

## A.T.E.'s 'We Care' Policy

"Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs" – *Brundtland Commission (1987)*. A.T.E. believes that sustainable human development is possible, only if corporates also get involved in sustainable business practices from profit, people and planet perspectives.

A.T.E.'s 'We Care' policy is a part of A.T.E.'s value driven Corporate Governance Policy that enshrines high standards of care, transparency and fairness in all A.T.E.'s actions and dealings concerning all its stakeholders. A.T.E. believes that it is the duty of every business entity to contribute meaningfully for the welfare of society.

The 'We Care' Policy document lays down the objectives, boundaries, guidelines and framework of A.T.E.'s CSR policy for the information and benefit of all its employees and other stakeholders.

### **Corporate Social Responsibility (CSR)**

A.T.E.'s engagement with social causes is decades old. For example, A.T.E.'s founding shareholders had been involved in the establishment of the Bhagwati Hospital in Mumbai in the 1960s. In 1979 they had formed the Associated Industries Rural Development Trust, with a key objective of enhancing the standard of living in rural areas, along with other social objectives. Today, the group's management is actively involved with various social causes, devoting considerable personal time, efforts and resources for these causes.

### **Objectives and framework**

- To undertake/support activities that improves urban management, public infrastructure, common facilities, etc.
- To undertake/support promotion/ dissemination of education/ knowledge in different fields, especially science, mathematics and primary education.
- To help create a sustainable environment.
- To undertake/support efforts to improve the living conditions of the disadvantaged sections of society.
- To undertake/support relief work in the event of natural calamities. To undertake/support healthcare and healthcare awareness activities.
- To support rural development.
- To encourage a culture of volunteerism among the employees of the group.
- To promote philanthropy in general.
- To undertake/support any activity that benefits society at large.

### **Boundaries**

- Under this policy, any social service that the group or its employees undertake has to benefit a large section of society, cutting across caste, creed, religion or ethnicity, without any discrimination.
- The group does not support any activity associated with any particular religion, caste, creed or ethnicity or any political dispensation.
- The group will not undertake or support any activity that would encourage, promote or create any sectarian interests.
- The group would support the activities only if it is sure that the benefits would reach the target audience without losses.
- The group would support an NGO undertaking social service only if it is a registered body and only if the credentials or bonafides of the body are clearly established.

### **Resource allocation**

Each unit of the group would earmark in its annual budget an amount (determined on the basis of cash flow requirements and profitability of each unit) or a percentage of its profit (as defined by its board) dedicated for its 'CSR – We Care' activities.

### **Supporting volunteerism – involvement of staff members:**

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A.T.E. would like to encourage and create an enabling environment for its members to contribute for the welfare of the society. The group would support the activities of its members undertaking social activities voluntarily, provided such activities fall within the framework enshrined in this Policy and are duly approved by the management.

For encouraging members to take part in CSR activities, the organization allows an employee to avail a **maximum of 5 working days or 40 working hours** in a given financial year to undertake any CSR activity, provided they follow a defined approval process. The company can also consider financial support for a CSR activity in deserving cases, if prior approval is obtained. Provision is made in the group intranet to upload the individual/collective social activities undertaken by the employees. Besides, outstanding social activities will be highlighted through the group newsletter.

CSR leaves are subject to approval of CSR Committee on a case to case basis. Rules for a CSR leave application are as follows:

- The members should submit a CSR 'Volunteering Activity Plan' (VAP) detailing the activities he / she plans to undertake, before applying for CSR leave. The VAP should be submitted for approval atleast a month in advance of commencement of the activity. Please refer to Annexure 1 for the VAP framework.
- In case of CSR opportunities arising at a short notice such as emergencies due to natural calamities / accidents etc., the member undertaking the CSR activity may submit the volunteering activity details atleast 3 days before commencing the activity or within three days of concluding such activity.
- For individual volunteering initiatives, an employee can apply for a CSR leave upto 5 working days.
- For applying for CSR hours out of working hours, the CSR activity should be a group volunteering activity involving atleast 2 or more employees
- Members who have availed all 5 CSR leaves for CSR activity in a given year cannot apply for any other CSR leave in the same year.
- Please refer to Annexure 2 that outlines the submission and CSR Committee approval process.

In case financial assistance is taken for a CSR activity, the participants of the activity are required to settle the claim with all supporting documents within 15 days of completing the activity.

Also, a detailed report of the activities undertaken (with photographs) should be emailed to: [wecare@ateindia.com](mailto:wecare@ateindia.com).

***The various CSR activities of the Group are given here below:***

***Associated Industries Rural Development Trust:*** A.T.E. formed the Associated Industries Rural Development Trust in 1979 with the following objectives:

- To enhance the standard of living in rural areas.
- To organize cleanliness and diagnostic camps to raise the awareness about health so that rural people can lead a healthy life.
- To strive to generate sources of income for the rural poor, especially arrange programmes centering on agriculture and animal husbandry.
- To make cooperative societies participate actively in agriculture and animal husbandry so that agricultural incomes may rise.
- To empower women and to raise their awareness about savings and other social issues.
- To provide relief during natural disasters.
- To spread education in the rural areas.

The Trust is supported by Inspiron and A.T.E. (on occasion) and is managed actively by Mr Prakash Bhagwati.

The Trust has to date at various times adopted 10 villages around Ahmedabad, Mehsana and Surendranagar and provides, as needed, education and training, medical care, health and hygiene, treatment of cattle, and conducts diagnostic camps and programs for community development. The Trust rendered yeoman's service in the aftermath of the devastating earthquake at Kutch district in

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Gujarat in the year 2001. It also had contributed generously for Tsunami victims. The Trust has also built and is managing a 30-bed hospital – Santokba Bhagwati General Hospital, Dholka.

A.T.E. is also associated with and supports the following NGOs, rendering services in various spheres.

**Urban Design Research Institute, Mumbai:** Established in 1984, this public charitable trust aims to enrich the understanding of the urban environment and works towards its improvement. Its objectives are:

- To generate awareness on various issues concerning Mumbai such as urban transportation, housing, infrastructure, governance, environmental issues, urban conservation among multiple stakeholders citizens, researchers, the media, policy makers and implementation agencies.
- To give content to public discussion on major issues concerning the urban fabric of Mumbai and to expose urban design and planning to other media.
- To raise the standard of architectural dialogue, enhance the role of designers and planners.
- To constantly develop effective tools for advocacy and in organizing urban communities.
- To develop proposals and make recommendations for these issues at hand and take up these initiatives with the State government and other agencies to ensure fruition of these concerns.
- To create a vision for Mumbai's next development plan.

**Kala Ghoda Association:** The Kala Ghoda Association is a non-profit organisation working towards physically upgrading the precinct, drawing attention to its beauty and history, and making it the 'Art District' of Mumbai.

**Marathi Vidnyan Parishad:** Marathi Vidnyan Parishad is a registered society and a public charitable trust, formed in 1966. The main objective of this Trust is to popularize use of science in daily life. It conducts lectures, workshops, short courses, seminars, symposia and conferences. It covers school going children as well as adults from both rural and urban areas.

**Agastya Foundation:** Agastya Foundation was founded in 1999. It is an Indian education trust and non-profit organization based in Bangalore, India whose mission is to spark curiosity, nurture creativity and build confidence among economically disadvantaged children and teachers in rural India. Agastya does this by bringing innovative science education to the doorstep of Government schools in various states in India. ([www.agastya.org](http://www.agastya.org))

**Other organisations:** A.T.E. has also supported various other organisations engaged in social services, such as St. Catherine's Home, Mumbai; The Sulabha Trust for Special Education and Research, Chembur, Mumbai; Madhu Mehta Foundation, Walkeshwar, Mumbai; Multiple Sclerosis Society of India (MSSI), Sion, Mumbai; Eye Care Hospital, Ottapalam, Kerala; The Research Society for the Care and Treatment and Training of Children in Need of Special Care, Mumbai.

*Those who are interested in associating with any of these NGOs and volunteer towards CSR activities may please contact: Ms Radhika Mozumder ([r\\_mozumder@ateindia.com](mailto:r_mozumder@ateindia.com))*

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## Annexure 1: Framework for submission of CSR Volunteering Activity Plan

1. NGO name and details:
2. Registration details:
3. Is the NGO approved in Dasra / GiveIndia?:
4. NGO activities (in brief):
5. Project objectives:
6. Volunteering activity details:
7. Details of volunteers involved in the project (each project should have minimum 2-5 volunteers from A.T.E. Group):

Sr No	Name	Employee code	Designation	Dept/ BU	Location	Total CSR days/hours required for the project	CSR hours required out of working hours

8. Are any of the volunteers associated with the aforesaid NGO in their personal capacity?:
9. Please mention if any additional CSR hours is put in by member on this project during weekends/personal time:
10. Do you require any financial assistance? If yes, please mention the amount:

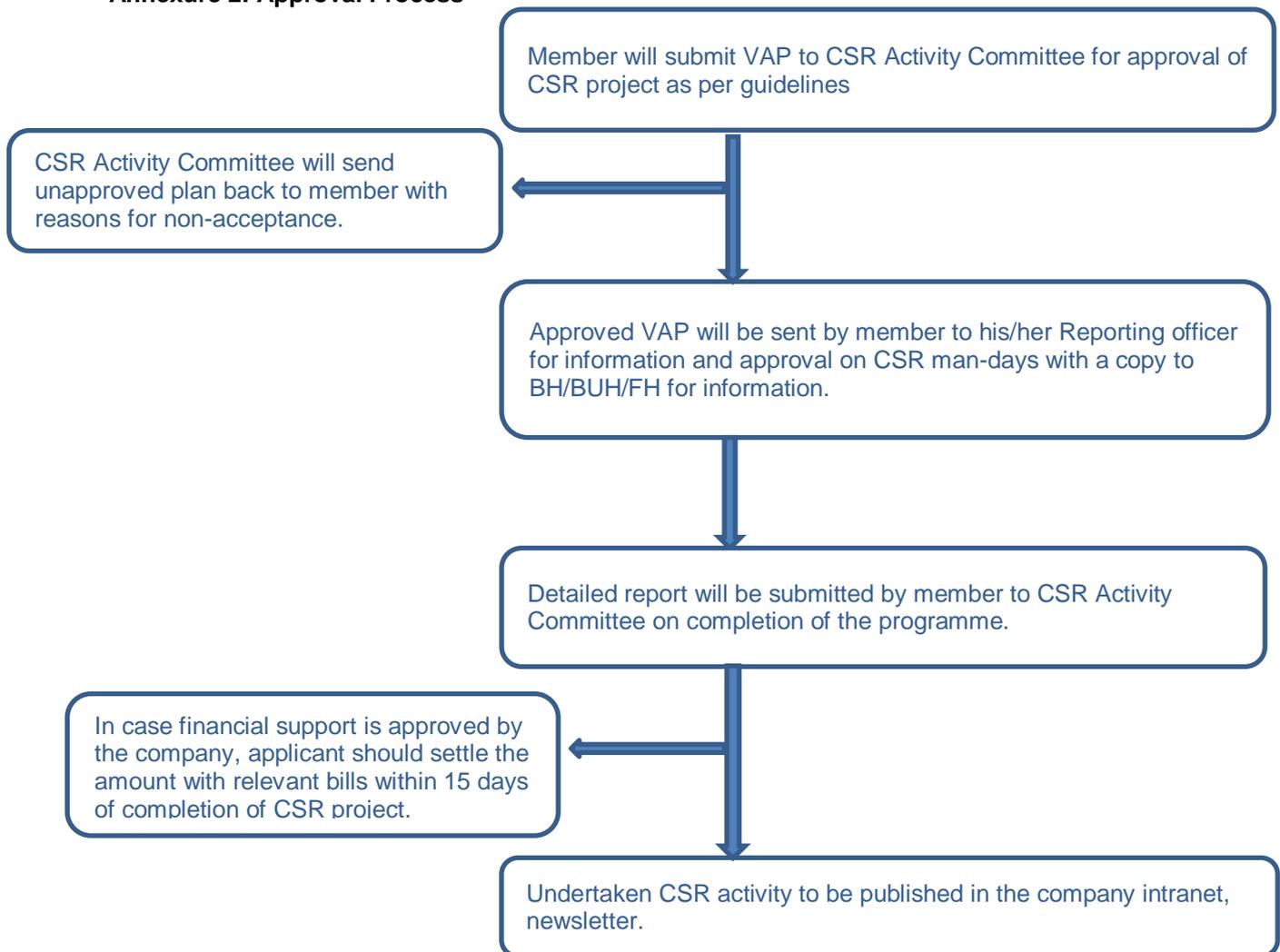
### Approvals:

Approved / Not Approved	Reporting Officer	CSR Committee	FH/BH/BUH	Director	Managing Director
'✓' Approved					
'X' Not approved					

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## Annexure 2: Approval Process



The management hopes that with the support to employees as envisaged in this Policy, A.T.E. Group employees will be encouraged to come forward to undertake social services that will benefit the society at large.

As per the Companies Act, 2013, CSR Committee should be formed with 3 or more directors with atleast one independent director.

- A.T.E.'s Board Committee of CSR consists of Mr Anuj Bhagwati, Mr G V Aras and Mr K P Singh
- CSR Activity Committee consists of Mr Anuj Bhagwati, Mr Nikesh Jain, Ms Radhika Mozumder

## **A.T.E.'s Aiding The Environment Initiatives**

A.T.E.'s drive to have environment friendly policies is a part of A.T.E.'s Corporate Governance Policy. A.T.E.'s value driven Corporate Governance Policy enshrines high standards of care, transparency and fairness in all A.T.E.'s actions and dealings concerning all its stakeholders.

### ***Group's initiatives in environment management***

With its philosophy of 'Partnering the People & the Planet', A.T.E. has been implementing a lot of eco-friendly green initiatives within the group. In fact, A.T.E. was one of the first companies to put up an effluent treatment plant in Gujarat in 1975. A.T.E. encourages its members to adopt a greener lifestyle and has focused on a few key areas to generate awareness, promote conservation and adopt the 'reduce, reuse, recycle, replenish' approach.

### ***The key areas for green initiatives are:***

- Power conservation
- Paper conservation
- Water conservation
- Waste reduction

### ***Paper conservation***

A.T.E. is conscious of the impact paper-making industry may have on forests and our environment. Since past several years, A.T.E. envelopes are made of recycled handmade paper. The handmade papers are sourced from an NGO, TARA, which employs village women for making these papers.

One-sided used paper and re-used envelopes are encouraged for all internal requirements. The usage of fresh paper is closely monitored and usage trend is shared on a monthly basis with all staff members. The following is also recommended for reducing paper wastage:

- Encourage the use of electronic communication and soft copy filing
- Where print is necessary, encourage to print back-to-back and also print on one side used paper for draft, etc.
- Reuse envelopes for internal circulation

Distribution of paper or cloth bags during exhibitions/seminars: With its emphasis on environment friendliness, A.T.E. uses only paper/cloth bags for distributing giveaways in the seminars/exhibitions that it conducts on its own or in association with its principals.

### ***Installation of energy and water saving systems***

To conserve energy and water, the group is in the process of periodically assessing the scope for energy and water savings in its various facilities and will be putting in place the necessary energy and water saving systems in the group.

### ***Selling eco-friendly products***

With its emphasis on protecting the environment, the Group has diversified into the fields of clean technology and machine-to-machine solutions that can help industries, commercial and residential complexes measure and manage their carbon and water footprints.

### ***Green Buildings for employee well-being, environmental concerns and economic efficiency***

A.T.E. has recently built two state-of-the-art green buildings for TeraSpin office at Sari, Ahmedabad and the A.T.E.-EcoAxis Office in Bhosari, Pune. These green buildings meet environmental sustainability requirements apart from functional and commercial requirements. The offices are energy efficient and designed to positively impact the well-being and productivity of their occupants. The building sites have sustainable water management systems like rain water harvesting, sewage water treatment systems and channels to recharge ground water.

### ***Carbon Tracker Tool to calculate carbon footprint of business operations***

The first step towards carbon intensity reduction is to measure the carbon dioxide (CO<sub>2</sub>) emissions arising out of one's business activities. A.T.E. has therefore conceived, designed and developed the

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'Carbon Tracker', a tool that measures its carbon emission through its fuel and power consumption across regions. It currently tracks the carbon emissions across all A.T.E. sales and marketing offices in India through the fuel, travel and power consumption data.

## ***Waste***

A.T.E. promotes waste segregation into e-waste, wet, dry and recyclable waste. Posters have been placed, and awareness drives are held in regions to implement such practices wherever possible. E-waste drives are conducted in regions where the collected e-waste is handed to a registered e-waste vendor for responsible disposal.

## ***Environmental awareness events***

Members are encouraged to celebrate festivals in an eco-friendly manner and awareness campaigns are conducted in the office premises during various festivals. Nature trails are conducted for members are interested in knowing more about on ecology, bio-diversity and enjoy as well as upgrade their knowledge on local flora and fauna.

## ***Note***

The guidelines contained in this policy will evolve based on needs and experiences. The most current version will be followed and interpreted by the CSR Committee in case of questions.

**Anuj Bhagwati**