



**Our Commitment to UN Global Compact**

**“Communication on Progress”**

**March 2015**

**TATA ELXSI LIMITED**

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## **Communication on Progress**

### **Introduction**


Tata Elxsi Limited has been a signatory to the United Nations Global Compact since 2006. We are committed to the ten principles of the Compact which foster better corporate responsibility in the areas of human rights, labour, environment and anti-corruption.

This Communication on Progress provides an insight into our recent activities in support of the Global Compact's objectives.

### **Statement of Continued Support**

As a member of the Tata group we follow the principles of corporate governance and a code of ethics (called the Tata Code of Conduct) very similar to the Global Compact. This code of conduct is signed by all our officers and has been shared with our suppliers and customers too.

**For further information of the Company, please visit [www.tataelxsi.com](http://www.tataelxsi.com)**

  
**B.S Lokeshwaran**  
**Authorised Signatory**



## UN Global Compact – “Communication on Progress”

Principles (GRI indicators correlated with)	Company's Policy & Direction (Approach / Process / Deployment)	Specific actions taken during the current financial year (Outcomes with Key Results & Measurements)	Data Collected from the internal departments / functions (Champions)
<b>Principle 1</b> Businesses should support and respect the protection of internationally proclaimed human rights (HR 1,2,3,4)	We follow the International Declaration of Human Rights. Our HR policies and procedures reflect, pursue and review these on an annual basis.	<ol style="list-style-type: none"> <li>Employee concerns are aired and addressed regularly through one-on-one dialogues [Employee Touch Base] Sessions at all Company locations conducted at regular intervals by ; 1) Employee Relations Executive. 2) HR Manager 3) HR Head.</li> <li>Company also has an Online System called “Employee Touch Base” wherein an employee can raise concerns w.r.t HR issues. Action plan based on employee feedback is developed to address employee concerns.</li> <li>Company's Design and Development Centres all over India &amp; abroad follow standard working hours as laid down in the local laws of governance and other relevant acts, as applicable.</li> <li>We ensure that all our units as well as service providers and the personnel employed through contractors do not employ child labour.</li> <li>To reinforce the ‘Tata Code of Conduct’ an online version is made available on Tata Elxsi intranet. This Tata Code of Conduct is applicable to all employees, vendors and contractors.</li> <li>Company is an equal opportunity employer wherein Employment is offered on skills and talent acquisition plays major role.</li> <li>Emphasis is given to work life balance. Company operates on 5 days week work.</li> </ol>	HR/IR
<b>Principle 2</b> Make sure they are not complicit in human rights abuses (HR 2, 3)	Our HR processes by way of consultative committees are at all times constantly and proactively addressing issues in possible areas of conflict with the employees.	<ol style="list-style-type: none"> <li>Care is taken by the Company to ensure that it does business with suppliers, contractors and service providers who comply with the relevant standards under the local laws mandated by the respective Government and also meet the statutory requirements like registration for Provident Fund, Employees State Insurance, Workers Minimum Wages Act, for its personnel and refrain from using child labour.</li> <li>Company has a comprehensive “Whistle Blower Policy” that safeguards the interests of the employee who make protected disclosures regarding any violations w.r.t Tata Code of Conduct.</li> <li>Company is committed to maintain a productive work environment free of sexual harassment, whether physical, verbal or psychological. The “Policy on Prevention, Prohibition and Redressal of Sexual Harassment (POSH) at the work place protects the dignity of every single employee of the company and safeguards their interests. For this financial year we had zero cases registered under this point.</li> </ol>	HR/IR

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<b>Labour Standards</b>			
<b>Principle 3</b> Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining  <b>&amp; 4</b> The elimination of all forms of forced and compulsory labour  (HR 5, 7 LA 3, 4)	1. Tata Elxsi benchmarks its process as per the Industry standards.  2. Forced and compulsory labour is banned by the Government of India.	1. Annual Appraisal reviews are held to adjust salaries in line with market, wherein both appraiser and appraisee will discuss and their feedback will be considered. Last compensation review took place in year 2014 & currently the review for 2015 is already underway.  2. We follow the statutory employment rules which are in force as mandated by the State and Government of India.  3. There is no forced and compulsory labour in Tata Elxsi Limited.	HR/IR
<b>Principle 5</b> The effective abolition of child labour  (HR 6)	All suppliers are told that the Company shall take serious note if the contractor in any way employs child labour, directly or indirectly.	1. The Company's Recruitment Policy ensures that the Company employs only adults over 18 years of age.  2. The Company has a written policy with its suppliers, service providers and contractors to employ adults over 18 years of age only and does not resort to employment of child labour. The suppliers are made to sign a work order with clear terms of safety and engagement of child labour.  3. The monitoring is by way of periodic review of suppliers / contractors; all the contracts / agreements are reviewed annually. Entry of labour (to Prevent entry of Minor Labour) is regulated at entry point of site itself.  4. For civil constructions or any labour oriented job the contractors are strictly warned not to employ child labour below 18 years of age. Monitoring is done by way of Security checks and reviewing with Contractors / Consultants.	Materials Division.
<b>Principle 6</b> Eliminate discrimination in respect of employment and occupation  (HR 4, LA 10,11)	The company's policy on selection, recruitment and confirmation of employment includes an explicit understanding that we are equal opportunity employers as per the Tata Code of Conduct (Clause 4). With respect to disability, the incumbent shall get the job if she or he fulfills the basic requirements.	1. The Company has a systematic recruitment process, which ensures that there is no discrimination on account of age, sex, nationality or religion (Equal Opportunity Employer).  2. The Company gives employment or contract work opportunities to physically challenged people wherever possible. Physically challenged individuals are gainfully employed with us.	HR/IR

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<b>Environmental Protection</b>			
<b>Principle 7</b> Businesses should support a precautionary approach to environmental challenges (HR 3.13)  <b>Principle 8</b> Undertake initiatives to promote greater environmental responsibility (EN. 1 to 16)  <b>&amp; 9</b> Encourage the development and diffusion of environment friendly technologies (EN-17 for Principle 9)	The company is traditionally pro-environment and specific policies and guidelines exist to set direction that addresses these Principles and beyond. The company has an Environmental Policy.	<b>Precautionary approaches to environmental challenges - Towards Sustainable Development</b> <ol style="list-style-type: none"> <li>1. Rain Water Harvesting</li> <li>2. Have norms for treated effluent water.</li> <li>3. Dishwasher for reducing consumption of water at Kitchen/café.</li> </ol> <b>Initiatives to promote greater environmental responsibility</b> <ol style="list-style-type: none"> <li>1. Have set up 100KLD Sewerage Treatment Plant, for Recycling waste water.</li> <li>2. Roof Rain water harvesting to raise the ground water table level.</li> <li>3. Greenery by design. Have planted about 100 trees and have created green lawn in about 70,000 sq.ft area in the campus.</li> <li>4. As part of Green initiative, we have deployed Mass Transport for our employees by providing BMTC Volvo Buses and reduced many vehicles used earlier. Car pooling initiated, thereby discouraging employees to use their own conveyance.</li> <li>5. Disposal of E-Waste</li> <li>6. Adapted effective energy saving methods (reduced energy consumption by margin of 10%).</li> <li>7. Replaced Conventional lighting system to LED flood lights for pathway.</li> <li>8. Disposal of Hazardous Waste</li> <li>9. About 25KLD treated water being used for garden.</li> <li>10. Optimum use of captive power equipments with maximum load.</li> <li>11. The waste paper being disposed for recycling.</li> <li>12. Roof cultivation and distribution of seeds.</li> </ol>	Admin/Facility Division



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<b>Anti-Corruption and prevention of Bribery</b>			
<b>Principle 10</b> Businesses should work against corruption in all its forms, including extortion and bribery	<p>As a Tata company there is an elaborate system and process for the 'management of business ethics'. The company has the head of the Company as the Principal Ethics Officer, a Senior Manager as the Chief Ethics Counsellor and each Location has an Ethics Counsellor responsible. There is a Lady Ethics Counsellor to cater to the sensitivities of women employees.</p> <p>All employees sign the Tata Code of Conduct.</p> <p>The Tata Code of Conduct is sent to all suppliers with the contract, for their perusal in respect of relevant clauses. Clauses 5, 6 and 7 address these issues.</p>	<ol style="list-style-type: none"> <li>1. Every employee has to read and give his/her acceptance of Tata Code of Conduct (TCOC). Every new employee on the date of joining read and gives his/her acceptance of Tata Code of Conduct.</li> <li>2. The e-mail id of POSH committee, Chief Ethics Officer and Chief Ethics Counsellor has been provided, so that the employees, vendors, service providers, contractors are able to get access to report the ethical concerns. In this financial year we have no cases registered in these email ids.</li> <li>3. The Tata Code of Conduct is included in all the Purchase Orders)</li> </ol>	Chief Ethics Counsellor