

Communication On Progress 2011-12

Systems

Tata Power's business is guided by the "Tata Code of Conduct" (TCOC), a document that all employees are signatory to, and bound to abide by. This code has been revisited and modified this year to keep pace with the national/international social, business and legal changes. The code is comprehensive in content and includes issues of business ethics, environmental responsiveness, fair and transparent business practices. Besides, the Company has documented policy statements on Insider Trading, Business dealings, HIV and AIDS, Media, Whistle Blower, Anti Sexual harassment, Environment, Safety & Health, corporate Sustainability, Affirmative Action and Quality. Apart from Technical/functional manuals; manuals on Safety, Administration and Corporate Identity direct the operations of the Company. The Environment and Safety cell has been integrated and enlarged giving due importance that the subject deserves. A Review Schedule ensures appropriate checks and balances on implementation and constant improvement to the processes. All thermal generating stations are ISO 9000, 14000 and OHSAS certified. As an improvement, the Company has adopted the Process Based Management System (called the EPM – Enterprise Process Management), based on the framework of APQC (American Productivity in Quality Centre). The EPM is a holistic framework covering all facets of Business Excellence.

With respect to the principles related to human rights, the Company has taken following actions:

1. Protect the human rights of employees
2. Impart them training in latest skills and introduce performance linked bonus
3. Establish programs to promote the general health and welfare of employees – e.g. Annual Medical examination for all employees, Group Medical Insurance, HIV/AIDS awareness
4. Ensure that security arrangements do not cause human rights violations.

With respect to the principles related to labour, the Company has taken following actions

1. Allow workmen to freely choose whether or not they wish to set up or join trade units and bargain collectively
2. Enable workmen's representatives to carry out their functions by allowing them to meet on company premises, post trade union notices in the premises, etc.
Joint committees of Officers and workmen address SHE and cultural matters
3. Utilize adequate and verifiable mechanisms for age verification in recruitment
4. Eliminate any form of discrimination with respect to gender, caste or creed in recruitment, service conditions, training and career development

With respect to the principles related to the environment, the Company has taken following actions

1. Use more environmentally benign inputs and outputs in product development
2. Conduct environmental impact assessments for new installations with transparency
3. Formalize commitment through an environment supportive management system approach such as ISO 14001 at its generating stations.

With respect to principle regard corruption, bribery and extortion, the company has taken following action

1. Fraud Risk Mitigation Plan is reviewed and monitored quarterly.