



AZ SHE BANGALORE

SOP No.: SHE-003

Version: 04.1

Effective Date 01 March 2024

Review Date: 01 March 2026

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AstraZeneca India

Safety Healthy & Environment

SOP SHE – 003

AZ India Driving Policy

	Name	Signature	Date
Prepared By (SHE Co-Ordinator)	Anasuya Elisha Manager-SHE	 Anasuya Elisha (Mar 13, 2024 12:07 GMT+5.5)	13/03/2024
Review carried out by Line Manager	Giri Prasad Ramamoorthy Director – Facilities & SHE	 Giri Prasad Ramamoorthy (Mar 13, 2024 15:51 GMT+5.5)	13/03/2024
Approved by (CLT Member with Responsibility for SHE)	Amarpreet Kaur Ahuja Country HR Director, India	 Amarpreet Kaur Ahuja (Mar 13, 2024 18:52 GMT+5.5)	13/03/2024
Approved by Country President	Sanjeev Panchal CP & Managing Director	 Sanjeev Panchal (Mar 13, 2024 18:54 GMT+5.5)	13/03/2024

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This SOP is applicable to: AstraZeneca India MC Corporate Office and Field Employees

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1.0 PURPOSE

1.1

An accident whilst driving presents the greatest risk of death or serious injury to AstraZeneca India MC employees at work. To manage this risk a number of measures have been taken which are broadly split into four areas: the driver, the journey, the vehicle and supportive company policies. By complying with this policy, the risk of death or serious injury can be mitigated.

The purpose of this SOP is to provide high level of care and safety to our employees during road travel on duty. In many cases when a driver falls asleep at the wheel of a car, the injuries sustained are very severe and sometimes fatal, due to no avoiding action being taken. The guidelines have been structured to cover mandatory standards and recommended good practices for travel in vehicles (two wheelers / four wheelers) which are being used for official duty in the AstraZeneca India MC Corporate Office, Bangalore and 4 Zones.

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Drivers should not drive if they are tired or fatigued. Tiredness and fatigue are caused by a number of different factors including:

- i The time of day the journey is being undertaken.
- ii The driving environment – long monotonous roads induce tiredness.
- iii The total number of working hours in a day.

The total distance travelled should be assessed, taking into account the road conditions, the frequency of the journey and the weather conditions.

2.0 SCOPE AND APPLICABILITY

2.1 This policy applies to AstraZeneca India MC permanent employees, temporary employees and seconded employees who drive on company business. It includes:

- i All employees commuting to office by 2-wheeler/4 wheelers
- ii All employees using 2 wheelers/4 wheelers for official duty
- iii Employees driving a 'pool' or hire car.
- iv Any other situation where an individual is driving on company business.

Reference to this SOP is made in: None other SOP

3.0 ABBREVIATIONS

SHE	Safety, Health and Environment
HOD	Head of the Department
MC	Marketing Company

4.0 RESPONSIBILITIES

Sl.No	Activity	Responsibility
1.	Operation	SHE Manager / Line Managers
2.	Ensure Compliance	All Department HODs

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4.1 Line Managers

All line managers of employees who drive on company business are responsible for:

- I. Ensuring that this policy is communicated and understood by employees in their team.
- II. Ensuring that any employee required to drive on company business holds a current and valid driving licence and vehicle insurance.
- III. Ensuring that employees in their team complete the required Safe Rider / DRIVE SAFE defensive driving training or any associated activities **in compliance with SOP No SHE-005**
- IV. Assessing and addressing any driving or vehicle-related concerns regarding employees in their team, and taking corrective action where necessary.
- V. Ensuring that if an employee in their team is absent from work as a result of a work-related vehicle accident this is reported to the SHE Manager within 24 hours or as soon as reasonably practical **in compliance with SOP No. SHE-004**. Line managers will do a formal investigation of the incident/accident, draw actions plan and inform SHE Manager for further discussion/action. This would help that such incidents do not get repeated.
- VI. Ensuring their team member's vehicles are well maintained and by monitoring the same through Ride Along vehicle/rider assessments carried out twice in each calendar year.

4.2 Employees

- i It is the responsibility of employees driving on company business to comply with this policy.
- ii If any aspect of this policy is unclear, it is the responsibility of the individual to seek clarification through their line manager or the SHE Coordinator

5.0 POLICY ELEMENTS

5.1 The Driver

All employees who drive on company business are responsible for:

- i. Being aware of and complying with Indian driving legislation and regulations, including holding a valid and current driving licence and vehicle insurance.

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- ii. Exercising personal responsibility for their own safety and the safety of others who may be affected by their driving performance .
- iii. Completing Drive Safe/Safe Rider training or any associated activities when requested to by their line manager.
- iv. Completing SHE Ride Along when requested by their line manager.
- v. Reporting any incidents or accidents that occur whilst driving on company business to their line manager and SHE Manager within 24 hours or as soon as reasonably practical **in compliance with SOP No. SHE-004.**
- vi. Completing 'Accident Reporting Form' and ensuring the same reaches the SHE Manager within 24 hours. Completing the Accident Feedback Form 7 days from the time of the accident and ensuring the same reaches the SHE Manager **in compliance with SOP No. SHE-004.**
- i Ensuring that any vehicle they drive on company business is regularly inspected and maintained in line with the manufacturer's instructions.
- ii Ensuring that where it is necessary to use their own vehicle on company business, that vehicle is adequately insured.

5.2 The Journey

The journey itself represents a driving-associated hazard. Possible control measures to reduce the risk of this hazard causing harm include the following:

- i It is the responsibility of the driver / rider to ensure they are alert and fit to drive at all times.
- ii It is the responsibility of the Line Manager to make sure no driver/rider is put in a position where they are made to drive/ride where it can be foreseen that they will become tired or fatigued.
- iii Avoid driving for long distances in a single unbroken trip. An individual's susceptibility to fatigue varies considerably and therefore specific limits are not practical, however the driver needs to take personal responsibility for this and stop when necessary. It is

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recommended to take a break from driving for at least 15 minutes every two hours. This break should include leaving the vehicle.

- iv Where possible eliminate unnecessary car/bike journeys – consider alternatives such as teleconference or video conferencing, or safer forms of transport such as planes or trains.
- v Manage driver fatigue with effective journey planning, Meetings should be scheduled to avoid driving excessive hours. Where necessary overnight stays in hotels should be provided.
- vi Where possible avoid driving in adverse weather conditions – where a car journey is necessary take extra measures appropriate to the conditions and allow extra time.
- vii No employee should be expected to drive for more than 7 hours in a working day (The working day will including other work-related activities e.g. meetings)
- viii No employee should drive a vehicle following a flight, which crosses 3 or more time zones, or lasts for more than 5 hours. In this case a taxi should be taken, and driving should not be carried out until at least one night's sleep has taken place.

5.3 Condition of the Vehicle

Vehicles should be roadworthy and meet the minimum requirements given below:

- i Driver should have a valid licence.
- ii Driver should have valid vehicle insurance.
- iii Vehicles should have necessary statutory/legal approvals.
- iv Foot brakes should be in good working order.
- v Hand brake should be in good working order.
- vi Tyres including spares should be in good condition judged by the treads.
- vii All electrical such as headlights, tail/parking lights, indicator lights, brake lights should be functioning.
- viii Horns should be operational and audible.
- ix Both the windshield wipers should be functioning (for four wheelers).

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- x Both right and left side mirrors should be present (Rear view mirror should be present in the case of 4 wheelers).
- xi Motorcycles should have leg guards.
- xii 4 wheelers/scooters should have a spare tyre.
- xiii 4 wheelers should have seat belt and head rest.
- xiv Fitness certificate from a reputed authority as per the Indian Road laws.

5.4 Maintenance of Vehicles

- i Routine servicing of the vehicle will be done at a frequency recommended by the manufacturer.
- ii Vehicles will be maintained in neat and clean state at all times.
- iii Line Manager shall check the condition of team members vehicles twice in a calendar year through SHE Ride Along exercise.
- iv Due to the risk of injury following sudden deceleration, no equipment should be transported in the passenger compartment of the car.
- v Large and bulky materials should not be transported by car. Use should be made of the company's preferred courier services.
- vi Hazardous materials, (those labelled as hazardous for transport or suspected as being hazardous for transport), should not be transported by car. Advice on the transport of these materials should be sought from the SHE Advisor

5.4 Accessories

- xv All vehicles should have a well maintained and updated first aid kit.
- xvi All vehicles should have a well maintained tool kit.



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6. AZ Fleet Policies

6.1 Seat Belt Policy:

AstraZeneca requires drivers and all passengers to wear safety belts while driving. AstraZeneca encourages safety belt use by all passengers, in all seats, at all times to protect you, your family, your passengers and other drivers.

6.2. Helmet Policy

AstraZeneca requires all two wheeler riders and pillion riders to wear helmets while riding.

6.3. Mobile Phone

Drivers travelling on company business are prohibited from using a hand-held mobile phone, or any other hand-held electronic devices [palm pilots, computers, two-way radios, global positioning systems (GPS) while the vehicle is moving.

For hand-held phones, the driver may not accept incoming calls, or place a call unless they are off the road and stopped in a safe place.

Line managers should not call a reportee if they know the said employee is driving, as he/she may feel pressured to pick the call of a supervisor.

Callers should first check "Are you driving?" before continuing the conversation. If the answer is "yes", then caller should hang up the phone after requesting the employee to call back.

6.4. Alcohol and Drug use:

Employees are prohibited from driving a vehicle while under the influence of Alcohol and or Drugs

6.5. High-Risk Driver

Drivers classified as High-Risk are subject to remedial action. Failure to respond to

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remedial action may result in disciplinary action.

6.6 Driver Training Policy

All employees driving a company vehicle or using their own vehicle on company business as a regular part of their job will participate in Drive Safe / Safe Rider training as per the training schedule. Absenteeism will be viewed seriously.

6.7.Vehicle Maintenance and Condition

All company vehicles are required to undergo preventative maintenance as recommended by the manufacturer or leasing company at designated Mileage or Kilometres intervals, with service activities recorded. Overall vehicle condition (exterior and interior) will be monitored, and drivers may be held financially accountable for any damage resulting from negligence.

6.8.Vehicle Eligibility & Employee Requirements

“All employees driving a company vehicle or using any vehicle on company business will:

- Have a valid driver's license
- Not have been convicted of any major traffic offenses within the past three years
- Follow all local driving laws,
- Comply with all AstraZeneca MC Fleet Policies,

AstraZeneca reserves the right to withdraw a company vehicle at the discretion of company management in situations in which the employee:

- Has driven under the influence of alcohol or drugs;
- Exhibits high-risk behaviour
- Drives without a valid license.

7.0 Penalty For Non-compliance of Seat Belt /Helmet /Mobile Phone Policy :

7.1 Any employee found violating the Seat Belt / Helmet and or Mobile Phone Policy for the first instant, the same shall be reported to his immediate supervisor.

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7.2 Any employee found violating the Seat Belt / Helmet and or Mobile Phone Policy for the second time, the same shall be reported to his Department Head. This may adversely impact his Performance Appraisal.

7.3 Any employee found violating the Seat Belt / Helmet and or Mobile Phone Policy for the third time, the same shall be reported to the Head of the Organisation and necessary disciplinary action will be taken.

8.0 Penalty For “Drink and Drive :

8.1 Any employee found violating the Alcohol & Drug Use Policy for the first instant, the same shall be reported to his immediate supervisor and adversely impact his Performance Appraisal.

8.2 Any employee found violating the Alcohol & Drug Use Policy for the second instant, the same shall be reported to the Head of the Organisation and the disciplinary action will be taken.

9.0 APPENDICES

Accident Reporting Form- Appendix No 1

Post Accident Feedback Form – Appendix No 2

AZ Vehicle Minimum Safety Standards - Appendix no 3

EV Two Wheeler Guidelines-Minimum Recommended Safety Features-Appendix 4

Revision History

Revision Comments	Author/Reviewer	Date
Fleet Policies added	Anu Elisha	31/05/2010
Penalties Added	Anu Elisha	31/05/2010
Vehicle minimum safety requirements revised	Anu Elisha	31/05/2010
Condition of the Vehicle section revised	Anu Elisha	17/10/2012
Line Manager responsibilities revised	Anu Elisha	17/10/2012
Policy Elements (The Driver)	Anu Elisha	17/10/2012
Driver Training Policy revised	Anu Elisha	17/10/2012
Approver Signatory Changed	Anu Elisha	31/08/2015
Approver signatory changed	Anu Elisha	31/08/2017

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No change in policy except renewal	Anu Elisha	2015-2018
Version updated and policy renewed	Anu Elisha	June 2019
Version updated	Anu Elisha	27/02/2024
Condition of the Vehicle section revised	Anu Elisha	27/02/2024
Line Manager responsibilities revised	Anu Elisha	27/02/2024
Policy Elements (The Driver)	Anu Elisha	27/02/2024
Driver Training Policy revised	Anu Elisha	27/02/2024
Approver Signatory Changed	Anu Elisha	27/02/2024

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APPENDIX 1

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ASTRAZENECA PHARMA INDIA LIMITED

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ACCIDENT REPORTING FORM

This form has been developed to track the accident statistics at an All India Level in AZ. It needs to be completed by Line Manager in case of any accident/incident, which may be fatal / major / minor / or first aid type and **sent to the SHE Manager at Corporate Office within 24 hours from the time of incident. Please ensure all the details are provided.**

The injured person should be immediately sent for the medical attention.

PART A)

Name of the injured Employee :

Employee No :

TA / Designation :

Age of the Employee :

Date of Accident/Incident :

Time of Accident/Incident :

Location of Accident/Incident :

Type of vehicle involved : 2 Wheeler / 4 Wheeler (Please select)

Type of vehicle : Petrol / Electric Vehicle (Please select)

How the Accident / Incident occurred (Please give a clear and accurate description of the accident, and how it occurred - Please explain in complete detail).

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PART B)

Details of the Injury (Please give full details / description of the injury)

1. Nature of the injury _____;
2. Part of the body injured _____;
3. Any Fractures (Please specify):
4. Any Stitches (Please specify) :
5. Did the employee return to work after receiving first aid : YES / NO
6. Did the Accident occur while employee was on official Duty : YES / NO
7. Doctors Advice

Date :

Name of Person Reporting :

TA/Designation of Person Reporting :

Please submit the Post Accident Feedback Form 7 days after reporting the above accident.

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APPENDIX 2

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Post Accident Feedback Form

(Please submit this form to SHE Manager at Corporate Office 7 days after reporting the accident)

1	Name of Employee	Karuneshwar
2	Employee No / HQ	
3	TA / Designation	Onco KAM
4	Date of Accident	25/04/2019
5	Type of Accident	Fatal ☐ Major ☒ Minor ☐ Incident ☐
6	Type of vehicle involved (2 Wheeler / 4 Wheeler)	2 WHEELER
7	Type of Injury	Cuts & scrapes on face
8	Body part injured	Face/hands/legs
9	Doctor's Advice	Advised rest for 12 to 15 days rest for wound healing. Asked to attend for wound dressing alternate days till the wounds and bruises heals.
10	Treatment Details	First aid
11	Injured person reported back to work after first Aid	Yes ☐ No ☒
12	Hospitalization Details	NO HOSPITALIZATION
13	When did the injured person report back to work (Date)	08/05/2019
14	Is the injured person fit for work?	Yes ☒ No ☐

Signature of Line Manager
Date:

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APPENDIX 3

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Minimum Safety Standards for AstraZeneca Vehicles (Company Owned and Personal Vehicles Used for Business Purposes)

All vehicles should be roadworthy. The driver should be in possession of a valid driving licence and other legal/statutory approvals. The minimum safety requirements given below needs to be met:

2 WHEELERS

- Foot brake and hand brake should be in good working order
- Tyres including spares should be in good condition judged by the treads
- Both right and left side mirrors should be present
- All electricals such as headlights, tail/parking lights, indicator lights, brake lights should be functioning
- Horns should be operational and audible
- Motorcycles should have leg guards
- Scooters should have a spare tyre
- Well maintained and updated first aid kit should be available
- Well maintained tool kit should be available
- Emission Certificate should be valid
- After vehicle is 15 years old, Fitness Certificate from a reputed authority should be provided every 5 years.

4 WHEELERS

- Foot brake and hand brake should be in good working order
- Tyres including spares should be in good condition judged by the treads
- Both right and left side mirrors and also the rear view mirror should be present
- All electrical such as headlights, tail/parking lights, indicator lights, brake lights should be functioning
- Horns should be operational and audible
- Both the windshield wipers should be functioning
- Spare tyre should be available and in good working condition
- 4 wheelers should have seat belt and headrest
- Well maintained and updated first aid kit should be available
- Well maintained tool kit should be available
- Emission Certificate should be valid
- After vehicle is 15 years old, Fitness Certificate from a reputed authority should be provided every 5 years.

Approved by :


Anasuya Elisha (Feb 21, 2024 12:04 GMT+5.5)
21/02/2024

ANASUYA ELISHA
Manager-SHE



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**GUIDELINES ON THE MINIMUM RECOMMENDED SAFETY FEATURES OF
TWO-WHEELER ELECTRIC VEHICLES**

All vehicles should be roadworthy. The driver should be in possession of a valid driving licence and other legal/statutory approvals. The minimum safety requirements given below needs to be met:

VEHICLE STABILITY

2 Wheeler EVs should be designed to ensure stability during normal operation, including:

- o Adequate tyre grip
- o Suspension
- o Frame design
- o Speed range (Kms on road)
- o Weight with battery
- o Torque

BATTERY

Battery Standards:

Strictly AIS 156 Phase 2 certified batteries.

Battery Types:

1. LFP Battery = Lithium Ferro Phosphate, type of Lithium -Ion battery.
2. NMC Battery = Lithium Nickle Manganese-type of Lithium ion Battery

Battery Capacity:

1. 2 kwh: Minimum 80km/charge on road (15K cheaper than 3 kwh solution.)
2. 3kwh may give 120km/charge in ECO mode

Battery Warranty:

Minimum 3 years OR 60,000 kms.

Battery Charging Time:

1. 2 KWH battery - 80% in 2.5 hrs, 100% in 4 hrs
2. 3 KWH battery - 80% in 4 hrs, 100% in 6 hrs

Removable battery and charger

Allows the user to charge the battery at home, office or any other location

Battery Placement:

Ideal position of the battery is at the centre.

This helps maintain centre of gravity and makes the vehicle stable

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Motor

Motor Type

Mid mounted IP67 PMSM (to withstand water logging conditions in India)

Torque:

- o Motor torque 20 Nm
- o Wheel torque 140 Nm

Motor warranty:

3 years or 50,000 kms

Drive & transmission:

Single or double stage

Wheels Front/Rear:

17"/17" Alloy preferable

Brakes Front/Rear:

- o **Braking System:** Electric motorcycles should have an efficient and reliable braking system capable of safely stopping the vehicle within a reasonable distance
- Combined Braking System + Disc

Motor Position: -

- o Mid Mounted - the safest position
- o HUB motors –not recommended high risk of frequent damages, the maximum wear & tear, high exposure to stress fractures

Lighting and Signalling:

- o 2 wheeler EVs must be equipped with proper lighting systems, including headlights, taillights, and turn signals, to ensure visibility and communicate the rider's intentions to other road users.

Mirrors:

- o Rear-view mirrors (left and right) are essential for providing adequate rear visibility to the rider, enabling them to monitor surrounding traffic.

Horn:

- o An audible horn or other warning device should be installed to alert pedestrians and other vehicles of the rider's presence.

Speedometer:

- o Two-wheeler EVs should have a speedometer to enable the rider to monitor their speed and comply with speed limits

Seat Dimensions

- o Seat height: 775 mm
- o Seat Length: 853 mm

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Ground clearance:

175 mm – to safely negotiate potholes and humps in the road

Shock absorbers

- o Dual suspensions in front and back are better suited for Indian roads.
- o Larger shock absorbers with longer travel can help prevent shoulder & back pain.

Battery Chargers

CAN enabled; ensures battery safety, prevents incidences of fire/burning while charging

Vehicles with inbuilt Vehicle Control Unit (VCU) & Battery Management System (BMS). Smart BMS and Motor controller with CAN communication

a. CAN enabled VCU acts as additional safety layer overall battery BMS and Motor MCU. It is a MANDATORY safety measure for continuous temperature monitoring with safe mode to continue riding under fault condition.

Fall detection and safety cut off of traction motor to prevent severe accidents.

Prepared by : Anasuya Elisha, Manager-SHE 
Anasuya Elisha (Aug 30, 2023 11:50 GMT+05:30)

30/08/2023

Approved by :


Giri Prasad Ramamoorthy (Aug 31, 2023 09:33 GMT+05:30)

GIRI PRASAD RAMAMOORTHY
Director- Facilities & SHE

31/08/2023

AZ India Driving Policy

Final Audit Report

2024-03-13

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