



Cultural and Religious Holidays Policy

Introduction

At Prism Industries Pvt Ltd, we celebrate the diversity of our workforce and recognize the important role that cultural and religious observances play in employees' lives. As a leading global manufacturer of pharmaceutical products — including nicotine-based formulations, quinine, hyoscine, lumefantrine, and artemether — we are committed to fostering an inclusive, respectful, and supportive workplace.

This **Cultural and Religious Holidays Policy** affirms our commitment to providing employees with fair opportunities to observe cultural, religious, and traditional holidays, thereby promoting mutual respect, inclusivity, and work-life balance.

Scope and Applicability

This policy applies to all full-time, part-time, contract employees, and interns at Prism Industries Pvt Ltd. It governs practices across all sites and departments globally, including manufacturing, research, procurement, logistics, administration, and marketing.

Suppliers, vendors, and service partners are also encouraged to adopt similar principles that respect and accommodate cultural and religious diversity in their workforce.

Objectives of the Policy

- Promote Respect for Cultural and Religious Practices**
Recognize and honor the diverse cultural and religious backgrounds of our employees by supporting their right to observe important holidays.
- Support Work-Life Balance**
Provide flexible options for employees to celebrate significant cultural and religious events without adversely affecting their professional responsibilities.
- Foster Inclusivity and Diversity**
Create a workplace culture where diversity is embraced, and where employees feel respected, valued, and supported.

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4. Align with National Laws and International Best Practices

Ensure that our holiday and benefits policies comply with applicable labour laws and reflect international standards promoting equality and inclusion.

Key Principles of the Policy

1. Observance of Cultural and Religious Holidays

- Employees may request time off to celebrate religious or cultural holidays that are meaningful to them, subject to reasonable operational requirements.
- Prism Industries recognizes that official national holidays may not encompass the full range of religious and cultural observances important to our diverse workforce.

2. Flexible Leave Options

- Employees may utilize available paid leave (such as casual leave, privilege leave, or earned leave) to observe cultural or religious holidays not covered by national holiday lists.
- Where necessary, employees may also request unpaid leave or flexible working arrangements to accommodate observances.

3. Advance Notice and Coordination

- Employees requesting time off for religious or cultural holidays should provide reasonable advance notice to their supervisor or HR representative to facilitate operational planning.
- Managers are encouraged to accommodate requests wherever feasible, keeping in mind business continuity needs.

4. No Discrimination or Retaliation

- No employee will face discrimination, negative treatment, or retaliation for requesting or taking time off for religious or cultural observances.

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Employee Benefits and Holiday Practices

- Prism Industries provides a list of designated national and regional public holidays each year.
- In addition to public holidays, employees may request leave for personal cultural or religious observances through the regular leave application process.
- Holiday policies and leave entitlements are regularly reviewed to ensure they support the needs of a diverse and evolving workforce.

Supplier and Vendor Expectations

- Prism Industries encourages suppliers, vendors, and service providers to respect the cultural and religious practices of their employees by offering similar flexibility and accommodations.
- Suppliers and vendors working with Prism Industries are expected to foster non-discriminatory workplace environments that recognize and support cultural and religious diversity.

Monitoring and Implementation

- **Human Resources Department:** Responsible for implementing this policy, guiding employees and managers on its application, and ensuring consistency across the organization.
- **Managers and Supervisors:** Expected to handle holiday leave requests with fairness, sensitivity, and respect for employees' cultural and religious needs.

Training and Awareness

- Regular training sessions and communications will be conducted to raise awareness about cultural and religious inclusivity.
- Managers will be trained on handling requests for cultural and religious leave in a respectful and equitable manner.

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Roles and Responsibilities

- **Employees:** Expected to communicate their holiday needs in advance and plan collaboratively with their supervisors.
- **Supervisors and Managers:** Responsible for accommodating holiday leave requests in a fair, respectful, and operationally viable manner.
- **Human Resources:** Ensures that leave policies are fairly applied and provides support in resolving any issues related to cultural or religious observance.

Conclusion

At Prism Industries Pvt Ltd, we believe that respecting cultural and religious diversity strengthens our organizational culture and enhances employee engagement. Through this **Cultural and Religious Holidays Policy**, we reaffirm our commitment to fostering an inclusive, flexible, and respectful workplace where all employees can observe the traditions and beliefs that are important to them.

Together, we create a thriving environment that supports individuality, promotes understanding, and drives success.

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