

Syngene

PUTTING SCIENCE TO WORK



Employee Hand Book

EHB Version 2.0

01	Welcome <ul style="list-style-type: none">IntroductionMessage from the CEO's deskPurpose of Handbook
02	Workplace Commitments <ul style="list-style-type: none">Equal Opportunity EmployerOur CommitmentCompetency Framework
03	Company Policy and Procedures <ul style="list-style-type: none">Policy OverviewHonest and ethical ConductConfidentiality and GDPR (General data protection regulation)Fair DealingProtection and proper use of Company's AssetsCompliance with Laws, Rules and RegulationsPersonnel RecordsStanding OrdersPrevention of sexual HarassmentGrievance Redressal SystemSafe and Sociable Work EnvironmentDress CodeSecrecy ClauseEquipmentAlcohol, Cigarettes, Tobacco, Drugs or Psychotropic Substances
04	Attendance and Leave Policies <ul style="list-style-type: none">Attendance and PunctualityWorking DaysFlexible WorkdayLeave EligibilityProcedure for Applying Leave
05	Work Performance <ul style="list-style-type: none">Conduct and work PerformancePromotionCareer Progression FrameworkPerformance AppraisalSalary RevisionProbationary periodRewards and Recognition(R&R)Training & Development Continuation/Higher Education Policy
06	Quality functions <ul style="list-style-type: none">Corporate Quality and Regulatory ComplianceQuality Systems (GMP)Quality Assurance (GLP)Quality Assurance (GCP)

07

Employee Health and Safety

Environment, Health, Safety and Sustainability (EHSS)
Emergency Contact Extension Numbers
Kavach

08

Employee Response Guidelines for Media Enquiries

09

Employee Welfare and Benefits

Pre-employment medical test
Annual Health Check-up (AHC)
Occupational Health Center
Health Recuperation Support
Narayana Hrudayalaya Limited (NHL) special offer benefits
Insurance Benefits
National Pension Scheme Benefits
Children Education assistance
Children Day Care Facility
Employee Referral Bonus Benefit
Benefits for Spouse working in Syngene
Car Lease Benefit
Company Transport
Round-the-clock transport facilities within the campus
Canteen Facility
Employee Relocation
Conveyance & Petrol/ Vehicle Maintenance Allowance
Mobile Allowance
Gym Facility
Other Facilities

10

Employee Separation

Voluntary Separation
Involuntary Separation

11

Overview of SyngConnect, SAP ESS, SF and Help Desk

SharePoint Portal
HR systems
SAP
Success Factor
IT Resource Access
IT Contacts

12

Administration Department Overview

Admin Support

13

Frequently Asked Questions (FAQs)

14

General Guidelines in the Company Premises

15

Epilogue

Good Luck



Our Origin

About Syngene

Syngene International Ltd. is an innovation focused global discovery, development and manufacturing organisation providing integrated scientific services to the pharmaceutical, biotechnology, nutrition, animal health, consumer goods and specialty chemical industries around the world. Syngene's clientele include world leaders such as Bristol-Myers Squibb, Baxter, Amgen, GSK, Merck KGaA and Herbalife. Its innovative culture is driven by the passion of its 3900 strong team of scientists who work with clients from around the world to solve their scientific problems, improve R&D productivity, speed time to market and lower the cost of innovation.



Our Vision

To be a world class partner delivering innovative scientific solutions



Excellence

To commit ourselves to the highest levels of scientific and operational excellence



Integrity

To be ethical, honest and transparent in all we do



Professionalism

To practice the highest degree of professionalism by encompassing attributes such as accountability, reliability and customer focus



Message from the CEO's desk

“ Hello, On behalf of every member of Syngene, I take this opportunity to welcome you on board!

Like every successful organisation, we too consider our human resource as our most important asset; one that gives us the competitive advantage in the global market. ”

It is great to have a new batch of employees joining us. It not only infuses fresh talent into the organization but also signifies that Syngene is growing. From just a handful of employees, we are now a strong team of nearly 6000 employees servicing the requirements of over 331 clients .

Working at Syngene is not just about doing a job. It is about an opportunity to work on multiple cutting-edge scientific innovations under the guidance and company of the brightest brains in the industry. It is about an opportunity to interact with some of the biggest and most reputed global organizations and be a part of their success. It is about working in an environment that fosters creativity, innovation and camaraderie.

We believe, innovation in HR practices is central to Institutionalizing collaborative work environment, driving transformational leadership and developing a value-based culture. It is this belief that guides us in our constant endeavor to strengthen our work environment and implement innovative HR initiatives. And that is what makes Syngene a great place to work. As you embark on this new phase of your career journey, let me assure you that Syngene will offer you ample opportunities to live your dreams and achieve your aspirations. You will have ample opportunities to leverage on your individual skills and collectively contribute to the organizational goals. Once again, I welcome you all to Syngene and wish you all a very rewarding journey ahead.

This Employee Hand Book will serve as a guide and allow you to become acquainted with Syngene International Limited. This Hand Book intends to describe and define the expectations and agreements between both management and employees of Syngene. An Employee Handbook is a tool to acquaint the employee of company policies and procedures, while protecting the legal interest of the company. The policies in this Hand Book are guidelines that are binding on employees. Syngene policies, benefits and rules, as explained in this Hand Book, may be changed from time to time as business, employment legislation and economic conditions evolve. Syngene reserves the right to add provisions to or delete provisions from the Hand Book and withdraw the Hand Book partially or fully without assigning any reasons at any given time. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits and responsibilities such changes will have on you as an employee and on Syngene. No statement or promise by a supervisor, manager, or member of management may be interpreted as a change in policy nor will it constitute an agreement with an employee.

We hope this Hand Book will offer guidance and support that will make you comfortable in your role at Syngene. Should you need any further information, please connect with your respective HRBP.

Employment contract: Appointment letter read with the provisions of this Hand Book as well as other applicable Syngene policies constitute the employment contract between the company and the employee.

Section 2

Workplace Commitments



Equal Opportunity Employer

Syngene is an Equal Opportunity Employer. This means that we will extend equal opportunity to all individuals without regard for race, religion, colour, sex, national origin, age, disability or veteran status. This policy affirms Syngene commitment to the principles of fair employment and the elimination of all vestiges of discriminatory practices that might exist.



Our Commitments

Commitment to Customers

To meet the current and future needs of our customers by providing world-class talent, infrastructure and systems. To deliver services with sustained focus on quality, affordable innovation and productivity. To work with our customers in flexible, adaptable and customized partnership models.

Commitment to Employees

To ensure a safe and sociable working environment for all.

- To provide opportunities to work with high-performing teams.
- To develop scientific, managerial and leadership skills to foster professional growth.

Commitment to Society and Environment

- To safeguard the environment by reducing waste, controlling pollution and producing safe products.
- To support community health and wellness programs.

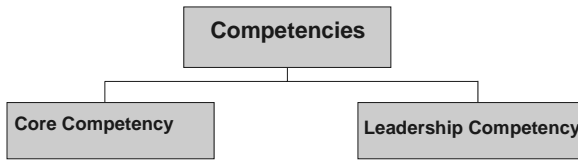
Commitment to Patients, Physicians and Providers

- To maintain highest standards of ethics and patient care.
- To uphold the highest standards of ethics and professionalism in working with physicians and providers.



Competency Framework

This framework has been tailored to meet the challenges that Syngene would face in the years to come. It has 'two' Competencies under each Excellence Pillar, and a set of sub-competencies against each Competency.



The **Core Competencies** are absolute basic and essential in nature and expected to be demonstrated by all employees across levels. This does not mean that leaders and manager will not demonstrate some of Core Competencies and the behaviors listed herein. These are 'threshold' or 'must have' competencies for all level 8 and below.

The **Leadership Competencies** are specific in nature and expected to be demonstrated by employees playing critical roles in the Organisation for all in level 7 and above.

The Competency Framework is applicable to all Executives, Leadership and Management roles within the Organisation. Each competency is described using sub-competencies and the behavioural indicators and proficiency levels; defined for each of the three bands. Behavioural indicators are the 'Behaviours expected at each level of that particular competency'. These behavioural indicators are linked to bands and operational levels of performance.

Vision: "To be a world-class partner delivering innovative scientific solutions"						
Excellence pillars/ core competencies	Strategic Excellence How well do we lead businesses?	Leadership Excellence How well do we lead teams and people?	Customer Excellence How well do we engage and retain customers?	Operational Excellence How well do we manage efficiency and effectiveness?	Technical Excellence How well do we manage and apply technical knowledge?	Personal Excellence How well do we manage ourselves at workplace?
	Business acumen	Leading and Developing others	Building and managing relationships	Quality consciousness	Job knowledge	Self Management
	Strategic focus	Collaboration and influence	Customer focus	Result focus	Technical problem solving	Effective communication
	Advanced competencies		Core competencies (level 8 & below) →			
←				Leadership competencies (level 7 & above)		
Core values: 1. Integrity 2. Excellence 3. Professionalism						
Great place to work culture						



Policy Overview

Employment at Syngene is governed by a set of policies and all employees have to abide by them during the course of their employment with Syngene. This section will provide you an overview of some of the key policies currently in force. Detailed policy documents are available on SyngConnect our intranet portal, in the policies section.



Confidentiality

Except when disclosure is authorized or legally mandated, employees shall maintain the confidentiality of company and client information and any information regarding suppliers or business associates of the Company, to which the Company has a duty to maintain confidentiality. The Confidential information includes all non-public information (including private, proprietary and other) that might be of use to competitors or harmful to the Company or its associates. The use of confidential information for the employees own advantage or profit is also prohibited.



GDPR (General data protection regulation)

Syngene is moving towards complying with European data protection standards which is based on seven principles of Accuracy. Storage limitation. Integrity & confidentiality and Accountability



Honest and Ethical Conduct

The employee shall act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct not only on the Company's premises, at client's sites, at company sponsored business, social events as well as any other locations and events. Employees behaviour should always be free from fraud and deception. Their conduct shall conform to the best accepted professional standards of conduct. Syngene is committed to conducting its business in accordance with the applicable laws, rules and regulations, with the highest standards of business ethics. Syngene has well-defined Code of Conduct which employees are expected to abide by, under any circumstances. This code is intended to provide guidance and help in recognizing and dealing with ethical issues, provide mechanisms to report unethical conduct and to help foster a culture of honesty and accountability.

For any further information: [SyngConnect >HR>HRPolicies > Corporate Governance and Policies> Code of Ethics and Business Conduct](#)



Protection and Proper use of Company's Assets

All employees should protect Company's assets and property and ensure its efficient use. Theft, carelessness and waste of the Company's assets and property have a direct impact on the Company's profitability; hence, misuse may lead to disciplinary action. Company's assets should be used only for legitimate business purposes. For further details, kindly refer [SyngConnect > Shared folder > User Info> Information security Guideline](#)



Fair Dealing

Each employee should deal fairly with clients, suppliers, competitors and employees of group companies. They should not take unfair advantage of anyone through manipulation, concealment, abuse of confidential, proprietary or trade secret information, misrepresentation of material facts or any other unfair dealing - practices.

If any employee who knows of or suspects of a violation of applicable laws, rules or regulations or Code of conduct, they must report the situation, immediately to the Board of Directors or any designated person

/committee thereof. Such person should as far as possible provide the details of suspected violations with all known particulars relating to the issue. The Company recognizes that resolving such problems or concerns will advance the overall interests of the Company that will help to safeguard the Company's assets, financial integrity and reputation.

For any further information: SyngConnect >HR> HR Policies > Corporate Governance and Policies> Integrity and Whistle Blower Policy



Compliance with Laws, Rules and Regulations

Employees shall comply with all applicable laws, rules and regulations. Transactions, directly or indirectly involving securities of the company should not be undertaken without approval from the Company's compliance officer. Any director, officer or employee who is unfamiliar or uncertain about the legal rules involving Company business conducted by them, should consult the legal department of the Company before taking any action that may jeopardize the Company or that individual.

For Any Queries: syngene.legal@syngeneintl.com



Personnel Records

It is important that the employee's personnel records are accurate at all times. In order to avoid issues or compromising your benefit eligibility, it is recommended that any change in Personal details like in name, home address, telephone number, marital status or any other pertinent information which may change should be updated through the HR Solution Center on Syngconnect. You can log a call at **SyngConnect >>Helpdesk >>New Issue >>Employee personal detail Updation**



Integrity and Whistleblower Policy

Employees of the Company are encouraged to use guidance provided by this Policy for reporting suspected Unethical/ Non-Compliant Activities. Any individual who observes any unethical practice must approach the Integrity Committee or Audit Committee using the reporting channels.

Reporting channels:

- ◆ Hotline: 0008000502115 for India & (844)9053016 for United States
- ◆ Website: www.syngeneintl.ethicspoint.com
- ◆ Email Complaint: Chairman.Auditcommittee@syngeneintl.com
- ◆ Report can be sent to members other than the Integrity Committee members (example - immediate supervisor)
Note: Incident must be reported within three days of the Whistleblower gaining knowledge

Prevention of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours or other physical and expressive behaviour of a sexual nature. Such harassment can be verbal, non-verbal or physical. Syngene will not, under any circumstances, condone or tolerate conduct which may constitute sexual harassment on the part of its management, supervisors or non-management personnel. It is our policy that all employees have the right to work in an environment free from any type of illegal discrimination, including sexual harassment.

The employee should be aware that substantiated incidents of sexual harassment would result in serious disciplinary action. Please refer to the detailed policy on 'Policy against Sexual Harassment' on SyngConnect - SAP ESS under Policies-Syngene.

Reporting channels:

- ◆ Email complaint - emails should be sent to **posh.committee@Syngeneintl.com**
- ◆ Telephone call or by personally meeting the members of the Internal Committee(IC)
Note: Incident must be reported within 3 months from the date of the occurrence

Grievance Redressal Mechanism

All full time, regular employees of Syngene International Limited including contractual employees, consultants, trainees and interns at every office location in India can raise their concern in relation to work, general administration, payroll/ reimbursements or any other concern in relation to any existing policy which is raised with the employer by an employee(complainant) within scope of company defined policies. Please refer to the detailed policy on Syngconnect-SAP ESS under Policies-Grievance redressal policy

Certified Standing Orders

The certified standing orders are applicable to all employees of Syngene and its subsidiaries. It is important for all the employees to go through and understand the various clause of standing orders. This document covers in detail clauses about medical examination for employees, hours of work & shifts, attendance, identity, search and movement of employees, salaries and wages, weekly holiday/ leave/ leave policy, termination of employment by company, Obligations of employee, misconduct, suspension & domestic enquiry, complaints, service certificate, stoppage of work, retirement, increments & performance incentives and other general guidelines for employees. The company's standing orders are available on SyngConnect in SAP ESS under Policies-Syngene.

Safe and Sociable Work Environment

Syngene believes in providing a safe working environment to all its employees, which is also reflected in the company's commitment statement to employees. To further insist on this, all new employees have a session in the induction program where the facilitator briefs employees about harassment in the workplace and how to handle it.

DressCode

At Syngene the dress code is reflective of professional standards towards work and our relationship with our clients, suppliers and competitors. All employees are expected to dress

in formal/ business casual attire to office and while taking business meetings. Management, Business Development personnel and those employees, who deal with our clients/ partners, are expected to dress in accepted corporate attire. A specific list of suggested do's and don'ts including a specific definition of business casual is available from your HRBP.

Secrecy Clause

Any misuse of the secrecy clause can lead to disciplinary action, up to and including both termination and legal action.

Alcohol, Cigarettes, Tobacco, Drugs or Psychotropic Substances

Syngene maintains an alcohol, cigarettes, tobacco, drugs or psychotropic substances free workplace. Anyone reporting to work under the influence of alcohol or illegal drugs will call for disciplinary action, up to and including termination. Prescription drugs or over-the-counter medications, taken as prescribed, are an exception to this policy.

Equipment

Any property or equipment belonging to Syngene cannot be removed from Syngene premises without prior authorization from the management. Any physical abuse of property by an employee, resulting in damage will be grounds for initiating disciplinary action which may lead to termination of services.

Under no circumstances will any software or hardware be introduced into the working environment without the express consent of management. Once approval is met, software/hardware must be inspected/ scanned prior to installation in order to protect the



Section 4

Attendance and Leave Policies



Time and Attendance Management

We lay emphasis on punctuality, especially since it has a high impact on the schedule of colleagues and clients. Every employee is required to swipe-in and swipe -out on daily basis to register their attendance. Employees are advised to inform HR if their identity cards have not been activated. Any unauthorised absence from work will call for disciplinary action, including separation from the employment.

Each employee must register a minimum of five hours every day to be considered as present. In case an employee logs in less than five hours on a particular day, that day would be considered as leave. However, the hours logged in on that day would be added to the total hours logged during the quarter.

Every employee must log in the total attendance hours required for the quarter according to the shifts they operate in. Shortfall hours at the end of the quarter will be accounted against leave as stated below.

Employees working in 5 days work schedule: If shortfall of work hours at the end of the quarter is beyond 1 hour and up to 4Hrs:30min, ½ day leave would be deducted, shortfall more than 4hr:30min full day leave would be deducted and accordingly there onwards. Leave shall be deducted from leave balance in order of CL/ SL, EL and LOP in absence of leaves.

Employees working in 6 days work schedule: If shortfall of work hours at the end of the quarter is beyond 1 hour and up to 4Hrs, ½ day leave would be deducted, shortfall more than 4Hrs full day leave would be deducted and accordingly there onwards. Leave shall be deducted from leave balance in order of CL/ SL, EL and LOP in absence of leaves. It is the employee's responsibility to check their attendance on ESS and ensure they are compliant with this policy.



Working Days

Official working days are either 5 days or 6 days a week, based on the Function and as communicated to the employee on reporting to the department.

Office Timings: 8:15 AM to 5:15 PM for general shift and shift schedules are applicable to employees who work in shifts.

Shift Category		5 Days Schedule	6 Days Schedule
General Shifts	General working hours	8:15 AM to 5:15 PM	8:15 AM to 4:15 PM
	Weekly off	Saturday and Sunday	Sunday and 1st Saturday of the month
R&D Shifts	1st Shift	6:00 AM to 2:30 PM	
	2nd Shift	1:30 PM to 10:00 PM	
	Weekly off	Saturday and Sunday	
	1st Shift		6:00 AM to 2:00 PM

Other Shifts	2nd Shift		2:00 PM to 10:00 PM
	3rd shift		10:00 PM to 6:00 AM
	Weekly off		One day every week and one Saturday in a month

It is likely for a department to have more than one shift. Based on the business needs employees are likely to be shifted from one shift to another. Shift timings will be communicated by the concerned Reporting Manager/Lead.

If an employee is unable to make it to the office due to illness or any other reason, employee must contact either their immediate supervisor or their HRBP and inform them about their inability to attend work.

If any employee has to take a break for any reason other than normal lunch / dinner /coffee break they need to keep their respective manager informed of their absence.

Women employees are not supposed to work beyond 10pm on any working days. For more details please refer the Work Schedule policy on SyngConnect: <https://bioess.biocon.com/irj/portal> - Work Schedule Policy

Flexible Workday

Employees in level 6-I & above have the choice to operate from out of office for one day in a month clocking same number of hours as per any regular working day as per the Work Schedule Policy, subject to approval from reporting Manager. While availing this option, employee is expected to contribute the total number of hours prescribed as per work schedule.

Leave Eligibility

Employees are eligible for the following types of Leave / Holidays

Holidays and Time off

- ◆ Declared Holidays
Twelve (12) National / Public holidays per annum including festivals are declared as paid holidays. These are notified at the beginning of each calendar year.
- ◆ Paid Holidays (PH)
Employees on a six-day week schedule are eligible for PH. The first Saturday of the month shall be a paid holiday.
- ◆ Weekly Off (WO)
Can be referred from the above stated shift schedule table

Compensatory OT (CO)

Employees are entitled to avail CO. Employees should have worked for at least eight (8) hours on a Weekly Off or five (5) hours on any other Declared Holiday. Compensatory Off must be availed within ninety (90) days immediately following the day employee worked on a weekend/ declared holiday.

Compensatory Off cannot be accumulated or encashed. CO can be clubbed with any other leaves e.g.: CL/ SL/ EL.

Leave

- ◆ Earned Leave (EL)

18 days pa. The EL will be credited into one's Leave account at the end of every month prorated based on the date of joining. In respect of EL which has intervening Declared Holidays, only the leave days would apply.

EL cannot be accumulated and will be auto-encashed beyond Forty-five (45) days. EL beyond 30 days are eligible to be encashed.

Leave

◆ Casual/ Sick Leave (CL/SL)

12 days pa* and will be prorated to the number of months remaining in the current financial year. CL-SL cannot be availed beyond three (3) days continuously. CL can be availed in conjunction with EL. SL availed during illness may be extended beyond three (3) days continuously if supported by a Medical Certificate issued by a Hospital / Doctor and verified by internal OHC doctor available at the premises where the employee is working. CL-SL cannot be carried forward beyond a financial year

◆ Maternity Leave (ML)

Women employees in continuous service for at least 80 days prior to the commencement of Maternity leave are entitled to paid Maternity Leave. Mothers with less than two (2) existing children are entitled to twenty-six (26) weeks of maternity leave and mothers with two (2) or more existing children shall be eligible for Maternity Leave of up to 12 weeks. The employees on maternity leave shall be eligible for gross salary excluding conveyance allowance.

◆ Paternity Leave (PL)

All male employees are eligible for Paternity leave which can be availed up to a maximum period of 5 continuous working days for up to a maximum of two (2) children. The leaves can be availed within a period of three months, effective from the date of birth of the child, without any breaks in the leave.

◆ Commissioning mothers' Leave

The Commissioning Mothers' leave can be availed up to a maximum of 26 weeks. The duration of will vary based on the day of handover of child, after birth, to the commissioning mother. Women employees in continuous service for at least 80 days prior to the commencement of this leave shall be eligible for Commissioning mothers' leave.

◆ Adoption Leave (AL)

All confirmed employees of Syngene are eligible for adoption leave

- I. Twelve (12) weeks of adoption leave can be availed for adoption of child aged 1 day or above and up to 5 years
- II. Eight (8) weeks of adoption leave can be availed for adoption of child aged above 5 years and up to 10 years
- III. Four (4) weeks of adoption leave can be availed for adoption of child aged above 10 years and up to 17 years

◆ Bereavement Leave (BL)

An employee who has no leave credit shall be eligible for 5 continuous working days of BL in the unforeseen event of the demise of immediate family member [spouse, child and parents (including in-laws)]. Bereavement Leaves can be availed within 90 days of such unforeseen event.

For further details on the duration of various leave categories:

<https://bioess.biocon.com/irj/portal>

Procedure for applying leave

Leave applications should be submitted to the reporting manager through the SAP ESS module. Except in case of sudden illness/emergency, if prior sanction cannot be obtained, intimation needs to be sent to the reporting authority immediately for approval.

If the leave applied for is not sanctioned, the automated leave rejection mail will be sent to the employees, indicating the reason for refusal of leave.

Section 5

Work Performance



Conduct and Work Performance

Inappropriate conduct includes behaviour in the work place which is not limited to, insubordination (wilfully refusing to carry out a reasonable work assignment), stealing or misusing company property, fighting between colleagues or involvement in consuming alcohol or illegal drugs. Inappropriate conduct will amount to misconduct and will constitute sufficient ground for disciplinary action. Under such circumstances, the management has the authority to terminate the employee, without any notice.

Any fraud or forgery of documents / payments, including supporting bills for reimbursements under Compensation & Benefit programs will be viewed seriously. Such activity would lead to disciplinary action up to and including termination.

All employees should represent themselves in a professional manner whenever attending any official / personal work outside company and at industry forums/ events. The employee's conduct and work performance as an employee of Syngene should support and promote Syngene policies, rules and goals.

Inadequate work performance includes lack of quality, quantity, or timeliness, irregular and inconsistent attendance, misbehaviour and failure to observe safety and operational rules and practices. Inadequate performance calls for disciplinary action and could even lead to termination of services.



Career Plans

We nurture careers by empowering our people to innovate in an open, informed and challenging work place. We encourage the richness of ideas, approaches and points of view within a work environment conducive to both superior performance and personal fulfilment.



Promotion

Promotions are based on suitability and fitment to the next level based on available positions and matching the criterion of experience, competencies and skills required to perform the responsibilities at that level.

- ◆ For an employee to be considered for promotion to next level, following factors will be reviewed thoroughly along with the experience
 - a. Employee's potential to fit into the new role.
 - b. Competency to perform the augmented expectations of new role
 - c. Ability to visualize challenges in the new role and effectively manage these challenges

- ◆ Every employee should have completed at least one (1) year at Syngene to be eligible for a promotion - even if they have had prior relevant work experience. Satisfying the basic eligibility criteria doesn't necessarily warrant an automatic promotion of an employee to the next level.
- ◆ Based on the Business Plans and allocated budgets, there will be a fixed percentage of promotions at overall organisational level and also at each level.
- ◆ All promotions will have to be routed through Reporting Manager - Section /Functional Head - HR - COO- Core Committee (if needed).
- ◆ Promotions at senior levels - Level 5-I (Lead Scientist/Lead Investigator/Group Leader/Asst. General Manager) and above - will be subject to the availability of the role. Such promotions will be reviewed by the Core Committee.



Career Progression Framework

Level	R&D Scientist Roles	R&D Investigator Roles	R&D Management Roles	Operations/Support Roles
1	President	President	President	President
2	Vice President	Vice President	Vice President	Vice President
3-II	Senior Research Director	Senior Research Director	Senior Research Director	Associate Vice President
3-I	Research Director	Research Director	Research Director	Senior General Manager
4-II	Deputy Research Director	Deputy Research Director	Deputy Research Director	General Manager
4-I	Associate Research Director	Associate Research Director	Associate Research Director	Deputy Research Manager
5-II	Senior Lead Scientist	Senior Lead Investigator	Senior Lead Leader	Associate General Manager
5-I	Lead Scientist	Lead Investigator	Group Leader	Associate General Manager
6-II	Senior Principal Scientist	Senior Principal Investigator	Senior Team Leader	Senior Manager
6-I	Principal Scientist	Principal Investigator	Team Leader	Manager
7-II	Senior Research Scientist	Senior Research Investigator	Senior Research Investigator	Deputy Manager
7-I	Research Scientist	Research Investigator	Research Investigator	Associate Manager
8-II	Senior Associate Scientist			Assistant Manager
8-I	Associate Scientist			Junior Manager
9-II	Senior Research Associate			Senior Executive
9-I	Research Associate			Executive
10-II	Senior Research Assistant			Associate Executive
10-I	Research Assistant			Junior Executive
11-II	Senior Technician			Senior Technician
11-I	Technician			Technician



Performance Appraisal

Performance Appraisal is the periodic review of the employee's performance against established objectives and goals, set at the beginning of the year or at the time of joining; it will also be used as a development tool and also to establish objectives/

goals for the next year to be achieved, which is aligned as per the organization goals. Performance Appraisal Process will be communicated by the Human Resources Department to the employees on a yearly basis as per the appropriate timelines.

The performance review process at Syngene starts with the process of self-assessment. Key Result Areas (KRAs) and Competencies are the two indicators of performance management in FY20. KRAs (What you deliver) will be assessed in April and will impact all financial rewards. Competencies (How you deliver) will be assessed in September & will have a bearing on development needs & career progression.

The self-assessment is to be done independently by employee and submitted to appraiser before the performance discussion.

Employees will have to assign ratings for each objective/ competency along with comments to substantiate the rating. Additionally, employees can attach documents like emails/ pdf/ word/ excel etc. in the self-assessment form to further substantiate the assigned ratings.

Points to remember

- ◆ The performance evaluation cycle at Syngene is between April to March
- ◆ All confirmed employees who have joined Syngene on or before 31st October are eligible for the appraisal process
- ◆ An employee whose probation is extended & documented on the system by the reporting manager, does not become eligible for appraisals/ increments in that year.
- ◆ All employees are auto confirmed on the system on completion of 6 months unless probation is extended by the reporting manager.
- ◆ Employees who have resigned and are serving notice period are not eligible to go through appraisals.
- ◆ An employee who is active and not serving notice period on the day of roll out of increment letters, will be eligible to go through the process.
- ◆ Encourage constructive feedback to employees for development purposes - between appraisers and appraisee & 360 feedback
- ◆ Promotions to be based on performance based merit and business needs of company; moving away from "time served" promotions especially at senior levels

For any further details and guidelines: SyngConnect>HR> R.O.A.D - PMS @ Syngene> Performance Management> Help Documentation

Salary Revision

Salary revision happens once a year based on the following criteria: Company performance, individual performance, internal and external parity for compensation.

Employees who join the organisation on or before 31st October of current calendar year shall be eligible for salary review during the month of April of the subsequent year. Employees joining later than 31st October of current year are not eligible for salary review during the subsequent year.

Probationary period

This is defined as the period mentioned in the 'Appointment Letter' under ' Probation clause' and it refers to the number of days of employment for a new employee where

the reporting manager of the employee will assess the capability and suitability of the employee for the position hired. At the end of the probationary period, the employee's performance for the 6 months from the date of joining is assessed by the reporting manager. A decision is then taken on whether the employee should be confirmed in the services or should the employee be put under probation extension.

Probation period can be extended once or twice depending on the performance of the employee. At any point during probation/probation extension period, if the employee is unable to fulfil what is expected out of them, the situation might lead to end of their employment with the organisation.

Rewards and Recognition (R&R)

Syngene believes in recognising and rewarding top talent who are consistent high performers and who make a good difference to the company. There is a Town Hall conducted at the beginning of every quarter where achievers of the previous quarter are rewarded in an open forum. The types of awards are as below:

Types of awards:

- ◆ Team Excellence Award (TEA) - To recognise outstanding teamwork within a group of employees. The award promotes the spirit of teamwork within departments and business units. This award is given away in the quarterly town hall meet.
- ◆ Individual Excellence Award (IEA) - To recognise the outstanding achievements of individual employees who continue to strive for excellence; best practice management and improvements in the workplace. This award is given away to individuals in the quarterly town hall meet.
- ◆ Spot Performance Award (SPA) - To recognise special contribution accomplished over a relatively short time period, based on circumstances and situations and to make the employee know that the contribution is noteworthy. SPA is given by the functional head/ reporting manager on the spot.

All the above-mentioned categories of awards are divided further into categories linking each of them to any one of the Company's values of Integrity, Professionalism and Excellence.

Training & Development

At Syngene, we believe in improving and developing talent continuously. Training and Development initiatives aim at the development of all employees by conscious learning to optimize the knowledge and skills to succeed in the competitive environment.

Types of training provided at Syngene

- ◆ Induction training
- ◆ SOP training of the respective department
- ◆ Technical / behavioural training (conducted internally /externally)
- ◆ On the job training

Types of Learning & Organizational development

- ◆ High impact learning interventions: Articulate, LAB- Leadership & Beyond, STA Boot camp.
- ◆ License to Operate: IT security, Whistle-blower Policy, Data Integrity, Code of Ethics, POSH
- ◆ Other learning interventions: External seminars & Conferences, Syngene higher

education program

For any further queries please write to: Syngene.L&D@syngeneintl.com



License to Operate Programs

- ◆ A concept which lists down a set of e-learning programs that an employee must mandatorily complete within the prescribed timeline.
- ◆ Two broad pillars under License to Operate - Safety & Integrity
- ◆ All the mandatory training programs are linked to the two pillars of Safety Integrity. These include - Prevention of Sexual Harassment (POSH); Code of Ethics & Whistle Blower; Data Integrity and IT Security.
- ◆ Failure to complete any of the mandatory training programs will have an impact on an employee's overall rating. The final KRA rating of the employee will drop by a point.



Employee Engagement program 360 Employee Assistance Program (EAP)

- ◆ Employees are provided with Counselling Services, Wellness program, Manager support & Self Help Resources through 1to1 Help
- ◆ To avail the employee assistance program: SyngConnect> Employee Assistance Program>Register
- ◆ Toll-free number: **1800-270-1790**
- ◆ For appointments place a request on www.1to1help.net

Continuation / Higher Education Policy

The Continuation /Higher Education Policy aims at encouraging employees for education advancements to progress in their career. The policy defines the guidelines for pursuing continued/higher studies while working in the organisation.



Quality Functions

Syngene with its well experienced and integrated quality and regulatory organisation provides compliance across EU and US regulations to its multi-national clients servicing Research and Development, all phases of Manufacturing (Pre-Clinical to Phase I - III) to include small and large molecules along with medical devices, nutraceuticals and other regulated products. The quality systems are implemented and monitored; where relevant, upgraded, according to current and evolving international regulations, guidelines, standards and industry best practices.

Corporate Quality Assurance is an independent function, with the Head, Corporate Quality reporting to the CEO. To enable implementation of Quality across verticals, it is structured as follows: (along with a brief outline):

Corporate Quality Assurance

Corporate Quality Assurance provides Quality Management System strategy directed towards Syngene's vision. This establishes a framework for Quality for verticals / Business Units as well as partnerships / collaborations / alliances. Provide overarching quality and compliance guidance to Functional / Operational QA across verticals and partnerships / collaborations / alliances. Continuous improvement and harmonization of Quality Policies and Processes with integration. Implement and upgrade Quality Management Systems to comply with applicable International Regulatory requirements and industry practices in relevant area.

Quality Systems (GMP)

Has three key functional units - Quality Control, Quality Assurance and Regulatory Affairs, each with its own responsibilities:

Quality Control establishes procedures for quality control of incoming materials, in process, intermediates, API and Drug Products.

Quality Assurance ensures the continual compliance with cGMP and regulatory requirements. Quality Assurance controls all the operations starting from the procurement of raw materials to production and shipping of products.

Regulatory ATairs handles both National and International Regulatory Affairs. National

- ◆ Regulatory Affairs is responsible for licensing and compliance to all National Regulatory requirements for import, export, manufacturing, testing of drugs, biologics, agrochemicals and other products handled at Syngene.
- ◆ International Regulatory Affairs is responsible for filing all regulatory documents to various regulatory authorities as per the requirement of the clients and addressing all regulatory queries.

Quality Assurance (GLP)

An independent Unit that monitors the overall activities for compliance in the GLP certified areas (Toxicity studies, Mutagenicity studies, Physical Chemical Studies and Bioanalytical). The GLP QA is responsible for study, facility and process-based audits in these areas to assure compliance to GLP.

Quality Assurance (GCP) : Clinical Development Quality Assurance (or GCP QA) group comprises of Clinical and Analytical Quality Assurance. Clinical Quality Assurance is responsible for the conduct of study audits of the BA/BE, Phase I, II, III and IV; this also includes in-house and onsite audits of clinical trial investigation sites. Analytical Quality Assurance is responsible for the study and process audits at the Bioanalytical Laboratory; responsible to ensure compliance with CAP and NABL (ISO 15189) requirements in Central Laboratory.

Connect with **Corporate.Quality@syngeneintl.com** for any queries related to Quality.

Section 7

Environment, Health, Safety and Sustainability (EHSS)

Environment, Health, Safety and Sustainability (EHSS)

The safety of all employees at Syngene, is our responsibility. You are requested to follow company's EHSS guidelines, like, emergency signage, exit routes, etc.

General Do's and Don'ts

- ◆ Smoking and drinking alcohol is strictly prohibited inside the premises. In specially designated areas, mobile phones must not be used.
- ◆ Photography or filming is banned inside the premises. Always walk on the designated pedestrian walkway. Do not enter restricted area without authorisation.
- ◆ Maximum permitted vehicle speed is 15 KM per hour inside the premises to ensure pedestrian safety.
- ◆ No pet animal is allowed inside the premises.
- ◆ No parking under cranes and overhead installations
- ◆ No parking in front of hydrants points or in front of firefighting installations Adhere to Personal Protective Equipment (PPE) compliance before entering laboratory, manufacturing area and other hazardous areas

In case of emergency: 'ALWAYS USE STAIRCASES OR EXIT ROUTES' & 'NEVER USE' Elevators.

- ◆ After hearing the hooter or announcement through the public-address system, please evacuate the building in an orderly and safe manner.
- ◆ Report to the designated Safe Assembly Point
- ◆ Extend support to the members responsible for head counting of personnel. Wait at the safe assembly point until all-clear message delivered from Site Controller /EHSS.

Emergency Contact Extension Numbers

Common for all sites:	2000
Biocon Park:	1009
Clinical Development:	1010
S12 - Vivarium:	4400
Occupational Health Center:	3761



Vision: "Safety is at the heart of everything we do personally and professionally"

Kavach, the corporate safety initiative of Syngene, is in its second phase - the implementation phase. After a detailed organization wide assessment of the safety systems and processes in phase I, phase II is focusing on addressing the critical gaps, strengthening the safety operating and governance mechanism and bringing about a behavioural change within the organization. Based on the relevance, the key focus areas identified from phase I, have been categorized in one of the four work streams presented below.

- ◆ Laboratory Safety
- ◆ Workplace Safety
- ◆ Infrastructure and Projects
- ◆ Process Safety Management

The above work streams are ably supported by the Communication and Activities work stream. Kavach initiative, or safety in general, is the responsibility of every employee. It calls for the collective efforts and individual contribution of each employee, to think of ways, ideas and approaches to improve safety not just at work but take them home to families and friends.

For any queries or suggestions, please write to KAVACH@syngeneintl.com



Section 8

Employee Response Guidelines for Media Enquiries

Only authorized spokespeople can issue or make a public statement on behalf of the company either directly to the media or through a personal social media feed. People found to have shared company or company-related information who are not authorized to do so are committing a disciplinary offence.

If someone from the media contacts you by phone, inform the journalist that you aren't the authorized person to share the required information, but you can try and facilitate the same via the Corporate communications team. Calmly ask them for and make a note of their:

- Full name (spell it out if need be)
- Media organization (spell it out if need be)
- Phone numbers
- Email IDs (read back to double-check)
- Questions for Syngene

If the journalist directly asks you questions, use the following statement: "A Syngene representative from the Corporate Communications team will get back to you as soon as possible."

If they get in touch with you via email/social media, you can write back to them only with the statement mentioned above.

As soon as the call/meeting ends, alert the Corporate Communications team about the media enquiry along with all the information that you have gathered from the journalist. The Corporate Communications team is contactable on:

Shotorupa Ghosh +918450977080/ Shotorupa.Ghosh@syngeneintl.com	Poonam Singh +919980573163/ Poonam.Singh@syngeneintl.com
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The Corporate Communications team will devise an appropriate response for the media in consultation with the Executive Committee and CEO & MD.

Section 9

Employee Welfare and Benefits

Pre-employment medical test

The company mandates pre-employment medical check-up for all new joiners post acceptance of offer. The philosophy behind this process is to:

- a. Determine whether the applicant is able, with or without any adjustment, to perform the inherent requirements of the job; or
- b. Check whether the applicant has any infectious disease so that the employer may act reasonably in order to protect public health.

The cost of the medical tests will be borne by the company if the tests are conducted in the associated clinics. If the tests are done outside of the associated clinics, then the cost up to a specified limit will be reimbursed by the company to the candidate. However, these reports have to be certified by the MD practicing medicine.

Annual Health Check Up (AHC)

For the welfare of all employees, the Company organises a free health check-up every year. This health check-up covers all employees including casual workers. The test reports are then uploaded on the intranet portal SyngConnect. It is mandatory for all employees to undergo the AHC; the cost of. Employees who fail to take the AHC should go through a medical examination externally covering all the tests mandated by the Management, at their own cost and submit the reports to the Company.

Occupational Health Centre

There are Occupational Health Centre (OHC) with qualified doctors in all the campuses of Syngene, for the benefit of employees. Employees can be treated for common illnesses and also procure over the counter medication from the OHC.

Health Recuperation Support

Syngene provides health recuperation support to assist employees with temporary medical illness, who need flexibility at work for health recuperation, as a means to overcome their disability and catch up with the role in a phased manner. Employees with temporary medical illness can avail flexible working hours for health recuperation. This can be for a minimum of 7 days and maximum of 30 days which has to be continuous and includes weekly offs and holidays

Narayana Hrudayalaya Limited (NHL) special oTer benefits

Syngene has also entered into a tie-up with Narayana Hrudayalaya Limited (The units of NHL providing medical services would be Narayana Institute of Cardiac Sciences, Mazumdar-Shaw Medical Center, Narayana Multi Specialty Hospital (HSR) and Narayana Multi Specialty Hospital (Whitefield) and Narayana Multi Speciality Clinics all ocated in and around Bengaluru) to provide medical treatment (both In-patient and Out-patient) to our employees and their eligible dependants (spouse, children, parents and parents in-laws) with certain special benefits.

National Pension Scheme (NPS) Benefits

National Pension Scheme (NPS) is a government-sponsored pension scheme. The scheme allows subscribers to contribute regularly in a pension account during their working life. On retirement, subscribers can withdraw a part of the corpus in a lump sum and use the remaining corpus to buy an annuity to secure a regular income after retirement.

For detailed information on National Pension Scheme: SyngConnect>>HR>> Policies, Compliance & Documents>> NPS.

Insurance Benefits

The company provides the following insurance benefits to employees:

- ◆ Medical Insurance- Covering employees, spouse and children (up to 2) and coverage amount ranging from Rs.2,00,000 to Rs.5,00,000 based on the employee's level.
- ◆ Employees have the option to cover either their parents/ parents in law under the insurance policy at their own cost where the annual premium amount would be completely borne by the employee.
- ◆ Personal accident insurance- Covering only employee and coverage amount up to two times the employee's annual CTC or Rs.12,00,000 per year (based on nature of

accident) whichever is higher up to a maximum limit of Rs.3 crores.

- ◆ We also have a third-party Administrator from Medi assist wherein Medi Assist will send the welcome email to all new joiners with login credential with links to their web portal. You need to log in to the Medi Buddy portal and update the parent or in-law's details within the stipulated time to complete the registration process.
- ◆ Please note: Parental medical coverage is chargeable; the annual premium will be deducted from employee salary in 2/3 instalments based on employee level. Detailed information available at SyngConnect >> HR >> General Documents >> Syngene Health Insurance Details.

Children Education assistance

Syngene provides education support to the children of all confirmed employees. The criteria for providing this assistance are as below:

- ◆ Maximum of 2 children are covered under this. The children should be aged more
- ◆ than 3.5 years.
- ◆ The allowance amount which is Rs. 20,000 per child per annum is paid out to employees only upon confirmation and production of appropriate bills.

For detailed information on how to apply: SyngConnect>>HR>> HR Documents >>HR solution Center FAQs

Children Day Care Facility

- ◆ The Company has provided day care/crèche support for employees. The employees can keep their children during office hours at Syngene approved day care centres. This facility has been made available to employees, free of cost. The benefit is applicable for kids aged between 06 months to 06 years. Should the parent like to continue with the day care facility for their child aged above 6 years, they may do so at their own expense, which shall be based on availability of slots in the respective day care. However, preference will be given to children below 6 years.
- ◆ This facility is available for up to a maximum of 3 children of a Syngene employee/ set of parents who are Syngene employees. The timing of facility is from 8.00 am to 6.15 pm during workdays Monday-Friday.
- ◆ For more information, refer the Day care benefits Guidelines or FAQs Document.

Employee Referral Bonus Policy

Employee referral scheme is part of a comprehensive recruitment strategy at Syngene to attract and enhance the pool of diverse and highly qualified candidates. This program provides employees an opportunity to refer high caliber, passionate candidates for job openings within the company. To refer candidates for advertised job openings, employees can email candidate profiles to the concerned recruiter along with the referral form available on SyngConnect >> Employee self-service>> policies and benefits.

On successful selection and joining of the referred candidate, the employee shall be eligible for a referral bonus based on the level at which a referred candidate joins the organization.

However, if a referred candidate separates from the organization due to voluntary reasons before confirmation of services, then 50% of the referral bonus amount will be recovered from the employee.

The bonus at each referral level/ band is given in column (A) and additional special

referral bonus for referring female candidate is given in column (B).

Referral Level/ Band	Reference Bonus (INR) Column (A)
1 to 3	35,000.00
5 to 4	20,000.00
6 to 7	15,000.00
8 to 9	10,000.00
10 to 11	5,000.00

More details please refer employee referral policy.

Benefits for Spouse working in Syngene

If an employee and his/ her spouse are working in Syngene or any of the Biocon group companies, then they can both claim for certain benefits from the organisation according to their eligibility as individual employees. Such benefits include medical insurance, children's education allowance, car petrol/ maintenance allowance, relocation allowance. All the benefits/ allowances can be claimed only against submission of original bills.

Car Lease Benefit

It is a benefit extended to employees of the company which enables the employees to purchase a new vehicle (four-wheeler) and the benefits of ownership by paying an agreed rental amount for a fixed period of time, whereas the company retains the actual ownership of the vehicle. All employees at Level 7 and above in the organisation and are confirmed in their roles shall be eligible to opt for financial lease. Employees at level 2 have the option to opt for operational lease. Applicable to the Syngene employees based in India. For details, kindly refer to the car lease policy at SAP ESS and contact the Admin PoC for all queries.

Company Transport

Company bus pick up and drop facility is available at various points in and around the city. For employees availing company transport, conveyance allowance will be not be paid along with salary. To avail company transport facility employee should raise the request in Bio TRANS help desk and employee should change the mode of transport in ESS from 1 to 10th of the month. For more details, kindly get in touch with Syngene Admin team.

Paid Transport

Company offers transport facility for all employees, trainees & consultants based on availability, the routes and seats are limited. The pick-up and drop will be from main road only. Employees interested in availing the Company Transport need to apply at Biospace >> Biotrans.

Kindly refer SyngConnect>HR> Policies& Benefits>Employee Transport Policy for other details:

- ◆ Opting in & with drawings
- ◆ Late evening transport
- ◆ Holiday transport
- ◆ APP download

Free Transport

For benefit of employees, company also provides free transport facility from Hebbagodi

to Biocon Park and vice versa. For more details, kindly get in touch with Syngene Admin Transport team. This facility is available on working day Monday to Friday.

External Work Transport

External work transport facility is extended to employees who need to travel within Bangalore for official work only during office hours (08.00 am to 04.00 pm). In case of transport requests on Saturday, Sunday and Holidays, Employees are requested to discuss in advance with admin team regarding the feasibility.

To avail the external work transport, employee shall raise a request at: SyngConnect>> Admin>>Transport facility>>External work.

The transport team requires 2 hours of advance intimation/notice to arrange for the required vehicle.

Morning Hebbagodi Bus Stop to Biocon Park Main Gate	
1st Service: Starting Four buses at 7:30 AM from Hebbagodi Bus Stop	
1st Service: Starting One bus from Huskur Gate Bus Stop at 7:30 AM	
2nd Service : Starting all buses from E-Inn at 8:00 AM	

Evening Biocon Park Main Gate to Hebbagodi		
1st Service	2 Buses	5:40 PM
2nd Service	2 Buses	5:50 PM
3rd Service	2 Buses	6:15 PM
4th Service	1 Bus	7:00 PM
5th Service	1 Bus	7:30 PM
6th Service	1 Bus	10:30 PM

Additional Service Starting from Biocon Campus to Biocon Park	
Service Starting from Biocon Campus	9:30 PM

We hereby request you to kindly adhere to the following whilst using the service:

- ◆ As these buses are on contract as per RTO norms only seating is permitted. Therefore, only 49 Passengers would be permitted to board the bus.
- ◆ Form a Q and board the bus in an orderly fashion
- ◆ Strictly. Not to crowd as soon as the bus arrives.
- ◆ Anyone found standing will be asked to disembark from the bus.
- ◆ Bus will stop only at the designated STOPS and not at any
- ◆ other point. Do not board in to a moving bus.

The Bus Driver has been advised not to allow beyond 49 passengers in a trip.

We solicit your cooperation in this regard and request you circulate this info to your colleagues who do not have email ids.

Transport facilities within the Biocon Park

Shuttle facility is available to ferry employees to various units / buildings within the Biocon Park. Employees can board and disembark from the shuttle at lunch timings 12.00PM to 2.30PM at the designated stops only.

Inter office shuttle facility is available during working hours

- ◆ Biocon Park to Unit 2
- ◆ Biocon Park to Semicon Park
- ◆ Biocon Park to VTP
- ◆ VTP to Semicon Park

Every half an hour shuttle facility within the campus is available to ferry employees to various units / buildings within the Biocon Park campus. Employees can board and disembark from the shuttle at the designated stops only. The timings of the shuttle services are attached for your reference.

Biocon 20 th KM Campus to Biocon Park shuttle timings on working days			
Time	Starting from	Drop point	Remarks
05.40 am	Biocon Campus	Biocon Park	For 01 st Shift employees to reach Biocon Park
06.00 am	Biocon Campus	Biocon Park	
06.40 am	Biocon Campus	Biocon Park	
09.30 am	Biocon Campus	Biocon Park	
10.30 am	Biocon Campus	Biocon Park	
11.30 am	Biocon Campus	Biocon Park	
12.30 am	Biocon Campus	Biocon Park	
12.30 pm	Biocon Campus	Biocon Park	
01.00 pm	Biocon Campus	Biocon Park	
01.30 pm	Biocon Campus	Biocon Park	
02.00 pm	Biocon Campus	Biocon Park	
02.30 pm	Biocon Campus	Biocon Park	
03.00 pm	Biocon Campus	Biocon Park	
03.30 pm	Biocon Campus	Biocon Park	
04.00 pm	Biocon Campus	Biocon Park	
04.30 pm	Biocon Campus	Biocon Park	
07.00 pm	Biocon Campus	Electronic city Bus stop	Women employees for E city bus stop
08.00 pm	Biocon Campus	Biocon Park	For Night shift employees to reach Biocon park
08.45 pm	Biocon Campus	Biocon Park	
09.15 pm	Biocon Campus	Biocon Park	

Biocon Park to Biocon 20 th KM Campus shuttle timings on working days			
Time	Starting from	Drop point	Remarks
05.05 am	Biocon Park	Biocon Campus	For 01 st Shift employees to reach Biocon Park
05.50 am	Biocon Park	Biocon Campus	
06.30 am	Biocon Park	Biocon Campus	
07.15 am	Biocon Park	Biocon Campus	
09.30 am	Biocon Park	Biocon Campus	
10.30 am	Biocon Park	Biocon Campus	
11.30 am	Biocon Park	Biocon Campus	
12.30 am	Biocon Park	Biocon Campus	
12.30 pm	Biocon Park	Biocon Campus	
01.00 pm	Biocon Park	Biocon Campus	
01.30 pm	Biocon Park	Biocon Campus	
02.00 pm	Biocon Park	Biocon Campus	
02.30 pm	Biocon Park	Biocon Campus	
03.00 pm	Biocon Park	Biocon Campus	
03.30 pm	Biocon Park	Biocon Campus	
04.00 pm	Biocon Park	Biocon Campus	
04.30 pm	Biocon Park	Biocon Campus	
07.40 pm	Biocon Park	Biocon Campus	8 PM connecting cab
08.30 pm	Biocon Park	Biocon Campus	
09.00 pm	Biocon Park	Biocon Campus	
10.15 pm	Biocon Park	Biocon Campus & Attibele	

Biocon 20 th Km Campus to Semicon Park shuttle timings on working day			
Time	Starting from	Time	Starting from
09.15 am	Biocon Campus	09.30 am	Semicon Park
09.45 am	Biocon Campus	10.00 am	Semicon Park
10.15 am	Biocon Campus	10.30 am	Semicon Park
10.45 am	Biocon Campus	11.00 am	Semicon Park
11.15 pm	Biocon Campus	11.30 pm	Semicon Park
11.45 pm	Biocon Campus	12.00 pm	Semicon Park
12.15 pm	Biocon Campus	12.30 pm	Semicon Park
12.45 pm	Biocon Campus	01.00 pm	Semicon Park
01.15 pm	Biocon Campus	01.30 pm	Semicon Park
01.45 pm	Biocon Campus	02.00 pm	Semicon Park
02.15 pm	Biocon Campus	02.30 pm	Semicon Park
02.45 pm	Biocon Campus	03.00 pm	Semicon Park
03.15 pm	Biocon Campus	03.30 pm	Semicon Park
03.45 pm	Biocon Campus	04.00 pm	Semicon Park
04.15 pm	Biocon Campus	04.30 pm	Semicon Park

Syngene (BP) to Crèche & Semicon Park shuttle timings

Starting Time	Starting from	Starting time	Starting from
08.15 am	From Biocon Park To Crèche		
10.00 am	From Biocon Park	10.30 am	Semicon Park
01.00 pm	From Biocon Park To Crèche		
02.00 pm	From Biocon Park	02.30 pm	Semicon Park
04.00 pm	From Biocon Park	04.30 pm	VTP
05.00 pm	From Biocon Park To Crèche		

Biocon Park to VTP

08.15 am	From Biocon Park	09.00 am	VTP
09.30 am	From Biocon Park	10.00 am	VTP
10.30 am	From Biocon Park	11.00 am	VTP
11.30 am	From Biocon Park	12.00 noon	VTP
12.30 am	From Biocon Park		
12.45 to 01.15 pm Driver lunch break			
		01.30 pm	VTP
02.00 pm	From Biocon Park	02.30 pm	VTP
03.00 pm	From Biocon Park	03.30 pm	VTP
04.00 pm	From Biocon Park	05.00 pm	VTP

Semicon Park to VTP

08.15 am	From Campus M gate	09.30 am	VTP
10.00 am	From Semicon Park	10.30 am	VTP
11.00 am	From Semicon Park	11.30 am	VTP
12.00 am	From Semicon Park		
12.15 to 01.00 pm for HR post office duty			
01.00 to 01.30 pm Driver lunch break			
		01.30 pm	VTP
02.00 pm	From Semicon Park	02.30 pm	VTP
03.30 pm	From Semicon Park	04.00 pm	VTP
04.30 pm	From Semicon Park	05.00 pm	VTP

Transport helpline Contact Numbers

Employees can raise complaints/issues at: SyngConnect>>helpdesk>>admin>>transport facility>>transport complaint.

Biocon Park	080-28087777, 080-67757777
Velankani Tech Park	9606076953
Semicon Park	9606076955

Canteen Facility

An amount of Rs. 750 per month is paid as employer's contribution towards food. If an employee prefers to utilize this facility an amount of Rs.100/- will be deducted from the employee's gross salary as employee contribution.

However, an employee has the option to opt out of the canteen facility and in such a case, the amount of Rs.750 per month is paid back to the employee.

Please refer to the Canteen Policy on ESS for more details.

Employee Relocation

Depending on the level and need basis, employee relocation expenses are reimbursed for new joiners in the organisation, the details of which are mentioned below:

- ◆ Towards travel of self, spouse and two children paid at actual, travel eligibility. All
- ◆ supporting tickets /boarding Passes to be submitted for reimbursement. Claims
- ◆ to be made within 30 days of joining
- ◆ Relocation amount will be recovered in case employee exits the company within 1 year of joining.

Levels	Travel Allowance	Relocation Expenses
10 to 11	Towards travel of self, spouse and two children paid at actuals, travel eligibility is 2 or 3 AC train or equivalent.	Up to Rs. 5,000
8 to 9	Towards travel of self, spouse and two children paid at actuals, travel eligibility is 2 or 3 AC train or equivalent.	Up to Rs. 15,000
4 to 7	Towards travel of self, spouse and two children paid at actuals, travel eligibility is economy class airfare.	Up to Rs. 50,000
3 & Above	Towards travel of self, spouse and two children paid at actuals, travel eligibility is economy class airfare.	At actual

Conveyance & Petrol/ Vehicle Maintenance Allowance

Employees who commute to work in a 4 wheeler, public transport and two wheelers, the total conveyance & petrol/ maintenance allowance will be paid through salary based on the level eligibility. This allowance will be null & void if the company provided transport is used.

Mobile Allowance

Based on eligibility and level, the mobile allowance amount is paid to employees as a fixed component every month. For employees at Levels 3 and above, the mobile allowance amount is reimbursed at actual.

Gym facility

Gym facility is available for employees at Biocon Park, Biocon House and Biocon campus during morning and evening hours. Employees can apply for gym membership six monthly or annually at a nominal cost in order to avail the facility. For detailed information: [SyngConnect>>Quick links>> Health Zone- Gym](#).

Data card /Broad band Allowance

Employees can procure data card/broad band connection of their choice to connect to internet from home. INR 750 (inclusive of taxes) would be the maximum amount that can be reimbursed to an employee who is a laptop user on submission of relevant bills.

Other Facilities

- ◆ A spacious cafeteria
- ◆ A well - designed, green eco-friendly campus
- ◆ ATM facility in Biocon Park

Section 10

Employee Separation

Voluntary Separation

During probation the notice period for resignation will be one month. If the employee would like to leave the services of the company after confirmation, the notice period will be as communicated in the Appointment letter. Employees are expected to notify the management in writing of such intention as specified in their 'Appointment Letter'. The last day of your work will be the separation date. The company has the right to deduct/recover the notice period amount from any payments due to the employee from the company, towards the notice period clause.

The resignation request must be raised on Employee Self Service >> Work Events >> E-separation request.

For more details, kindly read 'Employee Separation Policy' from SyngConnect and to get the details of exit clearance process kindly refer: SyngConnect> HR> General Documents> HR solution centre FAQs> Employee separation process

Involuntary Separation

The company can terminate the employees' services during probation / upon confirmation as per the terms of the appointment letter or as per the Standing Orders of the company on different grounds such as but not limited to:

- ◆ Disciplinary issue or misconduct
- ◆ Failed background verification
- ◆ Abandonment of duties
- ◆ Non performance

Or as modified subsequently. All dues to the company need to be paid back. The company will adjust any unpaid dues in the final settlement or from other amounts that may be due to the employee.

Section 11

Overview of SyngConnect, SAP ESS and Help Desk

SharePoint Portal

SyngConnect, an Intranet portal enabling internal collaboration, workflow systems and Employee Self Service (ESS) module (<http://syngconnect.syngeneintl.com>)

Helpdesk Module

User can raise Ticket for IT related issues on Helpdesk module.

IT Resource Access: This module is used for raising IT resource access eg.Scientific Applications, Shared folder access, applications on SyngConnect, VPN access, SAP modules, distribution list access, Mail on Mobile.

Conferencing Capabilities

- ◆ Reliance audio conferencing facility for teleconferences
- ◆ Skype for Business

- ◆ Videoconferencing facility
- ◆ E-Rooms: External SharePoint portal (<https://partners.syngeneintl.com>) for external collaboration with our partner through a secured channel.

HR Systems

HR Helpdesk (HR Solution Center)

There is an exclusive HR Helpdesk tool set for employee's day to day operations queries can be raised a ticketing system. HR Operations team is monitoring and addressing queries on priority wise.

For quick reference guide kindly refer the HR Solution centre FAQs in SyngConnect> HR> General documents.

eJournal Subscription: Syngene has subscription for 42 eJournals. The list of these eJournals can be obtained by sending a mail to e.library@syngeneintl.com. Employees can access these eJournals online.

E-Library Services: If the article requirement is from unsubscribed eJournals, employee can send an email request to e.library@syngeneintl.com to get the same.

SAP

Transactional backbone for Business needs right from Project initiation till Shipment. Get in touch with your department buddy to know about modules for which you need access. Request needs to be raised on SyngConnect to get access for the desired SAP modules.

SAP ESS

BioESS is the portal wherein employees can access Employee Self Service Module <https://bioess.biocon.com>

This portal enables to access leave, Time Statement, Salary statement, Policies and Requisition approval.

Bio space: A SharePoint portal enabled by Biocon for Vehicle, Meeting room, and Lunch booking. (<https://biospace.biocon.com>)

IT Resource Access

Following are the IT resource access details provisioned for new employees from day one onwards

Access given by default	What Needs to be Requested (Based on Your Area)
User login ID and password Email access Employee Self Service (SAP-ESS) IT Resource Access Application * Standard Internet Access 10 GB Personal Storage Drive (PDrive)	Department Specific Shared Folders SAP access (Specific Modules) Informatics application access Depending upon the respective area (request needs to be Raised on IT Resource Access Application with the help of your department buddy)

Please contact your department buddy to know about the applications for which you need access. Following are the IT contacts with respect to different IT sub-functions:

Sl no	Sub functions - IT	Contact Person	Ext-Location	Email Id

1	IT Helpdesk Services	Help desk Team	3300-Biocon 8800-VTP 2824- Semicon Park 3084- Unit 2	IThelpdesk.syngene @syngeneintl.com
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Section 12

Administration Department Overview

Administration is one of the core department in enabling functions. Admin. plays a vital role by facilitating essentials of day to day activities for smooth operations of all departments. Key responsibilities of Admin at Syngene are: -

- ◆ Contract worker's management
- ◆ Lab Support
- ◆ Issuing of Lab coats and management
- ◆ Coordination for client visits
- ◆ Relocation assistance
- ◆ Housekeeping activities
- ◆ Transportation services
- ◆ Vehicle parking stickers
- ◆ Food Services
- ◆ Security services
- ◆ Courier services
- ◆ Admin helpdesk

Admin Support

- ◆ Will facilitate cab regular, late evening and late night cab requirements for employees
- ◆ Will facilitate employees purchasing 4 wheelers under the 'Company Car Leasing Scheme' as per his/her eligibility.
- ◆ Will provide 'Jacket and Helmet' for employees who are regularly using 2-wheeler to commute office.
- ◆ Will help employees for obtain special packages from Airtel and Vodafone. Admin
- ◆ Solution Center (ASC) - Admin related services/queries/requirements employees need to log a call in ASC at SyngConnect. Admin will respond to same proactively.

Transportation Guidelines

Visitor pass management and Parking Guidelines:

- ◆ Create pass for visitors well in advance to avoid inconvenience and brief them about the process and documents required
- ◆ Raise pass for vendors and visitors appropriately so that they reach the right gates
- ◆ To raise a visitor pass: SyngConnect>Visitor Pass Management> Add Visitor
- ◆ Please park your vehicle at designated parking space only
- ◆ Employees need to avail the parking stickers by raising a request in SyngConnect> BIOtrans> Employee vehicle pass, by submitting the various documents like: DL, RC, Insurance and Pollution certificate.

Travel speed within Campus:

- ◆ Employees should travel with 15Kmphr speed limit within Biocon campus
- ◆ Please observe the posted speed limit.

Frequently Asked Questions (FAQs)

More details on http://syngconnect.syngeneintl.com/sites/HR/HRDocuments/HelpDesk_HRSolution_FAQs.pdf

General Guidelines in the Company Premises



DO's

- ◆ All employees need to maintain punctuality and attendance in their job.
- ◆ At the entrance, please halt your vehicle for security to check the vehicle sticker and ID card
- ◆ Employees should inform their supervisor if they or any other employees are suffering from sickness/contagious/communicable diseases at the work place. All
- ◆ employees need to maintain proper hygiene and personal cleanliness before coming for the job and after going out of the company premises.
- ◆ All employees need to wear clean clothes to report to the job.
- ◆ Employees are expected to wash their hands before and after taking food and after using the toilet.
- ◆ All employees should wear appropriate Personal Protective Equipment (PPE) at the work place while handling hazardous materials or as appropriate.
- ◆ All employees need to strictly follow the safety instructions/ rules any violations of which would lead to serious actions against such employees.
- ◆ All employees need to read and follow the related SOPs (written procedures) of their respective departments /work place.
- ◆ The IT software facility or access for reference sites that is provided to each employee is completely decided by the reporting managers. Any change related to this needs to be approved by the reporting manager/ concerned authority.
- ◆ The e-mail facility is provided for official communication only and usage of email for personal mails or forwards is not permissible.
- ◆ Follow personal entry procedures in facility
- ◆ Follow safety & hygiene procedures
- ◆ Keep your access card away from direct heat and high magnetic field
- ◆ Switch off lights, systems and air conditioning units while leaving from office



DONT's

- ◆ Do not use any objectionable items such as inflammable items, knives etc in the company premises.
- ◆ Do not smoke inside the company premises or within 10 feet radius of the company's entrance ways.
- ◆ Do not chew Gutkha or Tobacco inside the company premises.
- ◆ Don not come for duty in intoxicated (Taking alcohol and Narcotics substances) conditions.

- ◆ Do not enter the 'Clean area 'with footwear and dress other than what is permitted.
- ◆ Do not wear jewellery or use cosmetics while working in manufacturing areas.
- ◆ Do not carry food items inside Lab, Warehouse, Work stations and Manufacturing areas
- ◆ Do not tailgate
- ◆ Do not share your passwords to anyone
- ◆ Do not handover your access card to anyone
- ◆ Do not use the access card to let an unknown person entry
- ◆ Do not waste water in restrooms
- ◆ Do not waste papers in photocopying machines and printers

Good Luck!

So, you've had the tour of how we work, and now the only thing left for you to do is to start growing your career, and adding your own ingredients to the cauldron of fun.

We're all here if you get stuck, and you're now here if we do... so let's take the next few steps of our journey together!

We wish you the best of luck every time you roll the dice, and remember: **Never stop rolling the dice!**



Syngene

PUTTING SCIENCE TO WORK