



OUR CODE OF CONDUCT

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Introduction:

“Our Values and expectations are more than just words. Together they guide us towards our commitment, providing best quality affordable healthcare medicines for ailing community

They shape the Culture of our Organization in guiding us to go beyond geographical barriers and become a true leader by our commitment towards ensuring a better quality of life for all every time.

With our culture, our healthcare professionals have trust in our products and services, which makes CORONA as a kind of company we can be proud of



CORONA



OVERVIEW

AT CORONA, we believe it's not what we achieve that counts, but how we achieve is what matters. Our belief is to make virtuous choices, take responsibility and accountability towards them, which shall help us to be the most admired Pharmaceutical organization whose products and services help in achieving good health for every individual, society, and the nation as a whole.

Living our values and expectations:

Everyone who works for or on behalf of CORONA must abide by the law, whereas our code of conduct goes beyond that. It also establishes the standards and policies that help us meet the commitments of our highly regulated industry and work as a high performing team. Our values and expectations define us, build trust with society and guide us to do the right thing every day.

This guide will help you to:

- Understand our values and expectations
- Use them to guide our everyday actions and decision making
- Understand our core standards that uphold ethical behaviors

Our values:

We are proud of our non-negotiable values and expect each employee to inculcate the same in daily work.

- | | | | |
|--|---|--|---------------------------------------|
| <input type="radio"/> Team Building | <input type="radio"/> Circle of Influence | <input type="radio"/> Internal Promotion | <input type="radio"/> Decision Making |
| <input type="radio"/> Being Humble Without Ego | <input type="radio"/> Continuous Learning | <input type="radio"/> Reporting | |

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| Our expectations:

To thrive in an ever-changing industry and achieve our goal, we need to adapt some of our behaviors to keep us contesting, all while staying loyal to our values. Thus below are the expectations from each Coronate:



Courage means setting high ambitions, setting an accelerated pace, making tough decisions and assert for an opportunity to improve.



Accountability is about taking ownership, prioritizing work that supports the strategy and delivering beyond the expectations.



Development encourages us to bring the outside in and learn concepts from others and to ask for and give feedback, so we can continually grow as individuals, teams and as an organization.



Teamwork is about working together on an aligned objective, understanding the contribution of individuals' work, performance. Encouraging diversity of thoughts and inspiring each other.





OVERVIEW

| How can our values and expectations help us make the right choices?

While CORONA's written standards help all of us address the significant risks we face, it's not possible to cover every eventuality

Things to keep in mind when taking action or making a decision:



| Our values and expectations



| Appropriate regulations, standards and laws



| Tools to help us assess, treat, monitor and manage risk



| The possible impact on our customers, our company and ourselves





OVERVIEW

| When in dilemma, we ask these questions:



- ❓ Is this aligned with our values and expectations?
- ❓ Does it meet regulations and laws?
- ❓ Is it consistent with our policies?
- ❓ Have I assessed all the risks involved?
- ❓ Will this be clearly understood by a colleague?
- ❓ Would I be happy with this if I were a patient or consumer?
 - ◉ If the Answer for all the above questions is YES
 - ◉ It looks like a good decision but if we have any doubts, we systematically escalates to the reporting manager using speak up channels within the organization





OVERVIEW

Industry regulations and laws are vital to our work

We are committed to abiding by laws and regulations that are applicable to our organization across the world.

When local laws, regulations, applicable business industry codes or other business-specific CORONA standards are stricter than our global written standards, we work to comply with the strictest requirements.

If someone is unsure about the impact of different countries laws they can contact our CORONA HR TEAM for clarity & process requirements.

Implications for not following this Code of Conduct

Our corporate standards and policies apply to everyone who works for or on behalf of CORONA. Failure to comply with them or any applicable legal and regulatory requirements may result in disciplinary action, up to and including dismissal or termination of contract or assignment. For senior managers, this may include financial recoupment for significant misconduct. Managers have the responsibility to ensure their teams understand and follow the code of conduct and applicable written standards.

Subject to local requirements, violations of this code of conduct by agency workers will be reported to their respective agencies. Violations of the code of conduct by all other complementary workers may result in termination of contract (subject to local requirements)



CORONA



OVERVIEW

GRIEVANCE ADDRESSAL:

How to speak up

When we all do the right deed and live by our values and expectations; we build trust in CORONA and protect our existence in the market. We are each accountable for speaking up if we have a concern, or see something that's not in line with our values and expectations. The first step is to contact the line manager, or if not possible, contact your HEAD OF THE DEPARTMENT OR Human Resources. If you are unable or uncomfortable discussing an issue with a manager or an aligned representative, you may use the electronic media or Email at hr@coronaremedies.com

CORONA treats all questions and issues confidentially, wherever possible, while investigating fairly, cooperating with governments and complying with the legal obligations. When someone reports a concern in good faith, CORONA shall support. It is the duty of the manager to raise any concerns brought to their notice. Disregarding, failing to detect or correct the same, shall face disciplinary action. Remember, by speaking up and raising concerns, you are living by our values and expectations and doing the right thing.

Option 1

Contact the line manager

Option 2

Raise a concern with local management, Human resources or with compliance cum legal

Option 3

Report confidentially online, by emailing at info@coronaremedies.com Similarly, we shall also report an agency worker who retaliates against anyone



CORONA



OVERVIEW

| Zero tolerance for retaliation

At CORONA, you can report concerns without fear of reprisal. CORONA prohibits retaliation against anyone who raises or reports concerns, report misconduct, seek advice or provides information.

Disciplinary action shall be taken up to dismissal (in accordance with local laws) against any employee who threatens or engages in retaliation or harassment of someone who has reported, or is considering reporting, a concern in good faith.

Raising a report or concern to the worker's employment agency and terminate their assignment with CORONA.





OUR CONSUMERS OUR INDUSTRY

We do the right thing for our patients and strive for the highest quality. We work with our partners to improve healthcare and find new medicines. Regardless of our role, we understand how our work affects patients and consumers.

Protecting our patients and consumers

We gain our patients and consumers trust by focusing on their needs. That means always thinking from their perspective. We put their safety first, provide them with clear, up to date information and promote our products appropriately and ethically.

Promotional activities that meet industry and CORONA Standards

Our promotional activities and materials confirm to high ethical, medical and scientific standards, they are legal, industry – compliant and evidence-based.

Follow the principles of scientific engagement

We make sure our scientific engagement is clearly distinct from the promotion of our products, misusing our findings to influence healthcare professionals and others inappropriately.

Ensuring product information is accurate

We provide complete, up to date and evidence based product information to healthcare professionals. All the product information & promotional leaflet will be screened by the regulatory & Medical team in an unbiased way

Reporting a concern about a CORONA Product

Anyone hearing of any information regarding a side effect, adverse reaction or any other human safety concern on a CORONA product, including possible lack of effectiveness must report it to the pharmacovigilance team on www.coronaremedies.com or the local representative within 24 hours.



CORONA



OUR CONSUMERS OUR INDUSTRY

Preventing counterfeiting

Counterfeit medicines and healthcare products pose a serious threat to the health and safety of our patients and consumers. They often lack the active ingredients to combat the illness they claim to treat and contain impurities that can actively cause harm. We are committed to protecting our consumers and patients from counterfeit products. That means we are all responsible for reporting any suspected counterfeiting of CORONA product.

Managing the quality of our products effectively

We strive to assure the safety, quality, and efficacy of our products for our patients and consumers by ensuring that our procedures comply with good practices regulations

Our good practice procedures for product quality are documented in our Quality Management System and apply everywhere we make, pack and distribute products.

Following Good Practices

Protecting patients' means using a range of Good Practice quality guidelines and standards throughout our business, on-site, in the lab, in the clinic or in the office. We monitor and document our work thoroughly to ensure our records are correct and complete. We also monitor our computerized systems supporting these regulated processes

Following these steps with the precision we ensure that each element of the process is traceable, accountable and ready for inspection. Adhering to these guidelines helps us meet regulatory requirements. More importantly, it means our products are of the right quality that minimizes the potential risks to patients.





OUR COMPANY

In this section, we look at how we protect our company, assets and data when we interact with our partners and suppliers.

Gifts or hospitality

Like any business, we sometimes give and accept gifts, hospitality or entertainment. In every case, we must consider if it is appropriate. Think about whether the gift or hospitality could be misunderstood or considered as a bribe. Before offering or accepting anything make sure whether it is acceptable in business relationships and is unlikely to influence the other persons or your own decision making.

FOLLOWING THE RIGHT PROCEDURES

FINANCIAL

CORONA financial, accounting and procurement controls are designed to ensure that we do not mislead investors, legislators, authorities about financial aspects of our company.

FINANCIAL CONTROL

We have various department & internal control mechanism with stringent SOPS for financial control, compliances & transparency

- Internal audit
- Process audit
- Statutory audit
- Well defined Internal SOPs

CORONA



OUR COMPANY

PROCUREMENT

When buying goods or services, we follow the correct procurement procedures with appropriate approvals & according to authority matrix. We have well-defined procurement policies on the place with transparent buying process in places

Testing suppliers fairly

We rely on suppliers to enable us to do business, Working with Procurement and following set processes help ensure that we use preferred suppliers and the necessary purchase orders are raised in advance.

Managing records properly

We should safeguard personal information, keep records up to date and gather market and competitor information in the right way.

Research & Development

CORONA has an R&D center that is recognized by DSIR. We have a duty to protect Personal Information (PI) that we collect & retain. We ensure that all the PI on patients from clinical studies (In house or Outsource) or Payroll has been safeguard & necessary training has been given to those who have access to it

Relevant, up-to-date records and information

Good record keeping helps us protect personal information and intellectual property, comply with legal, financial and regulatory requirements, and avoid unnecessary costs. However, we should not keep records and information longer than necessary to meet regulatory and business requirements.

Collecting competitive intelligence ethically

As a company, we gather competitive intelligence ethically and in a way that meets all laws and regulations.





OUR COMPANY

We often use regulated specialist third-party suppliers to do it on our behalf. However, we should not seek to obtain or use information about our competitors' formulae, processes, patents, pending deals, or any other competitively sensitive information

Data integrity

We maintain data integrity by making sure that information is accurate and stored correctly as most of our work relies on robust data and information. As well as meeting legal and regulatory requirements it means we have accurate information when making decisions about our products, our patients and our people

Safeguard CORONA

Management of company assets, both tangible and intangible, are essential. It includes our daily use of our technology (tech) systems and how we protect our information and intellectual property.

Using technology professionally

We are all responsible for using tech resources appropriately and professionally at all times. For example, never use any cloud services or tools to create or store CORONA information unless approved by CORONA Tech team. In addition, illegal or inappropriate behavior of risking data should be avoided by all means.

We are all stewards of our reputation

The way we communicate with the outside world and internally is crucial to build trust. All communications about our business interests should be timely, accurate and reflect CORONA's values and expectations, as well as follow our policies, approval procedures and all applicable laws.

CORONA



OUR COMPANY

| Using social media appropriately

Everyone has the right to make comments on personal social media accounts, including sharing CORONA content approved for your individual use, making it clear that the opinions you express are your own. However, it's important to remember that only trained spokespeople can make comments on behalf of CORONA. When using social media, we must be careful not to disclose anything that could be deemed "inside information". Examples could be the early release of sales figures or knowledge of a large company restructuring. CORONA policies on confidential information still apply to personal social media accounts.

| Using your own devices

There are CORONA policies we need to follow for using our smartphones, tablets or any other personal device for CORONA business purposes. We may need to set up password controls, device locking or remote erasure. Lost or Stolen devices must be reported to the Admin Department Immediately, and we are responsible for deleting CORONA data from our devices if we dispose of them.

CORONA



OUR EMPLOYEES

At CORONA, we are proud to live our values and expectations and, in so doing, follow the law. We do everything we can to maintain the trust and respect of the organization we work with and the communities in which we live and operate. Similarly, we protect the interests of our patients and the company.

Training & Development

CORONA; we strongly believe to upskill the employee based on their functional need. Our endeavor is to provide functional, behavioral and managerial development program for our team at regular interval

Culture

CORONA aims to keep stress free work culture. We expect that our colleagues work in a healthy environment and cherish their work. We have initiated No sales target concept for sales personnel. We incentivize our employees based on their performance. All the exceptional work has been appreciated with strong recognition

Acting with individual integrity and courage

Integrity and courage start with individual responsibility. If we always aim to do the right thing, act honestly, ethically, and stand up for the wrong, we are acting with individual integrity and courage.

Actively preventing fraud, bribery and all forms of corruption

Bribery is illegal no matter where in the world we work. It is up to us to stand up and report any suspected corruption and have open conversations to assess situations that could be open to fraud, bribery or corruption.

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OUR EMPLOYEES

Avoiding all conflicts of interest

We all need to carefully consider any situation that could be unfair. For example, it would be unfair to have family members on a supplier list.

Building quality into everything we do

Committing to Quality means taking responsibility for improving our working practices, helping our patients and consumers, and maintaining their trust. We are passionate about quality and are always ready to learn from our mistakes as well as our successes. It is about striving to do the right thing, first time and every time and challenging ourselves to be the best we can be.

Preparing for a crisis situation

CORONA prepares for possible events to protect people and ensure that our company can survive any disruptions, including man-made or natural disasters. Please keep your contact information up to date to ensure you, or a designated contact can be reached in an emergency or crisis situation

Competing in accordance with competition laws

CORONA is committed to free and open competition. We follow competition laws wherever we operate and compete on the merits of our products and services.

A healthy and safe workplace

Our purpose is to help people do more, feel better and live longer, including ourselves. That means creating healthy working environments that help us thrive

CORONA



OUR EMPLOYEES

Keeping safe at work

Everyone should feel safe when working for CORONA. Any potential hazards, behaviors or practices that may cause harm should be reported

Know - Prevent - Report

It is up to all of us to know what is expected of us, prevent bribery and corruption by complying with CORONA policies and report any concerns

Important

We should always show respect for our colleagues and the community. Everyone has a part to play in creating a fair and inclusive work environment that embraces human rights, diversity and individuality, supporting and inspiring us to achieve great things

Treating People Equally

When we live by our values and expectations, we treat everyone with respect and on an unbiased basis. By doing so, we attract and retain the best people. We also reflect on the diversity and characteristics of the communities in which we operate and the people we serve. We do not tolerate harassment, unreasonable or offensive behavior, or discrimination of any kind. This includes any form of Sexual harassment. Any such behavior that affects an individual's dignity at work is not acceptable and will not be tolerated.

CORONA



OUR EMPLOYEES

Trusting each other

To work efficiently, we need to have trust in each other. That can only happen if we take extra care to ensure that people working together do so in line with our values and expectations. This applies to the engagement of our complementary workforce and of our third party. If there is a situation that may involve a potential or actual conflict of interest, ask for guidance and disclose this to a manager, supervisor or to a Sr. Management personal

Following our recruitment processes

To protect our people and assets, we carefully select people with the right qualifications and experience to work for us or on our behalf. That means we do pre-employment verification of all the employees and workers before they are hired or contracted.

Ensuring contract workers meet our standards

Contract workers are an important asset to our business and we benefit greatly by working with them. We expect, those working with CORONA should comply with CORONA code of conduct, for the same we make supplier responsible by setting specific behavioral and performance standards of its employees.

CORONA



OUR WORLD

We are honest and transparent about what we do and how we do it. This improves our collaboration with each other and enhances the way we are seen by the communities we work with. It demonstrates that we are open to discussions and challenges and improvise the way of operating.

We are also mindful of our responsibilities. We care about our communities and the wider world, and are committed to human rights and the sustainable approach in all that we do

| Our commitment to human rights

Our responsibility for upholding human rights includes respecting all labor laws and ensuring we are not party to any form of forced labor.

We also commit to ensuring access to medicines and patient safety, and to sharing scientific information to help further research and development, wherever possible.

We seek to work with third parties that share our commitment to human and labor rights.

| Ensuring grants and donations are appropriate

We support legitimate and worthy causes in the communities in which we operate. We also actively promote and support public health. Anyone involved in this area has a responsibility to check whether any grants and donations made are in line with our standards.



CORONA



OUR WORLD

Making sure our work with governments is ethical.

We work with governments and have a responsibility to abide by our high set-standards, follow ethics when dealing with government and non-government organizations.

Sanctions and export control laws

In some cases, sanctions and export control laws may restrict or prohibit us from doing business with certain countries, government officials, entities and individuals.

It is each person's responsibility to understand any restrictions that apply to them and to the activities they carry out for CORONA. This enables the company to follow the rules on financial transactions and the movement of our products, goods, materials, services, equipment, software and technology.



CORONA



GLOSSARY

Adverse reaction

An adverse event is any sign of illness in a patient associated with the use of a CORONA product, whether or not you think it might be related to the product. It should be raised with the Central Safety Department within 24 hours of initial awareness via an online form.

Our code of conduct applies to employees and anyone who works for or on behalf of CORONA. It helps us understand the values and expectations that guide our work. It describes the behaviors we all need to demonstrate to bring our values and expectations to life. Just as importantly, it shows us how living our values and expectations helps us fulfill our goal of helping people do more, feel better and live longer. All our written standards and procedures are available on our written standards resource center on Connect CORONA.

Code of conduct

Contract workers

People who work for or on behalf of CORONA and are not employees. These include contractors, consultants and agency staff.

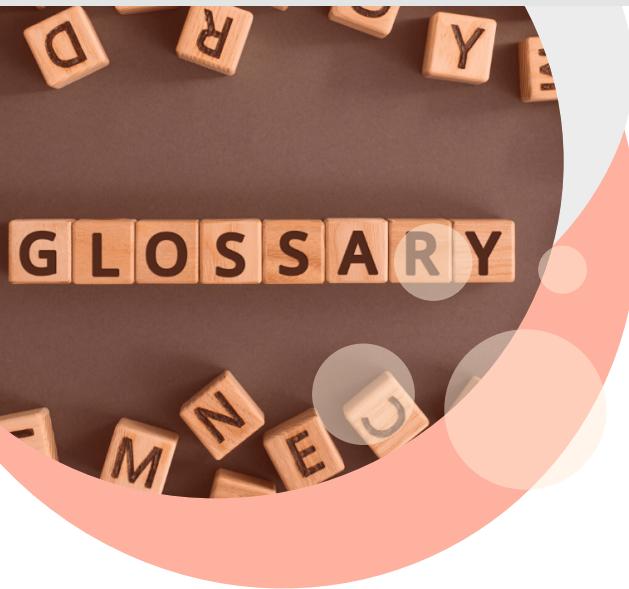
A conflict of interest is a situation in which an individual has competing interests or loyalties; if you think you are or might be, in such a situation, talk to your manager.

Conflict of interest

Integrity (CORONA value)

Our value of integrity is about how we expect the highest ethical behaviors of ourselves and others.

CORONA



GLOSSARY

Found on Connect CORONA, this is a central repository of all of our written standards.

**Our written standards
resource center**

**Patient focus
(CORONA value)**

Our value is to focus on patients and consumers need, work together to meet their needs and requirements.

Our value of respect means supporting colleagues and the communities around us, and embracing diversity and individuality, so we can all achieve great things.

**Respect
(CORONA value)**

Retaliation

Workplace retaliation is when someone takes a negative action against a colleague for exercising their rights under employment law, e.g. speaking out. CORONA has zero tolerance for retaliation.

Being accountable for concerns and issues that we spot by reporting or telling someone. It also includes recognizing someone when they do something worthy of praise and sharing great ideas that benefit everyone.

Speaking up

Supplier

Suppliers are third parties who provide goods or services in return for the agreed upon compensation (traditionally fee for service basis).

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GLOSSARY

Teamwork is about all of us working better together on aligned objectives, understanding how our work contributes to our Innovation, Performance and Trust priorities, encouraging diversity of thinking and inspiring each other.

Teamwork
(CORONA expectation)

Third party

A third party is any organization or person that is not a CORONA legal entity or employee, with which CORONA has established a formal business relationship. This includes but is not exhaustive to suppliers, distributors, HCPs, licensors, etc.

Our value of transparency helps us build trust with each other and with society by being honest and open about how and what we do.

Transparency
(CORONA value)

CORONA