



EMPLOYEE PRIVACY POLICY

This document outlines **OPTIMUS DRUGS PRIVATE LIMITED** approach towards data protection and privacy (the "**Privacy Policy**") in order to comply with its employment requirements and fulfil its legal obligations as per Section 43A of the Information Technology Act, 2000 (the "**Act**") and the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules 2011 ("**SPDI Rules**") prescribed thereunder.

Optimus Drugs Private Limited, a company registered under the laws of India, under Companies Act, 1956 and having its registered office at Plot No. 6P, Sy No. 37A & 37P, Signature Towers, 2nd Floor, Kothaguda, Kondapur, Hyderabad, Telangana -500084, along with its affiliates (hereinafter referred to as "**ODPL**").

Optimus Pharma Private Limited, a company registered under the laws of India, under Companies Act, 1956 and having its registered office at Plot No. 6P, Sy No. 37A & 37P, Signature Towers, 2nd Floor, Kothaguda, Kondapur, Hyderabad, Telangana -500084, along with its affiliates (hereinafter referred to as "**OPPL**").

Optimus Life Science Private Limited, a company registered under the laws of India, under Companies Act, 1956 and having its registered office at Plot No. 6P, Sy No. 37A & 37P, Signature Towers, 2nd Floor, Kothaguda, Kondapur, Hyderabad, Telangana -500084, along with its affiliates (hereinafter referred to as "**OLSPL**").

ODPL, OPPL and OLSPL are hereinafter collectively referred to as "**Optimus**", "**We**", "**Our**" and/or "**Us**".

Optimus will collect, store, process, share and/or transfer certain personal details of its employees/contractors/ job applicants ("**You**" and/or "**Your**").

We would like to inform You that the Privacy Policy is subject to change, without any intimation to You and in accordance with the applicable laws. The protection and security of Your information is one of Our top priorities.

Please read the Privacy Policy carefully at www.optimuspharma.com. You agree to the practices and policies set forth in this Privacy Policy, and You hereby acknowledge and expressly consent to Our collection, use, and sharing of Your information as described hereinunder.

In this Privacy Policy, We set out the types of information that We may collect, the purpose of collection of the information, how We collect, use, disclose, transfer, and store Your information so that You can make an informed decision in relation to the sharing of Your personal information with Us.



A handwritten signature in blue ink, appearing to be a stylized 'S' or similar character.



1. Information Collected:

1.1 We gather various types of information from Our employees, contractors and job applicants, as explained below. We will take reasonable steps to accurately record the information that You provide to Us and any subsequent updates. We may share certain types of information collected with third parties. We collect the following types of information:

1.1.1 *Information provided by You:* We shall receive, store, and process the information You knowingly and willingly provide to Us which includes name, address, photograph, biometric data, phone number, date of birth, email address, pan card, Aadhar card, utility bill copies, passport, educational qualification, past employment records, health records, past travel records, bank and insurance details, proof of income-tax savings, proof of identity, proof of address, details of family members, CCTV recordings, audio recordings, and any other such details required to perform administrative and legal obligations in capacity of an employer or potential employer. You always have the option to not provide information however, by choosing the option of not providing information, You may not be able to continue Your employment with Us or seek employment with Us, as the case may be.

1.1.2 *Information collected from other sources:* We might receive information about You from other sources such as when We conduct background verification checks on You from Your past employers or any other third party.

1.2 You acknowledge and agree that if You provide any information that is untrue, inaccurate, not current or incomplete (or becomes untrue, inaccurate, not current or incomplete over a period of time), or We have reasonable grounds to suspect that such information is untrue, inaccurate, not current or incomplete, We have the right to terminate Your employment or not offer You employment at Our sole discretion.

2. Purpose of collecting Your information:

2.1 The personal data is collected for the purposes of recording in/out time, implementing biometric access controls, payroll, bonus, employee benefit and welfare management, appraisals, trainings, promotional and marketing events, background verification, security and safety, insurance policies, travel and hotel bookings and taxation and other administrative and legal obligations/ processes in capacity of an employer.

3. Data Disclosure and Sharing:

3.1 We may share Your personal information with Our other corporate entities and/or affiliates; subcontractors, agents or service providers who work for Us or provide services to Us or Our group companies (including their employees, sub-contractors, service providers, directors and officers) throughout the world to fulfil Our employment obligations.

3.2 We may disclose Your information to third parties to provide services including but not limited to payroll, background verification, insurance, taxation, overseas and domestic travel management and hotel bookings.



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- 3.3 We may disclose and share Your data to fulfil any contractual obligations and requirements that We have with the client/ partners including but not limited to information that needs to be shared with the client/partners as part of the on-boarding process or as part of an audit requirement.
- 3.4 We may disclose Your information to third parties government agencies which may be required for Us to comply with Our legal obligations, or to prevent, detect, mitigate, and investigate fraudulent or illegal activities.
- 3.5 We may disclose Your information if required to do so by law or in good faith belief that such disclosure is reasonably necessary to respond to summons, court orders, or other legal process, law enforcement authorities, government authorities, courts, dispute resolution bodies, Our regulators, auditors and any party appointed or requested by Our regulators to carry out investigations or audits of Our activities
- 3.6 We may disclose Your information to law enforcement offices, third party rights owners, or others in the good faith belief that such disclosure is reasonably necessary to enforce this Privacy Policy, respond to claims or protect the rights, property or personal safety of the general public.
- 3.7 We may share some or all of Your information with another business entity should We (and/ or Our assets) plan to merge with, or be acquired by that business entity, or for the purposes of re-organization, amalgamation, restructuring of business.
- 3.8 You acknowledge that Your records/ data can be disclosed during and after Your employment for filing documents and statements required by law, in litigation and other information sought by the other side in a legal proceeding or investigation under the prevailing law.

4. Your rights as information providers

- 4.1 You can check whether and what kind of data We hold about You and to access or to request copies of such data.
- 4.2 You can request correction, supplementation or deletion of personal data that is inaccurate or processed in non-compliance with applicable requirements.
- 4.3 You have the right to withdraw Your consent for the collection of all and/or any part of the information collected by Us, however, please note that this may result in the termination of Your employment with Us.
- 4.4 We make it easy for You to keep your information accurate, complete, and up to date. You can reach out to Us should you wish to access, amend, or delete your information stored with Us.



5. Data Security

- 5.1 We are committed to protecting Your information in Our custody. We take reasonable steps to ensure appropriate physical, technical and managerial safeguards are in place to protect Your information from unauthorized access, alteration, transmission, and deletion.
- 5.2 We work to protect the security of Your personal information during transmission by using encryption protocols. We use multi-layered controls to help protect Our infrastructure, constantly monitoring and improving our applications, systems, and processes to meet the growing demands and challenges of security.
- 5.3 We assume no liability or responsibility for disclosure of Your information due to, unauthorized third-party access, or other causes beyond Our control.

6. Retention of Data

- 6.1 We will retain Your information and any data only for the period necessary to fulfil the purposes outlined in this Privacy Policy unless a longer retention period is required or permitted under applicable law. We may retain Your data beyond Your employment period as required by applicable law and for potential claims resulting from Your work at Optimus which are not time barred.

7. Governing Law

- 7.1 The terms of this Privacy Policy shall be governed and construed in accordance with the laws of India. Any dispute regarding or arising out of this Privacy Policy shall be subject to the exclusive jurisdiction of the courts in Hyderabad, India.

8. Grievance Officer

- 8.1 In accordance with the Act and the SPDI rules made there under, the name and contact details of the Grievance Officer are provided below:

Name : J Praveen Kumar
Company : Optimus Drugs Private Limited
Address : Plot No: 6P, 2nd floor, Signature Towers, Kothaguda, Kondapur,
Hyderabad-500084, Telangana
Email : praveenkumar.j@optimuscorporate.com

