

SOLARA ACTIVE PHARMA SCIENCES LIMITED

DIVERSITY, EQUITY & INCLUSION (DEI) POLICY

Document History		
Version	Status	Date
1.0	Obsolete	01.04.2022
2.0	Effective	01.04.2023
Next Revision Date: 01.04.2025		

At Solara Active Pharma Sciences Limited (hereinafter referred as “Solara” or “company” and for the purpose of this document includes all employees and associates), we believe that people are our most important asset. We believe that valuing diversity, equal opportunity and inclusiveness is a competitive differentiator enabling us to achieve our vision to create a healthier tomorrow and create an unmatched value for our employees, customers, partners and shareholders.

Purpose:

The purpose of this policy is to set out Solara’s commitment to providing workplace free from discrimination for employees. The policy also sets out Solara’s expectations, where each employees or associated partners has a responsibility to adhere to and uphold the policy.

Scope:

The policy adheres to all employees, consultants, trainees at Solara and those contracted to work at, or for, Solara.

Solara is committed to provide equal and inclusive workplace free from unfair treatment or unlawful discrimination. The company is committed to encourage and embrace our employee differences.

At Solara, we are committed to:

- I. Create a safe and secure work environment that is free from any discrimination which includes but not limited to our commitment of ZERO tolerance to sexual harassment.
- II. Have a robust framework to attract, engage and retain talent of all ages, genders, nationalities and abilities.
- III. Build and foster diversity of:
 - a. Gender: Focused initiative that help us attract and retain talented women professionals through efforts spanning hiring practices, safe that is free from discrimination, harassment, bullying, victimisation and vilification; etc. Increasing the representation of women at all levels will remain one of our strategic priorities on an ongoing basis.
 - b. Differently Abled (Person with Disabilities): enable equal opportunities for differently abled professionals (also known as Persons with Disabilities) with initiatives aimed at an inclusive approach and ensuring equal opportunity. The company commits to carry out the provisions of the recently enacted Rights of Persons with Disabilities Act, 2016 (“Act”) through its employment practices. Solara’s adopts a transparent selection process purely on merit and without any bias to disabilities of the prospective candidates. Company would also provide to them necessary facilities, amenities, and training to support them as appropriate and enable them to effectively discharge their duties for which they are employed. The disabilities under consideration for associates are as specified by applicable Acts.
 - c. Cultural: programs, policies and initiatives to promote cultural acclimatization & inclusion through localization of talent, policies, learning interventions, and other support.
 - d. LGBTQ: We are inclusive and supportive to colleagues across the broad spectrum of sexuality and gender identity

- e. Board of Directors: Board appointments are based on merit that compliments and expand the skills, experience and expertise taking into account their qualification, knowledge and professional experience along with respecting their cultural and diverse background.

Policy Application:

Solara is committed to providing equal and inclusive workplace free from unfair treatment or unlawful discrimination. This applies to all our employee policies and processes including but not limited to:

1. Recruitment and Selection
2. Terms & Conditions of employment
3. Working Environment (as referred in Solara's code of conduct)
4. Training & Development
5. Performance Management & Career Progression
6. Redundancy and Redeployment

Responsibility:

It is everybody's responsibility to contribute to creating a diverse, equal and inclusive culture. It is expected of all employees to behave in a way that is respectful of other colleagues and to acknowledge that we are different. Actions and behavior can be interpreted as harassment even if it was not the intent. Solara has a governance process in place ensuring that any violation of the policy will be managed appropriately.

Solara Leadership team and Site Leaders:

1. Leading and supporting Solara in creating an inclusive and diverse environment
2. Ensuring effective policies and processes are in place to support Solara fulfilling its equity & diversity vision
3. Providing advice, guidance, and support for the implementation of this policy
4. Advising colleagues to address equity related issues at workplace

Managers or Supervisors:

1. Ensuring that the policies and processes relating to employee recruitment, selection, performance management, career development, discipline, and grievance are carried out unbiased and in accordance with the statutory duties to promote equity and eliminate discrimination.
2. Recognizing unacceptable behaviour and taking immediate appropriate actions in consultation with local HR team
3. Ensuring employees are encouraged and enabled to raise voice or share concern in case of violation of this policy

Employees:

1. Upholding and implementing the objective of this policy
2. Contributing to a safe and inclusive environment that celebrates diversity.

Refraining from engaging in any kind of conversation, discussion or activity that indicates explicit or implicit bias towards any section of employees will be termed as **Violation of the Policy**.

Violation of this policy will attract consequences as per the **Disciplinary Action Matrix**.

Employees who believe they have been subjected to any kind of discrimination that conflicts with Solara's diversity, equity and inclusion policy and initiatives should seek assistance from an L1 manager or local HR representative.

References:

1. Code of Conduct and Business Ethics
2. Leave & Attendance Policy
3. Recruitment & Selection
4. Performance Management & Promotions
5. POSH and Workplace Harassment Policy
6. Disciplinary Actions Matrix

Solara Management reserves the right to amend/ withdraw the policy at any time without assigning any reasons whatsoever. The utility and interpretation of this policy will be at the sole discretion of the HR Department.