

**KOPRAN LIMITED**

**BUSINESS RESPONSIBILITY POLICY**

## **Kopran Limited**

### **1. OBJECTIVE**

The key objective of these policies is to reaffirm the Company's commitment to follow the principles laid down in National Voluntary Guidelines on Social, Environmental and Economic responsibilities of Businesses. These policies will help Kopran Limited ("Kopran" or "the Company") to deal with the complexities and challenges that keep emerging in the conduct of its business.

### **2. APPLICABILITY:**

These policies apply to the Directors and employees of the Company and its subsidiaries across all its functions and offices.

### **3. IMPLEMENTATION**

Any Director(s) as authorized by the Board shall be responsible for implementing the Business Responsibility Policies.

### **4. BOARD APPROVAL**

All Policies of Business Responsibility are approved by the Board of Directors of the Company at its meeting held on 27<sup>th</sup> May, 2021.

\*\*\*\*\*

## **Kopran Limited**

### **Policy 1: Ethics, Transparency & Accountability**

1. The company shall develop governance structures, procedures and practices that ensure ethical conduct at all levels across its value chain.
2. The company shall truthfully discharge its responsibility on making financial and other mandatory disclosures timely.
3. The company will endeavor transparent communication and assure access to information about its decisions that impact relevant stakeholders.
4. The company shall not engage in practices that are abusive, corrupt, or anti-competition.
5. The company shall ensure that genuine concerns of misconduct/unlawful conduct can be reported in a responsible and confidential manner through its Vigil Mechanism.
6. The Company will encourage all internal and external parties dealing with it to comply with the above-mentioned principles and will try to avoid complicity with anyone that violates above principles.

\*\*\*\*\*

## **Kopran Limited**

### **Policy 2: Product Sustainability**

1. The Company shall make all reasonable efforts to ensure that its products and services comply with all applicable statutes and regulations;
2. The Company shall work towards safe and optimal resource use over the life-cycle of its products and services, including recycling of resources wherever possible;
3. The Company shall sensitize all the value chain partners, namely the third party manufacturers, the service providers including transporters and suppliers of significant raw materials to fulfil their roles and responsibilities towards sustainability; and
4. The company shall raise the consumer's awareness of their rights through education, product labelling, appropriate and helpful marketing communication, full details of contents and composition as per the applicable laws and promotion of safe usage and disposal of their products and services.
5. The company shall in designing the products, the company shall ensure that the manufacturing processes and technologies required to produce it are resource efficient and sustainable.
6. The Company shall regularly review and improve upon the process of new technology development, deployment and commercialization, incorporating social, ethical, and environmental considerations.
7. The Company shall recognize and respect the rights of people who may be owners of traditional knowledge, and other forms of intellectual property.
8. The Company shall recognize that over-consumption results in unsustainable exploitation of our planet's resources, and should therefore, promote sustainable consumption, including recycling of resources.
9. The Company shall encourage its business partners and third parties with whom it conducts business to abide by this policy.

\*\*\*\*\*

## **Kopran Limited**

### **Policy 3: Employee Well Being**

1. The company shall respect the right to freedom of association, participation, collective bargaining, and provide access to appropriate grievance redressal mechanisms.
2. The company shall provide and maintain equal opportunities at the time of recruitment as well as during the course of employment irrespective of caste, creed, gender, race, religion, disability or sexual orientation.
3. The company shall not use child labour, forced labour or any form of involuntary labour, paid or unpaid.
4. The company shall provide a work environment that is free from any form of discrimination, including but not limited to sexual harassment.
5. The company shall create systems and practices to ensure a harassment free workplace where employees feel safe and secure in discharging their responsibilities.
6. The company shall take cognizance of the work-life balance of its employees, especially that of women.
7. The company shall provide facilities for the wellbeing of its employees including those with special needs.
8. The company shall ensure timely payment of fair living wages to meet basic needs and economic security of the employees.
9. The company shall provide a workplace environment that is safe, hygienic humane, and which upholds the dignity of the employees.
10. The company shall ensure continuous skill and competence upgrading of all employees by providing access to necessary learning opportunities, on an equal and nondiscriminatory basis. The company shall promote employee morale and career development through enlightened human resource interventions.

\*\*\*\*\*

**Policy 4: Stakeholders Engagement**

1. The company shall understand the concerns of its stakeholders, define its purpose and scope of engagement, and commit to engaging with them.
2. The company shall acknowledge, assume responsibility and be transparent about the impact of their policies, decisions, product & services and associated operations on the stakeholders.
3. The company shall strive to give special attention to stakeholders in areas that are underdeveloped.
4. The company shall resolve differences with stakeholders in a just, fair and equitable manner.

\*\*\*\*\*

## **Kopran Limited**

### **Policy 5: Human Rights**

1. In keeping with the Constitution of India, Laws, Policies and the International Bill of Human Rights, the Company will observe and ensure that basic human rights of each employee are respected, valued and protected and all policies, practices, procedures and rules of the Company will be accordingly formed.
2. The company shall integrate respect for human rights in management systems, in particular through assessing and managing human rights impacts of operations, and ensuring all individuals impacted by the business have access to grievance mechanisms.
3. The company shall recognize and respect the human rights of all relevant stakeholders and groups, including that of communities, consumers and vulnerable and marginalized groups.
4. The company shall, within its sphere of influence, promote the awareness and realization of human rights across their value chain.
5. The Company shall encourage its business partners and third parties with whom it conducts business to abide by this policy.
6. The Company shall not be complicit with human rights abuses by a third party.

\*\*\*\*\*

**Policy 6: Preservation of Environment**

1. The company shall utilize natural and manmade resources in an optimal and responsible manner and ensure the sustainability of resources by reducing, reusing, recycling and managing waste.
2. The company shall take measures to check and prevent pollution. The company shall endeavor to assess the environmental damage and bear the cost of pollution abatement with due regard to public interest.
3. The company shall ensure that benefits arising out of access and commercialization of biological and other natural resources and associated traditional knowledge are shared equitably.
4. The company shall continuously seek to improve their environmental performance by adopting cleaner production methods, promoting use of energy efficient and environment friendly technologies and use of renewable energy.
5. The company shall endeavor to develop Environment Management Systems and contingency plans and processes that shall help it in preventing, mitigating and controlling environmental damages and disasters, which may be caused due to its operations.
6. The company shall strive to report its environmental performance, including the assessment of potential environmental risks associated with their operations, to the stakeholders in a fair and transparent manner.
7. The company shall proactively persuade and support its value chain to adopt this principle.

\*\*\*\*\*

## **Kopran Limited**

### **Policy 7: Advocacy**

1. The Company will make reasonable efforts to ensure that its advocacy positions are consistent with the principles and core elements enhancing business responsibility and transparency.
2. The Company may, in the best interest of all stakeholders, provide inputs in policy making decisions to various governmental authorities and agencies which concern the business and as well as the society in general, either directly or through the trade and industry chambers and such other collective platforms.
3. The Company expects from its employees that policy advocacy is conducted ethically and is carried out in the best interest of diverse stakeholders.

\*\*\*\*\*

## **Kopran Limited**

### **Policy 8: Inclusive Growth & Equitable Development**

1. The company shall identify the impact of the Company's operations on social and economic development and to endeavor minimize the negative impacts, if any on the same.
2. The company shall innovate and invest in products, technologies and processes that promote the wellbeing of society.
3. The company shall make efforts to complement and support the development priorities at local and national levels, and assure appropriate resettlement and rehabilitation of communities who have been displaced owing to their business operations.
4. The company shall be sensitive to local concerns while operating in regions that are underdeveloped.

\*\*\*\*\*

## **Kopran Limited**

### **Policy 9: Customer Value**

1. The company shall take into account the overall well-being of the customers and that of society.
2. The company shall ensure that it does not restrict the freedom of choice and free competition in any manner while designing, promoting and selling its products.
3. The company shall disclose all information truthfully and factually as per applicable laws, through labelling and other means, including the risks to the individual and to the society from the use of the products, so that the customers can exercise their freedom to consume in a responsible manner.
4. The company shall educate its customers on the safe and responsible usage of its products and services.
5. The company shall promote and advertise its products in ways that do not mislead or confuse the consumers.
6. The company shall exercise due care and caution while providing goods and services that result in over exploitation of natural resources or lead to excessive conspicuous consumption.
7. The company shall provide an adequate consumer feedback mechanism to address customer concerns and feedback.

\*\*\*\*\*