

Memo

To: All USP Employees, Contract Labour Staff & Employers, visitors

Date: 8th October 2025

Re: ORDER OF MANAGEMENT on re-constitution of Internal Committee (“IC”) at USP-India in compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (“Act”) & the rules and regulations made thereunder.

Your attention is drawn to the fact that the composition of the Internal Committee (IC) has undergone a change and this memo is an update to all employees on the same.

USP-India is committed to providing a work environment for everyone that is free of all forms of harassment including but not limited to sexual harassment and/or bullying.

USP-India does not tolerate any form of harassing behavior in the workplace. General harassment, gender-based harassment and sexual harassment in the workplace are not permitted and contrary to USP-India’s policy to foster a productive work environment, free from any form of harassment, intimidation, or insult.

Sexual Harassment of women employees at workplace is illegal and unlawful and such activities are prohibited under the Act. In compliance with the Act, the Management of USP-India has formed the IC, details of which are notified in this order.

Name of the Member	Designation /Role	Contact
Ms Annu Uppal	Chairperson	IC members are reachable at; IndiaComplaintsCommittee@usp.org
Ms Geetha Padmaja R V	Employee Member	
Mr Mohamed Takhi	Employee Member	
Mr Saleem Khan	Employee Member	
Ms Madhuri Gundlapalli	Employee Member	
Ms Sonal Mattoo	External Member	

All are requested to take note.

By order of Management, display at all USP-India premises;

For and on behalf of United States Pharmacopeia – India Private Limited

Signed by:

Girish Kapur

63A0C41C8618442

Girish Kapur

Senior Vice President, & USP India Site Head