

EVP POLICY FOR ASIAN PAINTS EMPLOYEES

“Nobody can do everything, but everybody can do something”

-Mahatma Gandhi

Even 20 minutes of your time can feed a stomach, send a child to school, or even put a smile on one's face.

Employee Volunteering is an employee centric program that inspires/motivates employees to contribute their skills, time, and effort to the communities around them with the intention of engaging and touching lives – In other words SPARSH.

SPARSH – the Asian Paints Employee Volunteering Program is for the community and by the people of Asian Paints

Asian Paints is committed to the holistic development of its employees. We see Empathy, Sensitivity and Responsibility for others as a critical aspect of social development which in turn also has an impact on how we engage with each other in the workplace.

Furthermore, our goal is to cultivate a healthy nature of interpersonal skills in addition to developing one's intrapersonal skills.

Mission Statement: To influence a culture of Giving, amongst Employees, for the betterment of communities around us, thus bringing Joy and Happiness in their Lives.

“Help us, Help Others”

We aspire that all employees contribute and be a part of the difference that we, at Asian Paints are making in the community resulting in feeling energized and connected to the community.

Where can you contribute?

Staying true to the Company Charter of bringing joy and happiness to people's lives, the thrust areas at Asian Paints under Corporate Social Responsibility are:

The range of activities in which we see possibilities of contributing include –

- a) Within our own CSR verticals of Skilling (Colour Academy), Water Mark and Primary Health Care, employees can actively engage within the live programs on ground.
- b) As part of additional opportunity for volunteering under Capacity Building/Awareness Creation, employees can mentor, teach students, enable & empower community members.
- c) Within any agenda that may be pertinent to the local community at a plant – for e.g. – Tree Planting to support afforestation efforts and mentoring of local school students in specific subjects.
- d) Within any agenda that is state pertinent where the state administration may request for corporates to participate for e.g., Medical Camps in Kasna for TB Awareness and Testing
- e) Within any agenda that may be critical for the country such as WASH – where employees can participate in creating awareness around good hygiene practices in schools.

For creating programs around b, c, and d – the local plant SPOC can have a discussion with the central CSR team and develop the final program.

We also actively encourage employees to work, shoulder to shoulder, with community members wherever possible, to build stronger relationships between our employees and the community. We also strongly believe that our employees are representative of the Asian Paints corporate brand.

Classification: **Public**

Ultimately, we aim to create a ripple effect of positivity around our workplaces and beyond, while also instilling a sense of giving within each employee.

As a guiding framework for an effective and engaging volunteering experience we recommend that you follow the following guidelines –

This document is a set of guidelines for all employees (Infinity, Living, Creators, Discoverers, Evolving Core, Wizards, Protect) who intend to and confirm to contribute and volunteer to the various programs scheduled in alignment with the company's vision, mission and responsibility towards the communities and stakeholders.

1. Code of Conduct for EVP

i. What we encourage you to do -

This code of conduct has been categorized into three stages of EVP Rollout –

a. Pre-Activity/Preparatory Stage

b. Activity Execution Stage

c. Post Activity Completion

a. Pre-Activity/Preparatory Stage

- Employees keen on volunteering are invited to register themselves and select the volunteering activity from the provided list as per their interest through the Employee Volunteering Programme Portal.
- To access the portal, click the following link - [EVP \(asianpaints.com\)](http://EVP.asianpaints.com).
- It would be expected from each employee volunteer to adhere to their commitments.
- Volunteers are advised to be pragmatic while committing to time for these activities while not compromising on their job-related responsibilities. It is advised that while committing their time and intent, Volunteers are advised to have sufficient clarity on the scope and nature of volunteering, if needed, APL SPOCs could be consulted. APL SPOC would also be organizing a briefing session for the employee volunteering activity, via the concerned NGO.
- All Employee Volunteering Activities should have the approval of the Plant GWM or their respective AGM in case of non-manufacturing volunteers. Activities undertaken should be done in a manner to not conflict with the roles/tasks of the participating employees.

b. Activity Execution Stage

- Volunteers must stick to activity guidelines, must dress, and conduct themselves appropriately and professionally.
- Volunteers must treat the beneficiaries in the community as equals, and with respect and dignity at all times.
- Volunteers must be patient while collaborating with community members and be sensitive and empathetic to the beneficiary needs.
- Volunteers must interact with the community members, if necessary, only after formally introducing themselves and informing them the purpose.
- Volunteers must keep communication prudent and relevant and should not give unsolicited opinions or suggestions without intimation.
- Volunteers must maintain a safe distance with the community and should not make them uncomfortable.
- If approached directly by a community member, volunteers must connect them to respective SPOC's or agencies and not get involved personally.

c. Post Activity Completion

- Volunteers must upload their feedback/testimonials and pictures clicked of activity completed on the EVP Portal while confirmation of participation.
- Volunteers may share their experience through company social media platforms like Yammer or All Company Huddle, etc.

ii. What we suggest you do not do?

- Volunteers must not treat volunteering activities as work of charity. It is a responsibility. Volunteering must be approached earnestly to bring about positive change.
- Volunteers must not let any political or religious views influence volunteering activity.
- Volunteers must not share incorrect and unverified information with members of the community, they should have information verified with a reliable source.
- Volunteers must not give any false promises or assurances to the beneficiaries.
- Volunteers must not reveal any confidential corporate communication to the beneficiaries.
- Volunteers must not take pictures of people of the community and/or post them on any social media without getting proper consent.
- Volunteers must not engage with any community members in a manner that goes against the policies of Asian Paints, pertaining to communication, behaviour, actions, and intent.