

# **CHEMVEDA**

## **WORKPLACE INCLUSION AND RESPECT POLICY**

Document Governance		
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Entities covered	Chemveda Life Sciences India Pvt. Ltd.	
Owner	Human Resources Department	
Revision History	Earlier Version: 00 Date of Revision: NA Revision Effective Date: NA	Policy Approved By: CEO Dr. Bheema Rao Paraselli <i>P. Bheema Rao</i> 11-Sept-2025

## 1.0 PURPOSE:

We are dedicated to cultivating a workplace where all individuals are treated with dignity and respect. Our vision is to create an environment that values different perspectives and experiences to shape a culture of mutual respect and collaboration. We are committed to preventing any form of discrimination, harassment, or abuse, whether physical, psychological, or verbal and promoting equal treatment for all employees, contractors, and stakeholders irrespective of their backgrounds.

## 2.0 SCOPE:

This policy applies to all employees, contractors, consultants, temporary staff, and any other individuals engaged with Chemveda Life Sciences, across all our locations and business operations.

## 3.0 RESPONSIBILITY:

S. No	Department	Responsibility
➤	Division Head/CEO	<ul style="list-style-type: none"> <li>Foster a culture of inclusion and respect across the organization.</li> <li>Ensure policies and practices promote diversity, equity and inclusion</li> <li>Lead by example in demonstrating respectful behavior</li> </ul>
➤	Employees	<ul style="list-style-type: none"> <li>Treat all colleagues with respect and dignity regardless of differences.</li> <li>Contribute to an inclusive work environment by valuing diverse perspectives.</li> <li>Report any incidents of disrespect or exclusion to management or HR.</li> </ul>
➤	HR Department	<ul style="list-style-type: none"> <li>Develop, Implement, and update the workplace inclusion and Respect policy.</li> <li>Provide training on inclusion, Respect, and handling related issues.</li> <li>Investigate and address reports of disrespect or exclusion.</li> </ul>

#### 4.0 DEFINITIONS:

**Inclusion:** The practice of creating environments in which any individual or group can be and feel welcomed, respected, supported, and valued.

#### 5.0 PROCEDURES/RULES/PROCESS:

##### ➤ **Goals and Objectives:**

As we embark on our sustainability journey, we set the following objectives:

- **Inclusive Recruitment:**
  - Implement hiring practices that attract a diverse pool of candidates, ensuring equal consideration for all applicants.
  - Ensure 100% hiring managers and recruitment staff are trained on unconscious bias by 2027.
- **Employee Development:** Provide annual training and career development opportunities that promote inclusivity and address unconscious biases.
- **Supportive Work Environment:** Establish support systems and policies that accommodate the diverse needs of our workforce.
- **Fair Representation in workforce:** Aim for meaningful progress toward a more balanced workforce, with a particular focus on increasing the share of women across all levels and in senior leadership (Board of Directors) to approximately 30% each over time.

##### ➤ **Implementation Strategies:**

To achieve our objectives, we will undertake the following strategies:

- **Inclusive Recruitment Practices:** Develop job descriptions and advertisements that emphasize essential qualifications and use inclusive language. Proactively reach and engage diverse talent pools through a variety of platforms, ensuring equitable access to all job opportunities.
- **Training Programs:** Conduct regular training sessions for all employees to raise awareness and maintain an inclusive culture.
- **Policy Development:** Review and update company policies to ensure they are inclusive and equitable.

➤ **Roles and Responsibilities:**

- Leadership at all levels is responsible for the implementation and success of our inclusivity initiatives.
- The HR lead and Process Head will oversee the development and execution of the strategy, ensuring alignment with organizational goals.

➤ **Monitoring and Evaluation**

Progress towards our objectives will be monitored through:

- Regular surveys to assess the inclusivity of the workplace.
- Feedback mechanisms for employees to report concerns or suggest improvements.
- Annual review by the HR team who will review progress annually and recommend updates to the policy as needed.

➤ **Communication**

This policy will be made accessible through the Company's website for external stakeholders and the internal intranet for the Company's staff. It will also be communicated during training sessions included as part of the Code of Conduct.