



Sustainability Report

Edition 01, Oct 2018

Social



Social Human Rights

Organization has defined Child labour policy regarding labour practices or human rights issues to ensure measures taken to prevent or eradicate child or forced labour.

- ✓ Organization is committed to provide a work environment that is free of harassment. Any employee who commits any of the harassment acts includes verbal or physical conduct that insults or shows hostility or aversion toward an individual because of his/her colour, religion, gender, national origin, age or disability may be disciplined in any manner deemed appropriate including termination.
- ✓ Manjushree has established a "GRIEVANCE CELL" with workers representative to fulfill the right to join labour unions, worker's council or other collective bargaining. Any concern related to worker can be escalated in three stages: via defined Supervisor of plant or HR Team or Grievance Cell.
- ✓ To ensure employees remain up to date in skills as required for operational as well as personal development, organization has defined a comprehensive Annual Training Calendar. The Training Topics are identified from structured TNI (Training Need Identification) Process.

Social Health & Safety

- ✓ Fire safety trainings are carried out by Health and Safety committee periodically to create awareness about fire hazards and its safety procedure. This is a proactive measure organization ensures to cope up with Fire disaster.
- ✓ Suitable and appropriate Personal Protective Equipment's (PPE) like Aprons / Gloves / Nose masks are being used in manufacturing as well as other applicable area by all personal for self-protection as well as to reduce contamination to products.
- ✓ We ensure receiving Material Safety Data Sheet (MSDS) for all procured Raw Material (Like Films, Ink, Chemical, Adhesive, and Hardener etc.). These MSDS are reviewed to see the requirement of Personal Protective Equipment's (PPEs) and accordingly provided.
- ✓ Customized instructions on personal health and safety measure are prepared, displayed, shared with employee to reduce the risk of accidents and to create safe work environment.
- ✓ To create a stress free environment and to create employee bonding "Some Birthday Time" is celebrated with employee to make them feel more special on that day.
- ✓ Diwali Festival is celebrated across organization in very true spirit. This helps organization to create employee bonding, minimizes barrier with Management team, active participation.

Ethics



Management level involvement during business transaction is very high, resulting very limited scope for bribery and corruption. Also, Organization has defined policy to prevent bribery and corruption. Code of Conduct is in place mentioning that " NO EMPLOYEE IS ALLOWED TO TAKE ANY GIFT". Any discrepancy can be reported via coc@manjushreegroup.com

Business

- ✓ Organization monitors the IT Server and its performance. Preventive maintenance of server and security checks are done on periodic basis.
- ✓ Stable and secured model like N Computing Model (L- Series Ethernet Connect) has been implemented across organization.
- ✓ Organization has defined Standard Operating Procedure for Client Server management and Network maintenance to minimized the risk of data loss, Hardware failure and ensure data backup and its safety in network and administration.



Environment

✓ Organization has defined Environmental policy meeting environment rules and regulations applicable by the State and Central Government of the business. We are into, and ensures all possible efforts to protect Environment by minimizing waste generation, optimizing resource and energy consumption.

✓ We ensures industry specific requirements (i.e. Flexible Packaging Industry) & norms. We adhere to the requirements of Plastic Waste (Management and Handling) Rules, 2011.

✓ Manjushree defines Standard Operating procedure for Waste Control and Disposal to ensure that all identified types of wastage are properly controlled and disposed of to avoid any type of contamination & also to ensure that product do not re-enter the manufacturing area.

✓ Organization uses innovative machinery / attachment for easy handling of Plastic waste. E.g.: Trim Winder attachment along with conventional Machinery for ease of operation in separating out of recycled / waste material.

✓ Organization has defined work environment matrix to identify environmental, Occupational Health & Safety (OHS) Hygiene controls required for various processes in order to ensure that Product Safety, Quality, Legality along with worker safety is not compromised.



Sustainable Procurement

Organization has an approved supplier list of raw material and packing material



Welfare

- ✓ ESI pehchan cards are provided for health care which can be utilized by each of eligible employee.
- ✓ Pre-employment medical checkup is carried out by organization before joining to ensure the sound health of the employee.
- ✓ Team Manjushree partnered with the Guwahati Chapter of Hare Krishna Movement to conduct a charity drive in Bamunimaidam Railway Colony where they gave away clothes (donated by our employees) and foods (sourced from the Akshay patra Foundation) to about 200 people.
- ✓ Our Team also organized an environmental awareness camp in Datalpara L.P School to grow awareness about environment and teach them about the beautiful things they can make with plastic waste products.

Duration April - September

0 COC has been breached in last 6 months.

Avg. 406.17 MT CO₂ is being emitted per month.

6 incident occurred in last 6 months.

Avg. 71.35 minutes training hour per employee per month.

