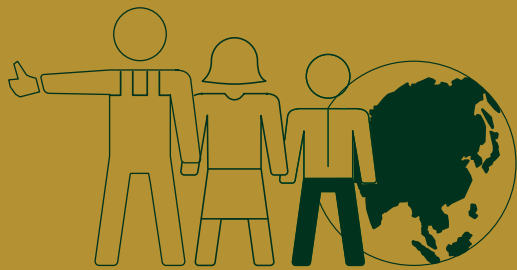




AQUIGEN

WE DELIVER WHAT WE COMMIT



LABOUR & HUMAN RIGHTS POLICY

INTRODUCTION AND PURPOSE

The employees Aquigen Bio Science Pvt. Ltd together with any subsidiary of Aquigen from time to time are of great value and the key to our success. The Aquigen Group must strive to provide a workplace where employees can fulfil their potential in an open and inspirational working environment. We must maintain a strong commitment to high standards that deliver a fair, respectable and safe workplace for all employees in the Aquigen .

The purpose of this policy is to define the labour and human rights standards to which all employees in the Aquigen are entitled.

SCOPE

This policy applies to the management, employees and contract workers of all entities in the Aquigen Bio Science Pvt.Ltd.

Where the Aquigen Group participates in existing joint ventures as a non-controlling shareholder, the other shareholder(s) shall be made specifically aware about the significance to Aquigen of the policy and shall be encouraged to apply the same policy or a similar standard to the joint venture. For contemplated new minority joint venture cooperations, Aquigen shall strive to commit the other shareholder(s) to adopt the policy or a similar standard for the joint venture.

REQUIREMENTS

1. NON-DISCRIMINATION

1.1. The Aquigen Group does not tolerate any form of discrimination against our employees based on race, colour, gender, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, age, disability, or other distinguishing characteristics.

1.2. Any employment-related decisions, from hiring to termination and retirement, must be based solely on relevant and objective criteria.

2. FORCED LABOUR

2.1. The Aquigen does not tolerate any form of forced labour, including bonded labour, indentured labour and slave labour, or human trafficking. Workers must be allowed to move around freely and leave their place of work when their shift ends.

3. CHILD LABOUR

3.1. The Aquigen does not tolerate the hiring of child labour under any circumstances. The minimum age for full-time employment must be 15 or the legal minimum age for employment, whichever is greater. The Aquigen must refrain from hiring workers under the age of 18 for positions requiring hazardous work that could jeopardize health, safety or morals.

4. FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

4.1. The Aquigen Group must respect employees' rights to form, join or not join a labour union, or other organization of their choice, and to bargain collectively in support of their mutual interests without fear of punitive actions such as intimidation, harassment or termination of employment.

5. HARASSMENT

5.1. Aquigen companies must protect workers from any acts of physical, verbal, sexual or psychological harassment, bullying, abuse or threats in the workplace by either their fellow workers or their managers.

6. WORKING HOURS, BENEFITS AND WAGES

6.1. The Aquigen Group must adhere to all applicable laws or industry standards, whichever may be more stringent, relating to wages, working hours, overtime and benefits.

6.2. Employees must not be required to work more than 60 hours a week, including overtime, on a regular basis (or more than the limits on regular hours and overtime allowed by local laws and regulations). Wages for overtime must be paid in legal tender on a regular basis.

6.3. Wage deductions as a disciplinary measure must not be permitted unless provided for by national law. Employees must be entitled to at least one day off in seven and must be given reasonable breaks while working and sufficient rest periods between shifts.

6.4. The Aquigen must be committed to continuously developing employee skills and capabilities, and to providing opportunities for career advancement.

6.5. In the event of major layoffs, the Aquigen must, as a minimum, satisfy applicable laws and industry standards.

7. LEAVE

7.1. The Aquigen must ensure that all employees have the right to sick leave and annual holiday, as well as parental leave for employees who have to care for a newborn or newly adopted child as provided by applicable legislation. Employees who take such leave must not face dismissal or threat of dismissal.

8. EMPLOYEE CONTRACTS/LETTERS

8.1. All employees must be provided with a written, understandable and legally binding employment contract/letter.

ROLES AND RESPONSIBILITIES

Body/function/individuals	Roles and responsibilities
Aquigen Board of Directors (BoDs)	Responsible for policy approval.
Aquigen HR	Owns, endorses and ensure the implementation of the policy.
Aquigen Managing Director and Aquigen management	Responsible for ensuring that this policy and related standards are implemented and adhered to, and that all relevant employees are made aware of the policy and its requirements. Ensure local compliance with the policy including adequate control measures to eliminate or reduce risks to express behaviours in breach with the policy.
Aquigen HR	Drives the implementation of the policy, provides specific advice on labour and human rights issues and dilemmas, and ensures that labour and human rights issues are identified and addressed. Audits, reviews, measures and reports on labour and human rights performance.
Management, employees and contract workers of all entities in the Aquigen Group	Responsible for adhering to this policy. Comply with the letter and spirit of the policy. Engage and take responsibility for ensuring that all initiatives are developed in line with the policy.

DEVIATIONS

No exemptions from this policy can be granted unless there are exceptional circumstances or the policy is obviously not applicable. All requests for exemptions must be made in writing to the policy owner. The policy owner must assess and decide (in consultation Aquigen Managing Director) on each request individually. Exemptions must be duly logged and documented.

POLICY REVISION

This policy must be regularly reviewed in order to ensure its continued adequacy and relevance. It may be amended at any time with the approval of Aquigen . In the event of any discrepancies between the English version of this policy and a translated version, the English version will be binding.

ASSOCIATED POLICIES AND MANUALS

- Labour and Human Rights Manual

CONTACT

For more information, please contact Aquigen HR.

GOVERNING LAWS

This Policy shall be subject to applicable Indian Law(s).

ENGLISH



June 2018

Aquigen Bio Science Private Limited

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