



**Conflict of Interest Policy**  
**of**  
**Supriya Lifescience Limited**

Policy approved by	:	Board of Directors of Supriya Lifescience Limited
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**Table of Contents**

1. Purpose..... 4

2. Governance ..... 4

3. Applicability ..... 4

4. Policy Framework ..... 4

5. Reporting and Complaint Procedure..... 5

6. Breach of Policy ..... 6

7. Exceptions to the Policy..... 6

8. Annexure A – Declaration of Conflict of Interest ..... 7

## **1. Purpose**

- 1.1. This policy is designed to provide guidance to conduct business with professionalism, integrity, honesty, moral and ethical standards.
- 1.2. The Conflict-of-Interest policy is intended to ensure that all associates avoid obligations to or relationships with any person or business with whom Supriya competes or does business. Such obligations or relationships could affect judgment in fulfilling their responsibilities to Supriya and give rise to a conflict of interest.
- 1.3. The policy guides us to avoid any conflict or appearance of a conflict between our personal interests and our Company's interests. It lays the principles for undertaking business transactions with undivided loyalty and without any personal conflicts.

## **2. Governance**

- 2.1 Any changes to this policy shall be tracked and documented for future reference and all changes shall be performed only after prior approval of the Managing Director, Chief Financial Officer and/or Compliance Officer.
- 2.2 The Board of Directors shall undertake periodic review and update this policy to reflect applicable law(s) and /or latest notifications released by the regulating authorities from time to time.
- 2.3 Managing Director, Chief Financial Officer and Compliance Officer shall monitor the effectiveness and review the implementation of the compliance principles set forth in this policy, regularly considering its suitability, adequacy and effectiveness

## **3. Applicability**

This policy applies to all Associates (means on-roll employees of all Supriya), Board Members, contractors, consultants, trainees, of our Company and persons or entities contractually obligated across the globe.

## **4. Policy Framework**

### **4.1 Conflict of Interest**

Conflicts of interest may arise where an Associate places his or her personal interests before the interests of Supriya. Such personal interests may exist or appear to exist due to a relationship with an individual(s) or entity(s) which can influence or appear to influence the objectivity or efficiency while undertaking assigned responsibilities.

### **4.2 Scenarios**

Indicative scenarios, situations or relationships that may lead to actual, potential or perceived conflict of interest are as follows:

- Engaging in a personal capacity, in any form of paid/unpaid, verbal/contractual relationship, directly or indirectly, with any individual/entity with which the Company has a current or ongoing relationship.
- Conducting business as a representative of the Company, with an entity in which you hold a financial or commercial interest or are affiliated to. This interest may be held directly in a personal capacity or indirectly via a closely related person.
- Acting as consultants/advisors in any form to any government/regulatory body/industry association, which can influence the Company's business.
- Acceptance of personal gifts, illegal payments, remuneration, donations, or comparable benefits from competitors, clients and suppliers or potential suppliers. Acceptance or offering of such gifts or hospitalities that may influence your judgement for Supriya. All such transactions should be consistent with the guidelines mentioned in Anti-bribery and Anti-corruption policy.

- Entering business transactions with parties related to you or your family members which are or appear to be detrimental to Supriya's interests.

#### **4.3 Relatives working in the company**

The organisation defines a 'Relative' or a 'Closely related person' as someone related closely by blood or marriage, or whose relationship with the associate is similar to that of persons who are related by blood or marriage, (such as spouse, son, daughter, mother, father, brother, sister, grand- parents or grand-children, step-parent or step-children, step-sister, step- brother, in-laws, aunt, uncle, nephew, niece, first cousin, domestic partner), or any other relationship that would present a conflict of interest as determined by the organisation.

- Relatives should not work in positions wherein, one relative can influence the other relative's employment through decisions, recommendations or judgments related to matters of day to day working, work allocation, appraisal, compensation, hiring, retention, transfer, leave requests, etc.
- All current & prospective associates need to disclose details as per the declaration (Refer to Annexure A):
  - Of all relatives working within the organisation or its subsidiaries.
  - Wherein they are themselves stakeholders or owners of companies that deal with Supriya Ltd. directly or indirectly
  - Wherein, their relative is a stakeholder, owner or employed by an organization that works with the Company, as a business partner or vendor.
- Every Associate has a responsibility to disclose any change in relation with respect to any another associate falling under the category of a relative, such as becoming a relative of another associate (e.g. Due to marriage, or any business association with the Company or its subsidiaries).
- We will not employ relatives in a supervisor-subordinate relationship or relatives in the same area of influence under any condition. Candidates considered for employment will not be allocated to a role which falls in a reporting relationship or within the same function wherein a known relative is employed. Any relative proposed to be hired in the Company or any of its subsidiaries must be disclosed to the Global Chief People Officer ("GCPO") prior to the hiring decision.
- Employment of interns who are relatives, on a temporary basis or project work allocations will be based on merit & as per hiring procedures followed by the organisation.

#### **4.4 Employment outside the Company:**

- Associates cannot accept any employment or work - remunerative or otherwise, outside the Company which may interfere, restrict or impair your ability to undertake your assigned roles and responsibilities at the Company.
- Academic speaking engagements for limited hours, on a non-remunerative basis, may be accepted if they do not adversely affect your work at Supriya, however prior intimation and approval of such engagements should be sought from the Manager.
- For any services or roles irrespective of whether they are remunerative or non-remunerative including association with charitable/not-for-profit/non-commercial organisation or any form of participation, consultancy or support in product development, must be informed to the Manager and HR Team.

### **5. Reporting and Complaint Procedure**

- 5.1. The Company is aware that certain conflicting interests cannot be avoided or are impractical to avoid, such as closely related person employed with a customer/vendor.
- 5.2. This policy is designed to uphold and promote the above framework, Supriya and serves as a mechanism for all

associated to report genuine concerns pertaining to unethical behaviour, actual or suspected fraud or violation of Conflict-of-Interest Compliance Principles without fear of reprisal.

- 5.3. A potential or actual conflict of interest must be promptly declared to the Managing Director, Chief Financial Officer or Compliance Officer using the mechanism provided (*Refer Annexure A*). Associates must disclose any potential or existing conflict of interest during their employment with the company or at the time of joining.
- 5.4. Any of the Company related tasks must be avoided with the conflicted party in the interim. Adequate response shall be communicated within 30 days of submission of the declaration.

## **6. Breach of Policy**

Any breach of the Policy including failure to report potential violations of compliance principles or applicable law may result in disciplinary measures as may be deemed fit.

## **7. Exceptions to the Policy**

Any exception to the principles mentioned in this policy must be pre-approved by Compliance Officer in consultation with the Managing Director and Chief Financial Officer.

## ANNEXURE A

### Declaration of Conflict of Interest

I understand that it is my obligation to make this declaration of all conflicts and potential conflicts of interests to the Company. I would like to declare an existing or potential conflict of interest situation arising from the discharge of my duties concerning the operation of Supriya. The details are as follows

**Name of party/ individual with whom I may have a direct or indirect potential relationship:**

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**Details of my relationship with the party:**

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(This may include details of any relationship as per the Policy on Conflict of Interest such as family relationship such as a brother, sister etc., including a family member employed in the entity, or a commercial interest such as loans or shareholding or contractual relationship such as employment, etc.)

**Type of Conflict (select which apply):**

- |  |                          |
|--|--------------------------|
| 1. Relationship with person/entity outside Supriya                       | <input type="checkbox"/> |
| 2. Relationship with a Supriya Associate                                 | <input type="checkbox"/> |
| 3. Relationship with a competitor/ individual employed with a competitor | <input type="checkbox"/> |
| 4. Employment outside Supriya  | <input type="checkbox"/> |

**Relationship of the conflicted party with Supriya:**

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(This may include relationships such as vendor, customer, contractor, consultant, or competitor. In case of an on-roll associate within Supriya please provide their designation, function and location)

**Any other details:**

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By signing this declaration, I acknowledge that the information provided by me is true to the best of my knowledge.

Name: \_\_\_\_\_ Associate ID: \_\_\_\_\_

Department: \_\_\_\_\_ Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_\_