

Grievance Redressal Policy

1. The objective of the policy is to resolve employee grievances in a fair and transparent manner, ensuring a harmonious workplace.
2. The scope of the policy extends to all employees of Aragen Life Sciences.
3. The policy covers grievances related to work conditions, unfair treatment, interpersonal conflicts and policy violations.
4. This policy entails the steps employees should follow to file a grievance, including formal and informal processes.
5. Specific timeframes are defined at each stage of the process to ensure timely resolution.
6. The steps of submission, acknowledgement, initial review, investigation and the process for appealing decisions if the employee is not satisfied are defined.
7. All the investigations are conducted confidentially to the extent possible, and employees who file grievances are protected from retaliation. The process for reporting retaliation is outlined.
8. All grievances and their resolutions are securely stored.

This policy will be communicated within Aragen, made available to the relevant interested parties, periodically reviewed and updated, as necessary.

Date: 23rd July 2024



Suresh Anubolu
Chief Human Resources Officer