Awards Policy

Objective

To define guidelines to reward and recognize employees and facilities.

Scope

The scope of the policy extends to all employees of Aragen Life Sciences Limited and its subsidiaries, Aragen Biologics Pvt Limited and Intox Pvt Limited.

Eligibility

Awards	**Eligibility**
Outstanding Achiever Award	Regular full-time employees
Value Award	Regular full-time employees
Green Chemistry Award	Regular full-time employees of Chemistry Solutions & CDS
Best Plant Award	Every Production Block , Engineering & EHS
Best Lab Award	Every Lab in Chemistry Services, CMS & CDS
Team Award	Regular full-time employees
Service Award	Regular full-time employees

Frequency

Awards	**Frequency**
Outstanding Achiever Award	Monthly
Value Award, Best Plant, Best Lab Award	Quarterly
Team Award	Half yearly
Green Chemistry Award	Half yearly
Coffee with BU Head	Quarterly
Service Award	On completion of 5, 10, 15 & 20 years

Outstanding Achiever

- HR shall send a mail to the Managers once a month soliciting nominations for the award.
- Maximum 3% of the eligible population is eligible for the award.

- The nominations should come from the line Manager only. The manager/ immediate supervisor may access the R&R module on e-360 and nominate an employee who has done something out of the ordinary, going above and beyond the call of regular work.
- Cross functional nominations are not accepted. However, the recommendation can be sent to the Manager / HOD with BU HR in CC
- Nomination should not be discussed with the employees and also nomination does not entitle the employees to the award.
- The online nominations should be accompanied by a concise & clear write-up as justification.
- The online nomination is then evaluated for merit by the HOD followed by BU HR Head and approved and the winners are then finalized.
- Finalized awards shall be announced, through email by the BU-HR mentioning BU/ Department of the employee. The award is published online, which is visible as a badge on the employee profile page in e-360.
- Employee shall be given a certificate signed by HOD & BU HR Head (until the e-certificates are created) and will also receive 1000 points which are worth INR 1000 (One Thousand Only).
- 1000 points awarded to the employee are redeemed using Zaggle portal, utilizing the merchandise available

Guidelines for Nominating

- Nomination not to be discussed with the employees and also nomination does not entitle the employees to the award.
- If the justification is not substantial enough the nomination would not be considered.
- The reward cannot be accumulated or carried forward.
- Same employee maybe eligible for the award more than once.
- The nominated employee should have completed at least 3 Months of service and should not be under notice period at the time of nomination.

Value Award

Guidelines for Nominating: This award is instituted to inculcate the core values among our employees and encourage them to practice them at the workplace. Consistently rewarding the employees for demonstrating these values will lead to building a superior culture.

- The employee can be nominated in case there has been exceptional demonstration of the values of the organization, ETHICS, during the quarter in consideration. It should have been evident in the employee's actions and behavior.
- Each nomination must be accompanied with a citation from the Manager on why the employee has been nominated.
- The final list has to be approved by the evaluation panel

Aragen Life Sciences Core Values are represented by the acronym ETHICS. They are as follows

- **Empowerment**
- **Teamwork**
- **Honesty & Integrity**
- **Innovation**
- **Customer Focus**
- **Safety & Compliance**

- The employee can be nominated by his supervisor/ manager in case there has been exceptional demonstration of the values of the organization, ETHICS, during the quarter in consideration. It should have been evident in the employee's actions and behavior.
- Each nomination must be accompanied with a citation from supervisor on why the employee has been nominated.
- While nominating, a manager should take care that a Value Award is the highest form of appreciation award in the company, the employee and the justification should be worthy of this award and really exemplary.
- The nomination not to be discussed with the employee and also nomination does not entitle the employee to the award.
- The nomination should be for one value only.
- All the nominations should be vetted by BU Head and BU HR Head and the consolidated nominations should be sent to OD team by BU HR Head only. Nominations received from anyone else will not be accepted
- Cross functional nominations are not accepted. However, the nomination can be recommended to the concerned manager and latter can nominate with justification, if it is found worthy of nomination
- The nominated employee should have completed at least 6 Months of service and should not be under notice period at the time of nomination.
- The final list has to be approved by the evaluation panel
- If the justification is not substantial enough the nomination would not be considered.

Process:

- Corporate HR shall send a mail to Group Manager and above once a quarter soliciting nominations for Value awards.
- The manager / immediate supervisor of an employee may nominate him/her for a "value award", in case there has been significant demonstration of the values of the organization,

ETHICS, during the quarter in consideration. It should have been evident in the employee's actions and behavior. The nomination is done using Recognition module on e-360.

- The nominations should be accompanied by a concise & clear write-up for the case (Example for justification of Award provided in Annexure-1)
- Not more than 1% of the population in the BU, shall be nominated or considered for the award. Also it is not mandatory to have a nomination each quarter. The total number of nominations from a BU should not exceed its limit for the quarter.
- Each manager/ project owner/ supervisor can send a maximum of two nominations after getting approved by their HOD. The manager nominates online using recognition module on e-360.
- The nominations are then evaluated for merit by the BU HR Head & BU/ Functional Head on e-360 work flow and approved, after which the final list is routed to OD Team, who shall put it up to the panel with members from Executive Committee (EC) or Senior Leadership, for final approval.
- In case of any discrepancy, OD team will send them back to BU HR Head for further validation
- Any nominations received after the last date or from anyone other than BU HR Head will not be accepted
- The panel shall either agree or disagree with the recommendations and the same is recorded with reasons
- The nomination/s which are accepted by all panel members shall be rewarded with the "Value Award"
- The panel has a right to ask for more justification if required.
- Finalized awards shall be published online on e-360 by OD Team and the employee shall be awarded with a 'Value Star' trophy and a certificate signed by HOD, HR Head & CEO. The employee shall receive 2500 points worth INR2500 (Two Thousand & Five Hundred Only). The points are redeemable by employee using zaggle platform.
- The awards and certificate would be given away in person. The employee shall be known as Value Star for the quarter

Green Chemistry Award

Guidelines for Nominating: To promote and recognize green chemistry contributions of scientists at Aragen. The award helps in creating an image of commitment to Sustainability and Environment in Chemistry at Aragen to its customers and partners. The award also enhances winning of external awards (such as from customers and India Green Chemistry Forum) and cost savings.

- Green chemistry award is given to a team which works towards the principles of green chemistry and has demonstrated significant contributions while executing their project
- A total of 6 teams to be awarded each year i.e., 3 teams to be awarded every half year.
- Each team nominated for the award can consist of minimum of 3 members and a maximum of 5 members.

- The manager (may access the R&R module on e-360) to nominate employees of a given project, who demonstrated proven improvements in processes/synthesis over existing and has an impact on business: cost savings, speed, productivity
- The nomination is to be done using Recognition module on e-360.
- Cross functional nominations can be proposed after a consent from concerned manager and if it is found worthy of nomination
- Nomination should not be discussed with the employees and nomination does not entitle the employees to the award.
- Criteria of evaluation:
    - PMI (Process Mass Intensity) improvement
    - Telescoping of selected steps
    - Yield enhancement
    - Atom economy
    - Shorter routes
    - Chromatography elimination
- The nomination evaluation committee constitutes: CDS BU Head, Chief Scientist of CDS BU, Chemistry BU Head, Safety Head and CHRO.
- The employees should have completed at least 3 months of service and should not be under notice period at the time of nomination.

Process:

- Corporate HR shall send a mail to the EC Team, BUs identified once every half year soliciting nominations for Green Chemistry awards.
- The manager may nominate the team a "Green Chemistry award", in case there has been significant demonstration of proven improvements in processes/synthesis over existing and has an impact on business: cost savings, speed, productivity.
- The nominations should be accompanied by a concise & clear write-up for the case.
- Not more than 3 teams per BU shall be nominated for the award for every half year. Also, it is not mandatory to have a nomination each half-year.
- The total number of nominations from a BU should not exceed its limit for the half-year.
- Each manager/ project owner/ supervisor can send a maximum of one nomination only after getting approved by their HOD and not exceeding the limit of 3 for the overall BU.
- The manager nominates online using recognition module on e-360.
- The nominations are then evaluated for merit by BU HR Head & BU/ Functional Head on e360 workflow and approved, after which the final list is routed to OD Team, who shall put it up to the panel with members from the Green Chemistry Awards committee for final approval.
- The online nominations should be accompanied by a concise & clear write-up as justification and to be substantiated with necessary documents.
- In case of any discrepancy, OD team will send them back to BU HR Head for further validation.

- Any nominations received after the last date or from anyone other than BU HR Head will not be accepted.
- The panel shall either agree or disagree with the recommendations and the same is recorded with reasons. The panel has a right to ask for more justification if required.
- If the justification is not substantial enough the nomination would not be considered
- The nomination/s which are accepted by all panel members shall be rewarded with the "Green Chemistry Award".
- The top 3 nominations would be declared as Green Chemistry awardees for that half year.
- Finalized awards shall be published online on e-360 by OD Team and the employees shall be awarded with a 'Green Chemistry Star' trophy and a certificate signed by BU Head, Chief Scientist & Safety Head.

The Reward:

- The top 3 finalized teams will be awarded. Each team member shall receive a gift voucher ofINR 1000/- (One Thousand Only). The points are redeemable by employee using zaggle platform.
- The awards and certificates would be given away in person during the Business updates by the CEO. The employee shall be known as 'Green Chemistry Star' for the half year in consideration.
- The evaluated and approved nominations are then published on e-360 recognition portal with a cc to their immediate supervisors or managers.
- A written announcement will go to the entire organization on the winners for that half year once published on e-360

Best Plant

Process:

- The eligible areas shall be inspected on the monthly basis by a (3) three member committee comprising of a Cross Functional team.
- The monthly inspection shall be a sudden unannounced inspection by committee.
- The committee shall inspect and evaluate on specific parameters as per the templates (Annexure II).
- A copy of each month score sheet shall be submitted to HR in confidence.
- After 3 months of inspection in a quarter, the committee along with HR shall propose the winner(s), which shall be ratified by the BU Head.

The Reward

- The winners(s) for the quarter shall be announced in the subsequent Business Update with a Rolling Trophy.
- Each employee of the winning Plant shall receive a small memento / token gift at their work area, subsequent to the Business Update.

Best Lab

Process

- Every quarter, the eligible areas shall be inspected by Safety Task Force (STF) followed by Cross Functional Team (CFT) comprising of representative from Scientific, Safety, SCM and HR.
- The inspection shall be sudden and unannounced.
- The committee(s) shall inspect and evaluate on specific parameters as per the template in Annexure-III.
- A copy of each lab score sheet shall be submitted to BU HR in confidence.
- Based on highest audit lab scores, Cross Functional Team (CFT) will evaluate and nominate top three labs for 'Best Lab Award'. BU Head shall inspect/ audit these labs further and finalize the winners for the quarter.
- Labs which have a month on month score of 80% and above can only be considered to be put up to the BU Head for approval.

The Reward

- The winners(s) for the quarter shall be announced in the subsequent Business Update with a Rolling Trophy.
- Each employee of the winning Lab shall receive a small memento / token gift at their work area, subsequent to the Business Update.

Team Award

Team Award is given to recognize the members who have come together as a team and collaborated to deliver a project or an outcome that has high impact on the BU / Function. The award recognizes the behaviors that reflect teamwork and align to our Core Value, Teamwork.

Guidelines for Nominating:

- Nomination of team for Exceptional, Outstanding or Critical work done by managers.
- The work for which the team is being nominated should be significant & absolutely deserving.
- Nomination not to be discussed with the group of employees and also nomination does not entitle the employees to the award.
- If the justification is not substantial enough, the nomination would not be considered.
- Team Awards are subject to overall budget amount allocated to the BU.

Process

- OD Team shall send a mail to the BU & Functional Heads every half-year, soliciting nominations for Team awards.

- The manager / immediate supervisor / project owner may nominate a team for a team award online using e-360 recognition module.
- The team may include members of cross functional teams who have contributed significantly to the team's success.
- A Manager can nominate members from cross functional teams along with members of team. However, he / she cannot nominate a team which has all the members from another cross functional team. He /She can send a recommendation to the HOD / functional Head of the team and latter can nominate based on the worthiness of the contribution.
- Maximum number of team members who can be nominated for one team award can be 15. If the nominated team size exceeds the limit, the amount allocated for 15 members will be equally divided amongst the team members nominated.
- The nominations should be accompanied by a concise & clear write-up as justification in terms of impact to business, cost benefit, client impact, organization impact, etc. for Exceptional, Outstanding or Critical work done.
- Not more than 10% of the population of the site, shall be considered for the award every half year. Also, it is not mandatory to have a nomination every half year.
- The online nominations are then evaluated for merit by the BU/ Functional Head along with BU HR Head according to the workflow of the module and approved by both entities. All the finalized lists of teams are then routed to OD Team. Nominations received from anyone else will not be accepted.

- The OD team shall put it up to the panel with members from Executive Committee (EC) or Senior Leadership, for final approval. The nominator shall present to the panel and justify the nomination
- The panel shall either agree or disagree with the recommendations and the same is recorded with reasons
- Finalized team awards shall be published online by OD team and Winner(s) shall be given a certificate signed by HOD & BU HR Head in person until the e-certificate is activated online on e-360.
  - Winner(s) shall receive a gift voucher of INR 500(Five Hundred Only)

Coffee with BU Head

Purpose: Platform for recognition & appreciation, reinforced by the BU leadership and way to engage the high performers & role models for our core values
Participants: Award winners from the BU/ function for that quarter – Outstanding awards, Team awards, Value awards and Client awards

Process:

- BU HR facilitates the entire process:
  - Send out invites
  - To discuss with BU head for the brainstorming topic
  - Event arrangements (venue, coffee, snacks)
  - Ask participants to be prepared for the event (example- formal dress, introduction, 2 lines about the achievement)
- The duration is for 30 to 60 minutes depending upon the number of participants
- Welcome note by BU Head & HR
- Each participant to give a self-introduction and share their success story (on what they have done to receive the award)-approximately. 2 minutes
- Followed by suggestions to improve High performance culture / brainstorming on any topic that BU head wants to run with this group (process improvement etc.)

Service Awards

Process

- The awards given to the employees who have successfully completed 5, 10, 15 & 20 years in the Organization are as follows:

Years of Service	Service Award
5 years	INR 5000 + Service Plaque
10 years	INR 20000 + Service Plaque
15 years	INR 30000 + Service Plaque
20 years	INR 40000 + Service Plaque

- A mail is triggered through e360 on completion of above milestones.
- The awards and certificate would be given away in person during Townhalls or Business updates.

General

- For service tenure, the service on full time rolls of the company is only considered.
- Communication to employee is a per Annexure IV

Policy Tracker

	Original	1st Amendment	2nd Amendment	3rd Amendment
Outstanding Achiever	1st Apr, 2011			10th Oct,2024
Value Award	2nd Jan, 2008	1st Apr, 2014	6th Apr, 2017	
Green Chemistry Award	19th June 2023			
Best Plant	1st Jan, 2012	1st Oct, 2013		
Best Lab	1st Jan,2014			
Team Award	1st Apr, 2011			
Service Award	1st Dec, 2007	1st Mar, 2011	8th Jan, 2024	

Annexure-1

EXAMPLES OF JUSTIFICATION FOR THE AWARD

Values Defined	Unacceptable Justification	Acceptable Justification
Empowerment – Take charge and solve problems	He empowers himself and completes his work independently Why unacceptable? This is very generic.	In the absence of his manager he has closely worked with all the members of the team and tracked the team and ensured that we met the timelines Excellent support to 100 chemists. Compiled data for around 2500 library compounds and 700 single compound in a very short time span. Very proactive and committed
Teamwork – One team, One Mission	Respects team members & is very friendly Why Unacceptable? This is basic behavior and the impact is not known	Respects team members, their views & enjoys good response from the team. Because of this mutual respect, the team has been able to stretch under pressure & meet client timelines. Has lead the team to achieve critical accreditation which gives us a winning edge in Business. The accreditation was received in a very short span of time, what usually takes 12 months was achieved in just 4 months without compromising on the regular work
Honesty & Integrity - Right things always	Has demonstrated this value from the day of joining without failing in even one instance Why Unacceptable? Very generic, it should be an exceptional incident/ display of integrity	Has demonstrated this value from the day of joining without failing in even one instance. Has accepted an error committed, though there was no means of tracing back. He met all the commitments made and met deliverables diligently
Innovation – There is a way to do it better, find it	Thinks innovatively and creatively in all occasions Why unacceptable? It is not getting reflected in any clear action	Innovatively redesigned the entire workflow which reduced the number of steps and the time taken by 20%

Customer Focus- Consistently exceed customer expectations	Advance planning to meet critical timelines, without compromising on quality and in compliance with client SOPs Why Unacceptable? This is a job requirement, not anything exceptional	Did advance planning to meet critical timelines, without compromising on quality and in compliance with client SOPs, despite attrition of critical employees, and exceeded targets
Safety & Compliance	Always ensures safety and compliance in his sphere of work Why unacceptable? This is mandatory and need not be rewarded	Has been a champion of safety. Proactively brought out a list of observations on how the safety can be improved and worked closely with the safety team in implementing them. Ran a safety campaign for the labs

Annexure-II

BEST PLANT - EVALUATION PARAMETERS

Production

Month & Year of Inspection: _____

S. No.	Evaluation Parameter	Weightage	Production	Rating Scale				
			Blocks, cleanrooms, storage areas	FEE	EE	ME	CME	DNME
1	Department performance	30%	1. Production: Actual Vs. Plan					
			2. Yield/CCs: Actual Vs. Plan					
			3. Cost: Actual Vs. Plan					
2	Quality, Environment	20%	1. Failure/Re-process					
			2. No. of incidents					
3	Documentation	20%	1. On-line update of BMRs					
			2. No. of changes (minimum)					
			3. SOPs/Procedures availability					
4	Up-keep of location	20%	1. General upkeep					
			2. Audit preparedness					
			3. Visual impact					
5	New ideas on improvement	10%	No. of ideas generated in the areas of cost, quality, EHS areas					

Rating Scale		
Rating	**Rating Description**	**Percentage of achievement in case of targets**
5	Far Exceeds Expectations **(FEE)**	>=120%
4	Exceeds Expectations **(EE)**	>= 110% to < 120%
3	Meet Expectations **(ME)**	>= 95% to < 110%
2	Close to Meeting Expectations **(CME)**	>= 85% to < 95%
1	Does Not Meet Expectations **(DNME)**	< 85%

Committee Member Name	Emp Code	Signature	Date

BEST PLANT - EVALUATION PARAMETERS

Environment, Health & Safety

Month & Year of Inspection: _____

S. No.	Evaluation Parameter	Weightage	EHS	Rating Scale				
			ETP, OHC, PPE, storage, etc.	FEE	EE	ME	CME	DNME
1	Department performance	30%	1. Effluent treatment: Plan Vs.Actual					
			2. Cost of treatment					
2	Quality, Environment	20%	1. Effluent quality					
			2. Functioning of all equipment					
			3. TAT for incidents investigation					
3	Documentation	20%	1. Incident reports					
			2. Hazop for critical reactions					
			3. SOP/Procedure for critical operations & handling					
4	Up-keep of location	20%	1. General upkeep of ETP, OHC					
			2. PCB/FI visit preparedness					
5	New ideas on improvement	10%	No. of ideas generated in the areas of cost, quality, EHS areas					

Rating Scale		
Rating	**Rating Description**	**Percentage of achievement in case of targets**
5	Far Exceeds Expectations **(FEE)**	>=120%
4	Exceeds Expectations **(EE)**	>= 110% to < 120%
3	Meet Expectations **(ME)**	>= 95% to < 110%
2	Close to Meeting Expectations **(CME)**	>= 85% to < 95%
1	Does Not Meet Expectations **(DNME)**	< 85%

Committee Member Name	Emp Code	Signature	Date

BEST PLANT - EVALUATION PARAMETERS

Engineering

Month & Year of Inspection: _____

S. No.	Evaluation Parameter	Weightage	Engineering	Rating Scale				
			Utility blocks, workshop, Engg. stores	FEE	EE	ME	CME	DNME
1.	Department performance	20%	1. Availability of Utility equipment's for operation more than 90%					
			2. Utility expenses: Budget Vs. Actual					
2	Quality, Environment	30%	1. Implementation of Preventive maintenance					
			2. Availability of process equipment for operation more than 90%					
3	Documentation	20%	1. Maintenance of utility logs					
			2. On-line update of utility functioning					
4	Up-keep of location	20%	1. General upkeep					
			2. Audit preparedness					
5	New ideas on improvement	10%	No. of ideas generated in the areas of cost, quality, EHS areas					

Rating Scale		
Rating	**Rating Description**	**Percentage of achievement in case of targets**
5	Far Exceeds Expectations **(FEE)**	>=120%
4	Exceeds Expectations **(EE)**	>= 110% to < 120%
3	Meet Expectations **(ME)**	>= 95% to < 110%
2	Close to Meeting Expectations **(CME)**	>= 85% to < 95%
1	Does Not Meet Expectations **(DNME)**	< 85%

Committee Member Name	Emp Code	Signature	Date

Annexure-III

BEST LAB - EVALUATION PARAMETERS

Month & Year of Inspection: _____

A. SAFETY

1. Availability of Fire Extinguisher's in each lab.
2. Safety and Eye Shower should have clear water running from them.
3. Storage of dangerous reagents like – BuLi, Pd/C, Raney-Ni, LAH, NaH, Na metal, cyanides, chlorine cylinders, bromine and others should be checked in each lab.
4. We should ensure that the refrigerators are not loaded with chemicals which can corrode the fridge internally and also at times is a major cause of short circuit.
5. Broken glassware's are not used in the lab and are stored in a separate place
6. All chemicals, flasks, solvent bottles & drums are appropriately labelled and covered to reduce risk in any hazard situation.
7. Quantity of solvents in each lab is limited. This will also help curb the expenditure on the solvents.
8. Mobile usage is restricted in the lab.
9. The risk of the reactions which are kept overnight are assessed appropriately by the chemist and lab managers. This has to be checked after office hours.

B. CHEMICALS

1. Acids are stored in a separate area of the lab.
2. All chemicals bottles are labelled.
3. The intermediates from reaction are appropriately stored in the vials in the refrigerator, than being stored in the RB flasks, beakers or conical flasks. Also there should be a label with the name of the chemist / compound code

C. SOLVENTS

1. The chlorinated solvents and non-chlorinated solvent wastes are being segregated in appropriate drums.
2. Solvent drums are capped appropriately to avoid exposure to solvent vapours.

D. CHEMISTS

1. Every chemist should work safely. Working with gloves, aprons, goggles is mandate. Chemists not wearing shoes should not be allowed to work in the lab

E. DOCUMENTATION

1. Lab note books should be maintained appropriately. The handwriting should be legible and all the past experiments should be verified by the respective line manager. We can give leverage to experiments not written for 2 days.
2. Lab notebooks should be kept safely in the drawer at the EOD before the chemist leaves the lab. An audit should be performed after working hrs to see if the work area does not have any confidential document in the open.

F. GENERAL

1. Hoods, Bench Tops & Floors should be clean and not littered with cotton balls and papers. Eatables are not allowed in lab or the office area inside the lab.

Annexure-IV

Email Format

Dear XXX,

Hearty congratulations on your completion of 5 years in Aragen Life Sciences on _____. You have been a valuable member in contributing to the growth and for the success of this organization and we look forward to your contribution and support to achieve our vision to be the "Global Leader in Life-sciences Services".

We hope you had an enriching experience and achievements during this tenure and we are sure that in the coming years, you'll have many more.

Warm regards,
Team HR

Dear XXX,

Congratulations on completing 10 years with Aragen Life Sciences!

We are delighted that you have chosen Aragen Life Sciences to spend the last decade and you continue to be a valuable member of our organization.

We look forward to your continued support as we take Aragen Life Sciences through the next phase of growth.

Warm regards,
Team HR