

# 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.: WC-POL-001 | Rev Date: 01Nov 2024 | Revision No.: 01

## Working Conditions Policy

### 1. Purpose

The purpose of this policy is to ensure safe, healthy, and fair working conditions for all employees of Morepen Laboratories Ltd. in compliance with applicable laws, industry standards, and ethical practices. This policy reflects the company's commitment to employee welfare, occupational safety, and regulatory compliance.

### 2. Scope

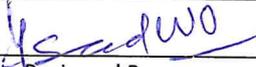
This policy applies to all employees, including permanent, contractual, and temporary staff, across all manufacturing units.

### 3. Policy Statement

- Morepen Laboratories Ltd. is committed to providing working conditions that are safe, secure, and conducive to employee well-being and productivity.
- The company complies with all applicable labor laws, health and safety regulations, and environmental standards relevant to the pharmaceutical and chemical industry.
- Employees have the right to a workplace free from discrimination, harassment, and unsafe practices.

### 4. Principles

1. **Health & Safety Compliance:** All facilities will comply with GMP, ISO, and local safety regulations to ensure employee safety and product integrity.
2. **Ergonomic & Comfortable Work Environment:** Workstations, lighting, ventilation, temperature control, and rest areas will meet ergonomic and safety standards.
3. **Fair Working Hours:** Work hours, overtime, and shifts will comply with statutory provisions. Adequate breaks and rest periods will be provided.
4. **Safe Handling of Materials:** Proper procedures, personal protective equipment (PPE), and training will be provided for handling chemicals, APIs, and machinery.
5. **Employee Rights & Non-Discrimination:** All employees will be treated fairly, with respect for diversity, equal opportunity, and freedom from harassment.
6. **Continuous Improvement:** The company will regularly assess working conditions and implement improvements based on employee feedback, audits, and industry best practices.

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

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## 5. Key Components of Working Conditions

### 1. Occupational Health & Safety:

- Safety training programs and emergency preparedness drills.
- Regular inspection and maintenance of equipment and safety systems.
- Reporting and prompt resolution of safety incidents or hazards.

### 2. Workplace Environment:

- Proper lighting, ventilation, and climate control in all work areas.
- Ergonomic workstations and seating arrangements.
- Clean, hygienic facilities including restrooms, cafeterias, and drinking water stations.

### 3. Working Hours & Breaks:

- Adherence to statutory working hours and overtime regulations.
- Scheduled breaks to reduce fatigue and enhance productivity.
- Rotational shifts, if applicable, to ensure fair work distribution.

### 4. Employee Welfare Facilities:

- First aid and medical facilities on-site.
- Transportation or safe commuting arrangements where necessary.
- Rest and recreational areas for employee relaxation.

### 5. Training & Awareness:

- Orientation for new employees on working conditions, safety, and company policies.
- Regular refresher training for employees on occupational safety and good manufacturing practices.

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

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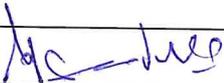
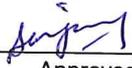
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## 6. Roles & Responsibilities

- Management: Ensure safe and fair working conditions, provide resources for implementation, and review compliance.
- HR Department: Monitor working conditions, address employee grievances, and maintain documentation of compliance.
- Employees: Follow safety procedures, report hazards or unsafe practices, and participate in training programs.

## 7. Monitoring & Review

- Regular audits and inspections will be conducted to ensure compliance with this policy.
- Employee feedback and safety records will guide continuous improvement.
- This policy will be reviewed every two years or earlier in case of regulatory updates or operational changes.

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