Committee and HR Head

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PREVENTION SEXUAL HARASSMENT POLICY

SLPL/POL/15

Objectives:

Sl No	Description of objectives	Target
1	% employee training completion	100%
2	% complaints resolved within 90 days	100%

Review:

A bi-annual internal review and update of the Prevention of Sexual harassment Policy will ensure it remains effective and aligned with current legal standards and best practices

In addition, updates will be made as needed in response to changes in laws or internal regulations, as well as observations from internal audits, external audits, or compliance reviews.



Founder Chairman

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WHISTLE BLOWER POLICY

SLPL/POL/19

Scope:

This policy applies to all employees, contractors, and stakeholders associated with Schevaran Laboratories Pvt Ltd (SLPL). The purpose of this policy is to provide a structured mechanism for reporting any unethical, illegal, or improper conduct within SLPL. It aims to promote transparency, accountability, and a culture of integrity.

Policy Statement:

Objectives of whistleblowing:

- To encourage employees to bring ethical and legal violations they are aware of to an internal authority so that action can be taken immediately to resolve the problem
- To minimize the organization’s exposure to the damage that can occur when employees circumvent internal mechanisms
- To let employees, know the organization is serious about adherence to codes of conduct

Barriers to Whistleblowing:

- A lack of trust in the internal system
- Unwillingness of employees to be “snitches”
- Belief that management is not held to the same standard
- Fear of retaliation
- Fear of alienation from peers

Steps for Creating a Whistle-blowing Culture

- Create a Policy
- Get Endorsement from Top Management
- Publicize the Organization’s Commitment
- Investigate and Follow Up

Assess the Organization’s Internal Whistle-blowing System

Responsibilities: HR Head

Objectives:

Sl No	Description of objectives	Target
1	% of employees trained on whistleblower policy.	100%
2	All whistleblower complaints will be resolved within 30 days of receipt	100%

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WHISTLE BLOWER POLICY

SLPL/POL/19

Review:

A bi-annual internal review and update of the whistle blower Policy will ensure it remains effective.

In addition, updates will be made as needed in response to observations from internal audits and external audits.



Founder Chairman

Rev. No: 01, Rev Date: 02/02/2025

Revision Note (If Any):

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INTELLECTUAL PROPERTY AND INFORMATION SECURITY POLICY

SLPL/POL/20

Scope:

This policy applies to all employees, contractors and consultants at Schevaran Laboratories Pvt Ltd (SLPL), including all personnel affiliated with third parties. The purpose of this policy is to establish a comprehensive approach to managing security breaches at SLPL. This policy aims to ensure that breaches are effectively identified, contained, investigated, and mitigated, minimizing damage and preventing future incidents.

Policy Statement:**Reporting a Security Breach**

- Any employee or affiliate who suspects or identifies with a security breach must report it immediately to the IT Team.
- Firewall access is authorized by IT Department with MFA (Multifactor Authentication)
- Reports should be made via the dedicated security incident email address: itsupport@schevaran.com or by calling the Hotline: 0821-4277500/9035590061.
- At our organization, we prioritize the security of our data through a multi-layered approach. We implement robust firewalls, encryption protocols, and secure access controls to prevent unauthorized access. Regular security reviews and updates ensure that our systems are resilient against potential threats.
- Registered mail gets notified in case of any threats attack and blocks it.
- Registered mail gets notified in case of any unauthorized access to the network.
- Registered mail gets notified in case of any ISP (Internet Service Provider) failure.
- All social media and restricted websites are blocked for all employees.
- Weekly backup of all the configurations is in place as of now. In the event of a security breach, we have a comprehensive incident response plan to mitigate risks and ensure swift recovery.

Initial Response:

Upon receiving a report of a potential security breach, the IT Team will:

- Log the incident.
- Conduct a preliminary assessment to confirm whether a breach has occurred.
- Notify the IT Manager and relevant stakeholders.

Containment and Eradication:

- The IT Team will take immediate steps to contain the breach and prevent further unauthorized access.
- Actions may include isolating affected systems, change passwords, and applying security patches.

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INTELLECTUAL PROPERTY AND INFORMATION SECURITY POLICY

SLPL/POL/20

- The team will also work to eradicate the cause of the breach, ensuring that vulnerabilities are addressed.

Notification:

- The IT Manager will determine the need to notify affected individuals and external parties, in accordance with legal and regulatory requirements.
- Notifications will be made promptly and will include a description of the breach, the type of data involved, and steps taken to mitigate the impact.

Investigation and Documentation:

- A thorough investigation will be conducted to determine the cause and extent of the breach.
- All findings, actions taken, and lessons learned will be documented in an Incident Report.
- Achieve compliance in incident capture, timely reporting, and execution of all required corrective actions

Communication:

- Regular updates will be provided to affected parties and senior management throughout the investigation.
- A final summary of the incident and steps taken to prevent recurrence will be communicated to all relevant parties.

Training and Awareness:

- All employees to attend and complete the mandatory security breach identification and reporting training.
- Employees will be required to acknowledge their understanding of and adherence to this policy.

Roles and Responsibilities:

- All Employees: Report potential security breaches immediately.
- IT Team: Manage the response to security breaches, including containment, eradication, and investigation.
- IT Manager: Oversee the breach response process, ensure compliance with legal requirements, and communicate with stakeholders.
- HR and Legal Teams: Provide support in managing communication and compliance issues.

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INTELLECTUAL PROPERTY AND INFORMATION SECURITY POLICY

SLPL/POL/20

Compliance:

- Failure to comply with this policy may result in disciplinary action, up to and including termination of employment.

Responsibilities: IT Manager and Finance Head**Objectives:**

Sl No	Description of objectives	Target
1	% incidents captured, reported, and closed with corrective actions	100%
2	% completion of mandatory security breach training	100%

Review:

A bi-annual internal review and update of the Intellectual property and information security policy will ensure it remains effective and aligned with current legal standards and best practices

In addition, updates will be made as needed in response to changes in laws or internal regulations, as well as observations from internal audits, external audits, or compliance reviews.



HRD
Founder Chairman

Rev. No: 01, Rev Date: 02/02/2025

Revision Note (If Any):

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EMPLOYEE WORKING CONDITION POLICY

SLPL/POL/22

Scope:

The Employee working condition policy of Schevaran Laboratories Pvt Ltd (SLPL) applies to all employees, contractors, and visitors within the SLPL premises. This policy outlines the guidelines and procedures for preventing, identifying, and addressing violations of workplace policies, laws, and regulations. It aims to foster a respectful, compliant, and safe work environment by proactively addressing potential issues before they escalate.

The Workers' Compensation policy of SLPL applies to all employees and contractors, who experience work-related injuries or illnesses across all departments and locations. This policy outlines the company's commitment to providing appropriate compensation, support, and benefits to employees affected by work-related injuries or illnesses.

Policy Statement:

Schevaran Laboratories Pvt Ltd is committed to maintaining a positive work environment characterized by mutual respect, fairness, and open communication. We believe that strong labor relations and healthy dialogue between employees and management contribute to employee satisfaction, productivity, and the overall success of the SPL. By keeping open lines of communication regarding working conditions, we aim to foster a supportive and collaborative workplace where all employees feel valued and heard.

Communication Guidelines

Open Communication:

- Management of Employee Communication: Management will provide clear, timely, and consistent communication regarding company policies, procedures, and changes that may affect employees. Regular updates will be provided through team meetings, email bulletins, and the company intranet.
- Employees to Management Communication: Employees are encouraged to communicate openly with their supervisors and the HR department regarding any concerns, suggestions, or issues they may have. An open-door policy will be maintained to facilitate direct communication.

Working Hours

- Management for Employee Communication: Management will provide clear and timely information regarding standard working hours, any changes to schedules, and

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EMPLOYEE WORKING CONDITION POLICY

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expectations for overtime. Any significant changes to working hours will be announced at least 7 days in advance.

- Employee to Management Communication: Employees are encouraged to provide feedback on their working hours, including suggestions for flexible scheduling or concerns about overtime. Employees should communicate their feedback through their direct supervisor or the HR department.

Benefits

- Management to Employee Communication: Management will ensure that all employees are informed about the benefits package available to them, including health insurance, paid time off, and other perks. Any updates or changes to benefits will be communicated promptly.
- Employee to Management Communication: Employees are encouraged to suggest additional benefits that may enhance their well-being and job satisfaction. Suggestions can be submitted during performance reviews, team meetings, or directly to the HR department.

Wages

- Management to Employee Communication: Management will regularly review and communicate the company's compensation policies, including information about wage structures, performance-based increases, and bonuses. Any changes to wages will be communicated in a transparent manner.
- Employees to Management Communication: Employees are encouraged to discuss their wage-related concerns or suggestions during scheduled performance reviews or directly with their supervisor or the HR department.

Fair Treatment

- Non-Discrimination: All employees will be treated fairly and without discrimination based on race, gender, age, religion, disability, or any other protected characteristic.
- Equal Opportunity: SLPL is committed to providing equal opportunities for all employees in terms of hiring, promotion, training, and development.

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EMPLOYEE WORKING CONDITION POLICY

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Conflict Resolution

- Grievance Procedure: A formal grievance procedure will be in place to address any workplace issues or disputes. Employees can file a grievance with their immediate supervisor or the HR department, which will be addressed promptly and fairly.
- Mediation: In cases where direct resolution is not possible, a neutral third-party mediator may be appointed to facilitate the resolution of the conflict.

Employee Participation

- Feedback Mechanisms: Employees are encouraged to participate in regular feedback mechanisms, such as surveys, suggestion boxes, and town hall meetings, to voice their opinions and contribute to the continuous improvement of the workplace.
- Employee Committees: Where appropriate, employee committees may be formed to address specific workplace issues, such as safety, health, and welfare. These committees will include representation from both management and employees.

Training and Development

- Professional Growth: SLPL is committed to the continuous development of its employees. Regular training programs and development opportunities will be provided to enhance skills and career growth.
- Orientation Programs: New employees will participate in orientation programs to understand company policies, culture, and expectations.

Preventing Policy Violations:

- Develop and communicate clear workplace policies and procedures to prevent violations related to conduct, safety, ethics, and legal compliance.
- Take corrective and preventive actions to address the root causes of violations and prevent recurrence.
- Provide regular training and resources with all employees to ensure they understand and adhere to company policies and regulatory requirements.

Promote a Culture of Compliance:

- Foster a workplace culture that prioritizes ethical behavior, respect for policies, and adherence to legal standards.
- Encourage open communication and reporting of potential violations without fear of

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retaliation.

Implement Effective Monitoring Systems:

- Establish monitoring and auditing systems to detect and prevent violations before they occur.
- Regularly review monitoring data to identify patterns or areas of concern that may require intervention or additional training.

Provide Clear Reporting Mechanisms:

- Create accessible and confidential channels for employees to report suspected violations or concerns.
- Ensure that all reports are handled promptly and fairly, with appropriate follow-up and corrective action taken as needed.

Enforce Accountability and Consequences:

- Define and communicate the consequences for policy violations to ensure accountability and deter inappropriate behavior.
- Implement a fair and consistent disciplinary process for addressing violations, with clear guidelines for investigation and resolution.

Maintain Documentation and Records:

- Keep detailed records of all reported violations, investigations, and resolutions to ensure transparency and accountability.
- Use documentation to analyze trends and improve the effectiveness of violation prevention strategies

Ensure Compliance with Legal Requirements:

- Comply with all applicable workers' compensation laws and regulations to provide required benefits and support to employees who suffer work-related injuries or illnesses.
- Regularly review and update the policy to align with legal requirements and industry standards.

Provide Timely and Fair Compensation:

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- Ensure prompt processing of workers' compensation claims and provide fair compensation for medical expenses, lost wages, and other related costs.
- Establish clear procedures for reporting injuries, filing claims, and receiving benefits.

Support Employee Recovery and Rehabilitation:

- Facilitate access to appropriate medical care and rehabilitation services to support employees in recovering from work-related injuries or illnesses.
- Collaborate with healthcare providers and rehabilitation specialists to develop and implement effective return-to-work plans.

Promote a Safe Work Environment:

- Implement and maintain health and safety programs to minimize the risk of workplace injuries and illnesses.
- Conduct regular safety audits, risk assessments, and training to prevent accidents and ensure a safe working environment.

Ensure Clear Communication and Guidance:

- Provide clear information and guidance to employees on their rights and responsibilities under the workers' compensation program.
- Ensure employees understand the process for reporting injuries, filing claims, and accessing benefits.

Handle Claims Efficiently and Transparently:

- Develop efficient procedures for handling workers' compensation claims, including prompt investigation, documentation, and resolution of claims.
- Ensure transparency in the claims process and maintain clear communication with affected employees.

Support Employees During the Claims Process:

- Offer support and assistance to employees throughout the workers' compensation process, including answering questions, providing updates, and addressing concerns.
- Ensure that employees are treated fairly and with respect during the claims process.

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EMPLOYEE WORKING CONDITION POLICY

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Review and Improve Workers' Compensation Practices:

- Regularly review and evaluate the effectiveness of the workers' compensation policy and procedures.
- Gather feedback from employees and stakeholders to identify areas for improvement and make necessary adjustments to enhance the program.

Maintain Compensation Documentation and Records:

- Keep accurate and confidential records of all workers' compensation claims, including medical reports, claim forms, and correspondence.
- Use documentation to monitor compliance, assess policy effectiveness, and ensure transparency.

Educate and Train Employees and Managers:

- Provide training and resources to employees and managers on workers' compensation procedures, rights, and responsibilities.
- Ensure that all personnel are aware of the policy and understand how to report injuries and manage claims

Responsibilities: Functional Head & HR Head**Objectives:**

Sl No	Description of objectives	Target
1	Average hours worked per employee within legal limit	100%
2	% overtime within policy/legal limits	100%
3	% employees receiving mandatory rest	100%
4	% employees aware of working-condition policies	100%
5	% employees earning \geq defined living wage	100%
6	% roles with equal pay for equal work	100

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EMPLOYEE WORKING CONDITION POLICY

SLPL/POL/22

Review:

A bi-annual internal review and update of the employee working condition policy will ensure it remains effective and aligned with current legal standards and best practices

In addition, updates will be made as needed in response to changes in laws or internal regulations, as well as observations from internal audits, external audits, or compliance reviews.



Founder Chairman

Rev. No: 01, Rev Date: 02/02/2025

Revision Note (If Any): Combined policies on Employee Positive Work Environment (SLPL/POL/23), Workplace Violation Prevention (SLPL/POL/43), Workers Compensation (Remuneration) (SLPL/POL/47).

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CAREER DEVELOPMENT POLICY

SLPL/POL/24

Scope:

This policy applies to all employees of Schevaran Laboratories Pvt Ltd (SLPL), regardless of their position or tenure with the company. The purpose of this Career Development Policy is to outline the commitment of SLPL to the continuous professional growth and career advancement of its employees. This policy aims to provide opportunities for skill enhancement, career progression, and personal development, thereby aligning employee goals with the company's objectives.

Policy Statement:

Schevaran Laboratories Pvt Ltd is dedicated to fostering an environment that supports and encourages career development. We believe that investing in our employees' growth contributes to the overall success of the company.

Principles and Guidelines:**Training and Development:**

Mandatory Training: Ensure every employee completes all mandatory role-based training annually.

Optional Training: Employees are encouraged to take advantage of additional training opportunities that align with their career aspirations and personal interests.

Each employee is expected to complete an average of 40 hours of training per year to enhance their skills and support career development.

Career Pathing:

Career Progression: Clear career paths will be defined for various roles within the company, providing employees with a roadmap for advancement.

Mentorship and Coaching:

Mentorship Programs The company will establish mentorship programs where experienced employees provide guidance and support to less experienced colleagues.

Coaching Sessions: Regular coaching sessions will be conducted to help employees enhance their performance and prepare for future roles.

Performance Appraisals:

Annual Reviews: Employees will participate in annual performance appraisals to assess their progress, identify strengths and areas for improvement, and set goals for the upcoming year.

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CAREER DEVELOPMENT POLICY

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Continuous Feedback: Ongoing feedback will be provided to employees to support their development and address any issues promptly.

Educational Assistance:

Tuition Fee Reimbursement: Schevaran Laboratories Pvt Ltd offers tuition fee reimbursement for approved courses and programs that directly relate to an employee’s current role or future career within the company.

Professional Certifications: The company will support employees in obtaining relevant professional certifications by covering examination fees and providing study materials. (Strictly under management discretion)

Internal Mobility:

Job Rotation: Opportunities for job rotation will be provided to help employees gain a broad understanding of the company and develop diverse skill sets.

Internal Job Postings: Vacant positions will be posted internally to encourage employees to apply for roles that align with their career goals.

Role and Responsibilities:

Management: Responsible for identifying training needs, providing development opportunities, and supporting employees in their career growth.

Employees: Responsible for actively participating in development programs, seeking feedback, and taking initiative in their own career progression

Responsibilities: HR Head

Objectives:

Sl No	Description of objectives	Target
1	% compliance with mandatory role-based training.	100%
2	Average hrs training per employee per year	40hrs

Review:

A bi-annual internal review and update of the Career Development Policy will ensure it remains effective.



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CAREER DEVELOPMENT POLICY

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In addition, updates will be made as needed in response to observations from internal audits, external audits, or compliance reviews.


Founder Chairman

Rev. No: 01, Rev Date: 02/02/2025

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DIVERSITY AND INCLUSION POLICY

SLPL/POL/25

Scope:

This policy applies to all employees, contractors, and stakeholders of Schevaran Laboratories Pvt Ltd (SLPL). The purpose of this Diversity and Inclusion Policy is to affirm SLPL commitment to fostering a diverse and inclusive workplace. This policy outlines our approach to ensuring that all employees feel valued, respected, and empowered to contribute to our success.

Policy Statement:

Schevaran Laboratories Pvt Ltd is dedicated to creating an inclusive environment that embraces diversity in all forms, including but not limited to race, gender, age, religion, sexual orientation, disability, and cultural background. We believe that diversity drives innovation and enhances our ability to serve our customers effectively.

Principles and Guidelines.

Inclusive Culture:

Respect and Dignity: All employees are expected to treat their colleagues with respect and dignity. Any form of harassment or bullying is strictly prohibited.

Cultural Competence: We encourage employees to develop an understanding of different cultures and perspectives. Training programs on cultural competence and unconscious bias will be provided.

Employee Resource Groups:

Support Networks: SLPL supports the formation of Employee Resource Groups (ERGs) to provide support, networking opportunities, and advocacy for various employee groups.

Active Participation: Employees are encouraged to participate in ERGs and other diversity-related initiatives to foster a sense of community and belonging.

Training and Development:

Diversity Training: All employees are required to attend regular diversity, equity, and inclusion (DEI/ETI) training sessions to raise awareness and develop the skills needed to contribute to an inclusive workplace.

Leadership Development: Leaders and managers will receive specific training on inclusive leadership to ensure they can effectively manage diverse teams and promote an inclusive culture.

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DIVERSITY AND INCLUSION POLICY

SLPL/POL/25

Accessibility and Accommodation:

Reasonable Accommodations: SLPL will provide reasonable accommodation to employees with disabilities to ensure they can perform their duties effectively.

Accessible Workplace: We are committed to ensuring that our facilities and technologies are accessible to all employees.

Roles and Responsibilities:

Management: Responsible for leading by example, promoting diversity and inclusion, and addressing any issues that arise promptly and fairly.

Employees: Responsible for embracing diversity, participating in inclusion initiatives, and treating all colleagues with respect

Responsibilities: HR Head

Objectives:

Sl No	Description of objectives	Target
1	% of employee participation in mandatory DEI/ETI training sessions annually	100%
2	% women in leadership roles	30%

Review:

A bi-annual internal review and update of the Diversity and inclusion Policy will ensure it remains effective.

In addition, updates will be made as needed in response to observations from internal audits, external audits, or compliance reviews.


HRD
 Schevaran Laboratories Pvt. Ltd.
 Founder Chairman

Rev. No: 01, Rev Date: 02/02/2025

Revision Note (If Any):

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FRAUD POLICY

SLPL/POL/27

Scope:

The Schevaran Laboratories Pvt Ltd (SLPL) is committed to ethical practices, honesty, fair dealing, and full compliance with all laws affecting its business. This includes a commitment to maintaining the highest standards of corporate governance.

The SLPL recognizes the need for detailed fraud-prevention policies, procedures, and reporting mechanisms to protect our business and the integrity of our financial reporting. This policy applies to all colleagues across SLPL.

Policy Statement:

WE WILL ENSURE THAT:

- A culture is instilled whereby fraud is not tolerated and is pro-actively discouraged.
- Anti-fraud training and awareness programs are implemented in the company.
- The risk of fraud in the company is minimized.
- Fraud or suspected fraud is promptly reported and effectively investigated.
- The appropriate lessons are learned from any frauds identified.
- Company is supported by an effective internal control structure which is designed to prevent fraud.
- Losses caused by fraud are prevented or recovered.
- Consistent and effective action is taken against those persons proven to have committed fraud.
- No colleague or organization is charged with fraud until and unless conclusive evidence of such wrong doing has been established through adequate investigative process.
- Business Units will utilize the tools available and undertake a fraud risk Assessment

All colleagues are encouraged to report any fraud they reasonably believe to have taken place, is taking place or will take place. They should report this through their line manager, or through the Speaking Up line

All allegations of fraud should be reported immediately to the Director/HR, who will immediately inform Board, who will advise on further action.

Whilst it is possible to file a report anonymously, this may hinder or complicate any investigation that may follow and may prevent the appropriate action from being taken

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FRAUD POLICY

SLPL/POL/27

All reports of fraud will be handled in a confidential manner. Confidentiality will be maintained to the fullest extent possible, consistent with the need to conduct an adequate investigation of the report and to implement any subsequent corrective actions.

Colleagues suspected of fraud will not be considered guilty unless the allegations or suspicions have been proven and they have been given the opportunity to defend themselves. It is the responsibility of management to implement any measures deemed necessary as a result of established fraud incidents, in conjunction with the Business Team. Management shall usually refrain from initiating any action, such as suspension, dismissal or other disciplinary action against any person that has committed potentially serious fraud or is suspected of committing potentially serious fraud without the prior recommendation of the Business Team.

Guidelines will be prepared and issued through normal channels to assist in the implementation of this policy.

Responsibilities: Legal and HR Head

Objectives:

Sl No	Description of objectives	Target
1	% of employees completing mandatory training.	100%
2	Tolerance fraud incidents	0

Review:

A bi-annual internal review and update of the fraud Policy will ensure it remains effective.

In addition, updates will be made as needed in response to internal audits and external audits.


 HRD
 ★

Founder Chairman

Rev. No: 01, Rev Date: 02/02/2025

Revision Note (If Any):

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CONFLICT OF INTEREST POLICY

SLPL/POL/28

Scope:

This Conflict-of-Interest Policy applies to all employees, officers, directors, consultants, contractors, and any other individuals acting on behalf of the Schevaran Laboratories Pvt Ltd (SLPL). It covers all business activities, decision-making processes, and interactions that may influence or appear to influence a person's ability to perform their duties impartially and in the best interests of the Company.

Policy Statement:

Conflict of interest arises whenever the personal and professional or business interests of an employee are potentially at odds with the best interests of the SLPL.

All employees are required to act in good faith towards SLPL. Employees need to be aware of the potential conflict of interest to arise and should always act in the best interests of the company.

As individuals, employees may have private interests that are from time-to-time conflict, or appear to conflict, with their employment with SLPL. Employees should aim to avoid being put in a situation where there may be a conflict between the interests of the company and their own personal or professional interests, or those of relatives or friends. Where such a conflict occurs (or is perceived to occur), the interests of organization will be balanced against the interests of the staff member and, unless exceptional circumstances exist, resolved in favor of Organization.

It is impossible to define all potential areas of conflict of interest. If an employee is in doubt as to whether a conflict exists, they should raise the matter with their manager.

Procedure

Employees must:

- declare any potential, actual or perceived conflicts of interest that exist on becoming employed to management.
- declare any potential, actual or perceived conflicts of interest that arise or are likely to arise during employment to management.
- avoid being placed in a situation where there is potential, actual, or perceived conflict of interest if possible.

If an employee declares such an interest, the company will review the potential areas of conflict with the employee and mutually agree on practical arrangements to resolve the situation

Employees must disclose any other employment that might cause a conflict of interest

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CONFLICT OF INTEREST POLICY

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with company to their manager. Where there are external involvements that do not represent a conflict of interest, these must not affect performance or attendance whilst working at SLPL. If such involvement does affect performance or attendance, it will be considered a conflict of interest.

Employees must not set up or engage in private business or undertake any other employment in direct or indirect competition with organization using knowledge and/or materials gained during employment with SLPL.

Engaging in any other business interests during work hours will result in strong performance improvement action.

Failure to declare a potential, actual or perceived conflict of interest or to take remedial action agreed with SLPL, in a timely manner, may result in performance improvement proceedings including termination

Responsibilities: All Employees, Managers, Supervisors & HR Head

Objectives:

Sl No	Description of objectives	Target
1	Conflict of Interest breaches	0

Review:

A bi-annual internal review and update of the Conflict-of-interest Policy will ensure it remains effective.

In addition, updates will be made as needed in response to observations from internal audits, external audits, or compliance reviews.




Founder Chairman

Rev. No: 01, Rev Date: 02/02/2025

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Recruitment Policy

SLPL/POL/29

Scope:

The recruitment, induction, and probation policies of Schevaran Laboratories Pvt Ltd (SLPL) apply to all departments, positions, levels, and applicable role transitions within the organization. Together, these policies establish a structured framework governing the attraction, selection, hiring, orientation, integration, and initial performance assessment of employees. They are designed to ensure a consistent, fair, transparent, and effective employee lifecycle process that aligns with SLPL culture, values, strategic objectives, and operational standards, while ensuring full compliance with applicable laws and regulatory requirements.

Policy Statement:

Attract Top Talent:

- Develop strategies to attract highly qualified and skilled candidates.
- Promote SLPL as an employer of choice through effective employer branding and marketing.

Ensure Fairness and Diversity:

- Implement recruitment practices that promote diversity and inclusion.
- Ensure equal opportunity for all candidates, regardless of race, gender, age, religion, disability, or any other characteristic protected by law.

Maintain Compliance:

- Adhere to all local, state, and federal employment laws and regulations.
- Ensure the recruitment process complies with SLPL internal policies and ethical standards.

Enhance Candidate Experience:

- Provide positive and professional experience for all candidates.
- Maintain clear and transparent communication throughout the recruitment process.

Efficient Hiring Process:

- Streamline the recruitment process to reduce time-to-hire and fill vacancies promptly.
- Utilize technology and best practices to improve the efficiency and effectiveness of recruitment activities.

Quality of Hire:

- Implement assessment and selection techniques that ensure the hiring of candidates who

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Recruitment Policy

SLPL/POL/29

are a strong fit for the organization's culture and job requirements.

- Continuously evaluate and improve the selection methods to enhance the quality of hires.

Internal Mobility:

- Encourage and facilitate internal mobility and career development opportunities for current employees.
- Develop and implement procedures for internal job postings and promotions.

Data-Driven Decisions:

- Utilize data and analytics to inform recruitment strategies and decisions.
- Track and analyze key recruitment metrics to measure effectiveness and identify areas for improvement

Smooth Integration:

- Facilitate the smooth transition of new employees into their roles and the organization.
- Provide necessary information and resources to help new hires acclimate to their work environment and job responsibilities.

Understanding Organizational Culture:

- Introducing new employees to SLPL culture, values, mission, and vision.
- Foster a sense of belonging and alignment with the company's goals and objectives.

Role Clarity:

- Ensure new employees have a clear understanding of their job roles, responsibilities, and performance expectations.
- Provide detailed information about organizational structure, key policies, and procedures.

Compliance and Safety:

- Educate new hires on relevant legal, regulatory, and company-specific compliance requirements.
- Ensure awareness of health, safety, and security protocols within the workplace.

Building Relationships:

- Promote early engagement and interaction between new employees and their colleagues, managers, and key stakeholders.
- Facilitate team-building activities and networking opportunities.

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Training and Development:

- Identify and address initial training needs to equip new employees with the necessary skills and knowledge.
- Provide continuous support and opportunities for professional development and growth.

Feedback and Improvement:

- Implement mechanisms to gather feedback from new employees about their induction experience.
- Use feedback to continuously improve the induction process and address any gaps or challenges.

Mentorship and Support:

- Assign mentors or buddies to new employees to provide guidance, support, and assistance during the initial phase of employment.
- Encourage ongoing mentorship and support beyond the induction period

Assess Job Fit and Performance:

- Evaluate the skills, performance, and overall suitability of new employees or those in new roles.
- Ensure that employees meet the required job standards and expectations during the probationary period.

Provide Support and Guidance:

- Offer necessary training, resources, and support to help new employees acclimate to their roles.
- Provide regular feedback and guidance to facilitate improvement and development.

Promote Clear Communication:

- Ensure clear communication of job expectations, performance criteria, and company policies to new employees.
- Maintain open lines of communication between employees, supervisors, and HR throughout the probationary period.

Facilitate Smooth Integration:

- Assist new employees in integrating into the organizational culture and building

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Recruitment Policy

SLPL/POL/29

relationships with colleagues.

- Promote a positive and supportive work environment during the probationary period.

Ensure Compliance:

- Adhere to all legal, regulatory, and company-specific requirements related to probationary employment.
- Ensure that the probation process is conducted fairly and consistently for all employees.

Evaluate Long-Term Potential:

- Assess the long-term potential and career progression opportunities for employees based on their performance during the probationary period.
- Make informed decisions about the continuation of employment or role adjustments.

Document and Review Performance:

- Maintain thorough documentation of performance evaluations, feedback, and any issues that arise during the probationary period.
- Conduct regular reviews and a final evaluation at the end of the probationary period to determine the employee's status

Responsibilities: HR Head

Objectives:

Sl No	Description of objectives	Target
1	%hires following approved recruitment process.	100%
2	% new hires completing induction program	100%
3	% inductions completed within defined timeframe	100%
4	% reviews conducted on Probation.	100%
5	% adherence to recruitment-induction-probation policies	100%

Review:

A bi-annual internal review and update of the Recruitment Policy will ensure it remains effective and aligned with current legal standards and best practices

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Recruitment Policy

SLPL/POL/29

In addition, updates will be made as needed in response to changes in laws or internal regulations, as well as observations from internal audits, external audits, or compliance reviews.



Founder Chairman

Rev. No: 01, Rev Date: 02/02/2025

Revision Note (If Any): Combined policies on Induction (SLPL/POL/30) and Probation (SLPL/POL/32).

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TRAINING POLICY

SLPL/POL/31

Scope:

The training policy of Schevaran Laboratories Pvt Ltd (SLPL) applies to all employees across all departments and levels within the SLPL. This policy outlines the procedures and guidelines for the planning, implementation, and evaluation of training and development programs. It is designed to ensure that employees possess the necessary skills, knowledge, and competencies to perform their roles effectively and to support the company's strategic goals and growth.

Policy Statement:**Enhance Employee Skills and Knowledge:**

The Company is committed to providing continuous learning opportunities, targeting an average of 40 hours of learning per employee annually, a minimum of 12 programs, and 85% employee participation, to enhance technical, professional, and soft skills.

Ensure employees stay updated with the latest industry trends, technologies, and best practices.

Support Organizational Goals:

Align training and development initiatives with the strategic objectives and goals of SLPL. Equip employees with the skills needed to meet current and future business challenges and opportunities.

Promote a Learning Culture:

Foster a culture of continuous learning and development within the organization. Encourage employees to take ownership of their personal and professional growth.

Improve Job Performance:

Identify and address skill gaps to improve individual and team performance. Provide targeted training programs to enhance productivity, efficiency, and effectiveness.

Ensure Compliance:

Provide mandatory training on legal, regulatory, and company-specific compliance requirements.

Ensure employees understand and adhere to health, safety, and security protocols.

Facilitate Career Development:

Support employees in achieving their career aspirations through career development programs. Provide opportunities for internal mobility and succession planning.

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TRAINING POLICY

SLPL/POL/31

Increase Employee Engagement and Retention:

Enhance employee engagement and job satisfaction through investment in their development.
Improve employee retention by demonstrating a commitment to their growth and advancement.

Leverage Technology and Innovation:

Utilize innovative training methods and technologies, such as e-learning, virtual training, and interactive workshops.

Continuously assess and adopt new training tools and platforms to enhance learning experiences.

Evaluate Training Effectiveness:

Implement mechanisms to assess the effectiveness and impact of training programs.

Gather feedback from participants and stakeholders to continuously improve training initiatives

Responsibilities: HR Head

Objectives:

Sl No.	Description of objectives	Target
1	Average number of learning hours provided per employee	40%
2	Total courses, workshops, webinars, or certifications available	12 program No/year
3	Employees participating in at least one learning activity	85%

Review:

A bi-annual internal review and update of the Training Policy will ensure it remains effective.

In addition, updates will be made as needed in response to observations from internal audits and external audits.



Founder Chairman

Rev. No: 01, Rev Date: 02/02/2025

Revision Note (If Any):

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DISCIPLINARY & CODE OF CONDUCT POLICY

SLPL/POL/33

Scope:

The Discipline and Code of Conduct Policy, the Personal Relationships in the Workplace Policy, and the Outside Employment Policy of Schevaran Laboratories Pvt. Ltd (SLPL) apply to all employees, contractors, and consultants across all departments and organizational levels. Together, these policies establish expected standards of behaviour, outline procedures for addressing violations, provide guidelines for managing personal relationships in the workplace, and define the requirements for employees engaging in outside employment or business activities. These combined policies are designed to promote a respectful, professional, and productive work environment, prevent conflicts of interest and favouritism, and ensure that all conduct aligns with the company's values, performance expectations, and applicable legal requirements.

Policy Statement:

Establish Clear Behavioral Standards:

- Define the expected standards of behavior and ethical conduct for all employees and associated personnel.
- Ensure that all employees understand the company's values, principles, and professional expectations.

Promoting a Positive Work Environment:

- Foster a respectful, inclusive, and collaborative workplace where all employees feel valued and safe.
- Encourage behaviors that contribute to a positive organizational culture and discourage any form of misconduct.
- Foster a respectful and inclusive workplace where personal relationships do not negatively impact team dynamics or morale.
- Encourage employees to maintain appropriate boundaries between their personal and professional lives.
- Prevent potential conflicts or issues that could arise from employees outside employment affecting team dynamics or workplace morale.
- Maintain a cohesive and collaborative work environment by managing the impact of outside work.

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Ensure Compliance:

- Ensure that all employees comply with relevant laws, regulations, and company policies.
- Outline the consequences of non-compliance and the procedures for addressing violations.
- Ensure that the policy aligns with relevant laws and regulations regarding workplace relationships.
- Ensure that employees outside employment comply with relevant laws, regulations, and ethical standards.
- Address any legal or ethical concerns arising from employees' involvement in outside work.

Protect Company Interests:

- Safeguard the company's reputation, assets, and intellectual property by promoting responsible and ethical behavior.
- Prevent activities that could harm the company's interests or lead to legal liabilities.

Provide a Framework for Addressing Misconduct:

- Establish clear procedures for reporting, investigating, and resolving instances of misconduct or policy violations.
- Ensure that disciplinary actions are applied consistently and fairly across the organization.

Support Employee Development:

- Encourage employees to adhere to high standards of conduct and professionalism as part of their personal and professional growth.
- Provide training and resources to help employees understand and comply with the code of conduct.

Maintain Confidentiality and Fairness:

- Ensure that all reports of misconduct are handled with confidentiality and impartiality.
- Protect the rights of all parties involved in the investigation and resolution process.

Maintain Professionalism:

- Ensure that personal relationships do not interfere with the professional conduct and responsibilities of employees.

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DISCIPLINARY & CODE OF CONDUCT POLICY

SLPL/POL/33

- Promote a work environment where all employees are treated fairly and professionally, regardless of personal relationships.

Prevent Conflicts of Interest:

- Identify and mitigate potential conflicts of interest that may arise from personal relationships between employees.
- Establish guidelines for disclosing personal relationships to appropriate management to manage any potential conflicts.
- Ensure that outside employment or business activities do not create conflicts of interest with employees' roles at SLPL.
- Establish guidelines for employees to disclose any outside employment or business activities to management

Ensure Fair Treatment:

- Prevent favoritism, bias, or preferential treatment resulting from personal relationships in the workplace.
- Ensure that all employment decisions, including promotions, assignments, and evaluations, are based on merit and performance.

Protect Privacy and Confidentiality:

- Respect the privacy and confidentiality of employees involved in personal relationships.
- Handle disclosures and any related issues discreetly and professionally.
- Prevent the misuse of SLPL resources, information, or intellectual property for outside employment or business activities.
- Ensure employees adhere to confidentiality agreements and company policies while engaging in outside work.

Promoting a Positive Work Environment:

- Foster a respectful and inclusive workplace where personal relationships do not negatively impact team dynamics or morale.
- Encourage employees to maintain appropriate boundaries between their personal and professional lives.
- Prevent potential conflicts or issues that could arise from employees outside employment affecting team dynamics or workplace morale.

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SLPL/POL/33

- Maintain a cohesive and collaborative work environment by managing the impact of outside work.

Address Potential Issues:

- Provide clear procedures for reporting and addressing issues related to personal relationships in the workplace.
- Ensure that any concerns or complaints are handled promptly, fairly, and in accordance with company policies.

Support Employee Well-being:

- Offer resources and support to employees navigating personal relationships in the workplace, including counseling and mediation services if needed.
- Promote a healthy work-life balance to help employees manage personal and professional responsibilities.

Ensure Commitment to Primary Job:

- Ensure that employees outside employment do not interfere with their performance, attendance, or responsibilities at SLPL.
- Maintain the priority of SLPL' interests and commitments over outside employment.

Promote Transparency and Communication:

- Encourage open and transparent communication between employees and management regarding outside employment.
- Provide clear procedures for employees to seek approval for outside employment or business activities.

Support Employee Well-being:

- Ensure that employees' involvement in outside employment does not negatively impact their health, well-being, or work-life balance.
- Promote a healthy balance between employees' professional responsibilities and personal pursuits.

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DISCIPLINARY & CODE OF CONDUCT POLICY

SLPL/POL/33

SLPL follows its own Disciplinary rules and code of Conduct and has no tolerance on abusing the system. If any employee is found violating the system, then he/she shall be liable for disciplinary action.

- a. Office time of the Organization starts from 9:00 am to 5:30, 11:00 am to 8:00 pm for factory and office, for SIC working hours are from 9:00 am to 5:00 pm with 30 minutes lunch break (except Saturday & Sunday). Office shall remain closed from 2 pm on Saturday and full day on Sunday. Management expects the Employees to maintain punctuality. If in case, they are not able to maintain punctuality they must inform their reporting authority. Absence without information will be considered a serious offence as it affects the activities of the organization, and a warning letter will be issued to an employee after two lapses. Repeated defaults will attract disciplinary actions including termination of employment.
- b. Every employee must follow the organization's movement register where the employee should mark login time and logout time while they move out of the office premises during working hours.
- c. Management will impose strict actions against those employees who are engaged in playing computer games, playing music, chatting, singing etc or any other unproductive activities during office hours.
- d. Employees can receive their personal calls, but it should not disturb others who are present in the Organization. Management will not tolerate any misuse of the facility provided or wasting time on it which is otherwise purely meant for official work.
- e. No employee will use Organization's telephone for private purposes except with prior permission from his/ her supervisor's/ Reporting authority/ management. In case of emergency, such use is permitted.
- f. Further, an employee coming late to work or found absent from his workstation/ place of work during working hours, without any sufficient reason or without getting any prior authorization from his/her supervisor, then the competent authority may, at its discretion, also take suitable disciplinary action against the employee concerned.
- g. Negligence of work by any employee will not be tolerable by the management. management shall render an employee liable for disciplinary action.
- h. Every employee is required to declare the company assets to HR (i.e., mobiles/laptop etc.) and in case of any damage/ loss, then that particular employee is liable for it.
- i. Every employee is provided with an employee ID card. It is mandatory for the employees to maintain the ID card while they are on duty (at the campus).

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DISCIPLINARY & CODE OF CONDUCT POLICY

SLPL/POL/33

Organizational conflicts should be raised and resolved within the organizational procedures. The issues of conflict should not be discussed with other bodies

Responsibilities: Legal Manager & HR Head

Objectives:

Sl No	Description of objectives	Target
1	% of employees completing Code of Conduct training	100%
2	Number of Code of Conduct violations reported during the period	0
3	Number of disciplinary actions taken	0
4	Number of reported incidents of harassment, misconduct, or unethical behaviour	0

Review:

A bi-annual internal review and update of the Disciplinary & code of conduct Policy will ensure it remains effective and aligned with current legal standards and best practices.

In addition, updates will be made as needed in response to changes in laws or internal regulations, as well as observations from internal audits, external audits, or compliance reviews.

(Signature)
HRD
 Founder, Schevaran

Rev. No: 01, Rev Date: 02/02/2025

Revision Note (If Any): Combined policies on Discipline code of conduct (SLPL/POL/16), Personal Relationships in the Workplace Policy (SLPL/POL/34), and the Outside Employment Policy (SLPL/POL/35) within the Discipline and Code of Conduct Policy

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FREEDOM OF ASSOCIATION POLICY

SLPL/POL/45

Scope:

The Freedom of Association policy at Schevaran Laboratories Pvt Ltd (SLPL) applies to all employees and contractors. This policy outlines the company's commitment to respecting employees' rights to freely associate, join, or form trade unions or other representative organizations of their choice, and to engage in collective bargaining without fear of retaliation or discrimination.

Policy Statement:

Support Employees' Right to Freedom of Association:

- Affirm the company's commitment to respecting employees' rights to freely associate, join, or form unions or other representative bodies, in accordance with applicable laws and regulations.
- Ensure that employees are aware of their rights regarding freedom of association and provide information on how they can exercise these rights.

Promote Non-Discrimination and Fair Treatment:

- Guarantee that employees are not subject to discrimination, retaliation, or adverse action for exercising their right to join or form a union or engage in collective bargaining.
- Foster an inclusive work environment where all employees can participate in association activities without fear or bias.

Facilitate Open Communication and Engagement:

- Encourage open and constructive communication between employees, management, and any employee representatives or unions.
- Support dialogue and collaboration to address employee concerns and interests through appropriate channels.

Respect and Adhere to Legal Requirements:

- Ensure compliance with all relevant labor laws, regulations, and international standards related to freedom of association and collective bargaining.
- Regularly review and update policies and practices to align with legal requirements and best practices.

Provide Access to Information and Resources:

- Offer access to information about employees' rights to freedom of association,

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FREEDOM OF ASSOCIATION POLICY

SLPL/POL/45

including relevant policies, procedures, and legal protections.

- Provide resources and support to help employees understand their rights and how to engage in association activities.

Encourage Fair and Constructive Representation:

- Support the formation and functioning of representative bodies or unions by providing fair access to company facilities and resources, where applicable.
- Ensure that representative bodies or unions have the opportunity to engage in meaningful dialogue and negotiations with management.

Address and Resolve Concerns:

- Develop and implement procedures for addressing any concerns or grievances related to freedom of association, including those involving allegations of discrimination or retaliation.
- Ensure that all concerns are handled in a fair, confidential, and timely manner.

Promote Awareness and Training:

- Provide training and awareness programs for all employees on the importance of freedom of association and the company's commitment to supporting these rights.
- Educate employees and managers about their roles and responsibilities in respecting and facilitating freedom of association.

Maintain Documentation and Records:

- Keep accurate records of any relevant activities, communications, and decisions related to freedom of association and collective bargaining.
- Use documentation to monitor compliance, assess the effectiveness of the policy, and ensure transparency

Responsibilities: HR Head

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FREEDOM OF ASSOCIATION POLICY

SLPL/POL/45

Objectives:

Sl No	Description of objectives	Target
1	%of employees trained or informed about their right to join associations/unions.	100%
2	Number of grievances related to freedom of association received	0

Review:

A bi-annual internal review and update of the Freedom of Association Policy will ensure it remains effective and aligned with current legal standards and best practices

In addition, updates will be made as needed in response to changes in laws or internal regulations, as well as observations from internal audits, external audits, or compliance reviews.


 HRD
 Schevaran Laboratories Pvt. Ltd.
 Founder Chairman

Rev. No: 01, Rev Date: 02/02/2025

Revision Note (If Any):

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Sustainable Procurement Policy

SLPL/POL/21

Scope:

This policy applies to all procurement activities carried out by Schevaran Laboratories Pvt. Ltd., including the acquisition of raw materials, packaging materials, consumables, equipment, and all contracted services. It covers interactions and engagements with suppliers, contractors, consultants, and service providers, ensuring that sustainable practices are integrated throughout the supply chain.

Policy Statement:

Schevaran Laboratories Pvt. Ltd. is committed to integrating sustainability into all procurement decisions. We recognize that procurement plays a critical role in reducing environmental impact, promoting ethical labour practices, and strengthening long-term supply chain resilience. This policy ensures that our sourcing practices align with responsible, transparent, and ethical business conduct.

We aim to:

- Work with suppliers that demonstrate strong sustainability performance, including eco-friendly operations and ethical labour standards.
- Embed sustainability criteria into supplier selection, product evaluation, and ongoing performance monitoring.
- Encourage suppliers to adopt continuous improvement initiatives in environmental management, social responsibility, and governance.
- Reduce operational risks and enhance resource efficiency through responsible procurement choices.
- Build stakeholder trust by ensuring transparency and accountability throughout the supply chain.

Sustainable procurement reflects our values of integrity, accountability, and innovation. By aligning our practices with national and global sustainability expectations, Schevaran contributes meaningfully to environmental protection, ethical sourcing, and overall societal well-being. This policy underscores our commitment to responsible, transparent operations and ensures that every procurement decision supports long-term sustainable development.

Responsibilities:**Management**

- Provide leadership and resources to implement sustainable procurement practices.
- Ensure alignment of procurement strategy with organizational sustainability goals.
- Approve updates and monitor implementation of this policy.

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Procurement Team

- Integrate sustainability criteria into supplier evaluation and selection processes.
- Ensure compliance with relevant legislation, regulations, and internal sustainability requirements.
- Maintain documentation and track sustainable procurement performance.
- Engage suppliers and encourage continuous improvement in sustainability practices.

Suppliers & Contractors

- Comply with Schevaran's environmental, social, and ethical standards.
- Provide accurate information regarding sustainability practices and certifications.
- Demonstrate continuous efforts to improve environmental and social performance.

Employees Involved in Purchasing

- Follow sustainable procurement guidelines and practices.
- Participate in training programs and apply sustainability principles in day-to-day decisions.
- Report risks or non-compliance issues related to procurement activities.

Objectives:

- Promote awareness of sustainability among all suppliers and procurement stakeholders.
- Encourage suppliers to adopt environmentally preferable technologies and practices.
- Improve transparency and traceability across the supply chain.
- Strengthen ethical sourcing practices, including respect for human rights and labour standards.
- Enhance collaboration with suppliers to achieve long-term sustainability improvements.

Sl No	Description of objectives	Target
1	Ensure supplier compliance with statutory, regulatory, and ethical requirements.	100%
2	Supplier on-time delivery and product/service conformity rate annually through strengthened quality monitoring	>90%
2	Increase the proportion of sustainable or eco-friendly products purchased annually	15%

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Sl No	Description of objectives	Target
3	Achieve zero instances of labour-related non-compliance or safety violations on-site for all manpower suppliers	0
4	Ensure manpower suppliers demonstrate compliance with statutory minimum wages, working hours, and fair-labour requirements through annual third-party or internal audits.	100%
5	Achieve compliance from all chemical and packaging (paper and plastic) suppliers on applicable legal and regulatory requirements-including micron limits, MSDS availability, TREM cards, labelling norms, and waste management rules	100%
6	Maintain elimination of single-use plastics across all current operations and ensure all future sourcing continues to meet this standard	100%

Review:

This policy shall be reviewed annually or earlier if significant changes occur in regulatory requirements, organizational objectives, or market conditions.

The review will:

- Evaluate progress toward qualitative and quantitative objectives,
- Identify areas for improvement and update the policy accordingly.

Stakeholders, including suppliers and internal teams, may be consulted during the review process to ensure a comprehensive and inclusive evaluation

In addition, updates will be made as needed in response to changes in laws or internal regulations, as well as observations from internal audits, external audits, or compliance reviews.



Founder Chairman

Rev. No: 01, Rev Date: 02/02/2025

Revision Note (if any):

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