



## **VOLTAS LIMITED**

**Prashant Karkare**  
Vice President

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Voltas Limited continues its commitment to adhere to the principles of the Global Compact.

Voltas is part of the Tata Group of Companies and true to the Tata Tradition, has long regarded participation in Corporate Social Responsibility as a whole hearted preoccupation that enriches the corporate self. Social Responsibility is central to the core values we adhere to in the Tata Group for over a century. The Company has always gone beyond its traditional business and industrial concerns to involve itself in projects that bring about upliftment in the lives the underprivileged. Voltas has been working with a variety of communities for a number of years, through a strong base of volunteers. Community development takes the form of human development through Voltas' Core Competency projects as well as Affirmative Action initiatives. The underlying belief is in the imparting of knowledge and the desired outcome is to make the recipient self-reliant and employable rather than depend on external help.

The Tata Code of Conduct is a clearly defined document which serves as a guide on the values, ethics and business principles for all the Group Companies which includes Voltas. Voltas adheres to the Tata Code of Conduct in letter and spirit and addresses all 10 principles of the UN Global Compact. Voltas believes that our most valuable intangible asset to achieve our economic, environmental and social goals is our people. We ensure that every employee is treated with dignity and respect, and in a fair, consistent and equitable manner. We provide equal opportunities to all our employees and all qualified applicants for employment without regard to their race, caste, religion, colour, ancestry, marital status, sex, age, nationality, disability and veteran status.

Prashant Karkare  
Vice-President – Business Improvement Group

## Global Compact – Communication on Progress

Principles (GRI Indicators to help correlation)	Company's Policy & Direction (Approach / Process / Deployment)	Specific actions taken during the current financial year (Outcomes with key Results & Measurements)
<b>Human Rights</b>		
<b>Principle 1</b>		
Businesses should support and respect the Protection of internationally proclaimed human rights.	Our HR Policies and Tata Code of Conduct reflect this aspect.	<p>1. Employees are encouraged to express their concerns at ethics meetings, both formal and informal which are arranged across the locations. 26 formal and informal ethics sessions were conducted.</p> <p>2. The TATA CODE OF CONDUCT AND TATA Philosophy is explained at the offer stage to all new entrants in the organisation. Refresher courses are conducted periodically.</p>
<b>Principle 2</b>		
Make sure they are not complicit in human rights abuses.	Our Employee Relations process is consultative and regular meetings are held between Management and Union to resolve issues if any.	<p>1. Voltas while appointing suppliers and dealers ensures that they comply with all relevant statutory requirements.</p> <p>2. Our manufacturing units have Safety Committee; all factory requirements are met as per statutory requirements.</p>
<b>Labour Standards</b>		
<b>Principle 3</b>		
Business should uphold the freedom of Association and the effective recognition of the right to collective bargaining.	We have recognised Union. Collective bargaining through Employees Union and periodic negotiations are continuously on.	<p>1. VP-HR and his Team interact with the collective bargaining group and wage revisions are effected as per the signed agreement.</p> <p>2. In 2008, Bonus / Ex-gratia was paid / disbursed @ Rs.25,000 per employee after negotiations.</p>
<b>Principle 4</b>		
The elimination of all forms of forced and compulsory labour.	As per Govt. of India, there is no forced and compulsory labour.	There is no forced and compulsory labour in Voltas Limited. An appointment letter follows an offer letter stating conditions of service and

		separation.
<b>Principle 5</b>		
The effective abolition of child labour.	We will not deal with any Supplier / Dealer / Vendor who employ child labour.	1. Company engages employees over 18 years of age only and deals with suppliers and vendors who comply with this.
<b>Principle 6</b>		
Eliminate discrimination in respect of employment and occupation.	We strictly follow the TATA Code of Conduct and do not discriminate on the grounds of gender / race / creed in our selection process.	1. Our HR Policies on recruitment and selection are specifically described and are On-Line.  2. The Company considers employment for the physically challenged.  3. We have a policy on the prevention of sexual harassment.
<b>Environment Protection</b>		
<b>Principle 7</b>		
Businesses should support a precautionary approach to environmental challenges.	The Company is traditionally pro-environment and specific policies and guidelines exist to set direction that addresses these Principles and beyond. The Company has an Environmental Policy.	a. No land filling for solid waste, hazardous waste.  b. Zero effluent discharge to sewer.  c. Maintaining norms of treated effluent water, air emission and noise pollution.  d. Stop use of banned items like Freon – 11 in manufacturing and asbestos for forklift exhaust pipes.
<b>Principle 8</b>		
Undertake initiatives to promote greater environmental responsibility.		Initiatives to promote greater environmental responsibility.  a. Recycling of waste water.  b. Solid & Hazardous wastes are disposed of through authorized recycler.  c. Greenery by design. More than 3000 big trees planted all around the complex.  d. Utilization of solar energy for canteen utensils cleaning water.

		<p>e. Use of natural lighting for daylight illumination by providing polycarbonate sheets.</p> <p>f. Rain water harvesting at Chinchpokli</p>
<b>Principle 9</b>		
Encourage the development diffusion of environmentally friendly technologies.		<ol style="list-style-type: none"> <li>1. Development of co-generation VAM using waste heat recovery from engine &amp; other sources.</li> <li>2. First in the country to launch 'star' rated energy efficient room air conditioners.</li> <li>3. Voltas promotes and provides green building offerings to its prospective customers</li> </ol>
<b>Anti-Corruption and prevention of Bribery</b>		
<b>Principle 10</b>		
Businesses should work against corruption in all its forms, including extortion and bribery.	<p>We have well defined management of business ethics programme and follow the TATA Code of Conduct strictly. The Company's Ethics counsellor is in place and he is a member of Corporate Management group and assisted by Locational Ethics Counsellors and Ethics Committee.</p> <p>All Management and Supervisory Staff sign the Tata Code of Conduct. All General Staff are covered under Tata Code of Conduct session.</p> <p>At the Vendor / Suppliers meet, Tata Code of Conduct is explained.</p>	<ol style="list-style-type: none"> <li>1. The copy of TATA Code of Conduct is given at the time of offer.</li> <li>2. Drop boxes are placed at all location for receiving concerns.</li> <li>3. The Company has in place the Whistle Blower Policy which is communicated to all employees.</li> <li>4. The company has specific policies, practices and procedures governing the professional and ethical conduct of its day to day operations.</li> </ol>