

Privacy Notice for Employees – Canada

Last Updated: April, 2024

This Employee Privacy Notice (“**Notice**”) is addressed to all individuals employed by Dr. Reddy’s Laboratories and its subsidiaries and affiliates in Canada (“**Dr. Reddy’s**”).

Please read this Notice carefully since it sets out how and in which context, we are processing your employment-related personal information.

We take the privacy of all individuals seriously and are committed to ensuring that your personal information collected by us is processed and protected in accordance with applicable privacy laws.

Should you have any further questions related to processing of your personal information, we invite you to contact us at welcome@drreddys.com, while you are being Onboarded. As an employee of Dr. Reddy’s, you can reach out to us via ‘**Guru**’ (our query management chatbot).

1. What information do we collect from you?

As used in this Notice, “personal information” refers to any information about an identifiable individual (other than business contact information). We may collect various categories of personal information about you, including information contained in supporting documents where required. We may also collect personal information of your family members and nominees for the purposes of administering benefits programs, maintaining emergency contact information, or other similar purposes. The categories of personal information we collect may include, for example, the following:

- **Identifiers**, such as your name, email address, mobile number (option to communicate via channels such as WhatsApp), social insurance number, other government-issued identification number, passport number and validity, current and permanent address, and other similar identifiers. We may also collect electronic identifiers (e.g., ID card/badge number, biometric information, login credentials including phone number, device information of phone and laptop used for work).
- **Characteristics of protected classifications under law**, such as citizenship, gender, disability status, and where necessary and legally permitted, diversity related information.
- **Biometric information** for security purposes.
- **Internet or other electronic network activity** including online identifiers such as cookies, logs, access and connection times, and access rights.
- **Audio, electronic, visual, or similar information**, including audio or visual recordings such as those enabled through the use of security cameras in our offices. We may also collect your individual or group photos, as well as audio, video recordings captured in context of internal and external in-person events as well as virtual meetings where you may participate.
- **Professional and employment-related information**, including your financial and previous compensation related information e.g., last drawn fixed and variable salary (TCC), Bank and account holder details along with a cancelled cheque, pay slip from your current/most recent employer. We may also collect total years of experience, joining and relieving date, relieving letter from your previous employer, employee code from last two organizations, designation (when joining and leaving) and notice period of current/most recent organization. We may also collect other information related to your job role and/or necessary for the administration of your employment, including job title/ employee ID, business unit, department, managers, buddy and subordinates’ information, employment dates including dates of joining, promotion, level and position change, work schedule, performance and values and behaviors

evaluation and its outcome, attendance data including leaves availed, career aspirations, and recognitions received.

- **Education information**, including highest and second highest qualification, specialization, College/institution name and period, marks (% or CGPA), educational certificates – high school and above.
- **Your medical and health related information:** e.g., blood group, disability status, and results of your pre-employment medical check-up.

Please note that some of the information listed above may be considered sensitive in nature. This may include information such as your health and medical information, social insurance number, passport number, other government ID number, biometric information, bank account details, minor's data, data collected regarding complaints and investigations of misconduct etc.

2. For which purposes do we use your personal information?

We may process your personal information for the purpose of establishing, managing and terminating our employment relationship with you, including:

- to administer your employment contract with us and fulfil our obligations therein;
- for personnel administration (such as performing employment & background checks, creating & maintaining employee directories, record keeping, relocation and any company specific travel arrangements, benefits and absence management, deputation etc.);
- to carry out tasks in relation to our legal and regulatory obligations, including inspections, audit and reporting (such as income tax, audits, disputes including litigation/arbitration, medical checkups, misconduct or fraud, inspections by regulatory authorities);
- for performing pre-employment medical checkups where permitted by law to assess role fitment and to promote employee wellbeing;
- for your learning and skill development;
- for your payroll administration;
- for facilitating and administering social and financial services related to your employment (such as travel, accident, health, medical insurances);
- to carry out your ongoing performance reviews and values and behavior evaluation;
- to seek your feedback and obtain insights about our processes, organisation, and culture through surveys;
- to allow you to participate in conferences and events, managed or sponsored by us;
- to publish content from you and relating to you, including without limitation newsletters, magazines, the internet (e.g., our website or social media handles), events, interviews, brochures, and articles;
- to perform general analytics related to employment such as organizational culture related insights, to ensure security of our intellectual property, and to improve our internal processes, including those gained using emerging technologies;
- to manage your requests or inquiries, also after discontinuation of your employment with us;
- for the security and safety of your information, where required such as to protect unauthorized or unintended disclosure of our intellectual property or confidential information;
- for the promotion of your physical and mental wellbeing during your employment with us;
- for communicating with you for business purposes and business continuity including during public emergencies;
- for handling misconduct and any violations of our code of business ethics;
- to manage divestments, mergers and acquisitions involving our company;

- for any other purposes where we have a legitimate interest, or is permitted, or imposed as a requirement under applicable law; and
- for purposes to which you give your consent.

3. Who has access to your personal information and to whom is it transferred?

We may disclose or transfer your personal information within Dr. Reddy's and its affiliates or to third parties outside the company, including those indicated in this notice.

During the course of our activities and for the same purposes listed in this Privacy Notice, your personal information may be accessed by or transferred to the following categories of recipients for the purposes set out in this Privacy Notice:

- Our employees (including HR and other departments or affiliates of Dr. Reddy's only on a need-to-know basis).
- Our contracted third parties, (including IT providers, payroll and staffing providers, auditors, consultants, collaboration or business partners, banking, insurance, and healthcare agencies).
- Our advisors and external lawyers, (including that related to sale or transfer of any part of our business).
- Any third party to whom we may assign or novate any of our rights or obligations.

The personal information about you may also be processed, accessed or stored outside of Canada, including, for example, in the United States and India. These jurisdictions may not offer the same level of protection of personal information, and your personal information may be accessible to authorities in those jurisdictions.

We may have to disclose your personal information to government agencies, courts, and designated third parties specified if we are required to do so by applicable law, regulations, court orders or decisions.

4. How do we protect your personal information?

We have sought to implement appropriate measures intended to provide an adequate level of security and confidentiality of your personal information.

The purpose of these measures is to keep your personal information secure and to protect it against accidental or unlawful destruction or alteration, accidental loss, unauthorized disclosure, or access, and against other forms of unlawful forms of processing.

More information on Dr. Reddy's Information Technology/ Information Security Management System (ISMS) policies can be found on our intranet portal (ihub).

5. How long do we store your personal information?

Your personal information will generally be retained for as long as necessary to fulfil the purpose(s) for which it was collected or to comply with legal or regulatory requirements. When this period expires, your personal information will be de-identified or anonymized or completely removed from our systems and repositories.

Personal information collected and processed in the context of a dispute are deleted or archived i) as soon as settlement has been reached, ii) once a decision in last resort has been rendered or iii) when the claim becomes time barred.

6. Questions?

If you wish to know about our privacy practices or have further privacy-related questions, please contact your Data Privacy Partner. To find more information on Privacy at Dr. Reddy's please visit the Data Privacy page on our intranet (iHub).

You can also contact our Data Privacy Officer at dataprivacy@drreddys.com if you wish to register any grievances regarding the performance of our obligations in relation to your personal information or rights.

Should you have any further questions related to processing of your personal information, we invite you to contact us at welcome@drreddys.com, while you are being Onboarded.

7. How will you be informed of the changes to the Privacy Notice?

We may change or update this Privacy Notice from time to time by posting revised versions on our intranet (ihub) – indicated by 'Last Updated date' at the top. Please keep checking this notice occasionally so that you are aware of any changes.