



PRAGATI UDYOG

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TOTAL ELECTRO MECHANICAL SOLUTION

05th NOVEMBER 2014.

To,

H.E. Ban Ki-moon

Secretary General,

United Nations,

NEW YORK, NY 10017

USA

Dear Mr Secretary General,

I am pleased to confirm that Pragati Udyog support the ten principles of the Global Compact with respect to human rights, labour, environment and anti-corruption with this communication, we express our intent to practice these principles within our sphere of influence. We are committed to making the Global Compact and its principles as part of our strategy, culture and day to day operations of our company and engaging in collaborative projects which advance the broader development goals of the United Nations. Pragati Udyog will make a clear statement of this commitment to our stakeholders and the general public.

We recognize that a key requirement for participation in the Global Compact is the annual submission of a communication on progress (COP) that describes our company's efforts to implement the ten principles. We support public accountability and transparency and therefore commit to report on progress yearly.

Sincerely yours,


Vivek Kulkarni

PARTNER

| | Global Compact Principle | Commitment/ Policies, Action Taken & Impact Achieved and/or Plans for the upcoming Year |
|--------------------------|--|---|
| <input type="checkbox"/> | 1: Businesses should support and respect the protection of internationally proclaimed human rights; | <p><u>Commitment/ Policies</u> :- HR manual is being made in accordance to state government laws and the Hr manual draft will be approved by partner.</p> <p><u>Action Taken</u> :-HR manual is made and is being approved.</p> <p><u>Outcomes</u> :-Yet to be judged.</p> <p><u>Plans for the Upcoming Year</u>:- Implementation of HR manual and amend the same whenever there is change in the requirement. Audits will be conducted to evaluate effectiveness of the process.</p> |
| <input type="checkbox"/> | 2: and make sure that they are not complicit in human rights abuses. | <p><u>Commitment/ Policies</u> :- Grievance handling system as well as harassment issues are addressed in the HR manual. Enclosed the portion of HR manual draft. HR manual is being made in accordance to state government laws and the Hr manual draft will be approved by partner.</p> <p><u>Action Taken</u> :- HR manual is made and is being approved.</p> <p><u>Outcomes</u> :- Yet to be judged.</p> <p><u>Plans for the Upcoming Year</u> :-Implementation of HR manual and amend the same whenever there is change in the requirement. Audits will be conducted to evaluate effectiveness of the process.</p> |
| <input type="checkbox"/> | 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining; | <p><u>Commitment/ Policies</u> :- Workforce has liberty to form association and collective bargain.</p> <p><u>Action Taken</u> :- Union agreement is signed by both parties for three years.</p> <p><u>Outcomes</u>:- Amicable settlement and healthy IR.</p> <p><u>Plans for the Upcoming Year</u> :- Fulfilment of agreement clauses.</p> |
| <input type="checkbox"/> | 4: the elimination of all forms of forced and compulsory labour; | <p><u>Commitment/ Policies</u> :- HR manual is being made in accordance to state government laws and the Hr manual draft will be approved by partner.</p> <p><u>Action Taken</u> :- Work force can refuse all forms of forced and compulsory labour.</p> <p><u>Outcomes</u> :- Yet to be judged.</p> <p><u>Plans for the Upcoming Year</u> :- Fulfilment of agreement clauses.</p> |
| <input type="checkbox"/> | 5: the effective abolition of child labour; | <p><u>Commitment/ Policies</u> :- HR manual is being made in accordance to state government laws and the HR manual draft will be approved by partner.</p> <p><u>Action Taken</u> :- At the time of interviews and at the time of joining organisation all age related authentic documents are checked.</p> <p><u>Outcomes</u>:- No child labour in the organisation at any cadre of employment.</p> <p><u>Plans for the Upcoming Year</u>:-Implementation of HR manual and amend the same</p> |

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| | | whenever there is change in the requirement. Audits will be conducted to evaluate effectiveness of the process. |
| <input type="checkbox"/> | 6: and the elimination of discrimination in respect of employment and occupation. | <p><u>Commitment/ Policies</u> :- HR manual is being made in accordance to state government laws and the HR manual draft will be approved by partner. The selection of the candidate is based on suitability regardless of gender and all the work force is compensated in lieu of their efforts.</p> <p><u>Action Taken</u> :- HR manual is made and is being approved.</p> <p><u>Outcomes</u>:-Yet to be judged.</p> <p><u>Plans for the Upcoming Year</u>:-Implementation of HR manual and amend the same whenever there is change in the requirement. Audits will be conducted to evaluate effectiveness of the process.</p> |
| <input type="checkbox"/> | 7: Businesses should support a precautionary approach to environmental challenges; | <p><u>Commitment/ Policies</u>:-:- There is no process in the unit which will deterioration the environment.</p> <p><u>Action Taken</u>:- No additional action taken.</p> <p><u>Outcomes</u> :- No deterioration of environment.</p> <p><u>Plans for the Upcoming Year</u>:- Make sure that in future development plans will also not deteriorate the environment.</p> |
| <input type="checkbox"/> | 8: undertake initiatives to promote greater environmental responsibility; | <p><u>Commitment/ Policies</u> :-Organization takes initiative in tree plantation every year.</p> <p><u>Action Taken</u>:- Tree saplings are planted in surrounding area.</p> <p><u>Outcomes</u>:- To small extent deforestation reduced.</p> <p><u>Plans for the Upcoming Year</u>:- Continue the efforts every year.</p> |
| <input type="checkbox"/> | 9: and encourage the development and diffusion of environmentally friendly technologies. | <p><u>Commitment/ Policies</u></p> <p><u>Action Taken</u></p> <p><u>Outcomes</u></p> <p><u>Plans for the Upcoming Year</u></p> |
| <input type="checkbox"/> | 10: Businesses should work against all forms of corruption, including extortion and bribery. | <p><u>Commitment/ Policies</u>:- We have one parameter in our KPI to comply the mandatory requirement.</p> <p><u>Action Taken</u>:- Compliance of mandatory requirement. External audits are conducted to see the effectiveness and reported to the managing partner.</p> <p><u>Outcomes</u>:- No legal actions are enforced. Attached the declaration.</p> <p><u>Plans for the Upcoming Year</u>:- Continue to comply mandatory requirements.</p> |

11. GRIEVANCE HANDLING SYSTEM AND PROCEDURES

(Grievance handling committee to be constituted as per factory act.)

1. It is the responsibility of the superior to listen to his complaint/ grievance and redress the same within 12 hours of the grievance.
2. If he is not able to redress his grievance and he wants to discuss the problem with his boss he may do so but whether it is possible to redress his grievance or not it must be communicated to the complainant accordingly within 24 hrs.
3. Employees not satisfied from the reply of the superior can submit his complaint in writing to the Departmental Head through his superior.
4. the superior should forward his complaint with his comments to the Departmental Head for decision and the departmental head should redress the complaint within 5 days from its receipt. If he so desires he may call the concerned complainant as well as his superior and communicate his decision. If it is not possible for him to take a decision, he may discuss the matter with the SBU Head.
5. The complainant if not satisfied with the decision of the departmental head, he may approach the HOD within 10 days.
6. Any action being taken to redress the complaint or if there is any delay in redressing the grievance, the employee must be communicated through his immediate boss.

12. FACTORY VISIT OF VISITORS

PURPOSE

To regularize the visitors who come from out side to visit the Unit.

SCOPE

All visitors entering into PRAGATI UDYOG premises.

POLICY

Visitor will be issued a visitor pass by the security department. After that he will approach the reception.

Receptionist will contact the concerned person to whom the visitor wants to meet and receptionist will either call the employee at the reception or send the visitor inside the office after getting confirmation from the employee.

The visitor shall display this card on his chest. On his return, he / she will have to return the same to the security guard.



7. Smoking:-

Passive smoking can impact on other employees, the community and create a poor image of the PRAGATI UDYOG, which does not promote or encourage smoking. Smoking is not permitted in PRAGATI UDYOG owned or leased vehicles or buildings.

8. Harassment:-

Harassment is any type of behavior that:

1. the other person does not want and does not return offense, embarrassment, or scares them, and may be either sexual or non-sexual in nature targets them because of their race, sex, pregnancy, or other protected attributes under the law
2. constitutes a form of bullying
3. Harassment does not have to be a series of incidents or an ongoing pattern of behavior. Neither does harassment need to be intentional to attract disciplinary action. Harassment can occur in any work related context including:
 4. Social functions
 5. Conferences
 6. Office social gatherings
 7. Business trips
8. Harassment and discrimination on Physical Disability.
9. Harassment and discrimination form part of a continuum of unacceptable behavior that can include sexual assault, stalking and harassing phone calls or any other communication, some of which are also against criminal law, which means the police may prosecute anyone who commits such acts.
10. Fair discipline, performance counselling or workplace control practices based only on performance issues do not, in themselves, constitute harassment.

8. Confidentiality:-

Employees may have access to personal or commercial information relating to individuals, the public, or the financial or other operations of the company. This information is to be used for Shire purposes only and should remain secure and confidential. It is important that the community has confidence that information acquired by the company is only used for the stated purposes for which it was collected.

Employees must not discuss or release to any unauthorized person and/or anyone outside of the Shire, any confidential or sensitive information relating to the company and/or its operations.

If applicable employee is required to entered into confidentiality agreement with PRAGATI UDYOG.

