

August 21, 2019

Dear Team,

It's been six months of hard and good work, where all of you have given so much of yourselves. We continue to grow when we do things together. What we also must keep in mind is that families don't cheat on each other.

It pained me gravely when I got to know through a complaint from the drop box that a staff member was interested in taking a bribe through the supplier of raw material. This is a very unhealthy activity, and as you know, the management is very committed to ensuring discipline and ethics at our workplace and in our personal lives. Based on the above, the situation was analysed from various angles by the Compliant Enquiry Committee, and the corresponding supervisor was terminated.

It pains me when someone has to be let go, but as I have reiterated on many occasions, that any malpractices that when they surface will be analysed, and whosoever is involved, will be terminated immediately. We also decided that henceforth, the refresher course on code of conduct is to be conducted once in six months and not once a year as previously done.

I want to share our plans and processes going forward. I believe in the maxim - prevention is better than cure. Preventive maintenance is an important part of our facility management. The goal of a successful preventive maintenance program is to establish reliable practices designed to improve the performance and safety of our machines. Strictly follow preventive maintenance for all the machineries involved in production and packing.

The updated machinery lists will be available with the onsite engineer and as per the schedule preventive maintenance will be done. Spare items like belt, sealing cloth, bush, screws, blades required for the machinery in your department must be kept ready. Training will also be given for the machine operators on a weekly basis so that they will ensure the upkeep of the machines and that it will become an activity, and not a task. Cleaning of the machine is very essential, and its importance should be shared with the operators. The machine log sheet will be strictly maintained with details like production, rejection, down time etc by the operator and checked daily by the onsite engineer.

In conclusion, I come to my favourite topic - Conservation, Recycling and Reuse. We are a small community, but that doesn't prevent us from taking small, but sure steps. THINK GREEN, THINK RECYCLE, THINK REUSE - it doesn't cost much.

The earth is ours for free. Let's do our bit in protecting Mother Earth. In keeping with the new environment policies by the government, we are strictly going about the following:

- Waste segregation not just in the factory, but also in our own homes.

- Collectors will collect dry waste and take them to recycling centres
- Continue to compost wet waste in our campus; use the compost for growing our forests
- Buy and use only recycled products
- Reduce water wastage. Haven't you heard of the saying - Every drop of water makes the ocean?



- Gift plants on all occasions. Plant saplings for birthdays and anniversaries
- Be sure for your next birthday you will be getting plants instead of chocolates. We've already started practicing this. Small steps make a beginning.

Please share stories and pictures of what you are doing to make your world greener. Share ideas and tips with the rest of us. The best

storyteller and best ideas employee will get 5 plants each! More green!

Warm Regards,

Raghunath Thompson

Chairman

Fytocare Chemicals Pvt. Ltd.

Disclaimer: *This is part of the chairman's quarterly message to the employees. This has been translated into the local language, Tamil, and read out (in the quarterly employee meeting), discussed and feedback has been noted for future planning.*