



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 Equal Opportunity

Policy No: LPHRGNP-21-00

Effective Date : 01-04-2025

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Review Date: 31-03-2027

1.1 Objective: To affirm Lee Pharma's commitment to providing a workplace and business environment free from discrimination, where all individuals have equal access to opportunities based on merit and capability.

1.2 Scope: This policy applies to all employees, contractors, suppliers, and stakeholders across Lee Pharma's global operations, covering recruitment, promotion, training, and procurement.

1.3 Commitment: Lee Pharma is dedicated to fostering a culture of fairness, respect, and inclusion, ensuring that decisions are made without bias related to personal characteristics or background.

2. Definition of Equal Opportunity

2.1 Equal Opportunity: Refers to the principle that all individuals should be treated fairly and without discrimination in employment, advancement, and business dealings.

2.2 Protected Characteristics: Includes but is not limited to race, gender, age, religion, disability, sexual orientation, marital status, and socioeconomic background.

2.3 Inclusive Environment: Lee Pharma strives to create an environment where diverse perspectives are valued, and everyone feels empowered to contribute and grow.

3. Policy Objectives

3.1 Fair Employment Practices: Ensure that hiring, promotion, and compensation decisions are based solely on qualifications, experience, and performance.

3.2 Inclusive Culture: Promote a workplace culture that respects and celebrates diversity, encouraging collaboration and mutual respect.



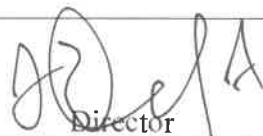
3.3 Bias-Free Decision Making: Implement systems and training to minimize unconscious bias in all business processes.

3.4 Accountability: Establish clear responsibilities and mechanisms to monitor and enforce equal opportunity practices.

4. Recruitment & Hiring

4.1 Inclusive Job Descriptions: Ensure job postings use inclusive language and focus on essential qualifications and competencies.

4.2 Diverse Talent Pools: Actively seek candidates from varied backgrounds through outreach and partnerships with inclusive organizations.

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 Human Resources	 Human Resources	 Director



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4.3 Fair Selection Process: Use structured interviews and standardized evaluation criteria to ensure objective hiring decisions.

4.4 Onboarding Support: Provide equitable onboarding experiences that help all new hires integrate and succeed.

5. Career Development & Advancement

5.1 Training Access: Ensure equal access to professional development, mentorship, and leadership training programs.

5.2 Promotion Criteria: Base promotions on performance, potential, and contribution, without bias or favoritism.

5.3 Feedback & Appraisals: Conduct fair and transparent performance reviews with opportunities for feedback and growth.

5.4 Leadership Diversity: Encourage diverse representation in leadership roles to reflect the broader workforce and community.

6. Workplace Conduct & Culture

6.1 Respectful Environment: Promote respectful communication and behavior across all levels of the organization.

6.2 Zero Tolerance for Discrimination: Enforce strict policies against harassment, bullying, and discrimination in any form.




6.3 Employee Resource Groups: Support voluntary groups that foster inclusion and provide peer support for underrepresented communities.

6.4 Celebrating Diversity: Recognize and celebrate cultural events and milestones to build awareness and appreciation.

7. Supplier & Partner Engagement

7.1 Inclusive Procurement: Encourage suppliers and partners to adopt equal opportunity practices in their own operations.

7.2 Fair Evaluation: Assess vendors and contractors based on capability and compliance with ethical and inclusive standards.

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7.3 Collaborative Growth: Work with partners to promote inclusive business practices and shared learning.

7.4 Transparency: Communicate expectations clearly and include equal opportunity clauses in contracts and agreements.

8. Monitoring & Reporting

8.1 Data Collection: Track workforce demographics, hiring trends, and promotion rates to identify gaps and opportunities.

8.2 Regular Audits: Conduct periodic reviews of HR and procurement practices to ensure compliance with the policy.

8.3 Feedback Mechanisms: Provide channels for employees and stakeholders to report concerns or suggest improvements.

8.4 Annual Reporting: Report on progress, challenges, and future goals related to equal opportunity.

9. Training & Awareness

9.1 Mandatory Training: Provide regular training on equal opportunity, unconscious bias, and inclusive leadership.




9.2 Manager Accountability: Equip managers with tools and resources to lead diverse teams effectively and equitably.

9.3 Awareness Campaigns: Run internal campaigns to raise awareness about the importance of equal opportunity.

9.4 Continuous Learning: Encourage ongoing education and dialogue around inclusion and fairness.

10. Review and Update

This equal opportunity 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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