

HCL TECHNOLOGIES LTD.

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Period covered by your Communication on Progress (COP) From: October 14, 2020 to October 13, 2021

1. STATEMENT OF CONTINUED SUPPORT BY THE CHIEF EXECUTIVE OFFICER (OWNER OR PRESIDENT IN THE CASE OF SMALL BUSINESSES)

October 14, 2020

To our stakeholders:

I am pleased to confirm that HCL Technologies reaffirms its support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-Corruption.

In this annual Communication on Progress, we describe our actions to continually improve the integration of the Global Compact and its principles into our business strategy, culture and daily operations. We also commit to sharing this information with our stakeholders using our primary channels of communication.

Sincerely yours,



C. Vijayakumar

Chief Executive Officer

HCL Technologies



2. DESCRIPTION OF ACTIONS

Human Rights

Objective: HCL is committed to ensuring that people are treated with dignity and respect. It is the philosophy of the Company to identify, prevent, and mitigate human rights violations resulting from, or caused by, our business activities, through human rights due diligence and mitigation. The Company is committed to investigating, addressing and responding to the concerns of employees and to take appropriate corrective action in response to any such violation.

Applicability: HCL practices are guided by the inherent philosophy which is to promote human rights, create an environment where an individual is respected, treated equally, and ensure that no individual or group of individuals in the Company engages in activities that directly or indirectly violate human rights. This policy is applicable to all employees of HCL Technologies Limited and its subsidiaries worldwide, including but not limited to full-time / part-time/ fixed-term/ expat employees.

The Company values diversity and believes in having a long-standing commitment to provide equal opportunity and intolerance of discrimination and harassment at the workplace. HCL is dedicated to maintain a workplace that is free from discrimination or harassment on the basis of race, color, religion, creed, marital status or gender.

HCL and all employees must continue to respect, support and promote human rights.

- HCL conduct business in a manner that respects the rights and dignity of all, complying with all legal requirements.
- HCL respects internationally recognized human rights, as set out in the International Bill of Human Rights and the International Labour Organizations' declaration on Fundamental Principles and Rights At Work.
- HCL treats everyone who works for the Company fairly and without discrimination. Our employees, agency staff and suppliers are entitled to work in an environment and under conditions that respect their rights and dignity.
- HCL respects freedom of association. Where its employees wish to be represented by trade unions or works councils, HCL will cooperate in good faith the bodies that its employees collectively choose to represent them within the appropriate national legal frameworks.
- HCL respects the rights of people in communities impacted by its activities. HCL will seek to identify adverse human rights impacts and take appropriate steps to avoid, minimize and/or mitigate them.
- Where HCL identifies that it has caused or directly contributed to adverse impacts on the human rights of others, HCL shall provide for, or cooperate in the remediation of the adverse impacts through legitimate process.

Labour

In general, the HCL Labour Policy, is applicable to all the employees (both permanent and contractual) across the Company. This policy further extends to all third party vendors and suppliers, contractors, NGOs as well as to all the affiliates and subsidiaries of the Company.

In order to provide a safe and healthy work environment free of any hassles and all kinds of harassment including sexual harassment and to prevent and redress such harassment complaints, the Company has in place a Prevention and Redressal of Sexual Harassment at Work Place Policy.

This policy applies to all employees of the Company, its group companies and joint ventures operating out of India like regular, temporary, ad hoc, daily wagers, contractual staff, vendors, clients, consultants, trainees, probationers, apprentices, contract labour and also all visitors to the Company. Any complaint about harassment shall be treated under this Policy. This Policy is not confined to the actual working place of the employees in the sense of the physical space in which paid work may be performed as per the prescribed duty hours but also includes any place visited by the employee arising out of or during the course of employment. The Company has constituted an Internal Committee for the redressal of all sexual harassment complaints

- HCL ensures that the company does not participate in any form of forced or bonded labour.
- HCL complies with minimum wage standards.
- HCL ensures that employment-related decisions are based on relevant and objective criteria

Environment

As a responsible corporate, at HCL Technologies, we believe that we have got accountability to the future – also an imperative role to play in addressing global challenges such as climate change and Environmental Sustainability.

HCL Technologies commits itself to confronting these challenges by assuming a leadership role in fostering a sustainable environment and responding appropriately to the risks posed by Environmental degradation.

HCL Technologies will strive to achieve Excellence in Environmental Management in its area of operations by:

- Integrating Environment considerations into our areas of operations, taking into account our Environment risks; responsibilities and organizational capability.
- Meeting all applicable Environment laws of the land and other requirements applicable to the organisation.
- Reducing our Ecological footprint through optimized utilization of natural resources, including land, water and by ensuring the responsible use of energy throughout our operations including conserving energy, improving energy efficiency, and giving preference to renewable over non-renewable energy wherever feasible
- Introducing more sustainable and green procurement approaches.
- Preventing pollution and minimizing all type of waste, including E-waste by adopting Reduce-Reuse-Recycle Philosophy.
- Being an Environmentally responsible neighbor in the community where we operate, and correct incidents or conditions that endanger the environment and by committing ourselves to open and constructive engagement with communities surrounding our operations on Environment matters.
- Providing a framework for setting and reviewing Environment objectives and targets.
- Continually improving and learning from our efforts in working towards Environmental sustainability.
- Monitoring and reporting our Environmental performance to key stakeholders
- Ensuring that Environmental Policy is communicated to all the concerned persons working for or on behalf of the organisation to make them aware of their Environmental responsibilities and also by making our Environmental Policy available to all stakeholders including the public on demand.
- Maintaining appropriate controls, including periodic review of the Environmental Policy, to ensure its applicability and relevance to the changing scenarios and stakeholders' expectations.
- Avoid environmental damage via regular maintenance of production processes and environmental protection system (air pollution control, waste, water treatment systems, etc.).
- Ensure emergency procedures to prevent and address accidents affecting the environment and human health.
- Minimize the use and ensure safe handling and storage of chemical and other dangerous substances where applicable.

Anti-Corruption

To ensure the Company's policy for conducting its business activities with honesty, integrity and highest possible ethical standards and company's commitment towards prevention, deterrence and detection of fraud, bribery and other corrupt business practices, the Company has in place an Anti-Bribery and Anti-Corruption Policy that applies to the employees at all levels, directors, consultants, agents and other persons associated with the Company, its affiliates and subsidiaries. This Policy covers matters relating to hospitality, offset obligations, employment of relatives, guidance on gifts, political / charitable contributions, extortion / blackmail responses etc.

HCL Technologies is committed to the prevention, deterrence and detection of fraud, bribery and all other corrupt business practices. It is the policy of HCL to conduct all of its business activities with honesty, integrity, and the highest possible ethical standards and vigorously enforce its business practice, wherever it operates throughout the world, of not engaging in bribery or corruption. It is NOT acceptable to:

- Accept an offer of a gift of any size from any Third Party which is in negotiation with, or is submitting a proposal with HCL.
- Give, promise to give, or offer, any payment, gift, hospitality or advantage with the expectation or hope that a business advantage will be given or received or to reward a business advantage already given.
- Give, promise to give, or offer, any payment, gift or hospitality to a government official, agent or representative to “facilitate” or expedite a routine procedure.
- Accept or solicit any payment, advantage, gift or hospitality from a Third Party that you know or suspect is being offered with the expectation that it will obtain a business advantage for them.
- Threaten, or retaliate against, another employee who has refused to commit a bribery offence or who has raised concern under this Policy.
- Engage in any activity that might lead to a breach of this policy.

We do the following:

- Assess the risk of corruption when doing business
- Mention “anti-corruption” and/or “ethical behavior” in contracts with business partners
- Ensure that internal procedures support the company’s anti-corruption commitment

3. MEASUREMENT OF OUTCOMES

In the box below, please include the most relevant indicators to measure outcomes. Examples include:

HCL has been undertaking various initiatives in the field of clean technology, energy efficiency and renewable energy. The Organization has taken initiatives to procure renewable power through Open Access System and On-site installations. In total, **18,969 MWh** of Renewable Power has been consumed in the financial year 2018-19.

In addition to the above, Measurable Energy Conservation plan, implemented by the Organization, led to energy saving of **6,292 MWh**. Heating, Ventilation and Air conditioning (HVAC) related interventions contributed to 48% of the overall energy savings from measurable activities.

HCL encourages to on-board suppliers / vendors who comply with local laws and policies to maintain and balance diversity requirements. HCL’s Procurement Policy particularly focusses on local vendors. While selecting the vendors, preference is given to local vendors for outsourcing jobs pertaining to facilities management, procurement of materials for infrastructure development and other operations with an objective of creating employment and economic opportunities in the area HCL operates in.

The Company also maintains Minority and Women based vendors’ data in CL (Contingent Labour) vendors’ database to fulfil business need wherever needed as per business demand.

The Company has established various mechanisms to recycle products and waste. Some of the key steps adopted by the Company are listed below:

Water Management

- Installation of sensor taps to optimize water usage.
- Installation of dual flush system to minimize water wastage.
- Installation of Sewer Treatment Plant (STP) within campus to treat the sewer water and reuse for flushing, landscaping and HVAC.
- No water discharge from campus.
- Installation of timer-based automatic controls for water sprinklers to conserve water used for lawn maintenance.
- 100% replacement of plastic and paper cups with ceramic mugs.
- 100% replacement of tissue towels from washroom with blowers.
- Printer pin deployment to save paper.

- Installation of environment friendly refrigerants.

Waste Management

- E-waste – Conventional lights have been replaced with LED based lights, thereby reducing the harmful effects of mercury and reducing the health and environmental concerns. Projectors have also been replaced with LEDs, thus contributing significantly to power consumption and at the same time reducing the waste.
- Paper – The campus strives to become a paperless campus and thus, suitable measures like, printer pin deployment, printer on alternate floors, setting up maximum printing limit, double side printing and reduction in font size are encouraged. These measures have resulted in significant conservation of paper.
- Reduce, Recycle, Reuse – The waste management programs are based on the principles of 3R. All the waste generated by us is measured and quantified. The waste is categorized according to the source and disposal.

The hazardous waste is disposed of in environment friendly manner and paper waste is recycled and reused. Bio medical waste is disposed of in a safe manner. Food remains and garden waste are reused to make manure.