

Human Resources Policy

1. Objective

This Policy is established to provide the principles and framework for Human Capital Development (HCD) and Human Resource Management (HRM) across Mega Lifesciences Public Company Limited, its subsidiaries, and affiliated companies (collectively referred to as "MEGA"). The Policy aims to promote the continuous development of people capabilities, ensure consistency in people management practices across the organization, and support the achievement of MEGA's long-term business objectives and sustainable growth.

The Mega Way of Life is founded on the values of Truth, Trust, Respect and Freedom, fostering an environment where colleagues are empowered to contribute meaningfully to our organizational purpose - "Stay Healthy as Long as You Live."

Through our people practices, we aim to create an environment that enables colleagues to Live and Grow beyond each one of us, while strengthening organizational capability, engagement, performance and sustainable growth.

2. Colleagues & structure

All employees at Mega shall be referred to as "Colleagues." Based on their tenure, contribution, capabilities and potential, colleagues may progress as associates - actively contributing to improving lives and supporting business growth.

Senior leaders are the partners of Mega's business who lead with ownership and accountability, while Coaches develops future leaders and colleagues, enabling them to realize their potential.



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Within the operational structure, colleagues shall be designated and graded based on the responsibilities they undertake, the scope and complexity of their roles, and the level of interaction and influence required within the organization.

Mega may adopt different job classifications, structures and designations based on the nature and requirements of the business, including Manufacturing, Sales & Marketing, Distribution and other functions.

While specific structures or designations may vary by business or country, the underlying principles of role clarity, accountability, contribution, capability and career growth shall remain consistent across Mega.

3. Rules and regulations

All colleagues are expected to comply with Mega's applicable rules, policies, guidelines and procedures. Management may issue specific guidelines based on business requirements, roles, responsibilities and organizational levels. Mega is committed to complying with all applicable labor and employment laws and regulations in each country of operation. This includes requirements relating to minimum wages, working hours, statutory benefits and other applicable employment matters. All colleagues and management are expected to comply with the applicable laws of the country in which they operate.

4. Perquisites

The colleagues shall be eligible to perquisites as announced by management depending on their nature of employment/responsibilities and their seniority in the organization.

Colleagues are provided medical coverage through insurance, under the benefit of local applicable social security or reimbursement, as per



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company policy. Statutory benefits such as Provident Fund, Social Security and other local statutory benefits are provided in accordance with local laws. Business-related allowances, such as transportation and telephone, may be provided based on role and business requirements. Eligible expatriate colleagues may receive additional benefits such as House Rent Allowance, Children's Education Allowance and Leave Travel Allowance, as per the relevant expatriate policy.

5. Fixed & Variable Pay

In addition to fixed pay, the management shall announce and keep on record the schemes of variable pay for different levels of colleagues depending on their seniority and the responsibilities handled.

6. Appointment of new colleagues

The Company follows a process of manpower planning on a regular basis. Based on the vacancies and approved new positions, formal hiring process involving screening and interviewing potential candidates are undertaken to arrive at hiring right fit. Personal data shall be collected subject to approval from candidates and any colleagues with a government employment background in the previous two (02) years before employment with Mega shall be screened to ensure that Company does not employ candidates with the intention to facilitate or assist in performing government liaison duties.

7. Termination of employment & transfers

Ongoing skill and knowledge development are part of HCD initiatives, in an event of recurring performance issues, a performance improvement plan is put in place to support and evaluate the development and progress. Matters such as termination, transfers follow the process abiding applicable labour laws and with necessary approvals as per the organizational structure. Management reserves the right to transfer colleagues from time to time.

8. Code of Conduct/ Business Ethics

All colleagues are supposed to follow the Code of Conduct/ Business Ethics as announced by the Company.

9. Confidentiality

All colleagues are supposed to keep confidential information/ documents made available to them from time to time during the course of their employment. All information/ documents which are created/ prepared by the colleagues during the course of their employment shall be company's property and shall be handed over to the Company before leaving the Company.

10. Company assets

The colleagues shall safeguard and use with care the assets of the Company made available to them for performing their duties during the course of their employment. Such assets have to be returned back to the Company prior to leaving the Company.

11. Performance review

Colleagues are subject to a performance review at least once a year and the Company expects the colleagues to perform their duties with due workmanship as expected to fulfill the requirement of the role.

12. Salary Increments/ Promotions

Salary increments and/ or promotions shall be as per the guidelines laid down by the management from time to time. These guidelines, not limited to, may depend on the Company's performance, economic scenario and/or industry performance. The increments shall be approved by the CEO either in the form of guidelines or each colleague depending on the seniority of the colleagues.

13. Human Capital Development

The training and development of colleagues will be based on the requirement of the role and Individual Development Plan (IDP) as applicable identified through the performance review process and/or on the relevance of development needs to their respective Job Descriptions (JDs), with a focus on enhancing the required skills & knowledge. The immediate manager and Department Head will work closely with the respective HCD/HR colleague to identify development needs and coordinate appropriate training and development initiatives.

14. Conflict of Interest

The colleagues shall declare the conflict of interest in transactions as per the Code of Conduct and Business Ethics.

15. Anti-Corruption and Anti-Bribery

All Directors, colleagues, consultants, temporary staff, and representatives of the Company shall conduct business ethically, honestly, and in compliance with all applicable anti-corruption and anti-bribery laws and regulations.

Colleagues shall not, directly or indirectly:

Offer, promise, give, authorize, request, solicit, or accept any bribe, kickback, facilitation payment, improper advantage, or anything of value to or from any person, organization, customer, supplier, business partner, or government official for the purpose of influencing a business decision or obtaining an improper advantage.

Engage in any act that may create the appearance of corruption, bribery, fraud, or unethical business conduct.

Use third parties, agents, distributors, consultants, or intermediaries to undertake any activity that would be prohibited if conducted directly by the colleague or the Company.

Colleagues must:

Comply with the Company's Code of Conduct, Business Ethics Policy, Anti-Corruption Policy, and all related procedures issued from time to time.

Accurately record all business transactions and maintain complete and truthful books, records, and supporting documentation.

Promptly disclose any suspected or actual violation of anti-corruption laws, policies, or unethical conduct through the Company's reporting or whistleblowing channels.

Cooperate fully with any investigation relating to alleged misconduct.

The Company strictly prohibits retaliation against any person who, in good faith, reports suspected misconduct or participates in an investigation.

Any violation of this clause may result in disciplinary action, including termination of employment, and may expose the individual to civil and/or criminal liability under applicable laws.

The Company is committed to a zero-tolerance approach to corruption and bribery. No colleague shall suffer demotion, disciplinary action, dismissal, discrimination, harassment, or any other adverse consequence for refusing to participate in a corrupt activity, declining to make or receive an improper payment, or reporting a suspected violation in good faith, even where such actions may result in the loss of business opportunities or financial benefit to the Company.

16.Travel expenses

International Travel expenses

All colleagues except for the Senior Management / Coaches are eligible to travel by Economy Class. However, exceptions can be made if the flights are not available or due to any other valid reason approved by the management. The colleagues are eligible for a reimbursement of travel expenses at actual upto reasonable limits or as policies are applicable. The colleagues are required to submit travel expenses details as per the forms for this purpose and submit to Accounts Department for approval.

Local Travel Expenses

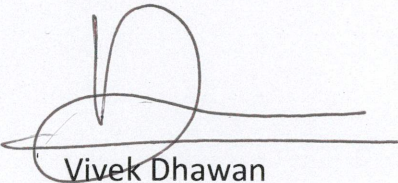
The management shall announce special travel policies for regular travelling sales staff from time to time to ensure that there is no confusion and the claims are easier to process.

17. International Human Rights

The Company expects all Directors and colleagues to respect the International Human rights principles.

18.Intellectual Property Rights

The Company expects all Directors and colleagues to respect the Intellectual Property Rights of the company as well as other companies.



Vivek Dhawan
CEO & Chief Coach

1 October 2026