

Policy On Communication

1. Major objective of this policy is to promote transparency and trust within and outside the organization, protect organizations' reputation and facilitate internal and external communication.
2. All communication at Aragen needs to ensure clarity, consistency and professionalism by using professional and respectful language in line with Aragen standards.
3. Primary internal communication channels are email (formal communication and official announcements), meetings (regular team meetings, department meetings & one-on-one meetings), Intranet (Centralized platform for sharing documents, announcements, and resources) and HRIS Tool (HR related workflows & policies).
4. Corporate communications team to handle all media inquiries.
5. Press releases and official statements must be approved by the senior management and corporate communications department.
6. Only authorized personnel may post on social media accounts, reflecting organization's values, maintaining a professional tone.
7. Employees should not disclose confidential information on personal social media accounts.
8. Clarity, accuracy, timeliness, courtesy and helpful tone to be maintained in all customer communications.
9. All employees must adhere to the organization's data protection policies and confidential information should not be shared with unauthorized individuals.
10. Confidential and sensitive information to be shared through secure channels.
11. All employees will receive training on this communication policy.
12. Communications happens through various platforms like Town Hall, Business Update, Skip Level Meetings.

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

Date: 24th July 2024



Suresh Anubolu
Chief Human Resources Officer