

## **Index**

<b>Contents</b>	<b>Page No</b>
<b>CSR Policy</b>	02
<b>Mission Statement &amp; Standard Code of Business Conduct</b>	03
<b>The Committee / Activities included under Company's CSR policy</b>	03 -04
<b>Areas of Operations</b>	05-07
<b>Budgetary Provisions, Corporate Structure, Responsibility</b>	07
<b>Review of CSR initiative, Scope of Applicability</b>	08
<b>Code of Conduct</b>	08
<b>Employee Social Service</b>	08



# Corporate Social Responsibility Policy

We are in the business of developing, manufacturing and marketing of Active Pharmaceutical Ingredients and Pharmaceutical Formulations.

We believe that business should be profitable and beneficial to the society. We conduct our business ethically in a socially responsible manner. We are committed to protect the environment and provide safe working conditions at our workplace. We believe in safeguarding human rights and supporting communities and culture within which we work.

Premchand Godha  
Chairman & Managing Director

Date: 15<sup>th</sup> January, 2013



## **Mission statement**

We are committed to operate our business with emphasis on Quality, Safety and Corporate Social Responsibility in all areas of our manufacturing and marketing operations. We will integrate our business values to meet the expectations of our shareholders, customers, employees, regulators, investors, suppliers and the community at large and take care of environment with best of our ability.

## **Standard Code of business conduct**

We understand that our business activities have varying direct and indirect impact on the society in which we operate.

We are committed to manage our business activities in a responsible manner. We are also committed to ensuring that our business activities are conducted in all respects according to applicable ethical, professional and legal standards.

We are committed to reviewing and continuously improving our corporate social responsibility programmes and encourage all our business partners and stakeholders to implement corporate social responsibilities appropriate to their area.

## **The Committee**

The Company has set up a Corporate Social Responsibility (CSR) Committee of the Board of Directors consisting of:

1. Mr. Dev Parkash Yadava – Independent Director and Chairman of the Committee
2. Mr. Premchand Godha – Chairman & Managing Director
3. Mr. Ajit Kumar Jain – Joint Managing Director
4. Mr. Prashant Godha – Executive Director

This Committee of the Board shall:

- a. formulate and recommend to the Board, a Corporate Social Responsibility Policy which shall indicate the activities to be undertaken by the Company;
- b. recommend the amount of expenditure to be incurred on the activities referred to in clause (a); and
- c. Monitor the Corporate Social Responsibility Policy of the Company from time to time.

CSR activities mean and include but are not limited to:

- a. Projects or Programs relating to activities specified in below; and
- b. Projects or Programs relating to activities undertaken by Board of Directors of the Company in pursuance of recommendation of CSR Committee of the Board as per CSR Policy of the Company.

### **Activities included under the Company's CSR Policy**

- i. eradicating hunger, poverty and malnutrition, promoting preventive health care and sanitation and making available safe drinking water;
- ii. promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly and the differently abled and livelihood enhancement projects;
- iii. promoting gender equality, empowering women, setting up homes and hostels for women and orphans; setting up old age homes, day care centres and such other facilities for senior citizens and measures for reducing inequalities faced by socially and economically backward groups;
- iv. ensuring environmental sustainability, ecological balance, protection of flora and fauna, animal welfare, agroforestry, conservation of natural resources and maintaining quality of soil, air and water;
- v. protection of national heritage, art and culture including restoration of buildings and sites of historical importance and works of art; setting up public libraries; promotion and development of traditional arts and handicrafts;
- vi. measures for the benefit of armed forces veterans, war widows and their dependents;
- vii. training to promote rural sports, nationally recognised sports, paralympic sports and Olympic sports;
- viii. contribution to the Prime Minister's National Relief Fund or any other fund set up by the Central Government for socio-economic development and relief and welfare of the Scheduled Castes, the Scheduled Tribes, other backward classes, minorities and women;
- ix. contributions or funds provided to technology incubators located within academic institutions which are approved by the Central Government
- x. Rural development projects.
- xi. Contribution to the NGOs and Charitable Organizations, inter-alia, engaged in the above activities; and
- xii. Such other matters as may be prescribed from time to time.

## Areas of Operations

This policy will be built on implementing, inter-alia, the following CSR activities for our stakeholders and community at large.

- Healthcare
- Safety
- Education
- Women Empowerment, Child Care and Support to Old Age
- Environment
- Protection of National Heritage
- Contribution to Nationally recognized Funds
- Contribution to Charitable Organizations and Trusts

### **⚙ Healthcare**

We are committed to implement programme of activities to achieve improvement in the health and general safety and wellbeing of society at large.

Illustrative areas of activities are:

- Eradicating hunger, poverty and malnutrition
- Promoting preventive healthcare and sanitation
- Making available safe drinking water
- Free Medicine distribution
- Medical checkups
- Medical camps

### **⚙ Safety**

We are committed to put our efforts to find out unsafe places and unsafe acts for improving safety of the people at workplace including Road safety for general public.

Illustrative areas of activities are:

- Organization wide safety awareness drives to improve general safety standards.
- A series of training sessions for safe working practices.
- Road safety campaigns
- Posters on safe Driving
- Street lights and hand railings

## \* Employees

We will deliver a competitive equal opportunity and fair employment environment.

Illustrative areas of activities are:

- Employee and their children education and skill development programs
- Personal effectiveness programs

## ⚙ Education

- Promoting education, including special education and employment enhancing vocation skills especially among children, women and the differently abled.

## \* Customers

Our business and existence depend upon our customers. Every employee is responsible for ensuring that all their contact with our customers and the public at large shall reflect professionalism, efficiency and honesty. We will constantly strive to provide high quality service and products to our customers and public at large.

Illustrative areas of activities are –

- Health awareness programs
- Product knowledge
- Providing quality products

## \* Environment

Our objective is to reduce impact on the environment through a committed continual improvement projects for Environment Management Systems.

Illustrative areas of activities are –

- Tree plantations inside and outside manufacturing sites
- Save Trees by reducing Paper Usage
- Safe affluent treatment management
- Rain water harvesting
- Ecology balance awareness programme for the workmen and students
- Water conservation
- Energy conservation
- Garbage Free Roads
- Usage of unconventional energy sources

## \* Suppliers

We regard suppliers as our partners and work with them to help us achieve our policy aspirations in the delivery of our products and services.

We will encourage our suppliers and contractors to adopt responsible business policies and practices for mutual benefit

Illustrative areas of activities are –

- To work closely with our suppliers and encourage them to inculcate sound business and CSR policies.

## \* Community at large

We being responsible corporate citizen will support appropriate social and non-political projects. For this purpose our organization will focus activities in the following areas:

- Education & Training
- Employment
- Social Welfare of underprivileged sections
- Environment
- Rural development

### **Budgetary Provisions**

- Approval of CSR Budgets by the CSR Committee of the Board
- Budgets v/s Actual Quarterly report
- Necessary financial provisions for various activities.
- Fund for charity and sponsorship activities

### **Corporate Structure**

Corporate Social Responsibility Committee of Board of Directors:

The Committee will ensure that appropriate organizational structures are in place to effectively identify, monitor and manage corporate social responsibility policy of the Company including approval and allocation of CSR budgets and monitoring of CSR activities.

### **Responsibility**

**Primary responsibility:** The CSR Team based at Corporate Office will support the CSR Committee of the Board in implementing the Company's CSR activities.

## **Review of CSR initiative**

- a) Monthly reports by Corporate CSR Team to the CSR Committee of the Board
- b) HR head to summarize to the Board Committee event reports with photographs
- c) Audit of CSR activities to be done once every 6 month by Corporate Internal Audit.
- d) CSR activities undertaken in the Annual Report presentation.

## **Scope of Applicability**

This corporate social responsibility policy applies throughout the Company for all CSR activities undertaken.

## **Code of Conduct**

The code of conduct outlines the expected standards of behaviour and ethics in all our business, activities and is included as a condition of employment for all our employees.

- We recognize that social, economic and environmental responsibilities are integral to our business. We aim to demonstrate these responsibilities through our actions and within our corporate policies.
- We shall be open and honest in communicating our strategies, targets, performance and governance to all our stakeholders in our continual commitment to a sustainable development.

## **Employee Social Service (ESS)**

We encourage our employees to take part in social activities.

We shall support and encourage our employees to help local community organizations and activities in the local region and selected specified areas.

We will have a de-centralized operations and work place, with employee participation both in decision making and implementation.

More locally, we are open to greater community involvement and have links with local Universities and educational institutions, social organizations, medical fraternity, community groups, NGOs and society at large.