



Business Centre
Breathe fresh. Work smart.



COMMUNICATION ON PROGRESS (COP)

FOR THE YEAR- 2013-14

“Consume Less Share a Better Future”

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Sl. No.	CONTENTS	Page No.
1.	From The CEO's Desk: Global Compact Compliance Statement	3-4
2.	PBC Service Portfolio	5
3.	Mission & Vision	6-7
4.	Policy	8-14
	Quality Policy	
	Environment Management Policy	
	Occupational Health & Safety Policy	
	Social Accountability Policy	
	Corporate Responsibility Policy	
	Equal Employment Opportunity Policy	
	HIV/AIDS Policy	
	Sexual Harassment Policy	
	Anti Corruption Policy	
5.	Stakeholder Mapping at PBC– Recognizing the key partners	15
6.	PBC's commitment to UNGC's ten principles	
A.	HUMAN RIGHTS	
Principle 1	Support and respect the protection of internationally proclaimed human rights	16
Principle 2	Ensure that the organization is not complicit in human rights abuses	17
B.	Labour Standards	
Principle 3	Upholding the freedom of association and effective recognition of the right to Collective Bargaining	18
Principle 4	The elimination of all forms of forced and compulsory labour	18
Principle 5	The organization supports effective abolition of child labour	19
Principle 6	Organization promotes elimination of discrimination in respect of employment and occupation	19-22
C.	Environment	
Principle 7	The organization support a precautionary approach to Environmental Challenges	23-25
Principle 8	The organization initiates promotion of greater environmental responsibility	26-27
Principle 9	Encourages the Development and Diffusion of Environmentally Friendly Technologies	28-31
D.	Anti-corruption	
Principle 10	Business should work against all forms of corruption, including extortion and bribery	32-33
7.	Quality Par Excellence - Our Certifications & Management Systems	33
8.	PBC in news	34-38
9.	The Road Ahead.....	39



CEO'S STATEMENT OF CONTINUED SUPPORT TO THE TEN UNIVERSAL PRINCIPLES OF UN GLOBAL COMPACT - 2014

“Sustainability is the key to Corporate Governance”



I am delighted to present Paharpur Business Centre's (PBC) Communication on Progress (COP) for the year 2013-14.

In this report, we once again share our progress with regard to the ten Universal Principles of UN Global Compact & our engagement process with all our Stakeholders and Business Partners in furthering the cause of these ten principles.

UN Global Compact is a concept that we most strongly adhere to and have been signatories to it since 2003.

These are the guiding principles of our business and form an intrinsic part of our Corporate Governance.

PBC has endeavored to internalise the principles of UN Global Compact in its stated business objectives & owes the success & progress of its business model to UNGC & Triple Bottom line principles.

PBC has played a pioneering role in revolutionizing the concept of office space and convention facilities that include training, recruitment, Night BPO and meeting room business areas and integrating it with its many environmental and social practices.

Our report states our single-minded goal to be an exemplar SmE in Triple Bottom line Performance.

All our energies, objectives and strategies are directed towards meeting our triple bottom line performance in a sustained and profitable manner. We are extremely sensitive to the fact that we need to operate within the principles of 'Corporate Governance' and therefore be accountable, fair, transparent and responsive to the needs of all our stakeholders, specially the primary ones.

Our stakeholder engagement program and our various social and environmental initiatives are aimed at achieving our business goals in a sustained manner on one hand & spreading awareness among our stakeholders / suppliers on the business benefits of UNGC & Triple bottom-line principles.

We have learned how to "Grow fresh airTM" using bio-technology and specialist green plants. We use specific plants for bedrooms, living areas and for removing Volatile Chemicals, such as Benzene and Formaldehyde. They are grown in sterile soil or in hydroponics.

By achieving improved Indoor Air Quality meeting ASHRAE standards, in otherwise polluted air surroundings, we are able to reduce our energy bills by > 10% as we need to cool or heat less ambient air fed into the area, and yet meet the standards.

It improves our health and productivity while directly reducing our operating costs. It also strongly impacts our employee retention programme.



Hence, we see that there is also a business imperative in improving our indoor air.

PBC is also a BEE rated 5 star building with an average energy consumption of 28 Wh /hr / sqm.

It is currently operating at 22 Wh /hr / sqm. This reduction is partially due to the IAQ initiatives taken by us.

We are also a USGBC LEED Platinum building. It is the first, in India, to achieve this for existing buildings (O&M) in 2010.

Over the years, we have strived hard to create an exciting, healthy and a robust workplace for our employees, a value proposition for our clients and a viable profit making business model for our shareholders. It is a known fact that employees who are satisfied with their organization's belief and commitment to its environmental and social responsibilities, are likely to be more positive, more engaged, more efficient and therefore, more productive.

An engaged and satisfied workforce contributes to enhanced business results and overall prosperity and well being of an organization.

Only a company that produces a Triple bottom line is taking account of the full cost involved in doing sustainable business.

Through this COP, we reiterate our belief in 'Gender Equality & Gender Mainstreaming, by becoming the first SME to sign up for UN Women's Empowerment Principles (WEP), in 2012.

Last but not the least, strategizing for implementing innovative ways to remain profitable and consistently enhance our top line and bottom line, despite challenges thrown as a result of economic downturns and a not so robust market scenario.

I take this opportunity to extend my heartfelt thanks to all our important stakeholders, especially the PBC team that has stood committed to our inherent principles - care for people, environment and responsible business.

We thank our vendors and suppliers who have played an important role in making our innovations a reality and helping us meet our Environmental, Social that include Human, Labour & Corporate Governance related goals and objectives.

We thank and reach out to our esteemed clients, who have supported our causes and encouraged us to move ahead in the direction of corporate social responsibility.

My firm belief is to be passionate about what we believe in, play to our strengths, Corporate Excellence & Governance, focus on our circle of influence and recognize that learning is a life-long exercise.

This has been our 'mantra of success for more than two decades now.

Your views and feedback are important to us and we look forward to it, as we believe that we can create value by learning from all our stakeholders.

Best wishes for a successful financial year ahead.

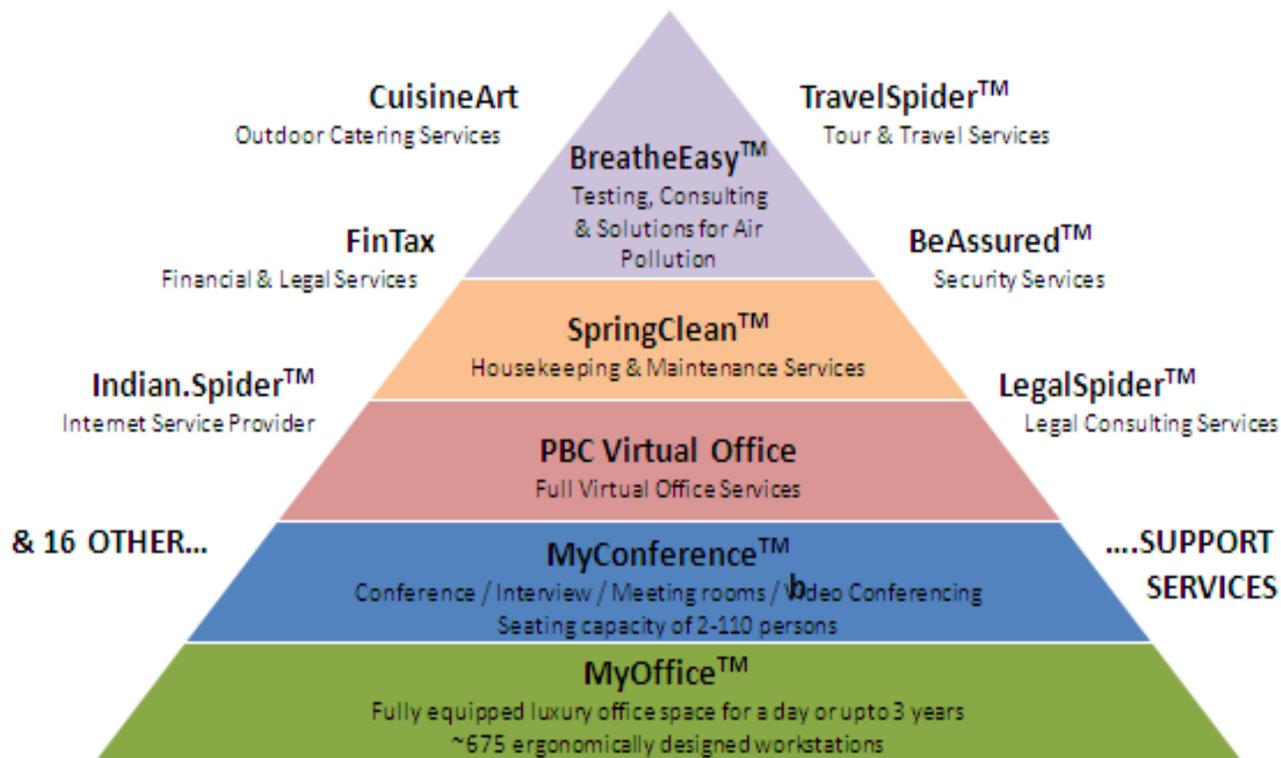


Kamal Meattle
Chief Executive Officer



PBC Service Portfolio

OUR PORTFOLIO OF SERVICES:



Associate Services

1. Moduleone.com
2. Alltimejobs.com
3. Packaging Legends



OUR MISSION, VISION, ETHICS & VALUES

Our Mission

To be an excellent, world-class business support services company; committed to delivering bench-marked, quality services to address customers' specific needs, whilst caring for the environment, people around us & creating value for our stakeholders.



Our Vision



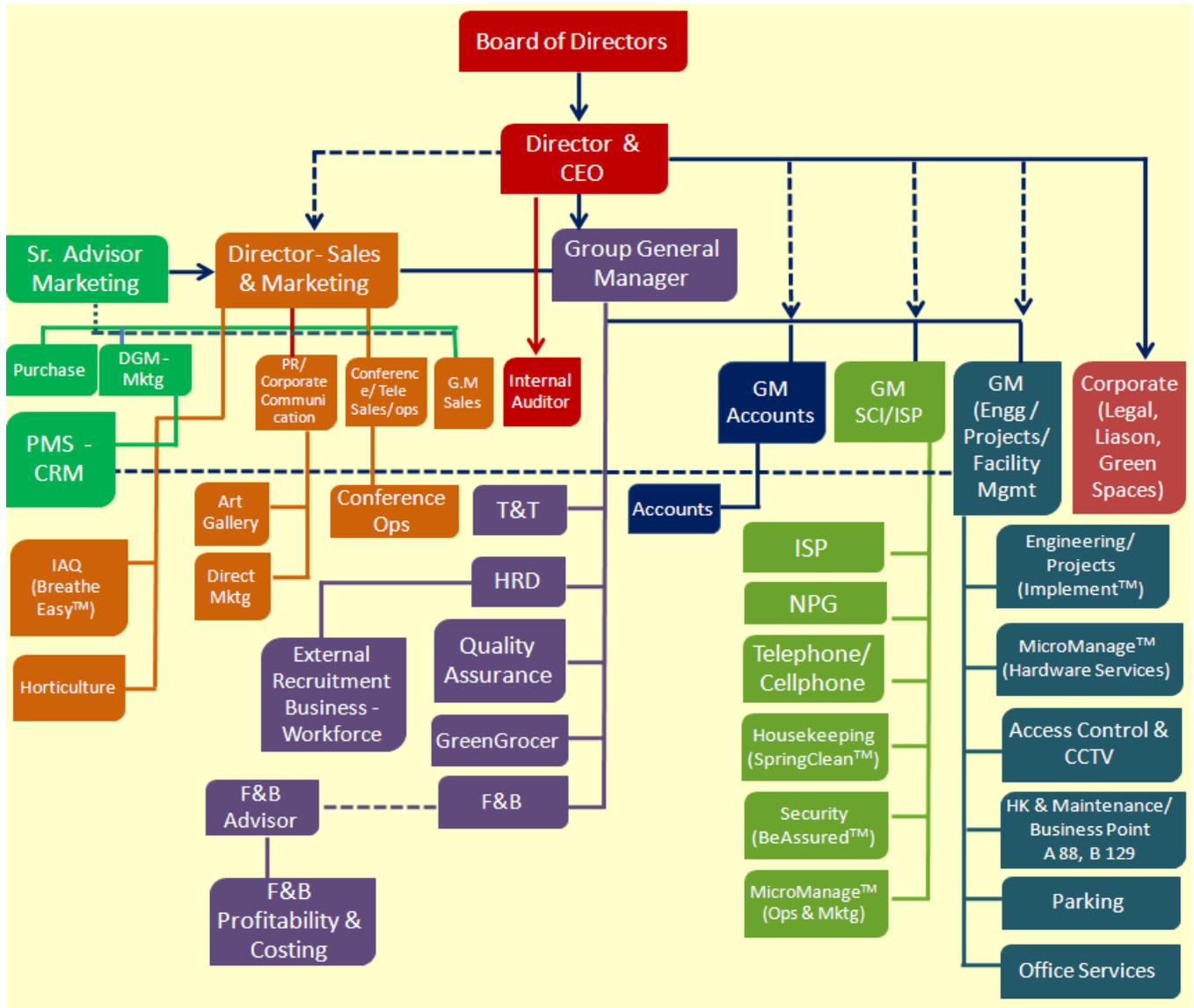
To stand out as an organization, with passion for quality service, Care for Environment and Be Sensitive to the People Around, that inspires us from within to provide end-to-end business support to our customers whom we consider as the essence of our success.

Our Ethics & Values

Honesty And Absolute Integrity in whatever we do – Quality Business Ethics and Corporate Governance, Empowerment, Excellence and Innovation, Competency and Up-skilling, Sensitive to the Environment and Community Around Us, Winning -Being Best in the Business Team Work, Work Hard yet keep it fun & above all – A company that has made “Customer Care its Business”.



ORGANISATIONAL STRUCTURE



*Note: T&T- Tour & Travels, PMS – Property Management System, F&B- Food & Beverages, NPG- Nehru Place Greens, ISP – Internet Service Provider, IAQ – Indoor Air Quality, HRD - Human Resource Department, PR - Public Relations, Ops- Operations, Mktg - Marketing



POLICY

Quality Policy

Quality Policy underlines the commitment of the management and employees of Paharpur Business Centre (PBC) towards achieving quality in service by providing quality services and facilities that consistently meet and exceed customer expectation. To have a motivated and committed team by sustaining a working environment where each employee will be encouraged to excel.

The Quality Policy is communicated to all employees for effective implementation and will be reviewed periodically for adequacy & suitability.

PBC will ensure compliance to all the regulatory and legal requirements and shall strive to go beyond the statutory compliance. Policy is available on public domain i.e. on website www.pbcnet.com

Environment Management Policy

We are committed to comply with applicable environmental legislation, regulations, rules and all the requirements of the ISO 14001: 2004 standard and the norms of USGBC LEED EB (O&M) certification.

The environmental policy has been set up by setting and reviewing objectives and targets periodically without sacrificing quality of life.

Under the policy, we strive to create awareness among our customers that Paharpur Business Centre is committed to perform its business and related activities in a responsible manner so as to achieve continual improvement in Environmental performance. In doing so, we strive towards:

- ✓ Encourage recycling or reuse of office waste.
- ✓ Conserving energy and water through better management.
- ✓ Minimizing use of non-biodegradable in Food and Beverage department.
- ✓ Providing indoor air quality conforming to specific ASHRAE standards.
- ✓ Efficient use of resources by addressing the embodied energy criteria

In keeping with our commitment to prevent pollution, PBC has recognized the four R's - Refuse, Reduce, Reuse, and Recycle.

This policy will be documented and training imparted to employees for effective implementation. This policy will be made available to public.



Occupational Health & Safety Policy

Paharpur Business Centre (PBC), a service provider of office and conference facilities & a suite of 27 support services, is committed to provide a safe & healthy environment, to prevent injury & ill health to its employees, occupants, visitors, guest, subcontractors & other interested parties. In doing so we strive towards:

- ✓ Commitment to compliance with applicable legislation, regulations and other applicable requirements that relate to our Occupational Health & Safety Hazards.
- ✓ We will implement the health and safety policy by setting and reviewing objectives and targets periodically to control and minimize risks due to OH&S hazards.
- ✓ We will ensure continual improvement in OH&S management and its performance.
- ✓ This policy will be documented, maintained, communicated and reviewed periodically to ensure that it remains relevant and appropriate to the organizational OH&S objectives & goals. Training will be imparted to all the persons working under the control of the organization for effective implementation.
- ✓ We will strive to create awareness among our customers, sub-contractors, guests & other interested parties for better performance & to make them aware of their individual OH&S obligations.
- ✓ We have replaced most of the traditional/conventional chairs with the Ergonomic Chairs. These are designed to minimize physical effort and discomfort, and hence maximize efficiency.

Policy shall be made available to public, if required.



Social Accountability Policy

We, at Paharpur Business Centre (PBC), are committed to performing our business and related activities in a socially and environmentally responsible manner so as to achieve continual improvement, responsive to the needs of the organization.

We believe in the triple bottom line evaluation method in delivering performance

- ✓ Profit
- ✓ Care for the environment
- ✓ Social accountability

We believe that “it can be good business” to care for one of our stakeholders viz. the society and people around us.

It enables us to employ and retain great employees. We recognize that people are the core of the organization and we are committed to pursuing practices that ensure welfare and growth of our people.

We shall strive to create safe & fair workplace for all our employees.

We shall endeavor to create awareness among our customers, sub-contractors, & other important stakeholders on social issues related to our business area.

In doing so we shall comply with the applicable national legislation and regulations and respect international conventions. We will implement this policy by setting and reviewing the procedures, standing instructions and related programs.

We shall strive to integrate the relevant principles of UN Global Compact that relate to Human Rights and Labor Standards with PBC™ worker policies, code of conduct, procedures and SA standard requirements, in order to mainstream the principles in our day to day operations.

This policy will be effectively documented, implemented, maintained, communicated, and accessible in a comprehensible form to all personnel, including directors, executives, management, supervisor, and staff, whether directly employed by, contracted with, or otherwise representing the Company.

The policy will be publicly available in an effective form and manner to interested parties, upon request.

Management shall review this policy periodically to ensure that it remains relevant and appropriate to the organizational SA objectives & goals.



Corporate Responsibility Policy

Paharpur Business Centre (PBC) a provider of serviced offices along with a suite of 27 support services is committed to perform its business in a responsible manner to produce an overall positive impact on society and environment. In doing so, we shall strive towards:

Marketplace Leadership – We aim to run our business in a way that singles us out as a great provider of high quality services and preferred partner of choice to do business with. Our aim is to work with our stakeholders to develop long –term sustainable relationships.

Environment – We are an environment driven company and are aware of the scale of impact our operation has on the environment. As such, we are committed to exploring ways to reduce the impact of what we do. We shall take a responsible attitude and lead the way in developing initiatives to further improve our environmental footprint. We shall be fully accountable to our clients, employees and the society that we operate in. We will strive to create business opportunities for our stakeholders and follow the core values, norms and ethics that are in-built in the way we conduct our business.

Workplace – We are committed to offering our employees a rewarding and challenging workplace. We aim to become the best employer and employer of choice, demonstrated amongst other things, by current and past employees recommending the company as a great place to work. We are channeling our efforts towards making PBC a fun place to work for. We do believe that people are core to any business and are one’s most important asset and therefore we focus our energies in taking good care of them as we believe that it makes good business sense to hire and retain great employees. The idea is to synergize our efforts in order to create wealth for all. Inclusivity and Equal opportunities for all is at the core of our human resource policy. We are strictly against discrimination of any kind. We are committed to create awareness of HIV-AIDS at work place and have an adequate policy in place to handle it.

Community – We strive to be good corporate citizens, we work to support the sustainability of both global and the local communities in which we operate and actively encourage our employees, customers, suppliers to consider the needs of others and involve themselves in public service through public private partnering. We are sensitive to the requirements of the community around us and our business strategies are closely interlinked with their aspirations.

High standards of corporate governance care for environment and health & safety, override everything else that we do.



Equal Employment Opportunity Policy

PBC and all its related properties and holdings support equal employment opportunities for all. We are committed to the Ten Principles of United Nations Global Compact (UNGC) i.e. Human Rights, Labour, Environment and Anti-Corruption.

We Are Also Certified For SA 8000 for our Social Accountability.

Our Equal Employment Opportunity (EEO) Policy states that every person has the same human rights and privileges without regard to his or her race, color, religion, sex, age, physically challenged, differently able, marital status, national origin or economic status.

Equal Employment Opportunity means that every applicant for a job should be considered solely on the basis of his or her qualifications. It also means that every employee should be treated equally with every other similar employee, without discrimination because of his or her race, color, religion, sex, age, physically challenged, differently-able, marital status, national origin or economic status.

The company expects full co - operation of everyone associated with it, to make sure these principles are upheld. Furthermore, the company expects that all matters related to recruiting, advertising, hiring, training, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, educational assistance, and social and recreational programs and all treatment on the job, be free of any discriminatory practices.

HIV/AIDS Policy

PBC recognizes that HIV/AIDS is an issue at workplace and would like to address it proactively

- ✓ PBC will provide a safe and healthy environment to the team members by developing nondiscriminatory policy and programmes on HIV/AIDS.
- ✓ PBC will provide regular HIV/AIDS prevention education to all its team members and their families at various levels through formal and informal sessions.



- ✓ HIV status of the team member will be kept confidential
- ✓ Any Team Member living with HIV/AIDS will be kept in employment as long as they are in position to work. If necessary, employee will be shifted to another appropriate position considering the health status at that point in time.
- ✓ PBC will not discriminate against any Team Member infected by HIV/AIDS with regard to promotion, training and any other privileges, applicable to all employees of the company.
- ✓ At PBC HIV/AIDS test will not be a part of recruitment process or any health check-ups.
- ✓ PBC will educate its Team Members and encourage them to participate in Voluntary Counseling and Testing for seeking advice related to HIV/AIDS.

SEXUAL HARASSMENT POLICY

PBC is committed to provide a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. If an Employee believes that he/she has been a victim of harassment or is aware of another employee who has been harassed, he / she should immediately report it to HRD / any of the general managers or any member of the harassment redressal committee. Employees can raise concerns and make reports without fear of retaliation. Any Superior who becomes aware of possible harassment should promptly advise Management or HR Representative, who will handle the matter in a timely and confidential manner.

All employees are responsible for helping to ensure & assure a workplace free of harassment. The Company forbids retaliation against anyone who has reported harassment or participated in an investigation. All of us must recognize that such behavior not only violates the rules of common courtesy and is a violation of the Company's policy, but is also a Human Rights violation & therefore illegal under law.

PBC recognizes that Sexual harassment is an issue at workplace and would like to address it proactively

- ✓ To maintain a work environment that is free of sexual harassment.
- ✓ To ensure annually one interactive session conducted for PBC team members and lady crew-members.
- ✓ To ensure Harassment Redressal Committee Meeting shall be conducted twice a year.



ANTI CORRUPTION POLICY

PBC has a stated anti-corruption and ethical policy monitored by Human Resource Department and all the HODs in their respective business area. PBC provides the wherewithal to all the departments to ensure the success and profitability of the business ventures without compromising on the core values of conducting business such as responsibility, transparency and sensitivity towards the environment.

As employees (in PBC), we:

- ✓ Will ensure to behave in an honest & ethical manner.
- ✓ Will set a good example by being trustworthy.
- ✓ We will make sure that our behavior complies with the policies and rules of the organization / PBC.
- ✓ We will use the resources of our company in the best interest of the company, and not for personal & gainful reasons. We will not misuse these resources.
- ✓ We will not pay or accept bribes / anything of value / cash/ gift / gratuities, offer of employment etc, for the purpose of influencing placement of contracts, obtaining a business advantage or any other reason.
- ✓ We will make a clear distinction between the interests of our company and our personal interests, and avoid possible conflicts of interest; we do not accept gifts, invitations or other advantages, which could contradict this principle or influence our business decisions that are against the norms of our company.
- ✓ Ensure that we comply with law of the land, including National legislations & statutory compliances.
- ✓ All commissions and fee contracts shall have prior approval of our CEO.
- ✓ Report incidents, risks and issues which deviates from our policy, to your immediate reporting authority, or Head- HRD or CEO
- ✓ Are continuously conscious about and aim to maintain our integrity, thereby maintaining the integrity of the organization.
- ✓ All employees must adhere to this policy and any violation to the above may result in termination / legal action, as deemed fit by the management.

The CEO must approve any exceptions to this policy.



Stakeholder Engagement Process– Recognizing the key partners & Collaborating for Mutual Business

OBJECTIVES:

Useful & Effective collaboration with our stakeholders to meet the challenges, ever changing business needs and demands, while consistently delivering sustainable value to all our primary stakeholders i.e. Employees, Suppliers, clients, communities in which we operate.

We firmly believe in balancing stakeholder priorities and expectations – this is absolutely essential for responsible business performance – by doing this we effectively manage our business risks.

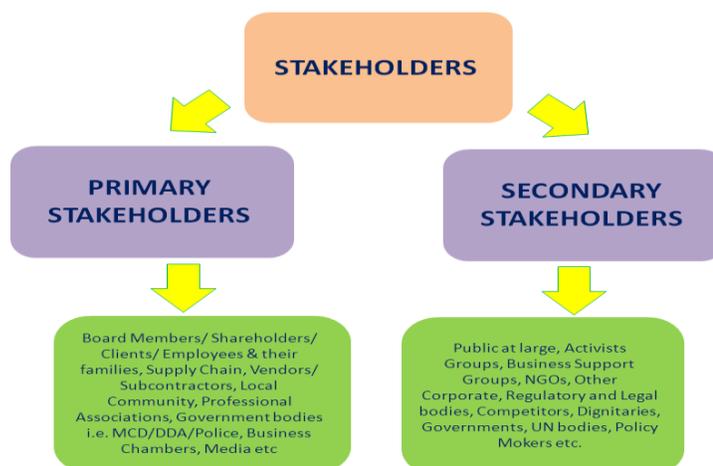
At PBC we ensure, that we meet and have a meaningful dialogue with our primary stakeholders, at least twice a year.

However with our immediate and most important stakeholders i.e. employees, clients, subcontractors, Govt. Bodies etc., we have a system of ongoing engagement.

During the current year, PBC initiated a broader stakeholder engagement; listening and acting on the inputs received from our stakeholders/interested parties to further improve our business performance & services.

Our goal is not only to adhere but exceed conformance to the law & with this intent we have gone all out to include our important stakeholders i.e. customers, subcontractors, employees, etc in our various engagement processes - training & awareness campaigns, joint pitching, sponsoring common interest programmes etc.

From our consultation with our major and critical stakeholders, the nature of challenge facing us is clearly understood by us. Our new cross business CSR approach need to be based upon a consistent framework, capable of accommodating the widely varying levels of achievement across our two-business areas, and of taking account of different social, environmental and economic priorities.



During the year 2013- 14, we have addressed the Ten Principles of UNGC as under:

A. HUMAN RIGHTS

I. SUPPORT AND RESPECT THE PROTECTION OF INTERNATIONALLY PROCLAIMED HUMAN RIGHTS

Ethical behaviour towards our employees and those of our suppliers, including the payment of decent wages and the provision of safe and hygienic working conditions, are the essential building blocks for our current and future business.

We recognize the rights of our employees and treat our staff with dignity, respect and fairness within a safe working environment. Health & Safety are the two key factors guiding our business.

We recruit top management locally, encourage high degrees of local autonomy and share ownership where appropriate.

We pursued with a mission to educate our employees about organizational commitment to human rights through regular trainings &

“Launch of Online Employees Self Service Portal”... In order to facilitate easy access to relevant information for all our employees is now just a “Click” away.....

We ensure strict adherence to laws enacted by the Government of India, to protect the interests of the workers. We follow Shops & Established Act. SA 8000:2008 certification cements PBC’s commitment on staff welfare & social accountability. Through this PBC reinforces its commitment to basic rights, freedom to all, fair wages, equal opportunity no discrimination on any account, Inclusivity, training & skill development, health, safety etc. A fair and open channel of communication is maintained for all personnel at the work place. Human Rights are clearly identified as a non-negotiable instrument and is addressed in detail in our Management Standing Instructions (MSI) During our various engagements with our stakeholders; we use this opportunity to encourage them to become part of the GCN network, in order to ensure credibility & transparency to them and their business.



II. ENSURE THAT THE ORGANIZATION IS NOT COMPLICIT IN HUMAN RIGHTS ABUSES

PBC ensures strict adherence to laws enacted by the Government of India, in order to protect the interests of the workers. In our Management Standing Instructions (MSI) - Our Code of Conduct expresses implicit support for the UN Declaration of Human Rights. There has been no instance of the company having abused human rights in any manner. Our organization realizes that the prompt handling of grievances of employees and customers is of paramount importance in upholding of human rights and accordingly, we have framed procedures to address such grievances.

We encourage the development and growth of our staff through regular appraisals, personal improvement & development plans.

- We do not permit any kind of harassment or abuse of our employees.
- We regularly monitor the working practices and the employment policies of our suppliers and promote improvement.

Under SA 8000:2008, we have a separate process on Grievance Handling, through which all employees are able to voice their concerns, queries, doubts, clarifications, grievances etc. The purpose of this procedure is to establish, maintain and ensure a suitable and effective method for handling grievances of personnel deputed at PBC, including workers provided by the sub contractors.

The idea is to have a workplace that is sensitive to our most important stakeholders i.e. our workforce & that ensures their well being, while they are with PBC. This is taken very positively as part of our continual improvement programme. Any grievance or suggestion & not taken adversely by the management, wherein our team members get apprehensive about filing any grievance, on the contrary these are considered as opportunities for improvement.

No records of an employee's use of the grievance procedure are kept in their personnel file.

As stated earlier, there has been no instance of the company having abused human rights in any manner.

Apart from this, we encourage employees to express views; raise issues in forums meant for their interaction with management, where they are free to give suggestions and seek clarification for any doubts, in a fair manner.

We have a suggestion box for our team members to fearlessly give their ideas / suggestions for improvement in our system.

We also have a unique communication system- internal mailing system.



B. LABOUR STANDARDS

III. UPHOLDING THE FREEDOM OF ASSOCIATION AND EFFECTIVE RECOGNITION OF THE RIGHT TO COLLECTIVE BARGAINING

PBC realizes that the collective strength of its employees, they are an effective partner towards the goal of achieving continuous sustainable growth and hence no objection is raised on employees to join any trade unions thereby ensuring freedom of association to all its employees. However it is stressed that they do it in a disciplined manner without harming the sanctity of the workplace.

This is communicated through training programmes and implemented through the Social Accountability certification for SA 8000.

Till date, no instances of strikes / lock out etc have happened at PBC.

A noteworthy point here is that a large part of our crew members have been with us for more than five years, this shows the trust and faith that they repose in the management of PBC and also proves the management's commitment to their personal development and welfare.

There have been several instances when a lot of our crew members who had left, rejoined us, this once again proves PBC's commitment to fair business practices.

We also we have a "Workers Representative" (WR) to engage with our crew-members and understand their queries, requirement, needs, grievances, issues etc and bring them to the notice of the management. These are then discussed with the Management Committee and HR & actions are taken to

IV. THE ELIMINATION OF ALL FORMS OF FORCED AND COMPULSORY LABOUR

PBC believes in voluntary labour and no instances of forced / compulsory labour have come to light during the year.

Regular & Periodic Audits by external agencies for compliance with SA 8000:2008 is also conducted to ensure adherence to the standard and compliance to the principle.

Apart from this there are unannounced / surprise audits conducted by the certification body & Social Accountability International (SAI)

At PBC, we strongly condemn any kind of forced and compulsory labour. It is one of our values to pursue the concept of voluntary labour.



V. THE ORGANIZATION SUPPORTS EFFECTIVE ABOLITION OF CHILD LABOUR

We prefer business partners, who treat their employees similarly as us. PBC follows the Delhi Shops and Establishment Act, according to which, the age limit prescribed for child labour is below 15.

However, PBC has prescribed the minimum age limit as 18 years for employment. No person below this age can be employed in PBC, whether directly or indirectly, thereby ensuring that child labour is not practiced.

By setting the minimum pay scale as per the government norms we ensure that our employees get decent wages and working conditions encouraging them to send their children to schools rather than to work.

All our contractors & vendors are also required to scrupulously follow the laws/ rules and regulations in respect of engagement of Child Labour.

This is addressed through our contract agreement, vendor declaration & regular engagement programmes with our Vendors and suppliers.

In our SA 8000:2008 systems, we have a separate process defined on Child Labour – Remediation Plan Procedure No. SA2.

The purpose of this procedure is to establish, maintain and ensure a suitable and effective process for detection & prevention of child labour & its remediation, which covers all personnel deputed to include workers provided by subcontractor.

VI. ORGANIZATION PROMOTES ELIMINATION OF DISCRIMINATION IN RESPECT OF EMPLOYMENT

The organization does not believe in any kind of discrimination at workplace. At the time of recruitment only qualification of a candidate to deliver effective performance is considered and yes if all is equal, we give special preference to women, candidates from marginal sections of the society & differently-abled. There have been “Zero” incidents of discrimination in the reporting period.

Yes in the above sense we do practice “positive discrimination” to have a diverse workforce.

We have adequate policies in place to firmly deal with these and apart from this it also is detailed in our MSI and processes under ISO.

We ensure 100% compliance to these. Our objective is to go beyond compliance. The organization does not believe in any kind of discrimination based on caste, colour, gender, religion or region. We firmly believe in inclusivity and strongly oppose discrimination while hiring, remuneration, access to training, promotion etc at work place.

It is evident from the chart given below that Schedule caste & tribes constitute almost 10% of our total workforce and we hire people based on competencies & not Caste, Colour, Nationality, Religion, Gender etc.

We believe in Affirmative Action, as it promotes a diverse workforce and gives opportunities to all in order to have sustainable livelihoods. We also strive to create awareness about the importance of Affirmative Action to enhance social stability & cohesion and to make it into a reality in a corporate sector.



We recognize the need to reorient people's attitude towards persons with disability & persons from the marginalized sections of our society.

Inclusivity Data:

Category	No. of Team members	Percentage wise
General	174	90%
OBC	8	4%
SC	10	5%
ST	1	1%
Total	193	100%

“Skill Development Initiative: Taking on Fresh Interns & providing them on the job training on various business verticals including Technical & Soft skill development”.

PBC CELEBRATES WOMAN POWER:

PBC welcomes the provisions of the Women's Empowerment Principles (WEPs) – **Equality Means Business**, produced and disseminated by the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) and United Nations Global Compact.

We are one of the seven signatories to UNGC and WEPs and the only mSME to demonstrate the commitment to the same.

PBC has adopted the seven steps in order to empower our women employees.

We have a policy in place to address this as part of our business strategy.

Equal treatment of women and men is not just the right thing to do – it is also good for business.

- Harnessing the broadest pool of talent.
- Women at work bring with them a special skill-set that meets our operational standards, especially in terms of multitasking, handling people and taking-up leadership roles
- Special preference is given to women candidates along with candidates from marginal sections of the society.
- Visible monitoring by our CEO and the executive team, of the progress in gender-diversity programs.

We recognized the importance of participation of women in business way back in the early 90s, at the time of commencement of our Business & ever since our Head of Operations has always been a woman.

Meet our corporate responsibility and sustainability commitments by introducing “Women- Centric” policies.



PBC celebrates women power by celebrating International Women’s day every year.

We enhance our company’s competitiveness by organizing skill-building programs aimed specifically at the development of women employees. It is a mandate for senior executives to mentor junior women employees and encourage them to play a larger role in the company.

Women at PBC hold the highest management positions.

Synopsis of PBC’s Workforce

Total No. of Employees at PBC: 176

Gender Ratio (F: M): (15:85),

Managerial (Female: Male): (32:68)

Non Managerial (Female: Male): (11:89)

Category	No. of Team members	Percentage wise	Managerial Position (in Nos.)	Non Managerial Position (in Nos.)
No of Female of PBC	27	15 %	12	15
No of Male of PBC	149	85%	25	124
Total Employees	176	100%	37	139

At PBC, we constantly work towards removing barriers that help in changing the mindsets & stereotypes.

Model behavior within our organization reflects the society we would like for our employees, fellow citizens and families.

We have women friendly policies at work to facilitate them and simultaneously help them look after their homes / children and family.

- .Flexible working hours, part-time jobs, work from home option, ‘be consultants’ and ‘come-on-specific days’ etc. are some of the provisions tailor-made for our women employees
- Extended Maternity Leaves
- A medical insurance policy in place that covers maternity from day one
- Providing manned cab facilities to the women employees - after 7 pm and until 7 am

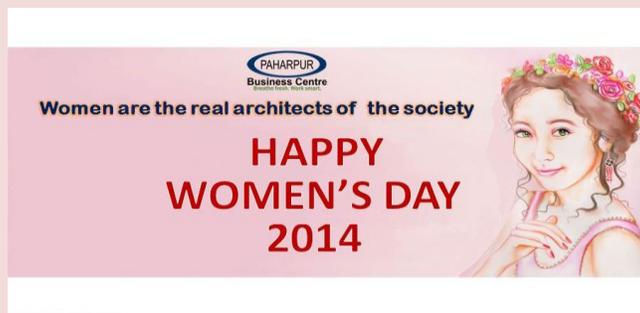
These policies make PBC an attractive workplace for women

PBC recognizes that Sexual harassment is an issue at workplace and addresses it proactively, by having regular awareness and interactive sessions with PBC team members.

We encourage “Open Door Policy” for our women employees to ensure that their specific grievances are addressed in a timely manner

PBC enjoys the reputation of being a safe and secure place for women employees.

As an organization, we strongly feel that synergies between the two genders can truly result in sustainable development of an entity, organization & a Nation as a whole.





WOMEN'S DAY CELEBRATION AT PBC:

PBC celebrates International Women's day every year. This year, our theme was - **"Equality for women is progress for all"**.

PBC strongly supports the theme. We ran a power point presentation in the TFTs placed in our building to create awareness on equality.

We organized a workshop on Women Safety. The workshop focused on the rights of the women and about the provisions in Law for women.



The workshop was mentored by Delhi Police Officials. All the officers emphasized on the safety measures that a woman must follow when she is in a crisis situation. One of the lady police officers elaborately described about different articles and enactments of the Indian law that supports women safety and rights.

She also emphasized on various Do's & Dont's that are to be kept in mind when a woman is in a threatened situation.

This session was followed up by a question and answer session wherein the attendees asked their queries and got their doubts clarified. Various lady employees shared their working experience at PBC with a remark that they would recommend any female candidate to work here because of the safety measures followed and 'No Discrimination' policy.



PBC gives equal opportunities to all irrespective of gender / caste / creed etc. Women at PBC hold the highest management positions and we foster the growth & promotion of the weaker sections at all levels.



C. ENVIRONMENT

VII. THE ORGANIZATION ADOPTS A PRECAUTIONARY APPROACH TO ENVIRONMENTAL CHALLENGES

PBC, a 25 year old building, located in Nehru Place Greens, built to Compulsory Government design. It is the first office building in the country to be USGBC LEED Platinum certified under Existing Buildings (Operations and Maintenance) category - truly a green sustainable building.

It is also a BEE 5 star rated building with an AAhEPI of 28 wh/hr/sqm

An eco-friendly building has a minimal footprint on the environment while enhancing occupant comfort and enhancing the performance of a building.

Typically, environment-friendly design and architecture tries to optimize the performance of a building, and preserve and protect important resources like water, land, and energy. This is accomplished through an integrated approach to architecture, blending designs, using energy-efficient materials, adopting construction techniques that aid our sustainability programme, effective building systems including waste management, indoor air quality and harnessing renewable energy supplies.

To achieve true environment-friendly architecture, eco-friendly ideas need to be supported by everyone involved in the process from design to construction.

It is our absolute belief that care for environment can alone help us in addressing the Climate Change issues and take us through this difficult phase.

With regard to our environmental initiatives – relating to energy management, water conservation, reduction of our carbon footprint, use of sustainable resources, waste management, local procurement, indoor environment etc, we manage them on a day to day basis, the results are tangible and our system addresses it very substantially.

Energy at each point of consumption is tracked on a daily basis & data shared with CEO, as it's our firm belief that energy conservation is not a one time activity but a lifetime of commitment to sustainability.

PBC has undertaken various projects, implemented strategies and taken several initiatives to make PBC a high performance and a truly green office building.

ENERGY MANAGEMENT PRACTICES:

Energy management practices followed at PBC help in reducing our operating costs without impacting the quality of life. Direct energy consumption from primary energy source is from BSES (utility provider) and we don't have any source for Indirect / Renewable energy.

Our results show we have benefited from these practices, resulting in a 30% reduction in the electricity bills. We are continually working on these practices to further improve our energy efficiency footprint.

PBC is also a Bureau of Energy Efficiency, Ministry of Power, Govt. of India, 5-star rated building, with average annual hourly energy performance index of 28 W hr /hr /sqm. Currently operating at 22 wh /hr/ sqm since 2012 & will soon reduce it to 16



WATER MANAGEMENT PRACTICES

At PBC, water has always been considered as a precious resource, which is monitored at all inlet and outlet points on daily basis. As water demands and environmental needs grow, recycling & reusing of water plays a major role at PBC, helping us to conserve and sustainably manage our vital water resources in a sustainable manner.

Monitoring & Reporting System

- Accurate measurement is the heart of any Monitoring and Reporting System. We have 35 calibrated water meter in our building
- The Engineering Department in PBC captures & analyzes the water consumption data from the calibrated meters
- QA Department reviews measurement & Calibration methodology and it is checked and verified during Internal Audits, surveillance and third party audits under ISO-9001 & ISO-14001
- The Daily report of water & energy consumption is shared with the CEO for his inputs & major improvement decision
- Quarterly internal audits are carried out to analyze the efficiency of the water management system and for continual improvement

Daily monitoring and recording of the water consumption at each area of consumption is done in order to control any kind of water wastage.

With several Water Conservation Practices, The Reduction in Total water consumption in the year 2013 as compared to the water consumption in the year 2012 is 3%.

WASTE MANAGEMENT



4 R's - Refuse, Reduce, Reuse,

Recycle is our mantra for managing waste.

We segregate waste at the point of its generation.

- We have separate bins for food, plastic, paper etc. Food waste at PBC is converted into organic nature manure through vermi-culture with the help of worms. Further, this manure is used for indoor plants.
- Effluent from the kitchen is treated through Oil and Grease trap installed in the Kitchen and as per DPCC norms the parameters of the discharge is periodically tested from DPCC approved Lab. Results are within the specified parameters.
- We recycle paper and plastic waste. Several trees are chopped down in order to produce papers. At PBC, we try to minimize the usage of papers by following various simple practices. Instead of circulating paper notes/chits, we prefer using our emails, setting up reminders in the computers etc.
- We reuse one-sided paper & promote communication thru I-mail/ E-mail.
- E-waste is discarded through e-waste recyclers and useful equipments/parts are combined to form usable machines



BREATHE EASY™ INDOOR AIR QUALITY

‘WE GROW FRESH AIR’: PBC has developed an effective IAQ system that works towards making this building more energy efficient, apart from cleaning the indoor air.

A unique biotechnology is used to clean the indoor air of its toxins and VOCs.

With the help of plants, the indoor air is made rich in oxygen, In order to promote health, which results in reduced absenteeism due to fewer sick days and higher productivity for occupants at PBC.

IAQ system is retrofitted in the existing building.

At PBC we take daily readings and as a result of using biotechnology we have been able to significantly reduce the difference in CO₂ between ambient air and air inside the business centre.

Mimicking nature inside the building with other various IAQ initiatives has allowed us to maintain IAQ as per ASHRAE and USGBC LEED (for Platinum rated buildings – i.e. 30% over ASHRAE base) specifications with a minimum 15.3 CFM per person fresh air, resulting in energy savings.

Thus, as compared to ASHRAE recommended 20 CFM, PBC saves 4.7 CFM/ person of fresh air load, on the HVAC system.

PARAMETERS	AVG. of other Buildings	PBC	% REDUCTION
CO ₂ , ppm	1067.5	488	55
PM ₁₀ , µg/m ³	689	24	97
PM _{2.5} , µg/m ³	492	14	97
VOC - Benzene, ppb	150	BDL	99.99
VOC - Acetaldehyde, ppb	3125	BDL	99.99
VOC - Acetone, ppb	800	BDL	99.99
VOC - Toluene, ppb	275	BDL	99.99
Aerobic Plate Count, cfu	153	26	83
Fungal Count, cfu	48	<1	99



Reusing Pet Bottles Planters @ Green House



We “grow” our own oxygen and remove harmful compounds from the air through the strategic use of indoor vegetation — which doesn’t just help the environment; it also helps people think and be more productive while reducing energy costs.



VIII. THE ORGANIZATION INITIATES PROMOTION OF GREATER ENVIRONMENTAL RESPONSIBILITY

Environmental awareness among PBC team members & stakeholders our values encourage and motivate us to have a partnership with our customers, employees & other important stakeholders, driving the organization towards sustainable development.

Due to our inherent values and environmental sensitivity, we are perceived as a great place to work for.

Some of the initiatives for promotion of our environmental responsibility towards community & stakeholder:

Awareness program for school children, employees, clients, community around us

- Celebration of earth day, environment day etc as official events of the organization.
- Regular interaction with school children to sensitize them to the various issues relating to environment & water management
- In-house employee awareness programmes.
- Information dissemination to in-house clients through TFT/display monitors installed at strategic locations including washrooms
- Creating awareness through our annual communication on progress (COP) & CSR/CR reports.
- Till a couple of years back there were no 4/2 l cisterns available in India. We engaged companies like Cera, Hindware & Orient Ceramics and urged them for solution.
- Our CEO has been actively interacting with chairman of Delhi Jal Board for getting a STP in a public park near our office for irrigation of plants.
- The initiative of water conservation at PBC runs across all verticals.
- We are constantly talking to our supply chain and sensitizing them on the water issues.
- In our new project-GREENSPACE™ we have been able to reduce our potable water demand from 45 l to 20 l with the help of learning from this building.

NEW YEAR CELEBRATION WITH GREEN RESOLUTION

To mark the beginning of the New Year 2014, PBC-ians decided to take an oath to stay green and make Earth happy in their own ways. Though the New Year resolution of each member varied from the other, but the enthusiasm level of the members was high. So, PBC began this year with new hopes, unwavering commitments and Positive Green Vibes.



I have been managing a small kitchen-garden at my house on rooftop.

By growing own edible garden one doesn't only get fresh fruits and vegetables to eat but also save on the expenses. In the coming year, I am planning to expand it as well as motivate people to create an edible garden.

PBC-ian This is my Green Resolution for 2014.

What is yours?




Small potted green plants are good for gifts. They detoxify the air inside and add beauty to the house.

I will gift one to my friend. This is my Green Resolution for 2014.

PBC-ian

What is yours?




Being aware of the fact that, many birds die while flying because of the shortage of water.

This new year, I will keep a container filled with clean water in the balcony for the birds. This is my Green Resolution for 2014.

PBC-ians

What is yours?




EARTH HOUR AT PBC

On 29th March 2014, the planet of life – Earth, witnessed the “Earth Hour” phenomenon sweep across the globe. Like every year, PBC participate in this movement by switching off the lights for an hour.

On the occasion of Earth Hour 2014, we motivated employees to check the balance available in their account, online without using paper from the ATM machine and to switch off the lights that are not essential at home – in addition to paying tribute to the Earth by switching off lights for an hour.



EARTH DAY CELEBRATION AT PBC

On the occasion of Earth Day, in association with Earth Day Network and The Climate Project, India (TCPI), Paharpur Business Centre (PBC) launched a green revolution-stimulator: an e-book - “Pathways to Green Cities - Innovative Ideas from Urban India” in New Delhi.

The event had a grand opening with an inspiring song by Lee Alison Sibley. With a welcome note given by Mr. Kamal Meattle, CEO – PBC, the event followed with a list of activities. Ms. Karuna A Singh, Country Director- Earth Day Network gave a brief introduction of the book and the challenges faced in compiling the case studies.

Then, was the much awaited official launch of the e-book, “Pathways to Green Cities”. Dr. Isher Ahluwalia, Chairperson – Indian Council for Research on International Economic Relations (ICER) did the honour. She stressed on the importance of this book at this crucial time and how these innovative ideas and solutions can be replicated in our daily lives. The guest of Honour, Mr. Sandeep Mishra, Additional Secretary (Environment), Delhi Pollution Control Committee emphasized on the significance of judicious use of natural resources and doing our bit to save the Earth.

The book contains a number of case studies of different organizations who have combined Green Factor with innovation.

Some of the inspiring stories on the occasion were “Improving Livelihoods and Localities” by Waste Warriors, “Rag pickers Turn Entrepreneurs” by South Asian Forum for the Environment, “We Grow Fresh Air” by Paharpur Business Centre (PBC), “Catch the Rain” by Rain Centre, Chennai, “Backseat Buddies” by Earth Day Network, “25 kWp Solar” by Tata Motors and “Going Tapeless!” by Star India.



IX. ENCOURAGE THE DEVELOPMENT AND DIFFUSION OF ENVIRONMENTALLY FRIENDLY TECHNOLOGIES



ON THE WAY TO SUSTAIN SUSTAINABILITY

– A JOURNEY FROM TURKEY TO 16TH INTERNATIONAL BUSINESS FORUM

Roopali Shahney, Group General manager, Paharpur Business Centre has participated in a number of seminars and conferences to promote Sustainable Business Solutions.

These pictures depict National Conference on Energy Efficiency and Conservation, organized by PHD Chambers wherein Ms. Shahney spoke about the small yet significant measures that an organization can take to Stay Green and Sustain Sustainability.

She spoke about the story of evolution of PBC as a green mSME and how by focusing on the pillars of Sustainability i.e. Energy, Water, Waste, Resources & Materials and Air Quality, PBC has been able to establish an innovation and sustainable Business Model.

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PBC CELEBRATES WORLD ENVIRONMENT DAY

Paharpur Business Centre celebrated World Environment Day (WED) 2014 by organizing a green workshop for school children and an awareness campaign on solutions to air pollution.

In association with The Climate Project, India (TCPI), PBC organized a workshop on 'How to make bottle planters' for the school children. Every day, we dump plastic bottles after using them. Plastic bottles are not biodegradable and can affect the health of living organisms. Therefore, it is sensible to reuse them. PBC has already set up various wall units in the green house that have bottle planters hung on them.

Bottle planters not only add aesthetic appeal to the place where it is kept but also raise the Green-O-Meter. Children along with their parents and teachers joined the session. The session began with a welcome note given by Ms. Roopali Shahaney, Group GM, PBC who shared with all the children present out there about the importance of 4 R's – Refuse, Reduce, Reuse and Recycle. She also told them about the adverse effects of pollution. Ms. Susan Thomas, Climate Leader – TCPI and the Master Trainer of the workshop mentored them. She taught them different ways of making a bottle planter. She also showed them how they can make a bottle planter with the help of tins / cans. All of them prepared one bottle planter each successfully. Breathe Easy™, Indoor Air Quality (IAQ) division of PBC also played a significant role in organizing the workshop.

After the session, all of them were taken to the Green House of PBC where a lot of bottle planters are hung on the walls. Team Breathe Easy™ explained the children, parents and the teachers about the importance of green plants and clean and oxygenated



AWARENESS CAMPAIGN ON SOLUTIONS TO AIR POLLUTION



The workshop inspired a lot of people to reuse the waste bottles in a greener way. This workshop has been a perfect example of 4 R's.

The same day, Breathe Easy™ joined hands with 'In AWE' (an e-magazine) and participated in the WED 2014 celebrations at Select City Mall. It organized an awareness campaign on various solutions to air pollution. WHO in its recent study, has revealed that Delhi is the most polluted city in the world. This report has led to raised eyebrows of many. Undoubtedly, Air pollution is a grave concern. People tend to think air pollution as something that takes place outside but it is wrong. The truth is, it also takes place inside and in fact it is up to 10 times more polluted than the outdoor air. Indoor air pollution can cause an array of health hazards that may also, at an extreme point, lead to death. Our team spread awareness about it and at the same time they also told the visitors about the solutions.

The team also explained the visitors that by using three common houseplants one can bring down the pollution level significantly. It also briefed them on how 'We grow fresh air™' at PBC, by using the same technology. The visitors were also told about the simple measures that they can implement to curb the negative effects of pollution. The team was successful in creating awareness about solutions to air pollution.

It's time that we walked the talk and helped in reversing the ill-effects of climate change.

PBC will leave no stone unturned in doing its bit to ensure a greener and cleaner planet.



HOW ABOUT A CUP OF COFFEE IN GREEN CAFÉ?

Cafes are usually crowded with people who either boggle their mind to finish a book, finish a gossip or finish a favourite dish. Therefore, PBC thought of making its Café Einstein a more productive place. We transformed it into a Green Café wherein a number of hydropones are placed. Plants that are grown in hydrophones are normally 10% more efficient than those grown by using conventional methods of gardening. These hydroponically grown air-purifying plants help in detoxifying the indoor environment so that the occupant breathes fresh and oxygenated air that keeps his mind and body healthy.



D. ANTI-CORRUPTION

X. BUSINESS SHOULD WORK AGAINST ALL FORMS OF CORRUPTION, INCLUDING EXTORTION AND BRIBERY

We stringently follow the laws of land and comply with all the legal requirements. Our annual reports are made with due diligence and it is verified by external agencies.

We firmly believe in paying our taxes on time. PBC has kept its policies transparent to encourage ethical work culture & prevent corruption in business.

It is accountable & responsible to its stakeholders.

Partner, clients, contractors and vendors also respect our ethical policies & abide by them while doing business with us.

The anti- corruption policy was initiated on April 28, 2011 at PBC. Our CEO was determined to have a proper system in place to address corruption and ethical dilemmas faced by the employees during operations.

The interaction of our HODS with the various stakeholders of PBC was kept in mind while framing a policy that addressed the specific needs and concerns of the PBC's business and its team members.

The first step in the development of the policy focused on the Heads of the departments. The involvement of the HODs ensured that they understood the significance of this policy and its impact on the business practices of the company.

It also provided the HODs an opportunity to present their views and provide inputs on the components of the policy.

This process also gave them a strong feeling of belonging and owning the system and therefore commitment to adhere to its tenets at all times.

The policy is shared & circulated to all the team members / employees of PBC who are required to ensure strict adherence to it and behave in a manner suited/appropriate to the stated policy and rules of the organization at all times.

This is also reflected in a detailed manner in our Management Standing Instruction / Employee Hand Book.

Regular training to employees is imparted to make them aware of PBC's Anti- Corruption policy. Training is given to 100% employees on this.

Regular internal audits are carried out by our Quality Assurance (QA), Finance, Human Resources (HR), Internal Auditors and Legal Department to ensure standards, codes and other statutory and regulatory requirements are regularly updated whilst also controlling & monitoring all operations.

A detailed risk analysis is carried out by each HOD for their respective business verticals, subsequently the data is collated & analyzed by CSR committee and HRD.



Third party audits of the various management systems reinforce this by providing an unbiased audit of the systems concerned. The SOPs and standards of PBC take care of all legal requirements, which are an inherent/intrinsic part of its operations.

In case any business unit / department is found to be non-compliant during the audit process, immediate corrective action is taken in terms of re-defining of SOPs, getting the same in place and reviewing it for further compliance & adequacy.

Each department identifies its specific legal requirements and receives assistance from the commercial and legal department to put these in place.

Any employee violating the company's code of conduct and/or exhibiting unethical behavior is subject to an investigation and appropriate action is taken against the violator in an impartial / unbiased manner.

The company does not condone any violation of the law, unethical business, dishonesty or other participation in any illegal act such as bribery, fraud and theft.

There have been no incidents of corruption reported against any employee or business head in this reporting period.

QUALITY PAR EXCELLENCE - OUR CERTIFICATIONS & MANAGEMENT SYSTEMS

PBC has been certified with six International certifications

- ISO 9001:2008 for Quality Management System
- ISO 14001:2004 for Environmental Management System
- ISO 22000:2005 for Food Safety Management System
- ISO 50001:2011 for Energy Management Services
- SA 8000:2008 for International Standard for Social Accountability
- OHSAS 18001:2007 for Occupational Health & Safety Management System
- Signatory to UN Global Compact and commitment to Women's Empowerment Principles (WEPs)



MAIL TODAY
Property
Real stories on real estate

RAHEJA DEVELOPERS BAGS
RAHEJA enters group Raheja Development Pvt. Ltd. for high-rise construction and real estate development in the Delhi-NCR region. The group is a joint venture of Raheja Developers, High Rise and 'Suzon World'.

INTERNATIONAL PROPERTY AWARDS
International awards for the best projects in the world. Among the award winners, Raheja Developers and its projects were ranked among the top 100 projects in the world.



ON SAFE GROUND

The vulnerability of Delhi & NCR to earthquakes has made developers more concerned and circumspect about the safety of their projects

By Kamesh Eshwar

IT IS a seemingly banal but important question that has been asked in the past few days: How safe are the buildings in Delhi and NCR? The answer is, in general, not very safe. The buildings in Delhi and NCR are built on soft soil and are not designed to withstand earthquakes. This is a major concern for developers and homeowners alike. The buildings in Delhi and NCR are built on soft soil and are not designed to withstand earthquakes. This is a major concern for developers and homeowners alike.



At the three international towers projects in Delhi, the high-rise buildings are designed along the latest technology and standards to ensure the safety of the buildings. The buildings in Delhi and NCR are built on soft soil and are not designed to withstand earthquakes. This is a major concern for developers and homeowners alike.

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Consultancy services all set to redefine realty business

EXPERT'S TAKE

by Honey Kataria

Real estate consultancy services are all set to redefine the realty business. The services offered by these firms are becoming increasingly popular among developers and homeowners alike. The services offered by these firms are becoming increasingly popular among developers and homeowners alike.

EW/TECHNOLOGY

Increasing energy efficiency in office buildings

Finding new ways to increase energy efficiency is perhaps the most direct approach. With that, reducing natural resources, conserving and improving energy is really the only way out. Here are some simple tips.

Energy saving tips
Energy saving tips are essential for reducing energy consumption in office buildings. Some simple tips include turning off lights when leaving a room, using energy-efficient light bulbs, and adjusting the thermostat. These small changes can add up to significant energy savings over time.

Technologies for saving electricity in office
There are several technologies available that can help reduce electricity consumption in office buildings. These include smart lighting systems, energy-efficient HVAC systems, and smart power strips. These technologies can help reduce energy consumption and lower utility bills.

Water conservation techniques
Water conservation is an important part of energy efficiency in office buildings. Some simple techniques include fixing leaks, using low-flow faucets, and installing water-saving showerheads. These techniques can help reduce water consumption and lower water bills.

Eco-friendly ways to purify air

There are several eco-friendly ways to purify the air in office buildings. These include using air purifiers, planting indoor plants, and using natural ventilation. These methods can help improve indoor air quality and reduce the need for artificial air conditioning.

Water stands a major threat after electricity

Water is becoming a major concern for office buildings. As water prices rise and regulations become more stringent, office buildings need to find ways to conserve water. Some simple ways to conserve water include fixing leaks, using low-flow faucets, and installing water-saving showerheads.





ACE THAT CAMPUS INTERVIEW!

STUDENTS APPEARING FOR CAMPUS PLACEMENTS BE THOROUGH IN THEIR HOMEWORK IN ORDER TO GAIN AN EDGE, DISCOVERS PALAK BHATTIA

BY PALAK BHATTIA

Through preparation for campus placements provide students with an edge. **Kamal Meattle**, CEO, Paharpur Business Centre & Software Technology Incubator Park, believes, "To make the most of campus placement drives, students must plan and prepare in advance." He offers some tips for acing campus interviews:

Do a thorough research about the company. Visit the office or the website and learn about the company, their policies, rules and regulations, culture, infrastructure, public relation activities, etc.

Design your professional resume in advance. Those having little or no work experience must lay stress upon their education as well as extra-curricular activities and achievements. One can also mention research related work and participation in seminars and conferences. Students must carry two copies of their resume.

Be enthusiastic about new ideas, but when you present them before a business audience, it is important for you to illustrate the "what is in it for me?" factor. Make a business case of your new idea and design the framework such that if the recruiter likes what they see, they may ask you to run it for their organisation as your first project. Ensure you have all the necessary information for the idea to be rolled out and track it to closure.

Thus, with dedicated effort and sound preparation, there is no reason why you shouldn't be able to crack that interview!



EXPERIENCED VS fresh talent

WHO HAS AN EDGE DURING RECRUITMENT - A FRESH GRADUATE OR SEASONED PROFESSIONAL? **PALAK BHATTIA** SEEKS ANSWERS



→ **THOUGH** fresh talent and its unique perspectives play a very important role in the innovation process of the company today, the experienced lot is also invaluable to the daily functioning. An experienced employee can yield a sense of authority and maturity that is essential for people management while the young guns can lead the 'innovation' bandwagon. On the whole, both have an equally critical role in companies today.

Ashwin Shirali, regional director, HR Accor, India, tells us about the advantages of having experienced talent aboard. "An experienced person brings with him/her a pool of knowledge and sense of maturity. Such employees are better positioned to identify the problem areas and give immediate attention as their past experience enables them to tackle any situations in the best possible manner. On the other hand, a fresher may be able to identify the problem, but would not have possible solutions to manage the situation swiftly."

But there are certain problems associated commonly with experienced em-

ployees, Ashit Ranjan, associate VP, Technova India Pvt. Ltd, explains, "The biggest disadvantage is an *unspoken assumption that what worked before will work now*. Someone who has been successful with a particular approach in the past is usually inclined towards using it again in the future, which doesn't fit today's rapidly changing business environment. Another major disadvantage is the lack of ego management. Over-experienced employees can sometimes inflate their egos beyond reason, thus making them very hard to work with."

There is an inherent competition between academic degrees and experience during recruitments. **Ketan Kapoor**, co-founder & CEO, Mettl, explains, "A good academic degree can give a good start, but eventually, it is the individual and his/her learnings that stay with him/her."

Hence, it can be appreciated that a healthy combination of both, experienced and fresh talent is required for the smooth functioning of an organisation.

Kamal Meattle, CEO, Paharpur Business Centre & Software Technology Incubator Park

- You can train and adapt them to your company's culture;
- Young workers learn more quickly, are more enthusiastic and have the ability to adapt to change;
- If you treat young employees well and mentor them, they may become brand advocates for your company;
- On an average, fresh graduates cost 20-40 per cent less than an experienced individual.

Agree with the author? Share your views by clicking on 'Organisational Efficiency' at www.Trishakti.com/HRZone

First Person

DON'T TAKE NO FOR AN ANSWER

Kamal Meattle can be best described as an activist by choice and a businessman by tradition

RAJ UMRAOPATI RAY

A Master in Science (SM) in Management from the MIT Sloan School of Management, Kamal Meattle will surprise you with his concern for and dedication to the environment. As he says, the impact of climate change is "already being felt around the world" and when he was told by his doctors that pollution in the air was affecting his health, Meattle decided to create his own healthy space (the Paharpur Business Centre). The proud owner of the 1000 crore Paharpur Group, Meattle informs that the Paharpur Business Centre has been recognised by the CPCB for its indoor air quality.

Founder and director of several companies with interests in services, packaging, perfumery, chemicals and information Technology, Meattle has earned the title of a "mad hatter" for his out-of-the-box environment friendly ideas. In fact Meattle is always willing to illustrate how he took up the cause of reducing the pollution caused by two-wheelers and scooters in Delhi — where most of them were not using the two-stroke oil designed for lightweight vehicles. "I filed a PIL (public interest litigation) in the Supreme Court, which ordered all companies to produce pumps with a premix of gas and oil," he says. His unflinching campaign saw that the official percentage of Benzene in gasoline decrease from five to just one per cent.

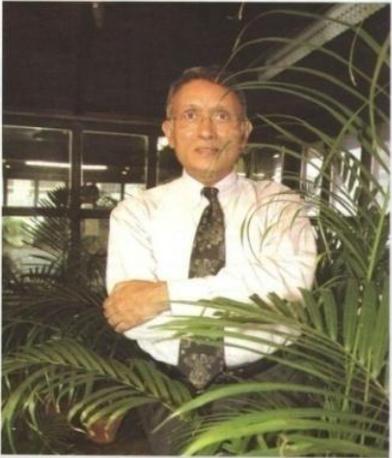
Whether it's been helping India's apple industry develop less wasteful packaging in order to save lakhs of trees two decades ago or whether it's been planting 3000 trees, Meattle has always

been guided by his inner voice so that he feels comfortable with himself as a person. "Environment is a big issue for me and it's high time everybody contributed to its conservation. It is necessary to take the kids along and involve them actively. I believe a significant part of my job is ensuring that our people are engaged and inspired," says Meattle.

Age has certainly not deterred this

environmentalist in promoting his new venture with panache — Green Spaces, a special economic zone for IT/ITES companies in Delhi-NCR. "We propose to show that 'Green is Green' and that we are able to reduce the carbon footprints of buildings from 40 to 10 per cent," he says adding, "If the glaciers dry up — as is the forecast — by 2035 it will mean that the river Ganga will also be impacted as will over 400 million people. We need to make the average person aware of this impending disaster and I can say I will for my own and my children's future."

An avid reader and a brisk walker, Meattle can be best described as an activist by choice and a businessman by tradition. His motto? "Don't take no for an answer, be positive and creative and make that extra effort to reach your goal."



PIONEER



changed down to provide packaging material for each case of apple orchard. Kamal arranged a job down all the stakeholders in the industry ranging from paper mills to corrugated box industries, to arrange units and funds to investigate the problem. Together with the involved individuals from amongst the various stakeholders, he launched the Save the Trees Organisation. With help from reports from the Australian Paper Mills Association and the New Zealand Saw Millers Association, they found a technical fix for the problem. Armed with a viable solution, Kamal was able to get a change to be reflected on the ground. To do that, Meattle lobbied aggressively in the relevant circles with the help of thousands of student volunteers who were educated about how their natural habitat was being destroyed. It took five years for the change to occur. But Meattle went the last mile for our environment.

Kamal's next project was closer home. He learnt that the two-wheelers being operated in India each were using an incorrect mixture of engine oil and petrol. With every 1-2 litres of petrol that several of us were using, they were actually adding 10-15 millilitres of benzene fuel. Sources showed that there had been using a 1:100 ratio engine oil.

belonging to the Petroleum Ministry and the Ministry of Companies in the country that met with immediate opposition as a change in the oil would result in a drop in sales for the oil suppliers from the then Environment Ministry who suggested that he file a PIL. Kamal got the day court in front of a special bench that was set up to hear his petition and the judge decided to join his petition with another one that was filed by good environmental lawyer Mr. M. M. Hossain and ruled that all oil companies need to set up self-cleaning pumps, which contain a premix of petrol and benzene oil, to be used exclusively for two-wheelers. Kamal picked up the second case, and this gave him the momentum to fight his biggest battle yet.

In 1984, Kamal learned that he was becoming increasingly allergic to Delhi's air and while it is common knowledge that Delhi is one of the most polluted cities in the world, he went about the process of identifying what had changed so radically that it was causing him and thousands of other Delhi-ites so much discomfort. He was on the Learning Board of Delhi at the time and with the help of some professors, commenced a study of the air in Delhi to identify what was causing so much pollution. The study found an alarming high rate of benzene in Delhi's air, and further studies showed that it was probably coming from petrol in the tanks of benzene being used in India as a fuel additive was 1 per cent compared to the global standard of 0.1 per cent.

increased exposure to benzene for at risk communities. He passed pamphlets and traffic pollution results in an increased likelihood of getting cancer. Kamal took the findings to the different oil companies, which needed to increase their cost of production by 25 paise per litre to make the switch from 1 per cent benzene content to 0.1 per cent, but were predictably unresponsive in doing so. Kamal alerted the potential risks of lives from the continued use of 1 per cent benzene in all his interactions and, as the National



President of both the Indo-American and Indo-German Chambers of Commerce, tried to find international support for his war with the oil companies. India Oil Corporation (IOC) finally became the first to yield and introduced the new 'green petrol'.

Kamal, though, was just getting started. He personally wrote letters to every Member of Parliament highlighting the abhorrently high levels of benzene in petrol. His political campaign met with a mixed response as it brought the issue to the notice of a lot of unaware stakeholders, but failed to get the desired outcome. While Kamal was building his case, the matter of diesel versus CNG came up before the courts, and the discussion returned into the domain of lack of safety even with petrol because of the benzene content. Much to the chagrin of the petroleum lobby and the oil companies, the Chief Justice of India (who had been informed about the issue previously by Kamal) passed an order that they then instructing oil companies to comply with international standards, and with the Attorney General of India's assistance, the matter was amicably settled just a few minutes.

As a result, when taking the talk to a stop, Kamal showed that he was well capable of

practicing what he preached. He had the grace of a Nehru. Plus, he of the healthiest always, he was a lobbyist for a didn't just believe in such. Such is a fact that Kamal Meattle made his business case get some traction. From 2008-2011 for 3 Services, the firm certainly one of work in the capital been awarded a rating by CSR&R National Award 1 Management his message to to follow. The Conference in G million dollars the CSR&R Con Delhi. His late just a few minutes.

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THE ROAD AHEAD.....

- To promote PBC as one of the best conferencing destinations in Delhi & NCR.
- In order to maximize our revenues from office space and facilitates as part of our new business strategy, converting out existing space into retail in the year 2014.
- Framing CSR policies & objectives as per the new Company's Act 2013
- In accordance to our commitment towards Women's Empowerment Principles (WEPs) and United Nations Global Compact, we plan to employ larger number of women employees in PBC, in non-women oriented verticals & also to introduce senior women employees in the PBC Board.
- To carry out more R&D in IAQ by experimenting with Green vertical walls, optimizing Hydroponic system of growing plants, to get ambient and inside CO2 at same levels and further reduce VOC's, bacteria and fungus from the Indoor air. – Breathe Easy Vertical
- To create awareness amongst our vendors/suppliers by demanding energy and resource efficient products.
- To scale up the skill development programme at PBC-partner & collaborate with more universities and colleges in order to increase the number of interns that PBC takes in for specific skill development and on the job training.

