

## **POLICY ON DIVERSITY, EQUITY & INCLUSION**

### **Purpose**

Diversity, equity, and inclusion (DEI) are important values that can be reflected in a company's policies and practices. A DEI policy is a set of guidelines and principles that a company follows in order to create a more inclusive and equitable workplace.

At Raghava Life Sciences we're committed to creating an inclusive and respectful environment, where all of our people can contribute to their full potential.

We take pride in our inclusive environment that not only supports our Employees in all their diversity but also reflects our Clients and communities, allowing us to better serve their unique cultures and needs.

### **Scope**

Applicable to all employees

### **Process**

#### **DIVERSITY AND INCLUSION PHILOSOPHY**

- Raghava Life Sciences believes in embracing varied cultures and backgrounds. Raghava Life Science's aim has always been to ultimately create an everlasting workplace culture where teams of mixed gender, ethnicity, regional affiliations, physical ability, age and orientation are representative of a variety of perspectives and experiences. Our diversity philosophy celebrates the common values that bring joy, happiness, energy and enthusiasm to the community and focuses on bridging differences by enhancing commonalities among the diverse work pool.
- Raghava is committed to providing equal opportunities to all individuals and is intolerant towards discrimination and / or harassment based on race, sex, nationality, ethnicity, origin, religion, age, disability, sexual orientation, gender identification and expression (including transgender identity), political opinion, medical condition, language as protected by applicable laws.
- Raghava respects the privacy of every individual and ensures utmost secrecy and confidentiality of information / concerns in relation to disability/ sexuality/ gender identity or any other personal information shared with it by its employees (or potential candidates). However, if any disclosure is mandated under law, then any such disclosure will be handled with utmost confidentiality and in accordance with applicable laws.

- Raghava also ensures equal opportunity in employment for qualified persons with known disabilities.
- The basis for recruitment, development, training, compensation and advancement of employees at Raghava shall solely be on the basis of qualifications, performance, skills, experience, expertise, potential and discipline. There shall be no other extraneous criteria of differentiation. Similarly, selection/ appointment/ engagement with any other stakeholders including vendors and outsourced staff shall be carried out in an objective, fair, and ethical manner, and in accordance with Raghava's philosophy set out herein.
- Raghava follows the principle of equal pay and terms of employment (including benefits, training, promotions, performance reviews, transfers, exits, etc.) without any bias. Raghava believes that all its employees should receive equal pay where they are carrying out similar work, work rated as equivalent or work of equal value.
- All employees and stakeholders of Raghava shall be always treated with dignity and respect. Raghava inculcates awareness amongst its employees through educational sessions and forming internal groups to promote diversity amongst employees.
- Raghava has zero tolerance for disrespectful or inappropriate behavior, unfair treatment or retaliation of any kind. Harassment (physical, verbal or mental harassment) is not tolerated in the workplace and in any work-related circumstances outside of work.
- Any employee who believes a conflict arises between this policy and the laws, customs and practices of the place at which he/ she works, or has questions about this policy, or would like to confidentially report a breach/ potential violation of this policy, should raise those questions and concerns with Mr Hari, Head-Human Resources (hr@raghavalife.com) at the earliest.
- Appropriate disciplinary/ legal action will be taken against any employee / personnel who violates this policy. Based upon the seriousness of the offense, disciplinary action against an employee may include verbal or written reprimand, warning, suspension or termination of employment.
- No reprisal or retaliatory action will be taken against any individual for raising concerns as regards this policy. However, any such reporting by an employee if found to be in bad faith or in a false or frivolous manner, will be considered a violation of the code of conduct, and such employee may be subject to disciplinary action.

For Raghava Life Sciences Private Limited



Managing Director