

COMMUNICATING ON THE 10 PRINCIPLES OF UN GLOBAL COMPACT

Attempt has been made to cover all the UNGC principles from 1 to 10 and corresponding GRI-G3 indicators. For more details of any specific initiative of our Company, please visit www.tatatinplate.com

PROTECTION OF HUMAN RIGHTS

The Tinsplate Company of India (TCIL) endorses the Universal Declaration of Human Rights and as a member of the Tata Group follows the Tata Code of Conduct (TCoC). TCoC is a set of 25 principles of human rights, environmental responsibility and social commitment, developed to ensure adherence of highest standards towards corporate ethics and governance in all Tata Group companies.

Systems/Processes followed to support the protection of Human Rights

The protection of human rights is core to the Tata Code of Conduct (TCoC) and at TCIL it is monitored by an Ethics Council, headed by an Ethics Counsellor and assisted by 11 Divisional Ethics Coordinators, including a female Ethics Counsellor. Any stakeholder, including employees and community, can raise any case of concern or discrimination, related to the TCoC and the Human Rights Policies to the Ethics co-ordinators. Our high standards of ethical business practice can also be judged by the fact that the Union representatives are also signatories to the TCoC and have representation in the Ethics Council in the form of a Union Ethics co-ordinator. For the year 2009-10, no case of human rights violation has been registered.

The Tinsplate Company of India (TCIL) has a well-formulated Whistle Blower Policy, as part of the Tata Code of Conduct. All employees of the Company are eligible to make Protected Disclosures under the Policy.

References: The TCoC - www.tatatinplate.com/TCoC_2008_Final.pdf

Key Action: To bring about awareness amongst employees and other stakeholders on business ethics and the TCoC, December 2009 was celebrated as the Ethics month, launched on December 1st, 2009 by Mr. Tarun Daga, Managing Director, TCIL. All employees who attended the function took the Ethics pledge. The month long celebrations saw various activities / competitions undertaken to create awareness on Business Ethics

and compliance to the CODE through Drawing Competition for children, Speech competition for TCIL aided schools and Tinsplate Union Mahila Mahavidyalaya, Essay writing, Poster and Slogan and Inter JDC Role Play Competition for the employees.

SOCIAL RESPONSIBILITY AT TCIL

TCIL's sustainability strategy focuses on Affirmative Action (AA), inclusiveness and environment. It has committed to the CII Code for ecologically sustainable business growth. Social responsibility at TCIL has a well-defined process to work in key thrust areas of 4'E's - employability, education, entrepreneurship and equity. Some of the interventions in place for 2009-10 are:

Employability

TCIL has given special emphasis to bring the youth who are restrained from achieving to the best of their potential due to constraints of inadequate skills, absence of opportunities for training and development, to the mainstream. Different training and skill enhancement programs are undertaken to boost their employability chances. Few interventions undertaken are:

1. 32 tribal girls are trained to become mid-wives at the Tinsplate Hospital under a one year programme
2. 30% of the candidates undergoing Vocational Training at Community Development Centres are economically challenged
3. 16 economically challenged boys have been inducted for ITI training at the Sarojini Technological Institute
4. Scholarship/Free education given to 99 economically challenged students

Education

TCIL provides support to 11 schools situated in the township. Besides financial help, the focus is to encourage and motivate students to continue their education and become responsible citizens. To develop them as a responsible citizen, Company officials and the members of the Union have volunteered to talk to them on volunteering, ethics and environment.

TCIL has been involved in the formation of eco-clubs in these schools. In February 2010, an environment rally was held with the participation of the students from these eco-clubs along with TCIL employees. About 100 students participated in this event.

An Advasi school in the community vicinity was revived, with TCIL providing support by renovating the dilapidated structure and restructuring the school committee. The efforts of the Company bore fruits, with an increase in 45 students enrolling and 19 Harijan girls returning back to the school.

Apart from the School, Company has supported a Union-managed 'Mahila College' in various ways. While many of the company officers are on the Managing Committee of this college, the college has received infrastructural facilities & Library and books and other forms of support from the Company.

Entrepreneurship

As part of Inclusive Growth, TCIL has undertaken several social and community programmes as well as launched the Entrepreneurship Development Programme. The programmes address basic needs such as sustainable livelihoods, healthcare and education, which contribute to improving the overall economic and health security across the community. Awareness programme for revenue generation launched at Hurlung and Nutandih villages.

In the pipeline are a 'Fly Ash to brick' project and a paper recycling project for the underprivileged.

Equity

A key area of TCIL has been development of some of the most backward rural areas, with attempt to bring the villagers into the mainstream society. 3 villages have been adopted by TCIL, in particular village of Hurlung, it has been heartening to see the change brought about by the efforts of CSR team of TCIL. The social fabric of Hurlung village was getting destroyed due to the dependence of the livelihood on illicit liquor. Through unbending resolve of the TCIL team and constant encouragement given to villagers to adopt good practices, today the women of the village enjoy financial independence through entrepreneurship programs like mushroom cultivation, masala making, horticulture, etc. The men have drawn away from illicit liquor business and started agriculture and teakwood cultivation. Slowly but surely, there is a sweeping change seen in the village, women no longer fear stepping out of their homes, men have alternative means of work and more importantly, the villagers have realised the importance of education and are willing to educate their children including girls at any cost.

“We have understood the value of education and now even at a cost we are sending our children to study” - Veersingh, villager of Hurlung

EQUAL OPPORTUNITY POLICY

The Tata Code of Conduct strictly stipulates an equal opportunity and non discrimination policy. There is no gender discrimination in remuneration and career growth opportunity.

The Company has a systematic recruitment process, which ensures that there is no discrimination on account of age, sex, nationality or religion. TCIL is an equal opportunity employer. However, under the Affirmative Action Policy, it follows positive discrimination, under which it supports candidates from socially backward communities (SBC), if they are otherwise suitable for the job. The company also gives preference to physically challenged people if they are otherwise suitable for the job.

Employee Gender Ratio		
	2008-09	2009-10
Male	1597	1662
Female	115	122

NO CHILD LABOUR

TCIL adheres to recruiting only workers of age 18 years and above and does not engage in any child labour. During 2009-10, no child labour was engaged. All contractors have been asked not to engage child labour. Further, TCIL ensures that the contractors do not employ child labour, by monitoring the age of recruits by contractors.

HEALTH AND SAFETY

TCIL constantly strives to improve the safety processes and emphasises on a 'Safety First' policy. In 2009, the Health, Safety and Environment policy was realigned to the new vision. Refer www.tatatinplate.com/polcy_health.shtm

Regular training given to the employees has now been boosted with the adoption of the DuPont safety system. Every new inductee, including a new worker, has to participate in a safety induction programme, without which he/she cannot enter the plant.

Key Action:

- As part of the Safety Excellence Journey, a 'Safety for Plant Managers' programme was held from 4th - 6th January 2010. The training program specifically addressed the human behavioural aspect for eliminating unsafe acts. It encouraged the participants to identify and address potential safety concerns before they result in injuries or near misses, thus providing safer work place for all. This training program was held at Shavak Nanavati Technical Institute, Jamshedpur followed by Safety Observation Visit to TATA Steel's LD2 construction site and CRM Mill, about 30 Sr. Executives attended the training program including Mr. Tarun Daga, Managing Director, TCIL. This training was meant for Plant Managers with the objective to enhance TCIL's current Safety performance and set up on a path toward continuous safety improvement.

- A meet was organised by the Safety Department of TCIL, providing valuable information and training to the members of the Golmuri Tinsplate Workers' Union (GTWU). Valuable insights and methods to keep the work-place free from accidents were shared by the senior management.
- Health needs of the employees and their family is taken care by the Company-managed Tinsplate Hospital, which is a 175-bed speciality hospital with 31 doctors and 139 supporting staff. The treatment as well as ambulance service is free for the employee and his family.
- Regular awareness camps on safety, HIV/AIDS are conducted at the three community centres. Health check-up camps on polio-immunisation and maternal health program for pregnant women were also held.

PRODUCT RESPONSIBILITY

Tinsplate is a 100% recyclable eco-friendly packaging material offering significant cost benefits compared to other materials like aluminium. To create awareness and encourage the use of Tinsplate, the Tinsplate Promotion Council (TPC) was established by the Tinsplate Manufacturing Industry and the Tinsplate converting industries.

In May 2009, the results of the Customer Satisfaction Survey 2008 were shared with the customers - representatives of can manufacturers. The TCIL team encouraged the customers to share experiences and feedback of the company and captured the improvements recommended.

LABOUR RIGHTS AND COLLECTIVE BARGAINING

The company has recognized the Union of its employees - The Golmuri Tinsplate Workers' Union (GTWU). The Union has 99% membership, having such a good relationship with the Company, that there has been no incidence of labour unrest in the last 25 years. There is no bonded or compulsory labour in the Company.

“All issues and conflicts are matters that need to be resolved through discussion, as no solution is possible beyond the factory gate” - Mr. Rakeshwar Pandey, President (GTWU), indicating his thoughts on resolving issues based on good relations with the Company.

ENVIRONMENTAL RESPONSIBILITY

At TCIL, precautionary approach to the environmental challenges has been considered very seriously, and a GHG carbon footprint study was conducted recently by TQMS and the abatement plans are underway. Keeping in mind the growing issue of climate change and its effects, a central committee in the sustainability council has been formed, with a climate change co-ordination team leading a three task force team to focus on reduction in the consumption of Fuel, Energy and Water. Few of the key initiatives that have been undertaken are:

Enhancing the 'green cover

On the world environment day, June 5th, 2009, the employees at the Works undertook a tree plantation drive. This was followed by the planting of over 2000 fruit-bearing trees at the village of Hurlung, tree plantations in the township, and the hospital division.

Climate Change

- Initiated awareness programs focussed solely on climate change. Experts from TQMS , Tata Motors, Tata Steel, delivered strong message on climate change during Gyan Vardhan Month in Feb 10, with the Theme as Climate Change
- Presentation on 'Rain Water Harvesting' by Mr. K. R. Gopinath of M/s- KRG Rainwater Foundation, Chennai
- We are developing climate change champions inside the company to drive the message within their respective departments.
- Posters and banners with a strong message are displayed at various locations
- 8 nos Vargola Air Ventilation installed at ETP #1 despatch area which saved 42558 units/yr.
- VFD for Fume Exhaust system commissioned in 1st week of Oct '09 Expected Power Saving : 125 KWH/day

Energy/power conservation

The task force on Power reduction has been assigned two key result areas - Power usage reduction and use of alternative sources of energy.

- Wherever possible, the task force is implanting use of solar power and use of incandescent CFL lamps. The street lights have also been replaced with energy efficient lamps.
- There has been a marked improvement in the Power factor and the reduction of power, since June 2009, when the Task force was formed. There has been a procurement savings cost of Rs. 1,80,000 Per MVA. This improvement has been due to internal efficiencies.
- Solar water heaters have been installed in the canteen and the hospital. The ROI projected in terms of saving Energy is Rs6, 58,680/-Per annum. The guest houses and the Golmuri club will soon follow.
- Awareness programs on energy conservation has been organised for the employees. Information on power savings and energy conservation are printed on the salary slips of employees.

Water Consumption

Tata Steel supplies water to TCIL, drawn from surface water of river Subarnarekha. TCIL uses one part of the raw water for industrial purposes in the factory and other part of this water is treated, chlorinated and sent to the township and basti for domestic use.

- TCIL has approached consultants like TCS, Thermax and Jusco for a proposal to replace the existing 88 year old filter plant having a present capacity of 1 million gallons per day with a 2 million gallon capacity.
- Ongoing investigation of bad practices of water consumption like leakages, wastage of good water, etc, are captured, recorded and presented to the Managing director and action taken.
- Water supplied to township and the basti is free and hence difficult to penalise or punish the perpetrators. Hence programmes are held to create awareness about preciousness of water.
- Water meters are being installed at 7 key points identified, for better internal control
- TCIL has procured the services of Mr. KR Gopinath of KRG Rainwater Foundation, for implementing a rainwater harvesting system in the factory.

Reducing tCO₂e consumption in Fuel

- Project on Batch Annealing Furnace (BAF) with Propane gas instead of HSD
- Solar Water Heating system for Boiler Feed Water to be installed. Yearly coal saving of 62 MT/Year
- Current Coal Fired Boiler to be replaced by Gas fired Boiler.
- Fly Ash from boiler is been disposed by external agency.
- Paper recycling project is under approval.
- Phase wise replacement of old windows AC with New Energy Efficient AC's

TCIL has always strived to ensure the highest standards of management systems and policies. It is the first Company in Jamshedpur which has the distinction of being certified the Integrated Management System Assessment series (ISO-9001:2008, ISO-14001:2004 & OHSAS-18001:2007). In the year 2010, it is proposing to implement the SA8000 process management and awaiting the approval from the board of directors.

ANTI-CORRUPTION AND BRIBERY POLICY

Clauses 5, 6, 7, 20 & 25 of the Tata Code of Conduct (TCoC) state strict adherence to anti-corruption, bribery and any fraud. All Executives, Officers and the Union Officials on behalf of their rank have signed the declaration showing their adherence to these principles. All employees, suppliers, customers and members of the community have been made aware of the clauses of Tata Code of Conduct (TCOC). There is a formal structure for redressal of concerns raised by the employees or other stakeholders on the violation of TCoC. As on date whatever concerns have been raised, they have been disposed off. Any complaints regarding corrupt practices (made under the well established Whistle Blower Policy, are processed through the Ethics Counsellor process, detailed earlier).

Snapshot of TCIL - UNGC principles & GRI-G3 INDICATORS

Principles and relevant GRI-G3 indicators	Key outcomes	Engagement/Process
Principle 1 Business should support and respect the protection of	Human rights policy part of Tata Code of Conduct (TCoC). No human rights	Ethics Council headed by Chief Ethics Counsellor reporting to the MD, TCIL

<p>internationally proclaimed human rights</p> <p>GRI-G3: HR1, HR2, HR3, HR4, HR5, HR6, HR7, HR8, HR9, EC5, LA4, LA6, LA7, LA8, LA9, LA13, LA14, SO5, PR1, PR2, PR8</p>	<p>violations.</p> <p>Cases of concerns raised and resolved</p> <p>Social responsibility focussed on key thrust areas - employability, education, entrepreneurship and equity</p>	<p>who is the Ethics officer.</p> <p>Training and awareness programmes.</p> <p>Supplier's meet on business ethics</p>
<p>Principle 2</p> <p>Business should ensure that they are not complicit in human rights abuses</p> <p>GRI-G3: HR1, HR2, HR3, HR4, HR5, HR6, HR7, HR8, HR9, SO5</p>	<p>We ensure that there is no abuse of human rights including the minimum wage policy and benefits.</p>	<p>Monitoring the statutory compliance of contractors & suppliers. 'No child labour clause' as part of the Contractor agreement.</p>
<p>Principle 3</p> <p>Business should uphold the freedom of association and the effective recognition of the right to collective bargaining</p> <p>GRI-G3: LA4, LA5, HR1, HR2, HR3, HR5, SO5</p>	<p>Clause 23 of TCOC also ensures Freedom of Association.</p> <p>Recognition of the Trade Union - The Golmuri Tinsplate Workers' Union (GTWU).</p> <p>The Company has an IR Cell to deal with all Union-related issues.</p>	<p>The Company has a formal monthly meeting with the Union representatives.</p> <p>For officers & Executives, monthly dialogues with senior management chaired by the MD are held.</p>

<p>Principle 4</p> <p>Business should support the elimination of all forms of forced and compulsory labour</p> <p>GRI-G3: HR1, HR2, HR3, HR7, SO5</p>	<p>TCIL has never been charged with, indicted or in any other way whatsoever involved with the use of bonded, forced or compulsory labour.</p>	<p>TCIL conducts periodic internal audits/checks along with regular inspection by the government labour officers which helps in validating the adherence to the various labour laws.</p>
<p>Principle 5</p> <p>Business should uphold the effective abolition of child labour</p> <p>GRI-G3: HR1, HR2, HR3, HR6, SO5</p>	<p>TCIL adheres to recruiting only workers of age 18 years and above and does not engage in any child labour. During 2009-10, no child labour was engaged.</p>	<p>The age of the recruits by the contractors were checked by the HR department before recruits were permitted to undertake work.</p>

<p>Principle 6</p> <p>Business should uphold the elimination of discrimination in respect of employment and occupation.</p> <p>GRI-G3: LA2, LA 13, LA14, HR1, HR2, HR3, HR4, EC7, SO5</p>	<p>TCIL has a systematic recruitment process, which ensures that there is no discrimination on account of age, sex, nationality or religion.</p> <p>The Company is an equal opportunity employer. However, it follows positive discrimination to support a candidate from Socially Backward Classes. The company also gives preference to physically challenged people if they are otherwise suitable for the job.</p>	<p>Employee referral system for recruitment.</p> <p>Posting in the Career section in the corporate website. Advertising in print media.</p>
<p>Principle 7</p> <p>Business should support a precautionary approach to Environmental Challenge</p> <p>GRI-G3: EC2, EN18, EN16, EN30, SO5</p>	<p>A sustainability council has been formed for guidance, implementation, monitoring of energy conservation, reduction of water wastage and CO2 emissions. A climate change co-ordination team leads three task force teams to focus on reduction in the consumption of Fuel, Energy and Water.</p> <p>A GHG emission study has been undertaken by TQMS in Dec 2009 and the abatement plans are underway.</p>	<p>Presentations & seminars by experts from TQMS cell, Tata Motors, Tata Steel, on climate change during Gyan Vardhan Month.</p> <p>Awareness programmes to employees, township and basti on climate change, water and power consumption.</p>

	Implementation of Rain Water Harvesting system by KRG rainwater foundation	
<p>Principle 8</p> <p>Business should undertake initiatives to promote greater environmental responsibility</p> <p>GRI-G3: EN1, EN2, EN3, EN4, EN5, EN6, EN7, EN8, EN9, EN10, EN11, EN12, EN13, EN14, EN15, EN16, EN17, EN18, EN19, EN20, EN21, EN22, EN23, EN24, EN25, EN26, EN27, EN28, EN29, EN30, SO5, PR3, PR4</p>	<p>8 nos Vargola Air Ventilation installed at ETP #1 despatch area which saved 42558 units/yr</p> <p>VFD for Fume Exhaust system commissioned in 1st week of Oct '09. Expected Power Saving : 125 KWH /day</p> <p>Improvement in the Power factor and the reduction of power, since June 2009. Procurement savings cost of Rs. 1,80,000 Per MVA</p>	<p>Information on power savings and energy conservation are printed on the salary slips of employees</p> <p>Implementation of DuPont Safety system</p> <p>SA8000 certification underway</p>
<p>Principle 9</p> <p>Business should encourage the development and diffusion of environmentally friendly technology</p> <p>GRI-G3: EN2, EN5, EN6, EN7, EN10, EN18, EN26, EN27, EN30, SO5</p>	<p>Fly Ash to brick project: Fly Ash generated from boiler is converted to bricks and currently a project is being set-up for entrepreneur-income generation from this project, for the underprivileged</p> <p>Paper Recycling project is under approval</p> <p>Tinplate is a 100% recyclable product and is environmental friendly</p>	<p>Integrated Management System Assessment series (ISO-9001:2008, ISO-14001:2004 & OHSAS-18001:2007)</p> <p>The new Electrolytic Tinning Line (ETL-II) building is 'green' constructed with modern energy efficient motors. It uses maximum sunlight for illumination, thus reducing the requirement of electricity for lighting purpose.</p>

<p>Principle 10</p> <p>Business should work against corruption in all its forms, including extortion and bribery</p> <p>GRI-G3: S02, S03, S04, S05, S06</p>	<p>The Company follows TCoC principles. All Executives, Officers and the Union Officials on behalf of their ranks have signed the declaration showing their adherence to these principles.</p> <p>There is a formal structure for redressal of concerns raised by the employees or other stakeholders on the violation of TCoC. As on date whatever concerns have been raised, they have been disposed off. The Ethics Process is deployed by the Ethics Officer (who is the Chief Executive of the Company), a Ethics Counsellor with a team of 11 Ethics Coordinators including 1 female co-ordinator and a Union representative as a Union Ethics co-ordinators</p>	<p>All employees, suppliers, customers and members of the community have been made aware of the clauses of Tata Code of Conduct (TCOC)</p> <p>The TCoC and the Ethics process is prominently displayed on various sections of the plant, works area, office and the township</p> <p>Ethics Month was celebrated in December with various programmes on business ethics & CODE compliance held for children, employee families like Drawing Competition, Speech competition, Essay writing, Poster and Slogan and Inter JDC Role Play Competition for the employees</p>
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