 Lee Pharma Limited	LEE PHARMA LIMITED Reg Office: SY. No. : 257 & 258/1, Door No : 11-6/56-C, Opp : IDPL Factory, Moosapet, Balanagar (Post), Hyderabad – 500 037, India		
	TITLE: Policy on Social Dialogue		
	Policy No: LPHRGNP-024-00	Effective Date : 01-04-2025 Review Date: 31-03-2027	Page 1 of 3

1.1 Objective: To foster a culture of open, respectful, and structured communication between employees and management, ensuring that workplace decisions reflect collective input and shared values.

1.2 Scope: This policy applies to all employees across Lee Pharma’s operations, including full-time, part-time, and contract staff, and extends to interactions with employee representatives and external stakeholders.

1.3 Commitment: Lee Pharma is committed to promoting social dialogue as a tool for continuous improvement, conflict resolution, and inclusive decision-making, aligned with international labor standards and sustainability goals.

2. Employee Representation & Engagement

2.1 Recognition & Support: Lee Pharma acknowledges the role of employee representatives and representative bodies (e.g., works councils) in facilitating dialogue and provides them with access to necessary resources and information.

2.2 Collaborative Participation: Representatives are actively involved in discussions on workplace policies, organizational changes, and employee welfare, ensuring that employee voices are reflected in key decisions.

2.3 Respect & Protection: The company ensures that representatives are treated with respect and are protected from retaliation, fostering a safe environment for advocacy and negotiation.



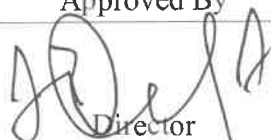
2.4 Structured Access: Regular meetings and consultation forums are held to maintain consistent engagement between management and employee representatives.

3. Health, Safety & Wellbeing

3.1 Collaborative Oversight: Health, safety, and working conditions are jointly overseen through committees and consultation mechanisms that include employee representatives, promoting shared responsibility and inclusive decision-making.

3.2 Policy Co-Development: Employees actively contribute to the development and revision of safety protocols, emergency procedures, wellness initiatives, and workplace condition policies—ensuring relevance, practicality, and local applicability.

3.3 Training & Awareness: Safety and wellbeing training programs are designed with employee input to address diverse roles, locations, and risk profiles, promoting a culture of awareness and prevention.

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 Human Resources	 Human Resources	 Director



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3.4 Continuous Improvement: Feedback mechanisms such as surveys, audits, and monitoring tools are used to assess and enhance safety standards, working conditions, and overall employee wellbeing. Findings and updates are communicated transparently and implemented equitably.

3.5 Periodic Review: Workplace conditions including hours, flexibility, ergonomics, and leave policies— are regularly reviewed to align with employee needs, legal standards, and industry benchmarks, with adjustments made based on collective input.

4. Training & Career Development

4.1 Collaborative Planning: Training programs and career development pathways are designed with input from employees and representatives to support professional growth.

4.2 Equal Access: All employees are given fair opportunities to participate in learning and development initiatives, regardless of role or background.

4.3 Transparent Progression: Career advancement frameworks are developed through dialogue to ensure clarity and fairness in promotions and role changes.

4.4 Feedback Integration: Training effectiveness is assessed using employee feedback and performance outcomes, with adjustments made as needed.

5. Diversity, Discrimination & Harassment

5.1 Inclusive Dialogue: DEI (Diversity, Equity, & Inclusion), equal opportunity, and anti-harassment policies are developed in consultation with employee groups and representatives to reflect shared values.




5.2 Zero Tolerance: Harassment and discrimination are strictly prohibited, with clear procedures for reporting, investigation, and resolution.


5.3 Awareness & Training: Regular sessions are held to promote respectful behavior, prevent bias, and build inclusive workplace culture.

5.4 Support Systems: Employees have access to grievance reporting channels, peer support, and resources to address concerns safely and effectively.

6. Structured Dialogue Mechanisms

6.1 Regular Forums: Roundtables, and feedback sessions are scheduled to encourage open communication and collective problem-solving.

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6.2 Digital Tools: Online platforms are used to collect employee input, share updates, and facilitate ongoing dialogue across locations.

6.3 Surveys & Polls: Anonymous surveys help gauge employee sentiment and identify areas for improvement in workplace practices.

6.4 Recognition & Incentives: Contributions to dialogue and workplace improvement are acknowledged through recognition programs and leadership support.

7. Grievance & Conflict Resolution

7.1 Accessible Channels: Employees have access to structured grievance mechanisms for raising concerns confidentially and safely.

7.2 Fair Review Process: Grievances are reviewed impartially, with timely and transparent resolution procedures that involve relevant stakeholders.

7.3 Corrective Actions: Outcomes of grievances are used to implement corrective measures and prevent recurrence, reinforcing accountability.

7.4 Learning Culture: Conflict resolution outcomes are analyzed to refine policies and improve workplace practices, promoting continuous improvement.

8. Monitoring, Evaluation & Gaps

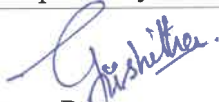

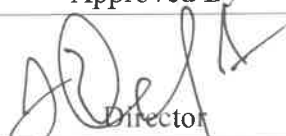
8.1 Annual Review: Social dialogue practices are reviewed annually with input from employees and representatives to identify strengths and gaps.

8.2 Policy Updates: Policies are updated based on feedback, legal changes, and evolving workplace needs to remain relevant and effective.

8.3 Acknowledging Gaps: Areas where no action has been taken or where information is unavailable are documented transparently for future planning and improvement.

9. Review and Update

This social dialogue policy is reviewed internally as per the review date mentioned for adherence and updated (if necessary) for applicability, relevance, and effectiveness.

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