



# LEI INDIA PRIVATE LIMITED

## Corporate Social Responsibility Policy

DOC. NO.: POLICY/HR/001  
ISSUE NO.: 01  
REV. NO.: 00  
EFFECTIVE DATE: 01.07.2021

### 1. Purpose

This policy sets out how LEI INDIA PVT. LTD handles their responsibility towards the environment and social matters. LEI INDIA PVT. LTD is committed to delivering sustainable value to its employees, suppliers and customers. The Corporate Social Responsibility (CSR) policy is designed to underpin our business model and equip us for the future in which our success will also depend on our ability to deliver products and services in a world that is increasingly resource constrained and experiencing social change. This policy is intended to assist staff in outlining the steps that LEI INDIA PVT. LTD is and will continue to take to achieve Corporate Social Responsibility compliance.

### 2. Scope:

This policy covers all employees, directors, officers, consultants, contractors, freelancers, volunteers, interns, casual workers, agency workers and may also be relevant to visiting members of the public. This policy is applicable to all existing locations of LEI INDIA PVT. LTD and any future plant units or offices that might come up. This policy comes into effect on 1st July, 2021.

### 3. Policy Guidelines:

LEI INDIA PVT. LTD recognizes that this policy requires commitment from all employees to be successful. The implementation of this policy largely captures a broad range of existing LEI INDIA PVT. LTD policies, guidance, procedures and practices. LEI INDIA PVT. LTD will ensure the development and implementation of this policy by:

- I. An annual review to feed into objectives for the following financial year, and to monitor past performance.
- II. An annual update to the LEI INDIA PVT. LTD Executive Committee.
- III. Internal training and awareness for all employees.

**A. The Environment:** LEI INDIA PVT. LTD takes environmental and social responsibility seriously and is committed to developing our business towards ecological, social and economic sustainability. LEI INDIA PVT. LTD's approach is on a group wide basis, embracing all our group resources together with individual responsibilities at each of the LEI INDIA PVT. LTD offices and manufacturing facilities.

**a). Our Business:** LEI INDIA PVT. LTD want to make our offices, operations and supply chains as sustainable as possible. LEI INDIA PVT. LTD is committed to working towards carbon neutrality status for our operated activities worldwide, piloting new approaches to maintaining our offices, and promoting active and more sustainable lifestyles to our customers and employees. LEI INDIA PVT. LTD will ensure delivery of its sustainability objectives by:

- i. Integrating sustainability into LEI INDIA PVT. LTD everyday systems and processes.

- ii. Engaging LEI INDIA PVT. LTD employees on sustainability.

- iii. Building sustainability into the refurbishment and operation of our offices.
- iv. Creating a positive culture of innovation and sustainability.

**b). Our Sourcing:**



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- i. LEI INDIA PVT. LTD believes that our role is to reassure customers and key stakeholders that our products and services are ethically and sustainably sourced. To do this, we must look beyond our operations to the wider supply chain, where the biggest impacts occur.
- ii. LEI INDIA PVT. LTD is committed to engage with our suppliers fairly and lawfully and source responsibly. LEI INDIA PVT. LTD works closely with our suppliers to make sure that they respect human rights, promote decent working conditions and improve sustainability across our supply base. This applies regardless of whether LEI INDIA PVT. LTD is sourcing items to sell or use within our business.
- iii. LEI INDIA PVT. LTD is committed to respecting internationally recognized human rights in line with the principles and guidance contained in the UN Guiding Principles on Business and Human Rights. LEI INDIA PVT. LTD is committed to ensuring that our Suppliers take a zero-tolerance approach to slavery, servitude, forced or compulsory labour or human trafficking.
- iv. LEI INDIA PVT. LTD are committed to developing and supporting sourcing policies, strategies and standards that facilitate the delivery of industry obligations that go beyond our minimum standards.

### c) Prevention of Pollution and Environmental Impact:

LEI INDIA PVT. LTD's aim is to operate all our facilities within all applicable laws, regulations and permits and to seek cost-effective improvements. LEI INDIA PVT. LTD works to continuously reduce its environmental impact. LEI INDIA PVT. LTD will work to build up experience and a good reputation with the environment regulators with regards to control of pollution. LEI INDIA PVT. LTD will ensure that these objectives are delivered by:

- i. Continuous improvement through performance monitoring.
- ii. Management reporting to the Executive Committee on an annual basis.
- iii. Active site and Group initiative to reduce waste and packaging as much as practicably possible and following a recycling scheme which records disposals by type.
- iv. Actively seeking to reduce our carbon foot print. v. Engagement with an electronic equipment disposal company for all our disposals that specialize in equipment remarketing, ethical disposal and environmental management.

### B. Community:

I. LEI INDIA PVT. LTD Communities and Charity Partnerships: LEI INDIA PVT. LTD aims to create a positive impact in society and improve people's lives wherever possible. LEI INDIA PVT. LTD supports local communities because we know that vibrant communities are essential to our success. LEI INDIA PVT. LTD encourages charitable giving but at the same time we need to protect the business from unscrupulous appeals and possible misappropriation of funds. The credentials of organizations must be checked and all community investments and relationships must be disclosed. As a diverse global business, it is not suitable to



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have a single charity partner, therefore LEI INDIA PVT. LTD organizes fundraising events and donations for a number of charities each year to help alleviate those in need.

LEI INDIA PVT. LTD does not support the following causes:

- i. Personal appeals on behalf of individual people, including overseas trips.
- ii. Advertising or goodwill messages.
- iii. Political parties
- iv. Third party fundraising on behalf of a charity v. Religious bodies, except where the project provides non-denominational, non-sectarian support for the benefit of a project LEI INDIA PVT. LTD encourages our employees to become involved in their local communities and conducts fundraising events from our offices to involve employees directly.

LEI INDIA PVT. LTD will ensure these objectives are delivered by:

- i. LEI INDIA PVT. LTD supporting recognized charities via fundraising events and activities.
  - ii. Encouraging employees to volunteer to help in local communities.
  - iii. Appropriate engagement with local community groups.
  - iv. Local and national sponsorship of events, employees and organizations.
- II. Community Involvement: LEI INDIA PVT. LTD recognizes that it has an impact on every community that we operate in. This imposes a responsibility on LEI INDIA PVT. LTD to consider the impact of its business carefully. The positive impact is in terms of employment and business growth. LEI INDIA PVT. LTD want all our teams to contribute to a mitigation plan against negative impacts and to be encouraged to be involved in community initiatives and projects.

LEI INDIA PVT. LTD will ensure that these objectives are delivered by:

- i. Site operating plans and adherence to appropriate LEI INDIA PVT. LTD Group environmental and health and safety policies.

**III. Education and Culture:** LEI INDIA PVT. LTD's aim is to encourage young people to learn about the Technology sector from an academic and potential employment point of view. As a major employer in the Technology sector and within the local community, LEI INDIA PVT. LTD recognizes that it has a role in engaging new talent. LEI INDIA PVT. LTD has the skill and knowledge to offer people guidance and mentoring and such opportunities should be encouraged, both internally and externally. LEI INDIA PVT. LTD will ensure that these objectives are delivered by:

- i. Local offices working with schools, universities and further and higher education centers
- ii. Attending local career fairs and university career events



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- iii. Developing graduate trainee and apprenticeship schemes
- iv. Encouraging and developing work experience and Internship placements

**IV. Health and Wellbeing:** LEI INDIA PVT. LTD aims to demonstrate support of local events and activities which promote healthy living and wellbeing, and to encourage healthy living for our employees. LEI INDIA PVT. LTD will ensure that these objectives are delivered by:

- i. Authorizing specific sponsorship of events;
- ii. Actively encouraging employees to participate in local events;
- iii. Occupational health and intervention;
- iv. Hosting basic health checks in the office such as blood pressure checks.

**C. Communications:**

LEI INDIA PVT. LTD aims to provide honest, clear and helpful information at appropriate levels of details to all employees, customers, suppliers, the public and other stakeholders. LEI INDIA PVT. LTD strives to communicate clear messages across all audiences as benefits a business of its size and reputation. LEI INDIA PVT. LTD will ensure that these objectives are delivered by:

- i. Regularly updating our websites
- ii. Regular notices, workplace meetings and team briefings
- iii. Periodic group meetings, seminars or conferences
- iv. Testing through feedback surveys
- v. Regular meetings with groups of stakeholders
- vi. Utilizing local area networks

**4. Review Frequency:**

This policy shall be reviewed once 3 years