

Company Name: DSM Soft (P) Limited

Date: December 8, 2011

Address :
1, 15th Cross Street
Shastri Nagar, Adyar
Chennai – 600 020
India

Membership Date: October 29, 2006
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Number of Employees: 250

Sector: Software & Computer Services

Contact Name :	Mr. Ramesh Ananthakrishnan
Contact Position :	Managing Director
Contact Telephone No. :	+91 44 491 3878

Brief description of nature of business

DSM Soft is a leading service provider in the Geospatial, Engineering and Publishing domains. The company has over 20 years of experience and draws upon its expertise and quality of its services to forge close customer relationships.

Statement of Support

DSM Soft is fully committed to the United Nations Global Compact initiatives and principles. It intends on an ongoing basis to support and implement the various policies that are aligned to the ten principles of the UN Global Compact.

As a firm supporter of the Global compact initiative DSM Soft uses the Global Compact “we support” logo on its website

As part of this commitment DSM Soft is a member of the Global Compact Network, India. DSM Soft shall actively engage itself in the GCN, India initiatives thereby deepening the company’s engagement in UNGC.

Signature



Position

Managing Director

HUMAN RIGHTS

PRINCIPLE 1	BUSINESS SHOULD SUPPORT AND RESPECT THE PROTECTION OF INTERNATIONALLY PROCLAIMED HUMAN RIGHTS
PRINCIPLE 2	BUSINESS SHOULD ENSURE THAT THEY ARE NOT COMPLICIT IN HUMAN RIGHTS ABUSES

OUR POLICY

DSM Soft is an equal opportunity employer and attempts to treat fairly qualified individuals who might otherwise be denied an opportunity because of their race/ethnicity, sex and/or disability. This policy benefits more than just the individuals for who opportunities are expanded. DSM Soft also benefits from the vitality that is created by different cultures, races, and individual points of view.

A BRIEF DESCRIPTION OF OUR PROCESSES

- Departmental Heads / Managers are responsible for ensuring that their staff are aware of the policy and are practicing them as they carry out their duties.
- Recruitments, promotions and compensation revisions, etc., are carried out based on equal opportunity, on the basis of merit without unlawful discrimination on the basis of age, colour, disability, national origin, race, caste, religion, sex, sexual orientation or handicap.
- There is a complaint handling procedure wherein a preliminary assessment of a complaint is carried out by the HR department and a show cause notice is given to the alleged offender.
- Within five days of filing of the complaint, the HR department coordinates with the parties to informally resolve the matter. If resolved, both parties will indicate so in writing and the complaint is considered closed. If the issue is not resolved, then the Vice President – HR convene a hearing of all parties involved. Based upon the testimony, documentation and other relevant evidence presented at the hearing, the Vice President – HR will either recommend disciplinary action or dismiss the case.
- In case the Vice President – HR is a witness or has a personal interest in the case, DSM Soft will utilize the services of a legal counsel to moderate the hearing.

ACTIONS IMPLEMENTED

An independent external team conducted an audit on the human rights practices followed at DSM Soft and found it to be in compliance with the requirements.

ACTIONS PLANNED FOR NEXT YEAR

A “Human Rights Week” Campaign starting from December 10, 2011 (Human Rights Day) has been planned. This campaign aims at increasing human rights awareness within the organization thereby making employees understand their responsibilities on human rights both within the corporate environment and society as a whole.

MEASURABLE RESULTS

Periodic review Human Rights practices/policies, by the Senior Management

LABOUR

PRINCIPLE 3	BUSINESS SHOULD UPHOLD THE FREEDOM OF ASSOCIATION AND THE EFFECTIVE RECOGNITION OF THE RIGHT TO COLLECTIVE BARGAINING
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OUR POLICY

The success of DSM Soft’s business depends largely on the capability, commitment and productivity of its employees. DSM Soft’s relationships with employees are not a matter of politics or ideology but a business issue that is considered along with the health, safety and welfare of the employees.

The Employee Relations Policy is designed to provide fair and reasonable management of industrial issues with the expectation of the same from all other interested parties. The purpose of the policy is to establish a framework to resolve employee issues through policies, procedures and systems.

A BRIEF DESCRIPTION OF OUR PROCESSES

- Take steps to comply with all applicable industrial laws, regulations, statutory obligations, awards, agreements, National and State codes of practice and guidelines.
- Maintain an open relationship with its employees and with other interested parties as appropriate to maintain a fair relationship.
- Recognise the employees’ entitlement in accordance with applicable statutory obligations and agreements.

ACTIONS PLANNED FOR NEXT YEAR

Actions planned for the next year include the continuation of the Town Hall type of meetings. During the current year it was noticed that such meetings bring a more open relationship with the employees. The actions planned also include tasks that would increase the effectiveness of the outcome of these meetings.

A Health and Safety Committee shall be formed to effectively address employee issues pertaining to the health, safety and welfare of the employees.

MEASURABLE RESULTS

Level of Town Hall meeting participation and number of issues discussed and resolved. Periodic reviews of the functioning of the Health and Safety Committee by the Senior Management.

PRINCIPLE 4 BUSINESS SHOULD SUPPORT THE ELIMINATION OF ALL FORMS OF FORCED AND COMPULSORY LABOUR

OUR POLICY

Every employee in DSM Soft must be a voluntary worker. No employees can be made to work against their will. All DSM Soft employees must be treated with respect and no employee will be subjected to corporal punishment or coercion of any type. DSM Soft will not purchase materials produced by any form of Compulsory Labour and will terminate business relationships with any sources found to utilize such labour.

A BRIEF DESCRIPTION OF OUR PROCESSES

- Engage in no labour violations such as excessive overtime, harassment and wage violations.
- Take steps to eradicate Forced Labour and support efforts that lead to the elimination of related forms of human rights and labour rights violations.
- Take proactive measures to safeguard against the use of Forced Labour in the supply chain.
- Demand no deposits or their identity papers from its employees.

ACTIONS IMPLEMENTED

An independent external team conducted an audit on the labour practices followed at DSM Soft and found it to be in compliance with the requirements.

Issuing employment contracts to all employees stating terms and conditions of service, the freedom to leave, the voluntary nature of employment and any penalties associated with departure or cessation of work. This will be continued on an ongoing basis.

Declarations from suppliers have been obtained stating that they do not utilize forced and compulsory labour. This will be continued on an ongoing basis.

MEASURABLE RESULTS

All employees have been issued employment contracts as stated above. All suppliers have provided the required declarations.

PRINCIPLE 5 BUSINESS SHOULD SUPPORT THE EFFECTIVE ABOLITION OF CHILD LABOUR

OUR POLICY

DSM Soft is committed to protect Childhood and Youth against exploitation. No child below the age of 14 years shall be employed for working in DSM Soft either directly or through Sub Contractors.

A BRIEF DESCRIPTION OF OUR PROCESSES

- Engage in no child below the age of fourteen (14) years.
- Take steps to ensure that no child labour is engaged with the sub contractors / suppliers of DSM Soft.
- Purchase no materials produced with the engagement of child labour in any form.

ACTIONS IMPLEMENTED

An independent external team conducted an audit on the labour practices followed at DSM Soft and found it to be in compliance with the requirements.

Declarations from suppliers have been obtained stating that they do not employ child labour. This will be continued on an ongoing basis.

MEASURABLE RESULTS

All suppliers have provided the required declarations.

PRINCIPLE 6 BUSINESS SHOULD SUPPORT THE ELIMINATION OF DISCRIMINATION IN RESPECT OF EMPLOYMENT AND OCCUPATION

OUR POLICY

DSM Soft is an Equal Opportunity Employer. DSM Soft will provide equal employment opportunity on the basis of the merit with out unlawful discrimination on the basis of age, colour, disability, national origin, race, caste, religion, sex, sexual orientation or handicap. DSM Soft will make every reasonable effort to select the employees from applicant pools that represent the workforce market. DSM Soft will not subject employees to unlawful discrimination in terms of employment demotion or transfer, layoff or termination, compensation, benefits, training and /or working conditions.

A BRIEF DESCRIPTION OF OUR PROCESSES

- Communicate the commitment to provide equal employment to the entire organization;
- Shall develop reasonable internal procedures that ensure equal employment opportunity is being fully implemented;

- Enlist the assistance and support of all recruitment sources for DSM Soft’s commitment to equal employment opportunity;
- Make reasonable accommodations to religious observances and practices of employees or prospective employees and/or to observe certain religious holidays during the year;

ACTIONS IMPLEMENTED

No salary differences between males and females in identical roles. This is being implemented on an ongoing basis.

MEASURABLE RESULTS

There is no disparity in salary between males and females. Internal Talent Search Program ensures that there is no scope for such disparity.

ENVIRONMENT

PRINCIPLE 7	BUSINESS SHOULD SUPPORT A PRECAUTIONARY APPROACH TO ENVIRONMENTAL CHALLENGES
PRINCIPLE 8	BUSINESS SHOULD UNDERTAKE INITIATIVES TO PROMOTE GREATER ENVIRONMENTAL RESPONSIBILITY
PRINCIPLE 9	BUSINESS SHOULD ENCOURAGE THE DEVELOPMENT AND DIFFUSION OF ENVIRONMENTALLY FRIENDLY TECHNOLOGIES

OUR POLICY

DSM Soft is committed to conduct businesses by providing an environmental performance consistent with Industry Practices to our customers, employees and other stake holders. DSM Soft will operate its facilities in an environmentally acceptable manner with continuous improvement in our processes.

A BRIEF DESCRIPTION OF OUR PROCESSES

- Meet or exceed all applicable environmental requirements to which we subscribe in the countries we do business.
- Establish sound environmental objectives and management system in line with ISO 14001 : 2004.
- Strive to operate our business for sustainable use of the earth’s resources considering waste, energy, material content, packaging, upgradability, reuse and recycle.
- Report progress and key issues to the Board of Directors.

ACTIONS IMPLEMENTED / PLANNED FOR NEXT YEAR



The “Living Clean & Green in DSMS” was launched as a movement with the realization of the fact that keeping the workplace Clean & Green is the primary responsibility of DSMites as they are spending significant time of their living in the workplace.

A core team was created to look into initiatives that can be undertaken for establishing an environment management system. Employees were educated on the need to conserve electricity. Online alerts are provided to the employees just before the completion of their working hours on a daily basis, requesting them to switch off all unutilized electrical/electronic equipments.

A team has been provided the responsibility of keeping track of the energy consumed, on a daily basis and implement steps to reduce the usage as applicable. Results of this team are encouraging and this effort will be sustained on an ongoing basis during the course of the next year.

Actions planned for next year include conducting a feasibility study on the usage of renewable energy sources as a replacement for non-renewable energy sources within the organization, wherever possible.

MEASURABLE RESULTS

The environmental management team shall monitor the results of the energy saving initiatives on a periodic basis and take required action as suitable. The environmental management team shall also ensure that the feasibility study is carried out as envisaged.

ANTI CORRUPTION

PRINCIPLE 10	BUSINESS SHOULD WORK AGAINST CORRUPTION IN ALL ITS FORMS INCLUDING EXTORTION AND BRIBERY
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OUR POLICY

Employees of DSM Soft who are members of professions with established standards of conduct shall, in addition to any obligations and responsibilities imposed by DSM Soft policies, be bound by all applicable professional standards of conduct. Employees of DSM Soft are obligated to reveal conflict of interest between DSM Soft and their outside interests

A BRIEF DESCRIPTION OF OUR PROCESSES

- Employees shall comply with and abide by all State and Central laws and regulations

- Commit no act of forgery or alteration of DSM Soft documents or records
- Not give preferential treatment to any organization, corporation, or individual where the employee has personal or financial interest, direct or indirect, which conflicts with the performance of one's duties. When awarding contracts or hiring staff where a conflict exists, one must excuse oneself from the decision making process.
- Make no attempt to receive or agree to receive any gift or benefit of any kind where it might reasonably be inferred that the gift or benefit was given or offered, for the purposes of influencing or rewarding one for the discharge of duties assigned.
- Work against corruption in all its forms including extortion and bribery

ACTIONS IMPLEMENTED / PLANNED FOR NEXT YEAR

The anti-corruption movement that impacted the whole of India during the current year brought about increased awareness within the organization on the issue of corruption. There was a lot of support of the movement, both active and passive. Some of the employees of the organization took part in the rallies and other activities carried out by the "India against Corruption" movement. There were many internal debates on the pros and cons of the various proposals of the Lokpal bill. To summarize, the current year saw a much increased awareness among the employees on the issue of corruption.

Action planned for next year includes steps to build on this and increase the awareness levels amongst all employees.

MEASURABLE RESULTS

Number of complaints received about corrupt practices within the organization.

Sharing the COP with Stakeholders

All the policies are published in **Milkyway** - DSM Soft Internet Information System.



The COP will be made available to all internal stakeholders through the Milkyway Portal. External stakeholders can access the COP through the external website/email.