



## Social

### Employee Health and Safety

- ◆ The COVID-19 pandemic has created a number of new challenges, especially for businesses to reopen. Manjushree takes a drastic step to beat this global pandemic by proactive planning and extensive implementation of Covid -19 guidelines with ensuring all are wearing masks, maintain social distancing and equipped with hand sanitizer. Hand washing station and Sanitizer Spray Tunnel has been installed at the entry point. Body temperature of all the employee entering the premises are being recorded via thermal screening and Attendance Monitoring is done via Non-contact Attendance monitoring System. Robust Sanitization practices are implemented to cope with this Covid- 19 scenario e.g. Sanitizers are made available at appropriate location, Vehicle Sanitization process has been initiated, External Plant Sanitization is done on regular basis etc. **GRI 403**
- ◆ The pandemic and its related uncertainties had caused large scale anxiety and apprehension, amongst all concerned. In total 8 trainings were conducted and signage were pasted in working areas to make people cautious towards their health. **GRI 403**
- ◆ Manjushree organized the 73rd Independence Day at its premises saluting the supreme sacrifices of Indian Freedom fighters for whose efforts we are breathing the air of freedom today. **GRI 403**
- ◆ A fire mock drill was conducted under the supervision of Mr. DK Sharma of R. D. Associates, an organization of Fire Engineers, G. N. B Road, Guwahati. All the employees of the company were made understand about the objective, purpose and norms of conducting the Fire and Safety Mock drill, followed by escape plan and evacuation procedure through escape routes and emergency exit **GRI 403**.
- ◆ Viswakarma Puja was celebrated on September 17th in MIPL by maintaining social distancing norms. **GRI 403**
- ◆ We have developed a standard procedure for Vehicle Road Safety for the dos and don'ts of the staff travelling in office vehicle. **GRI 403**

**Manjushree**  
We grow with our customers

**Precaution And Measures Established For Plant Startup After Lockdown Due To Covid-19 Pandemic**  
(Proactive Planning And Post-Lockdown Execution)

PROACTIVE PLANNING (PLANT STARTUP PLANNING)	POST-LOCK DOWN EXECUTION (PLANT RUNNING CONDITION)
Systematic housekeeping and site cleaning across the plant.	Prerequisites plant visit by external visitor during exigency.
"SANITIZATION TUNNEL" at entry gate.	All Individual entering premises pass through SANITIZATION TUNNEL.
Calibrated Infrared Thermometer at entry point.	Body Temperature Recording of each individual entering premises.
Availability of Sanitizer at entry point.	Handwash with Soap and Sanitizer at entry point for each individual entering premises.
SANITIZER Bottle's Location map.	Assurance of availability and monitoring of Sanitizer bottles kept at designated places.
Cloth mask for every employee.	Compulsory norm for wearing of mask during stay at premises and during office vehicle.
Equipment for Sanitizing spray and machine for vehicles.	Sanitization of other working areas across entire plant.
Traveller's Trip Planning for maintaining social distance.	Sanitization of Company and all incoming vehicles.
Plant operation planning with reduced employees.	Maintaining of social distancing inside the premises plant.
Provision of Staggered off work from Home planning.	Comprehensive health history form for all persons entering premises.
	Quarantine system for Employee entering Assam from other State.
	Controlling of Manpower gathering at Wash Room Change room.

**Coronavirus COVID-19**



Only **2 incident** has been recorded in last 6 Months.



## Human Rights

- ◆ Employee Satisfaction survey was conducted across the organization. Survey was primarily done to assess Indexes like Happiness, Referral, Work Life Balance, Recognition etc. Responses observed to be satisfactory. **GRI 102**
- ◆ A grievance redressal cell meeting was organized to discuss the needs of employees. **GRI 103**

## Welfare

### Employee Welfare

- ◆ Manjushree supported the government's move by strictly observing total Lockdown due to surging cases of Covid-19 from 24<sup>th</sup> March 20 and re-opened on 17<sup>th</sup> Apr 20 to serve the society with packing materials for essential commodities with appropriate Government's permission. Essential vehicle passes were issued to the employees for smooth movement of employees to the plant from their places. **GRI 401**
- ◆ The pandemic and its related uncertainties had caused large scale anxiety and apprehension, amongst all concerned. In total 8 trainings were conducted and signage were pasted in working areas to make people cautious towards their health. **GRI 403**
- ◆ Nearby accommodation to plant were arranged for team members for smooth functioning of plant during second phase lockdown with restricted opening like running of essential services. **GRI 401**
- ◆ External training was conducted on pest control by Pest Control India for Housekeeping team and Training on Artificial Intelligence was conducted by E-YANTRA to aware team members about its use in manufacturing industry and its advantages. **GRI 404**
- ◆ As per the yearly medical plan for the year 2020-2021, a free Eye Camp was organized for all our Team Members. Audiogram test for employees working in high noise area (DG and Boiler area) were also done. **GRI 401**



## Social Welfare

- ◆ Lockdown had its worst effect on the daily wage earners. Essential food item supply in the locality went short. Manjushree was quick to understand the need of the hour and participated in voluntary distribution of house hold essential items during the lockdown.







## Business Ethics

- ◆ In line with our company motto "We grow with our customers" Manjushree tried its best to ensure that in spite of the lockdown blues, its supply chain remain uninterrupted and the requirements of our customers were fulfilled on time. Our efforts in this regard got appreciated by our esteemed customers. Jyothy Labs Pvt. Ltd. applauds team Manjushree for excellent support for three months during this pandemic in supplying/ servicing even the unprecedented demand, uninterrupted. **GRI 102**
- ◆ We were proactive in understand the requirement of our customer and hence we planned inventory for Films and Granules, so we easily able to manage the 21 days lockdown. Our suppliers also acted proactively due to which who are much better prepared for managing such situation resulting less impact in terms of material availability. For Ink, we have in-house Ink Kitchen facility with supplier, resulting the ink availability was good enough to meet the requisite. Also for Chemical, Adhesive we have tied up with distributor locally resulting less issue in availability. **GRI 102**



## Sustainable Procurement

- ◆ Supplier Declarations of "Supplier Sustainability Policy" have been procured for 17 Nos of suppliers across all categories like Films, Chemicals, Adhesive, and Ink etc. **GRI 204**

## Sustainability Matrices

- **Zero COC has been breached in last 6 months.**
- **Avg. 392 MT CO<sub>2</sub> is being emitted per month.**
- **2 incident occurred in last 6 months.**
- **Avg. 86 minutes training hour per employee per month**

## Environment

- ◆ Day night timer has been fixed in street lights to save electricity. **GRI 307**
- ◆ Temperature controller has been installed in cooling tower fan so that after attaining certain temperature, it automatically turned off. **GRI 307**
- ◆ Through an in-house hack, a shaft has been added in BFL for slitting of shrink films due to which wastage quantity considerably reduced and electricity is saved by 12KWatt/Hrs. **GRI 307**
- ◆ Maxlin 9001 Descalant was installed in BFL Chiller which leads to less water consumption. **GRI 307**
- ◆ Introduced Damper in FD fan to control the supply of air to BFL and introduced AC drive in ID fan to control the speed of exhaust fan to control the emission of CO<sub>2</sub> **GRI 307**



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