



SHREE GANESH REMEDIES LIMITED

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Shree Ganesh Remedies Limited
Plot No. 6011, 6012, 6002 & 6003 GIDC Estate,
Ankleshwar-393002, Gujarat, India Phone No: +917574976076,

HEALTH AND SAFETY POLICY

Policy

We at Shree Ganesh Remedies Limited, are committed in providing and maintaining good Health, Safety & Environment standards in our workplaces for all workers, including contractors as well as clients, visitors, and other external stakeholders.

Directive Principles

- Every Personnel Associated with SGRL has right to a **SAFE AND HEALTHY WORK ENVIRONMENT**.
- **NO CHILD LABOUR** shall be practiced inside company premises.
- **NO FORCED/BONDED LABOUR** shall be employed in a company.
- Company shall take steps, by drafting and implementing policy or in any other way, to secure the **PARTICIPATION OF EMPLOYEE** in complying to established practices.

Objectives

- **CONTINUOUS REDUCTION IN THE INCIDENCE** of work-related injuries, fatalities, diseases, disasters and LTI cases.
- **CONTINUOUS ENHANCEMENT OF COMMUNITY** awareness regarding safety, health, and environment at workplace related areas.
- **CONTINUALLY INCREASING COMMUNITY EXPECTATION** of workplace health and safety standards.
- Improving safety, health and environment at workplace by **CREATING SUSTAINABLE GOALS**.

Commitments:

- Management will strive to take all reasonable steps and provide relevant training to reduce workplace hazards to as low as achievable.
- Executives and managers are held accountable for the health and safety of all associates under their supervision. This includes responsibility for applicable

training and instruction, appropriate follow-up on reported health and safety concerns, and implementation of recommended corrective action. This accountability is integrated into the performance appraisal system.

- Supervisors, workers and visitors are expected to perform their duties and responsibilities in a safe and healthful manner, and are accountable for the health and safety of themselves and others.
- SGRL is committed to providing all necessary training and instruction to ensure that appropriate work practices are followed on the job, and off the job.
- If necessary, SGRL will take disciplinary action against those individuals who fail to work in a healthy and safe manner, or do not comply with applicable act or corporate policies and procedures.

“Health & safety environment and damage control in the workplace are everyone’s responsibility.”

SGRL expects that everyone will join our efforts to provide a healthy and safe working environment on a continuous day-to day-basis. Only through the dedication and collective efforts of all individuals can SGRL can succeed in providing a healthy & safe working environment.

Responsibilities

Role	Responsibility
Top Management	Approve HSE objectives, provide resources, and review performance.
EHS Department	Identify hazards, maintain risk registers, and implement preventive actions.
Supervisors	Ensure compliance with safe work procedures and PPE usage.
Employees	Follow safety guidelines, report unsafe acts/conditions immediately.
HSE Committee	Conduct regular safety inspections, investigate incidents, and recommend improvements

Implementation Framework

- Hazard Identification & Risk Assessment (HIRA): Conducted periodically to eliminate or control risks.
- Incident Reporting & Investigation:
 - All incidents, near misses, and unsafe conditions must be reported immediately.
 - The EHS Department investigates each event using a Corrective and Preventive Action (CAPA) process:
 - Identify root cause
 - Implement corrective measures
 - Establish preventive controls
 - Verify closure and record in CAPA Register.
- Emergency Preparedness:

Maintain firefighting systems, evacuation maps, and trained emergency response teams.

Conduct mock drills twice annually.
- Occupational Health:

Provide regular health check-ups, first aid, and medical assistance.
- Environmental Protection:

Monitor waste management, air emissions, water discharge, and energy conservation programs.

Objective and Targets

Topic	Qualitative Objectives	Quantitative Objectives
Health & Safety	Provide and maintain good Health, Safety, and Environmental standards in the workplace. All personnel have the right to a safe and healthy working environment. Bring about a continuous reduction in the incidence of work-related injuries, illnesses, and LTI cases. Establish permanent goals for improvement in safety, health, and environment at the workplace.	Achieve a Year-over-Year (YoY) reduction in the Loss Time Injury (LTI) rate by 20% compared to the previous fiscal year.

HUMAN RIGHTS POLICY

PURPOSE

Shree Ganesh Remedies Ltd is committed to upholding the highest standards of labor rights and human dignity across all operations and business relationships. We recognize our responsibility not only to our employees but also to external stakeholders affected by our activities, including local communities, suppliers, and neighboring populations. This policy establishes our commitments, governance, and measurable targets to ensure the protection of human rights, fair labor practices, safe working conditions, and inclusive development for all.

SCOPE

This policy applies to:

All employees (permanent, temporary, contract, and part-time)

All operational sites under Shree Ganesh Remedies Ltd

All business activities that may impact external stakeholders, including local communities near our facility.

All management and HR practices, including recruitment, compensation, training, and grievance handling

ORGANIZATION AND RESPONSIBILITIES

At Shree Ganesh Remedies Ltd., the responsibility to uphold and promote human rights is shared across all levels of the organization. Top Management is accountable for establishing and maintaining policies and practices that respect and protect human rights across all business operations and supply chains. The Human Resources and Compliance Departments are responsible for implementing human rights due diligence, ensuring fair treatment, and addressing any concerns related to discrimination, harassment, or forced labor. Supervisors are responsible for ensuring that all team members are treated with dignity, fairness, and respect, and for promoting a workplace free from any form of abuse or intimidation. Every employee is responsible for upholding the principles of equality, diversity, and inclusion, and for reporting any observed or

suspected human rights violations through established grievance channels.

OUR BELIEFS

We believe that respect for human rights is fundamental to sustainable business growth and ethical responsibility. Shree Ganesh Remedies is committed to treating every individual with dignity, fairness, and respect, regardless of gender, age, nationality, religion, or background. We recognize that protecting human rights goes beyond compliance—it is about fostering a workplace and supply chain that prioritize equality, safety, and well-being. We are committed to supporting internationally recognized human rights principles as outlined in the Universal Declaration of Human Rights, the UN Guiding Principles on Business and Human Rights, and the ILO Core Conventions.

OUR AIMS

- To ensure a workplace free from child labor, forced labor, discrimination, and harassment.
- To provide equal opportunity in employment, training, and advancement.
- To promote diversity, inclusion, and fair treatment of all employees and stakeholders.
- To protect freedom of association and the right to collective dialogue.
- To provide safe and accessible grievance mechanisms for reporting human rights concerns without fear of retaliation.
- To engage suppliers and business partners in respecting human rights throughout the value chain.
- To continually review and improve our human rights practices through regular assessments, training, and stakeholder engagement.

PRINCIPLES & COMMITMENTS

At SGRL, we work hard to uphold positive legal compliance with relevant regulatory human rights requirements and to adhere to industry norms for the application of labor and human rights.

We value each and every person and do not discriminate based on sexual orientation, gender, age, race, color, religion, creed, or physical or mental impairment. We are dedicated to creating an atmosphere where all workers, including prospective hires, may compete fairly, openly, and transparently. The only selection criteria are merit in qualifications, performance, and capability.

SGRL is always working to make sure that there is no discrimination based on occupation or employment.

In addition to current market norms and practices, local rules and regulations also determine wages, labor hours, and social benefits. Regardless of their race, caste, religion, color, ancestry, marital status, sex, age, nationality, or ability status, we offer equal employment opportunities to all of our workers and competent job seekers.

DIVERSITY AND INCLUSION

Our goal is to create a diversified talent pool that combines a range of viewpoints, experiences, and backgrounds. We promote an inclusive work environment where people are encouraged to learn and work together, and where differences are respected and openly expressed.

SAFE AND HEALTHY WORKPLACE

A key component of our company operations is achieving the highest standards of health and safety in the workplace. We work hard to ensure that all of our employees—both contract and permanent—as well as our suppliers, vendors, business partners, and the local communities have safe working conditions with few incidents. Our Code outlines our commitment to environment, health, and safety, and we urge staff members to report any security or health risks they observe at work to management. We pay particular attention to issues like women's safety, motherhood and the specific care and support that goes along with it, help for people with disabilities, emergency response, medical support, and preventive health and safety measures.

WORKING HOURS

Our goal is to adhere to relevant legal requirements as well as industry norms regarding working hours. The legal definition of a normal workweek is 48 hours per week, yet this cannot be done regularly. Every seven days, staff members are given at least one day off. Additionally, overtime is appropriately compensated.

FAIR WAGES, EQUAL REMUNERATION AND BENEFITS

We pay all of our employees fairly and equally, without discrimination, based on their qualifications, experience, and merit. Without prejudice, we pledge to uphold the relevant wage, working hours, overtime, and social security standards.

Security & Internal Movement

Employees are allowed to move freely within the premises without obstruction from security personnel. However, security may intervene if any movement appears suspicious. Employees are also expected to adhere to company rules and refrain from misusing work hours while moving within the campus.

CAREER MANAGEMENT, TRAINING AND PROFESSIONAL DEVELOPMENT

- Support continuous learning, skill development, and career progression.
- Conduct annual performance reviews and create individual development plans.
- All the performance reviews shall be individual and confidential to protect privacy the employees are expected not to disclose their plans and performance reviews with others nor seek others performance.

PROHIBITS CHILD AND FORCED LABOUR

By making sure that the minimum working age is met in accordance with the relevant legislative requirements, we forbid child labor and forced or compelled labor in all its forms, including bonded labor, slavery, and human trafficking, in our operations and value chain.

CHILD LABOR POLICY

No form of child labour should be employed at Shree Ganesh Remedies

The minimum age for employment that will be applicable is fifteen (As per ILO c. Convention No. 138). For authorized adolescents (persons below 18 years of age but above 15 years), the entity management is responsible for providing working conditions, hours of work and wages in compliance with applicable local laws as a minimum.

If a child is found working at Shree Ganesh Remedies, either own or subcontracted, the responsibility of rehabilitation will be undertaken by the management.

The above points will also be applicable to subcontracted labour.

Zero tolerance for child labor, forced labor, bonded labor, or human trafficking.

Verify age and legal work eligibility of all hires.

Conduct human rights due diligence in high-risk operations.

FORCED LABOUR POLICY

The management of Shree Ganesh Remedies is fully committed to ensuring that forced or involuntary, bonded, indentured or prison labour, is not practiced nor used in any form at any of its facilities.

Shree Ganesh Remedies shall ensure that there is no restriction in the freedom of movement of employees and dependents. Any reported incidents relating to forced labour will be considered as a serious violation of the Business Policies.

The following definitions will be applicable:

The Universal Declaration of Human Rights states that 'No one shall be held in slavery or servitude'

ILO Convention 29, which defines forced or compulsory labour as 'all work or service which is extracted from any person under the menace of any penalty, and for which the said person has not offered himself voluntarily'

EMPOWERING WOMEN THROUGH RIGHTS, SKILLS AND OPPORTUNITIES

Women are essential to our business strategy and expansion goals. Our goal is to run and expand socially conscious companies in which women are treated equally. Economic inclusion and women's rights are, in our opinion, top priorities for long-term success.

Respecting women's rights is the first step in our strategy, which also includes promoting them, helping them advance their careers, and creating chances for them in our value chain and internal operations.

FREEDOM OF EXPRESSION

If someone or any stakeholder is acting in a way that might negatively affect the organization's or its employees' reputation, or if they believe that the company's policies or any laws are being broken, the company encourages everyone involved to speak up. The Whistleblower Policy outlines the process for any employee to voice concerns regarding unethical or non-compliant practices.

COMMUNITY ENGAGEMENT

At SGRL, we take proactive measures to lessen, stop, and mitigate any adverse effects that our operations might have on the local populations in the areas where we do business. In order to support local communities in a way that respects their rights and dignity, we also fund community development activities in the areas of agriculture, education, health, and women's empowerment, among others.

GRIEVANCE MECHANISM

We think that the best way to get input and pinpoint areas for development is to have an empowered staff. The grievance system gives all staff members, suppliers, vendors, and consumers the ability to file complaints and report any violations of policies and procedures in a private, anonymous manner.

REMEDY

We value the availability of an efficient redress through company-based grievance processes whenever human rights implications occur. We are dedicated to recognizing and addressing human rights issues within the company in an efficient manner. We also encourage our suppliers to have efficient grievance procedures.

EXTERNAL STAKEHOLDER HUMAN RIGHTS

We acknowledge that our operations may impact local communities, particularly through water use, air emissions, and chemical handling.

We commit to:

Conducting human rights impact assessments for operations in or near sensitive areas.

Ensuring no adverse impact on community access to water, land, or livelihoods.

Providing accessible grievance channels for external stakeholders to report concerns.

Engaging in regular dialogue with community representatives to address potential impacts.

OBJECTIVES & TARGETS

Area	Qualitative Objective	Quantitative Target (by 2025)
Working Conditions	Ensure fair compensation and work-life balance	100% of eligible employees covered by health insurance; zero unpaid overtime
Career Development	Enable continuous skill enhancement	40+ average training hours per employee annually
Child/Forced Labor	Eliminate all forms of exploitative labor	100% age verification at hiring; zero incidents of child/forced labor
External Stakeholder Rights	Preventing adverse impacts on local communities	Conduct risk assessment using official government portals; 100% of external grievances resolved within 30 days

STAKEHOLDER RELATIONSHIP POLICY

Scope

Stakeholder engagement at SGRL aims to attain long term value with a deeper understanding of key issues with all stakeholders. The Company believes in relationships built on the foundation of dialogue and trust which is underpinned by one of our core values, Understanding. This is based on how well we work with others and depends on our ways of interacting and understanding human relationships.

Policy Profile

- Proactively and systematically identify stakeholders that influence Company operations.
- Promote communication with stakeholders through continuous and meaningful dialogue.
- Engage with all stakeholders as per the Stakeholder Engagement Model.
- Train stakeholders to pursue business operations in a responsible manner.
- Build strategic partnerships for the purpose of knowledge sharing.
- Identify vulnerable and marginalised stakeholders and achieve inclusive growth.
- Ensure a robust grievance redressal mechanism to address all concerns of stakeholders.
- Educate stakeholders about the Company's products and services.

Undertaking We will endeavor to

- Identify stakeholders who have an impact on our business operations and pledge to engage them in a responsible manner considering their rights and interests.
- Understand the importance of stakeholder engagement to our business and meticulously map all stakeholders, especially those groups that are vulnerable, disadvantaged and/or marginalised. These groups include women, people with disabilities, children and migrant workers.
- Train employees to deal with external stakeholders with utmost sensitivity to understand their concerns.
- Promote stakeholder development through continuous training and knowledge-sharing sessions.
- Encourage active participation of stakeholders on various sustainability initiatives.

- Resolve differences with stakeholders in a just, fair and equitable manner.
- Maintain responsibility and be transparent about the impact of our policies, decisions, products services and associated operations on stakeholders.

Qualitative Objectives

- Build mutually respectful, trust-based relationships with external stakeholders affected by our business activities.
- Respect the land rights and cultural heritage of local and indigenous populations.
- Encourage and support supplier compliance with our Human Rights and Ethical Sourcing Policies.
- Provide grievance mechanisms accessible to external stakeholders for raising concerns.

Quantitative Targets

- Achieve a 20% increase in the number of human rights impact assessments conducted on critical or high-risk operations by 2030, compared to 2020.
- Conduct supplier audits covering human rights compliance across 100% of Tier 1 suppliers by 2026.
- Ensure 100% of new community-facing projects undergo a social and environmental impact review prior to launch.

Management representative Contact Information:

HR Head (hr@ganeshremedies.com) or contact **+91 9898002636** with details

CONFIDENTIALITY POLICY

We at **SGRL** “**respect privacy**” of all stakeholders involved with us. We want to ensure that private information about clients, employees, partners and our company is well-protected.

Examples of confidential information are

- Employee records including health records and personnel records.
- Financial Statements and account statements of company
- Data of customers/partners/vendors
- Customer and Product lists (existing and prospective)
- Unpublished goals, forecasts and projects marked as confidential
- New products being developed in R&D
- Batch manufacturing records of commercial batches.
- Import / Export data of materials.
- Details that can manipulate stock price
- Insider information disclosure
- Future projects

As part of our hiring process, we ask employees recruited in **R&D department, Production Department and employees privy to confidential account information** to sign non-compete and non-disclosure agreements (**NDAs.**)

We are also committed to:

- Restrict and monitor access to sensitive data.
- Develop transparent data collection procedures.
- Train employees in online privacy and security measures.
- Restrict movement of records by monitoring issuance register.
- Establish data protection practices (e.g. access control locks, password protection, frequent backups)

Expectation from employees:

- Lock workstation immediately.
- Unauthorized entry in company premises to be averted.
- Frisking at security gate to avoid leak of documents.
- Shred confidential documents when they're no longer needed.
- Only disclose information to other employees when it's necessary and authorized.

This policy is important for our company's **legality and reputation.**

- We will terminate any employee who breaches our confidentiality guidelines for personal profit.
- We may also discipline any unintentional breach of this policy depending on its frequency and seriousness.
- We will terminate employees who repeatedly disregard this policy, even when they do so unintentionally.

Objective and Targets

Topic	Qualitative Objectives	Quantitative Objectives
Confidentiality	Respect the confidentiality of all stakeholders. Ensure private information is well protected.	Conduct annual mandatory data security and confidentiality training for 100% of employees, with a minimum passing score of 85% by 2024.

Note: If you find any employee breaching this confidential policy, employee is empowered to **ANONYMOUSLY REPORT** the breach and we assure you **NON RETALIATORY ACTION** will be taken against the individual.

Management representative Contact Information:

HR Head (hr@ganeshremedies.com) or contact +91 9898002636 with details

ANTI-HARASSMENT, ANTI-VIOLENCE AND ANTI-DISCRIMINATION POLICY

Policy

We at SGRL are committed to provide and maintain a work environment that is free of harassment based on gender, race, religion, national origin, age, sexual orientation or other protected classifications.

- The Company expects that all relationships among co-workers in the workplace will be free of bias, prejudice and harassment.
- The Company will not permit any individual to harass others directly or indirectly with whom he/she has business interactions including but not limited to other employees, contractors, consultants, visitors, customers and vendors, or permit any outsider to harass its employees.

Scope

This Policy is applicable to all the employees working at SGRL.

Definition

Harassment – Any offensive, inappropriate, unwelcomed, or even inadvertent behaviour's at the workplace that has

- The effect and/or purpose of violating a person's dignity or creating a degrading, humiliating or offensive/hostile work environment, or
- The effect and/or purpose of unreasonably interfering with an individual's work performance,
- An adverse effect on the individual's employment opportunities.

“The harasser's intent (whether intentional or not) does not justify inappropriate behaviour”.

Sexual Harassment – Unwelcome, non-consensual conduct of a sexual or sexist nature that has the effect and/or purpose of being offensive, degrading or humiliating.

Sexual harassment can take many different forms and may include physical contact,

comments or other behaviour that could create a hostile working environment.

Discrimination – Unjustly or unfairly denying equal treatment or opportunity to individuals or groups with respect to the terms, conditions, or privileges of employment based on a personal characteristic.

- **This may include unfair treatment related to hiring, firing, promotions, training, scheduling, or compensation.**

* Definitions of Harassment, Sexual Harassment and Discrimination may vary as per applicable state and national law.

Type of Harassment	Description	Example
Bullying	Repetitive behaviour of an individual with the purpose of causing harm through aggression	Verbal, in mails, creating unsafe environment, display of emotions or physically
Physical (Violence)	Act / behaviour which harms or damages somebody/something physically	Physical threat, attack, humiliation in the workplace, casual repetitive hitting
Verbal Harassment	targets and harms another person, usually in an emotional or psychological sense.	Act of labelling, abusing, repetitive scolding, rebuking in meetings, excessive yelling, insults, slurs
Online Harassment	<i>use of information and communication technologies by an individual to repeatedly cause harm to another person.</i>	Disrespectful remarks on mails, SMS, google chat, social media forums
Psychological harassment	Psychological harassment means improper behavior, micro aggressions over a period, in a systematic or repetitive manner, involving physical behavior, spoken or	• Isolating or denying an employee's presence. • Discrediting or spreading rumors on someone. • Belittling someone's thoughts or work. • Repeated verbal abuse

	written language, gestures or other acts that are intentional and may undermine the dignity or psychological integrity of any person.	
Sexual harassment	Unwelcomed sexual or sexist conduct (physical, visual, verbal or written) which has the effect and/or purpose of affecting an individual's dignity and creating an intimidating, hostile or uncomfortable working environment. It may be a pattern of behaviour or a single occurrence. Sexual harassment may occur regardless of gender, gender identity, or gender expression and can be between same-sex or opposite-sex individual	Verbal manifestations: words, advances, propositions, or requests for sexual favours. Lewd comment or jokes against a person because of sexual orientation, self-identified or perceived sex, gender identity or expression. Written manifestations: sending any type of written communication, including emails or text messages, with unwelcome or offensive sexual tone, requests, inquiries, jokes or advances. Visual manifestations: leering, making sexual gestures, displaying offensive sexually suggestive objects or pictures, cartoons or posters, subtle or explicit demands for sexual favours. Physical manifestations: unsolicited or unwelcomed actions including touching or assault
Discriminatory	Unjustly or unfairly denying	When an objectionable or

harassment	equal treatment to an individual or a group based on a personal characteristic.	offensive conduct is demonstrated, based on a particular characteristic. Ethnicity: racial insults/jokes, hate symbols associated with a particular race/ethnicity. Religion: degrading comments or insulting jokes on religions, stereotypical religious comments. Gender: display of material (videos, pictures) degrading to any gender. Sexual orientation: jokes or degrading comments about an individual's sex or sexual orientation,. Education: jokes or degrading comments on their qualification
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Note: If an employee has experienced any of the above-mentioned things at the workplace, then the employee is empowered to **ANONYMOUSLY REPORT** the harassment case and we assure you **NON-RETALIATORY ACTION** will be taken against the individual.

Complaint Registration

Any aggrieved woman may lodge a complaint:

- In writing to the Presiding Officer or HR within 3 months of the incident (extendable by 3 more months with valid reason).
- Through email at: hr@shreeganeshremedies.com or in a sealed envelope marked "Confidential – POSH Complaint".
- Verbal complaints are accepted and recorded in writing by the ICC.

Anonymous complaints are also taken seriously and reviewed for preliminary action.

Investigation Procedure

Acknowledgment: The ICC acknowledges receipt within 3 working days.

Preliminary Review: Determine whether the case qualifies as sexual harassment under the Act.

Inquiry Process:

- Both complainant and respondent are given the opportunity to present their case, witnesses, and evidence.
- Proceedings are documented and kept strictly confidential.
- Timeline: The entire inquiry must be completed within 90 days of complaint receipt.
- Report & Recommendations:
- ICC submits a written report to the employer within 10 days of inquiry completion.
- HR ensures implementation of disciplinary or remedial action within 60 days.

Possible Disciplinary Actions

- Depending on the severity, the following actions may be recommended:
- Written apology or formal warning,
- Counseling or mandatory behavioral training,
- Suspension or termination of employment,
- Deduction of compensation to be paid to the aggrieved person.

Confidentiality

Cases that involve allegations of **SEXUAL HARASSMENT** are especially sensitive and special attention will be given to the issue of **PRIVACY FOR ALL INDIVIDUALS**.

Information will be released only on **NEED-TO-KNOW BASIS**.

Frivolous or False Charges

This policy shall not be misused to bring frivolous or malicious charges against fellow colleagues. Strict disciplinary action shall be taken against any person bringing a charge of harassment in bad faith.

Management representative Contact Information:

HR Head (hr@ganeshremedies.com) or contact +91 9898002636 with details

SOCIAL DIALOGUE

POLICY STATEMENT

Shree Ganesh Remedies Ltd. (SGRL) believes that open communication and mutual respect between management and employees are fundamental to a productive, fair, and harmonious workplace. The Company recognizes Social Dialogue as a key mechanism to promote participation, trust, and shared decision-making in all employment-related matters.

SCOPE

This policy applies to all employees permanent, contractual, and temporary across all units and locations of Shree Ganesh Remedies Ltd.

GOVERNANCE AND STRUCTURE

SGRL has established a Works Committee under Section 3 of the Factories Act, 1948, representing both management and employees. The committee functions as the primary platform for dialogue and consultation.

In addition, employees are encouraged to engage through:

- Regular team and departmental meetings,
- Open-door discussions with supervisors or HR, and
- Employee feedback and suggestion channels.

OBJECTIVES

- Encourage proactive communication between employer and employees.
- Discuss issues related to working conditions, welfare, safety, and productivity.
- Prevent escalation of disputes through constructive dialogue.
- Strengthen employee participation in decision-making.
- Collectively bargain via formed committee on employee health and safety, working hours, overtime, or leaves, Wages, career management and training, discrimination and harassment.

IMPLEMENTATION

- Meeting Frequency: The Works Committee meets quarterly or as needed.
- Agenda: Topics include working hours, welfare amenities, health and safety, grievance outcomes, and employee engagement initiatives.
- Documentation: Minutes of each meeting are recorded, approved by both management and employee representatives, and maintained by HR.

LINKAGE WITH GRIEVANCE & REMEDIATION

Concerns raised through the Employee Grievance Handling & Remediation Procedure are

reviewed during committee meetings to ensure transparency and closure. Social Dialogue acts as a preventive and corrective mechanism within the company's human rights management system.

MONITORING & REVIEW

The HR Department tracks committee activities and reports to the Sustainability Steering Committee during the annual review. Meeting minutes, attendance records, and actions taken are verified during internal audits.

EMPLOYEE GRIEVANCE HANDLING & REMEDIATION PROCEDURE

Purpose

Shree Ganesh Remedies Ltd. is committed to providing a safe, fair, and rights-based workplace. This procedure establishes a confidential, accessible, and non-retaliatory mechanism for employees and stakeholders to report concerns related to working conditions, discrimination, wages, human rights, and ethical practices. It aligns with the Factories Act, 1948, Industrial Disputes Act, 1947, and international labor standards.

Scope

Applicable to:

- All employees (permanent, temporary, contract)
- Contractors, visitors, and third-party workers
- Suppliers, service providers, and community stakeholders

Governing Committees

Committee	Legal Basis	Responsibilities
POSH Committee	POSH Act, 2013	Handle complaints of sexual harassment confidentially.
Grievance Redressal Committee (GRC)	Industrial Disputes Act, 1947	Address grievances regarding wages, working conditions, discrimination.
Works Committee	Factories Act, 1948	Facilitate social dialogue and mutual understanding.
Health & Safety Committee	Factories Act, 1948	Investigate accidents and recommend preventive measures

Principles

- Accessibility: Available in Gujarati, Hindi, and English.
- Confidentiality: Complainant identity remains protected.
- Non-Retaliation: No action against any person raising a concern in good faith.
- Timeliness: Acknowledgment within 48 hours; resolution within 30–45 days.
- Impartiality: Committees include diverse and trained members.

Reporting Channels

Channel	Details
Grievance Boxes	Located in departments and canteen areas
Email	hr@shreeganeshremedies.com
In Person	HR Representative or Committee Member
External Stakeholders	Email or letter to Compliance Officer (address on website)

Complaint Handling Process

- Step 1 – Receipt & Triage: Complaint logged within 24 hours and assigned to appropriate committee.
- Step 2 – Investigation:
Low-risk issues resolved within 7 days.
High-risk issues investigated within 15 days (interviews, evidence, documentation).
- Step 3 – Decision & Communication: Findings and actions communicated within 15–30 days.
- Step 4 – Closure & Follow-up: Closure after corrective/remedial action verified and complainant satisfaction recorded.

Remediation Actions

- For Own Operations
 - Immediate cessation of unsafe work or violation.
 - Compensation, counseling, or medical support as required.
 - Policy updates or retraining to prevent recurrence.
 - Disciplinary actions up to termination if warranted.
- For Supply Chain
 - Corrective Action Plan (CAP) issued within 7 days.
 - Training and awareness sessions for supplier workforce.
 - Re-audit within 15–30 days post CAP implementation.
 - Contract suspension/termination for repeated non-compliance.
 - Victim support through financial restitution or legal aid.

Record Keeping & Review

All grievances and CAPAs are recorded in the Central Grievance Register maintained by HR. Summaries of grievances and corrective actions are discussed during quarterly Social Dialogue/Works Committee meetings. Annual review is conducted by the HR & Sustainability Steering Committee.

Training & Awareness

Employees trained annually on grievance procedure and ethics.
POSH and GRC members receive advanced investigation training.
Posters and awareness materials displayed in local languages.

Non-Retaliation

Any retaliation against a complainant is treated as a major violation and investigated within 72 hours.

SMOKING, ALCOHOL AND DRUG POLICY SMOKING POLICY

Purpose

SGRL being a chemical factory uses solvents in huge quantities that involve the risk of fire, the chief purpose of this policy is to eliminate a source of ignition in work locations where flammable vapors or combustible materials may be present.

This policy is also designed to promote a healthy, productive work environment.

Scope

This policy is applicable to each personnel entering company premises.

Definition

Smoking: means smoking of tobacco in any form whether in the form of cigarette, cigar, bidis or otherwise with the aid of a pipe, wrapper or any other instruments.

“SMOKING is BANNED” in Company Premises

If any person is caught smoking inside the premises, that individual will be handed over to security and immediately disciplinary actions will be initiated.

Security personnel are empowered to frisk individuals entering the company at gate to prevent individual from carrying such substances.

DRUGS POLICY

“Under the NDPS Act, **it is illegal** for a person to produce/manufacture/cultivate, possess, sell, purchase, transport, store, and/or **consume any narcotic drug or psychotropic substance.**”

If any person is caught carrying illegal substance inside the premises, that individual will be handed over to local police and immediately disciplinary actions will be initiated.

Note : If an employee has observed violation of the above policy at the workplace then the

employee is empowered to **ANONYMOUSLY REPORT** the same and we assure you **NON RETALIATORY ACTION** will be taken against the individual.

Management representative Contact Information:

HR Head (hr@ganeshremedies.com) or contact +91 9898002636 with details

ALCOHOL POLICY

Purpose

SGRL being a chemical factory has many hazardous operations that involve the risk of loss of life, property and reputation due to incidence of alcohol abuse inside the company premises.

This policy is enforced to promote safe and healthy work environment to all.

Scope

This policy is applicable to each personnel entering company premises.

“Alcohol is BANNED in Gujarat State and same is BANNED in company premises.”

Employees, contractors should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications.

Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

If any person is caught carrying illegal substance inside the premises, that individual will be handed over to local police and immediately disciplinary actions will be initiated.

Note : If an employee has observed violation of the above policy at the workplace then the employee is empowered to **ANONYMOUSLY REPORT** the same and we assure you

NON RETALIATORY ACTION will be taken against the individual.

Management representative Contact Information:

HR Head (hr@ganeshremedies.com) or contact +91 9898002636 with details

CONFLICT OF INTEREST POLICY

Purpose

Conflict of Interest Policy is a guiding document which sets the standard operating protocol of an organization to be adopted wherever the organization or an individual in the organization has a Conflict of Interest.

Scope

This policy is applicable to respective department heads and top management involved in running company.

Objective

Conflict of Interest policy helps the organization to establish robust structures and procedures to be adopted in case a conflict of interest is identified. Following are the key objectives of a

- Identifying circumstances which may give rise to conflicts of interest entailing a material risk of damage to company's reputation or revenue
- Establishing appropriate procedures and systems to manage those conflicts, and
- Ensuring the maintenance of such procedures and systems in an effort to prevent actual damage to company's reputation or revenue interests through conflicts identified.
- To provide clear reporting structures that spell out the nature and persons having a conflict of interest

Definition

- Conflict of interest is a situation where a person has interest in different capacities. Interest in different capacities may be understood as a situation wherein a person has a fiduciary responsibility of promoting an interest, but has another competing interest at the same time.
- When the competing interest is exercised over the fiduciary interest, this situation is termed as Conflict of Interest. In simple terms, when an interested person is also involved in the decision making, it is termed as conflict of interest.

Employee must be fair and transparent in all of their dealings on behalf of the Company and not accept personal gifts or hospitality from those doing business or seeking to do business with the Company.

- In case there is any change in actual or potential conflicts of interest, the

concerned person must immediately declare such conflicts and seek approval from management.

Possible conflict Situations	Recommendation
Running a business during or after company hours	Not Allowed
Giving consulting services to competitors	Not allowed
Accepting commission against services rendered for company	Not Allowed
Referring to candidates for interview and sitting in interview panel for same candidate	Not allowed
Person with whom you have close relation doing same business like ours	Declaration to be made
Trading chemicals and products same as ours	Not allowed
Doing Stock trading	Allowed in time bound manner
Gifts for Supplier or trader	Only Edible items are allowed

Employees are required to consult with the competent authority whenever they have any question/dilemma as to whether a particular circumstance may place them in a conflict of interest situation not stated in above examples.

Note : If an employee has observed violation of the above policy at the workplace then the employee is empowered to **ANONYMOUSLY REPORT** the same and we assure you **NO RETALIATORY ACTION** will be taken against the individual.

Management representative Contact Information:

HR Head (hr@ganeshremedies.com) or contact +91 9898002636 with details

NON RETALIATION POLICY

Purpose

SGRL is committed to operate its business with fairness and integrity and expects its employees to act responsibly, honestly, and ethically. The purpose of this Policy is to promote safe and friendly work environment encourages and empowers employee to report any activity they believe in deviation from the established policies.

Scope

This policy is applicable to all employees working at SGRL.

Definition

Retaliation: *the act of hurting someone or doing something harmful to someone because they have done or said something harmful to you*

Policy

The Company strictly prohibits retaliation, threats of retaliation, attempts of retaliation or other adverse action taken against any Employee or contractor who either

- Reports Misconduct or suspected Misconduct in Good Faith,
- Cooperates in Good Faith with an investigation
- Is obstructed from making a Report in the first place.

Retaliation itself violates the company's Code of Conduct and is cause for disciplinary action, up to and including termination of employment.

An Employee who believes has been retaliated against for speaking up, making a Report, or cooperating in an investigation should immediately report the incident to one of the HR.

Reporting

Applicable company policies mandate the reporting of certain unlawful activity, mentioned but may not be limited to below

- suspected child abuse and/or neglect
- discrimination, harassment, or sexual
- fraud and unethical business

- abuse of power/post
- circumstances of substantial, specific, or imminent danger to employees and contractors
- health and/or safety
- other violations of Regulatory laws
- Violation to company policy.

SGRL is firmly committed to a policy of encouraging timely disclosure of concerns and prohibits retaliation against any employee in good faith, reports concerns.

Report Response and Resolution

Report: To give an oral or written account to the HR of Misconduct of an Employee has become is involved in act.

In order to ensure that investigations are conducted fairly and independently, employees who become aware of potential misconduct should refer the matter to the HR for investigation. Only HR can investigate allegations of Misconduct.

Resolution of complaint has to be done within a month along with all documented proof.

Note : If an employee has observed violation of the above policy at the workplace then the employee is empowered and encouraged to **ANONYMOUSLY REPORT** the same and we assure you **NO RETALIATORY ACTION** will be taken against the individual.

Management representative Contact Information:

HR Head (hr@ganeshremedies.com) or contact +91 9898002636 with details

WHISTLE-BLOWER POLICY

Scope

Shree Ganesh Remedies Limited believes in the conduct of the affairs of its business and operations in a fair and transparent manner by adopting highest standards of professionalism, honesty, integrity, and ethical behaviour.

The Companies Act, 2013 read with rules made thereunder and Listing Regulations that every Listed Company to establish a mechanism for employees/directors to report concerns about unethical behavior, actual or suspected fraud or violation of the company's code of conduct or ethics policy.

Such vigil mechanism not only helps to detect fraud in organizations but is also used as a corporate governance tool, which prevents and deters fraudulent activity.

In view of the above, the company, being a listed company proposes to establish a Vigil Mechanism and to formulate a Whistle Blower Policy.

Policy Profile

To encourage the employees and directors to report unethical behaviours, malpractices, wrongful conduct, fraud, violation of the company's policies & values, and violation of law by any employee/director of Company without any fear of retaliation.

Definitions

The definitions of some of the key terms used in this Policy are given below:

"Code of Conduct" means the Code of Conduct & Ethics for Directors & Senior Management Personnel.

"Audit Committee" means the Audit Committee constituted by the Board of Directors of the Company in accordance with Section 177 of the Companies Act, 2013 and rules made thereunder read with Listing Regulations entered into with the Stock Exchanges.

"Employee" means every employee of the Company (including outsourced, temporary and on contract)

“Investigators” mean those persons authorised, appointed/ consulted by Head – HR.

“Protected Disclosure” means any communication made in good faith that discloses or demonstrates information that may evidence unethical or improper activity.

“Subject” means a person against or in relation to whom a Protected Disclosure has been made or evidence gathered during the course of an investigation.

“Whistle Blower” means an employee or director making a Protected Disclosure under this Policy.

Applicability

- All employees/directors of the company are eligible to make Protected Disclosures under the policy in relation to matters concerning the Company.
- Any suspected violation of any law that applies to the Company. Any suspected violation of the Company Code of Conduct.
- Possible accounting or financial reporting violations, insider trading, bribery.
- Procurement frauds.
- Manipulation of Company data/records.
- Unofficial use of Company’s property/human assets.
- An abuse of authority or fraud, an act of discrimination or sexual harassment.
- The above list is illustrative and should not be considered as exhaustive.

Procedure to Report

- All Activities or Protected Disclosures should be reported to Head (HR) by Sending email and/or by writing the application in the format prescribed.
- Reporting must be done within 15 days of getting or witnessing information of violation.
- If any Whistle Blower believes that no action has been taken by Head (HR) or any Support provided by HR then the Whistle Blower may forward their application directly to Chairman by; Sending email and/or by writing the application.

Disqualification

- While it will be ensured that genuine Whistle Blowers are accorded complete protection from any kind of unfair treatment as herein set out, any abuse of this protection will warrant disciplinary action.
- Protection under this Policy would not mean protection from disciplinary action arising out of false or bogus allegations made by a Whistle Blower knowing it to be false or bogus or with a mala fide intention.
- Whistle Blowers, who make any Protected Disclosures, which have been subsequently found to be mala fide or malicious or Whistle Blowers who make 3 or more Protected Disclosures, which have been subsequently found to be frivolous, baseless or reported otherwise than in good faith, will be disqualified from reporting further Protected Disclosures under this Policy.

Confidentiality

The identity of a Subject and the Whistle Blower will be kept confidential to the extent possible, given the legitimate needs of law and the investigation.

Investigation

- Investigators shall be appointed by the Chairman / Head HR on receiving application from Whistle Blower, on the nature and basis of application.
- Investigators are required to conduct a process towards fact-finding and analysis. Investigators shall derive their authority and access rights from the HR when acting within the course and scope of their investigation.
- Technical and other resources may be drawn upon as necessary to augment the investigation. All Investigators shall be independent and unbiased both in fact and as perceived. Investigators have a duty of fairness, objectivity, thoroughness, ethical behaviour, and observance of legal and professional standards.
- All reports under this Policy will be promptly and appropriately investigated, and all information disclosed during the course of the investigation will remain confidential, except as necessary to conduct the investigation and take any remedial action, in accordance with applicable law. Everyone working for or with the Company including the Subject shall have a duty to co-operate in the investigation of reports of violations. Failure to co-operate in an investigation, or deliberately providing

false information during an investigation, can be the basis for disciplinary action, including termination of employment.

- After investigation, a written report of the findings should be prepared and submitted to the Audit Committee within reasonable time. The Whistle Blower and Subject have a right to be informed of the outcome of the investigation. At the conclusion of its investigation, the Company determines that a violation has occurred, it will recommend the effective remedial action commensurate with the nature of the offence to the Board.
- These actions may include disciplinary action against the Subject, up to and including termination. Reasonable and necessary steps will also be taken to prevent any further violations of Company policy.

Non Retaliation

- No unfair treatment will be meted out to a Whistle Blower by virtue of his/her having reported a Protected Disclosure under this Policy in Good Faith. The Company will take reports of such retaliation/victimization seriously. Incidents of retaliation/victimization against any Whistle Blower reporting a violation or participating in the investigation of a reasonably suspected violation will result in appropriate disciplinary action against anyone responsible, including possible termination of employment. Those working for or with the Company who engage in retaliation against reporting Whistle Blower may also be subject to civil, criminal and administrative penalties.
- A Whistle Blower may report any violation of the above clause to the Chairman of the Audit Committee, who shall investigate into the same and recommend suitable action to the management.
- Any other Employee assisting in the said investigation shall also be protected to the same extent as the Whistle-blower.

Business Ethics Policy Purpose

SGRL is committed to operating its business with fairness and integrity and expects its employees to act responsibly, honestly, and ethically. The purpose of this Policy is to promote safe and friendly work environment encourages and empowers employee to report any activity they believe in deviation from the established policies.

Scope

This policy is applicable to all employees working at SGRL.

Policy Statement on Ethical Conduct

At Shree Ganesh Remedies Limited we hold ourselves to the highest ethical standards, ensuring that our business practices align with principles of integrity, responsibility, and transparency. This Business Ethics Policy outlines our commitment to ethical conduct across various domains:

1. Corruption:

- **Bribery and Kickbacks:** Employees must not offer, give, or accept bribes, kickbacks, or any other improper payments.
- **Facilitation Payments:** We strictly prohibit facilitation payments, even in regions where they may be deemed culturally acceptable.
- **Third-Party Relationships:** Due diligence is conducted on third parties to ensure they adhere to anti-corruption standards.

2. Conflict of Interest:

- **Personal Investments:** Employees must disclose personal investments that may conflict with the interests of the company.
- **Outside Employment:** Approval is required for employees engaging in outside employment to prevent conflicts of interest.

3. Fraud:

- **Expense Reporting:** Accurate and truthful reporting of expenses is mandatory to prevent fraudulent activity.
- **Whistle-blower Protection:** Employees are encouraged to report suspicions of fraud without fear of retaliation.

4. Money Laundering:

- Recognizes the fact that entities in the chemical manufacturing have to take on the onus of analysing their potential vulnerabilities to money laundering and implement specific steps that are required for protection against abuse by criminals.
- Due Diligence: Rigorous due diligence is conducted on customers and suppliers to prevent involvement in money laundering or financing terrorism by implementing a “Know your Customer” and “Know your

Supplier” procedure that establishes the identity of all organizations with which it deals, have a clear understanding of their business relationships and have a reasonable ability to identify and react to transaction patterns appearing out of the ordinary or suspicious

- Training Programs: Regular training programs ensure employees are educated on the latest anti-money laundering procedures.

5. Anti-Competitive Practices:

- Fair Competition: We promote fair competition and prohibit practices such as price-fixing, bid-rigging, and market allocation.
- Market Research: Employees must adhere to ethical guidelines in conducting market research to avoid anti-competitive behaviour.

6. Information Security:

- Data Protection: Stringent measures are in place to protect customer and employee data from unauthorized access.
- Cyber security: Regular audits and updates are conducted to safeguard against cyber threats and ensure information security.

7. Public Policy:

- Compliance with Laws: We commit to complying with all relevant local, national, and international laws and regulations.
- Community Engagement: Our company actively engages with the community, contributing to social welfare and sustainable development.

8. Marketing and Labelling:

- Truth in Advertising: Marketing materials must be honest, transparent, and not misleading.
- Environmental Claims: Any environmental claims must be substantiated and comply with industry standards.

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9. Customer Privacy:

- Data Privacy: Customer data is treated with the utmost confidentiality, and explicit consent is obtained for data processing.
- Security Measures: Robust security measures are implemented to protect customer privacy and prevent data breaches.

10. Socio-Economic Compliance:

- Fair Labor Practices: We uphold fair labor practices, including fair wages, reasonable working hours, and safe working conditions.
- Diversity and Inclusion: We foster a diverse and inclusive workplace that values individuals' unique contributions.

Management representative Contact Information:

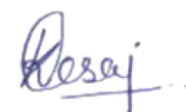
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To encourage the employees and directors to report unethical behaviours, malpractices, wrongful conduct, fraud, violation of the company's policies & values, and violation of law by any employee/director of Company without any fear of retaliation.

Prepared By:

Signature:

Date:



15/03/2024

Approved By:

Signature:

Date:



15/03/2024