

RESEARCH AND DEVELOPMENT (R&D) POLICY

JANUARY 2026

POLICY NUMBER: TMG-SEC-042

APPROVAL AUTHORITY: BOARD OF DIRECTORS



THE MAZI GROUP

1. PURPOSE

This Research and Development (R&D) Policy establishes guidelines for conducting research and developing new products and technologies at The Mazi Group. Innovation is central to our competitive advantage across Mazi Beauty, Glam Switch, On The Go Mists, and Upvendo. This policy ensures R&D activities are conducted ethically, efficiently, and in alignment with business strategy.

2. SCOPE

This policy applies to:

- All research and development activities
- Product development across all brands
- Technology innovation
- All employees involved in R&D
- External research partners and collaborators

3. R&D STRATEGY

3.1 Strategic Alignment

- R&D priorities aligned with business strategy
- Focus on customer needs and market opportunities
- Balance short-term and long-term innovation
- Regular strategy review and adjustment

3.2 Innovation Focus Areas

- **Mazi Beauty:** Clean beauty formulations, sustainable ingredients
- **Glam Switch:** AI/ML for skin analysis, personalization technology
- **On The Go Mists:** Efficacy, sustainable packaging
- **Upvendo:** Restaurant technology, operational efficiency

4. R&D GOVERNANCE

4.1 Oversight

- R&D leadership reports to executive team
- Regular portfolio reviews
- Stage-gate process for major projects
- Board visibility on significant initiatives

4.2 Project Approval

- Business case for new projects
- Resource and budget approval
- Risk assessment
- Alignment with strategy

5. RESEARCH INTEGRITY

5.1 Ethical Research

- Conduct research ethically and responsibly
- No animal testing (cosmetics)
- Human subject research with proper consent
- Comply with research regulations

5.2 Scientific Rigor

- Sound scientific methodology
- Proper experimental design
- Accurate data collection and analysis
- Reproducible results

5.3 Data Integrity

- Accurate and complete research records
- No falsification or fabrication
- Proper data management

- Retention of research data

6. PRODUCT DEVELOPMENT PROCESS

6.1 Stage-Gate Process

1. **Ideation:** Generate and screen ideas
2. **Concept:** Develop concept and business case
3. **Development:** Design and develop product
4. **Testing:** Validate and test
5. **Launch:** Commercialize and launch

6.2 Gate Reviews

- Defined criteria for each gate
- Cross-functional review team
- Go/no-go decisions
- Resource allocation

7. COSMETIC PRODUCT DEVELOPMENT

7.1 Formulation Development

- Safety assessment of ingredients
- Stability testing
- Efficacy testing
- Compatibility testing
- Preservative efficacy testing

7.2 Regulatory Compliance

- Ingredient compliance (FDA, EU, etc.)
- Safety substantiation
- Claims substantiation
- Labeling compliance

7.3 Sustainability

- Sustainable ingredient sourcing
- Environmental impact assessment
- Packaging sustainability
- Carbon footprint consideration

8. TECHNOLOGY DEVELOPMENT

8.1 AI/ML Development (Glam Switch)

- Follow AI ethics policy (TMG-SEC-038)
- Bias testing and mitigation
- Accuracy validation
- Privacy by design

8.2 Software Development (Upvendo)

- Follow development standards (TMG-SEC-041)
- User-centered design
- Security by design
- Scalability planning

9. INTELLECTUAL PROPERTY

9.1 IP Creation

- Document inventions and innovations
- Invention disclosure process
- Patent evaluation
- Trade secret protection

9.2 IP Protection

- File patents for valuable inventions
- Maintain trade secrets
- Copyright protection

- See TMG-SEC-013 for IP policy

9.3 Third-Party IP

- Respect others' intellectual property
- Freedom to operate analysis
- Proper licensing

10. EXTERNAL COLLABORATION

10.1 Research Partnerships

- Universities and research institutions
- Industry collaborations
- Supplier partnerships
- Proper agreements in place

10.2 Agreements

- Confidentiality agreements
- IP ownership and licensing
- Publication rights
- Material transfer agreements

11. LABORATORY SAFETY

- Safe laboratory practices
- Proper handling of chemicals
- Personal protective equipment
- Emergency procedures
- Waste disposal compliance

12. DOCUMENTATION

12.1 Research Records

- Laboratory notebooks

- Electronic records
- Data management
- Version control

12.2 Product Development Records

- Formulation records
- Test reports
- Stability data
- Regulatory submissions

13. QUALITY IN R&D

- Quality standards for research
- Calibrated equipment
- Validated methods
- Quality review of outputs

14. BUDGET AND RESOURCES

- Annual R&D budget planning
- Project-level budgeting
- Resource allocation
- R&D tax credit documentation

15. METRICS AND REPORTING

- R&D investment tracking
- Project milestone tracking
- Time to market metrics
- Innovation pipeline health
- Regular reporting to leadership

16. ROLES AND RESPONSIBILITIES

16.1 R&D Leadership

- Set R&D strategy
- Manage portfolio
- Allocate resources
- Report to executives

16.2 Researchers/Scientists

- Conduct research with integrity
- Document work properly
- Report inventions
- Follow safety procedures

16.3 Product Development Teams

- Execute development projects
- Meet quality standards
- Collaborate cross-functionally
- Deliver on time and budget

17. RELATED POLICIES

This policy should be read in conjunction with:

- TMG-SEC-002: Product Safety and Quality Control Policy
- TMG-SEC-013: Intellectual Property Protection Policy
- TMG-SEC-031: Product Labeling and Claims Substantiation
- TMG-SEC-038: AI Ethics and Responsible AI Use Policy

18. POLICY REVIEW

This policy shall be:

- Reviewed annually by R&D leadership
- Updated for regulatory and business changes

- Approved by CTO/Chief Scientific Officer
- Communicated to R&D teams

19. DEFINITIONS

- **R&D:** Research and Development activities.
- **Stage-Gate:** Project management process with defined phases and decision points.
- **IP:** Intellectual Property - patents, trade secrets, copyrights.
- **Formulation:** Combination of ingredients in a product.

For questions about this policy, contact:

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