

MOREPEN LABORATORIES LIMITED

CIN: L24231HP1984PLC006028

Registered Office: Village Morepen, Nalagarh Road, Near Baddi Distt. Solan, Himachal Pradesh – 173 205

Email: plants@morepen.com, Website: www.morepen.com

Tel.: +91-1795-266401-03, 244590, Fax: +91-1795-244591



Corporate Office: 2nd Floor, Tower C, DLF Cyber Park, Udyog Vihar-III, Sector-20, Gurugram, Haryana-122016

Email: corporate@morepen.com, Website: www.morepen.com

Tel.: +91-124-4892000

Document No.: LW-POL-001 | Rev Date: 01 Dec 2024 | Revision No.: 01

Living Wage Policy

Policy Statement

Morepen Laboratories is committed to ensuring that all employees and contracted workers earn wages that meet or exceed a **living wage**, enabling them to afford basic needs-housing, food, healthcare, education and transportation while maintaining dignity and well-being. This policy supports fair labor practices, human rights and social performance.

Scope

This policy applies to:

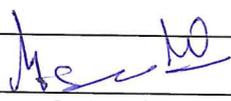
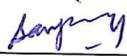
- All direct employees of Morepen Laboratories globally.
- All workers engaged through contractors, subcontractors, and labor agencies.
- All production sites, warehouses, offices and R&D centers operated or controlled by Morepen.

Definitions

- **Living Wage** – Wage level sufficient to cover essential needs and provide a discretionary income buffer, based on local cost-of-living studies.
- **Minimum Wage** – Statutory wage floor set by government; may be below living wage.
- **Hourly Living Wage Rate** – Local living wage divided by standard monthly working hours.
- **Gap** – Difference between actual wage and living wage, expressed as a percentage.

Commitments

- **Fair Compensation:** Ensure remuneration practices are transparent, equitable, and benchmarked against cost-of-living indices.
- **Stakeholder Engagement:** Collaborate with trade unions, worker representatives and NGOs to validate living wage benchmarks and monitor implementation.
- **Grievance Mechanism:** Maintain confidential channels for wage-related complaints, with resolution within 30 days.
- **Training & Awareness:** Equip HR teams and line managers with tools to calculate living wages, address wage grievances, and communicate policy to impacted workers.
- **Continuous Improvement:** Review policy annually and revise in response to updated cost-of-living data or stakeholder feedback.

		
Prepared By	Reviewed By	Approved By
Asst. Manager-HR	Advisor – HR	Director

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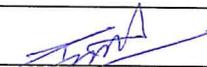
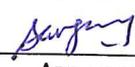
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Governance & Oversight

- The **Sustainability & CSR Committee** of the Board oversees policy implementation and progress.
- **HR Business Partners** prepare quarterly dashboards on living wage metrics, presented to the Executive Committee.
- **Internal Audit** conducts annual checks on payroll compliance and the grievance mechanism.

Review & Amendment

This policy is reviewed on periodic basis by the Sustainability team, with revisions approved by the Board. Continuous stakeholder engagement ensures benchmarks remain current and credible.

		
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Overtime Policy

1. Purpose

This policy provides guidelines for managing employee overtime in compliance with applicable labor laws and ensuring fair compensation, while also balancing operational needs in the API industry where continuous production is often required.

2. Scope

This policy applies to all permanent, contractual, and temporary employees of the Company, except those in managerial or supervisory positions who are not entitled to overtime under applicable laws.

3. Definition of Overtime

- Overtime refers to any hours worked beyond the normal working hours as defined by the Factories Act, 1948 (or other applicable laws).
- Normal working hours: 48 hours per week (8 hours per day).
- Any work beyond this is treated as overtime, subject to statutory provisions.

4. Overtime Approval Process

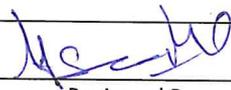
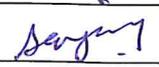
- Overtime must be pre-approved by the Department Head/Shift In-charge.
- Emergency overtime (e.g., due to production breakdown, quality issues, or regulatory requirements) must be reported to HR within 24 hours.
- Unauthorized overtime will not be compensated.

5. Payment of Overtime

- Overtime wages will be paid monthly basis.
- Calculation will include basic wages + dearness allowance (DA) but will exclude allowances such as HRA, bonus, or other perks.
- Overtime payments will be reflected in the monthly payroll, subject to statutory deductions.

6. Limits on Overtime

- An employee shall not work more than:
 - 12 hours in any day (including overtime).
 - 60 hours in any week.
 - 50 hours of overtime in a quarter (as per Factories Act, unless exempted by authorities).
- Employees must be given one day of rest after every 6 days of continuous work.

		
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7. Health & Safety Considerations

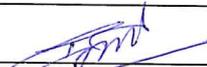
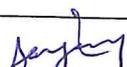
- Overtime should not compromise employee health, safety, or product quality.
- Employees working extended hours must be given adequate breaks.
- Supervisors must monitor fatigue-related risks in critical operations.

8. Non-Compliance

- Any violation of this policy (e.g., forcing employees to work overtime without pay, unauthorized overtime claims) will invite disciplinary action in line with company rules.

9. Review of Policy

- This policy will be reviewed annually by HR & Compliance to ensure alignment with regulatory changes and operational requirements.

		
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Asst. Manager-HR	Sr. Manager – HR	Director