

*Health, Safety,  
Environment  
and  
Corporate Social  
Responsibility  
Policy*

*Beaufond Plc*



## **Preface:**

At Beaufond Plc, we think that it is critical to engage with the health, safety, social and ecological challenges that face humanity. It is our conviction that the engagement with organisational and social issues must be deep, meaningful and formed on the bedrock of long term commitment; for that is the only way by which real change can happen on the ground. This is also reflective of the fact that such an approach serves both, enlightened business interest and social good. We run our health and social programs on a strong foundation of ethical principles, good governance and sound management. This includes, among other things, holding ourselves up to public scrutiny through a framework of transparent, rigorous reporting.

Beaufond Plc proudly serves more than 80 countries and territories from around the world, and Health, Safety, Environment and Corporate Social Responsibility (HSE & CSR) is at the core of our business in each one of them. Hence Beaufond Plc is committed to upholding the highest standard of corporate social responsibility. We endorse the purpose of improving quality of life of the company's employees and the communities, we serve through long term stake holder value creation. We believe in positively impacting the environment and supporting the communities we cooperate in, focusing on sustainability of our programs and empowerment of our communities.

At Beaufond Plc Health, Safety, environment and HSE & CSR is part of our commitment to establishing sustainable communities that give back sizable Company's operating income annually to various programs, initiatives and causes which was invested in active and healthy living initiatives, water stewardship programs, education, women's empowerment, humanitarian, supporting university students and disaster relief programs, to name a few.

Our programs are designed as,

- Serve society, local and national goals in all the countries, we operate,
- create a significant and sustained impact on communities,
- Retain overall and final responsibility for the health and Safety of our employees.
- Provide opportunities for our employees, customers and partners to contribute to these efforts through volunteering,
- Play a significant role in promotion of inclusive growth through empowerment of women, Health, Safety and socially and economically weaker sections of the society where it operates,
- Build partnerships and promote innovation through incubation of ideas and technology to address societal needs.

Over the past several years, we have established a strong foundational framework for social and environmental initiatives both, within the organization as well as outside. Our endeavour is to continuously and dynamically build on this and steer it in the right directions. The coming together of business, government and civil society to address society's biggest challenges holds great promise – it is an idea whose time has come. To this, we will bring our distinctive vision, commitment and energy to the fullest

Dated: 24.04.2019

DIRECTOR & CEO



**Contents:**

<b>S.No</b>	<b>Details of the Contents</b>	<b>Page No.</b>
<b>I.</b>	<b>Beaufond Plc HSE &amp; CSR policy</b>	<b>4</b>
1.	Three principles	4
2.	Three pillars	4
3.	Governance and Management	5
4.	Implementation	5
<b>II.</b>	<b>External program</b>	<b>6</b>
<b>I.</b>	<b>Sectors &amp; Issues</b>	<b>6</b>
(a)	Focuses	6
(b)	Resources	6
©	Working with communities anywhere	7
<b>III.</b>	<b>Implementation and Monitoring</b>	<b>7</b>
<b>IV.</b>	<b>Internal Policy and Program</b>	<b>8</b>



## **I. Beaufond Plc's HSE & CSR Policy:**

Beaufond's engagement with social and ecological issues goes back a long time. The central tenets of our approach have been the emphasis on strong, meaningful work on systemic social issues. Our HSE & CSR policy articulated below therefore reflects these principles and strategies that have informed our long history of corporate citizenship and social responsibility over the years.

1. At Beaufond Plc, we think that the first and foremost responsibility of an organization is to run its business ethically and in compliance with the law in letter and spirit. Our framework of ethical business starts with a set of foundational values as embodied in Spirit of Beaufond Plc and comprises, at the least, the following **three principles**:
  - a. Unyielding integrity in every aspect of business
  - b. Treating people everywhere fairly and with respect – at the workplace as well as in communities outside and
  - c. Demonstrating ecological sensitivity in thought and action.
  
2. Our approach to social responsibility and sustainability rests on **three important pillars**:
  - a. **The Strategic:**

We choose domains and issues to engage with that are force multipliers for social change and sustainable development. Social responsibility is as much about being a sustainable organization as it is about external initiatives. Therefore, some of our areas of engagement lie at the convergence of business goals and social purpose. Within the organisation, the employees are educated the procedures to ensure how a high standard of health and safety is maintained throughout all of Company's premises and extend to all staff.
  
  - b. **The Systemic:**

Within the chosen domains, we choose to engage on systemic issues that require deep, meaningful and challenging work. Given the nature of social change, this implies commitment over the long term, typically for several decades because real, genuine change does that long to happen. In the organisation, the designated person responsible for the promotion of safety awareness, maintenance of safe working environment and the instruction and training of employees.
  
  - c. **The Deliberative:**

Our emphasis on depth and on long term commitment implies a deliberative approach that precludes spreading ourselves thin or engaging in 'cheque book philanthropy'. By implication, this also means that we are wary of expanding and growing our safety internally and externally and social programs as ends in themselves. We will continue to adhere to this approach going forward.



**3. Governance and Management:** The Board, other Nomination and Compensation Committees will be the apex body that will oversee our HSE & CSR policy and programs. The committee comprises of following posts by Top Executives:

**a. Chairman**

**b. Member**

**c. Member**

The goals and objectives along with the budgets of the HSE & CSR group will be discussed and if any modifications will be modified at the beginning of every year with HSE & CSR committee and the Chairman. This will happen as part of the annual strategic and operating plan processes of the organization. The HSRCSR leadership team will allocate the budgets in line with the defined priorities and goals. It will follow a system of quarterly reporting to the Chairman - HSRCSR committee.

**Comprehensive, transparent reporting** on sustainability and HSE & CSR is a cornerstone of good governance. Beaufond Plc has had a strong track record on this count with our annual sustainability report based on the dun & Bradstreet framework having been rated 5A1. We will continue to publish our disclosures on the GRI framework as it is a widely accepted international standard. In addition, our disclosures as well as other details of our HSE & CSR programs are available in the websites [www.Beaufond.com](http://www.Beaufond.com).

**4. Implementation:** The implementation of the HSE & CSR programs will happen through multiple channels – a separate trust or directly through functions and groups within the company that have been set up for this purpose. Decisions in this regard will be based on what is most appropriate and will be taken by the HSE & CSR leadership of the company.

Our implementation approach is to primarily work externally through partners with established track records in the respective domains. A small team of dedicated sustainability and HSE & CSR staff oversee and monitor the execution internally and externally. The majority of our projects are long-term multi-year programs.



## II. External Programme:

### 1. Sectors & Issues:

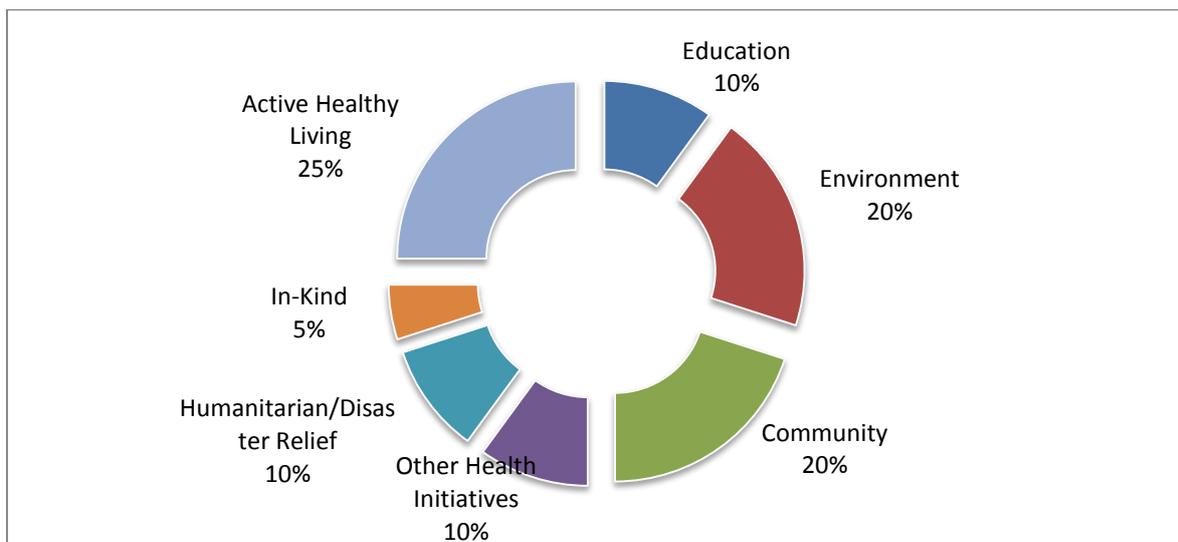
#### (a).Beaufond Plc focuses on the following sectors and issues:

- Blossoms : Promotional and development of traditional village and cottage industries,
- Enhance: Poverty alleviation and lively hood enhancement.
- Aspire : Education and vocational skill development.
- Conserve: Environment sustainability by investing in Bio-diversity, nature resources management and mitigation of climate change impact.
- Nature : Health care, sanitation and safe drinking water.

#### (b).Resources:

We propose to deploy the following resources for our HSE & CSR activities:

- Funds: as per the Beaufond Plc's direction for charitable causes annually.
- Expertise: Voluntary option by employees.
- Products and Services: of our companies.
- Facilities: Our offices and plant sites.
- Resources: from our business partners / shareholders.





Our HSE & CSR charter going forward will be to further strengthen the domains that we are already engaged as enumerated above. We may also choose to add to and modify our domains of engagement in future as appropriate. Our network has been instrumental in the effectiveness of our programs and we will continue to leverage and develop the partnership model to the extent that is required.

### **©.Working with communities everywhere:**

Beaufond Plc has a presence in more than 17 countries around the world; it is crucial to engage with proximate communities wherever we have significant presence. In line with this, we continue to expand and strengthen our community programs in all the geographies where we have significant presence. This is a reaffirmation of our belief that at its core, HSE & CSR and sustainability must transcend boundaries whether organizational or national.

It is important to point out here, especially in the context of rural communities, that seeing the larger integrated picture is important when executing programs in individual domains. Issues of healthcare, education, access to energy, water and sanitation and livelihoods are often closely inter-linked. If executed well, the outcomes in individual domains can impact the larger canvas of community development. For example, the work that we do for long term rehabilitation after natural disasters helps strengthen the resilience of the affected communities in different ways e.g. intervention in livelihoods, access to education.

### **III. Implementation and monitoring:**

Beaufond Plc implements the HSE & CSR activities in a number of ways:

- Directly through our in-house team in the respective countries.
- Trusts and societies.
- NGOs
- Beaufond subsidiary
- External expert agencies and partners.

Implementation for the policy will be monitored and reviewed periodically through a three tier system comprising of,

- Chairman HSE & CSR committee;
- HSE & CSR Steering committee.
- HSE & CSR teams at the corporate office and other countries.

With the above concept, Beaufond Plc marches towards the welfare and social responsibility of the human wherever it serves with major HSE & CSR programs including Educating and empowerment of workers, labour and human rights, health and safety, environmental in energy consumption, water consumption and other initiatives.



#### **IV. Internal Policy and Programme:**

Beaufond Plc, as an employer, retains overall and final responsibility for the health and safety of its employees. The company has appointed a qualified Health & Safety Officer (HSO) as the designated person responsible for the promotion of safety awareness, maintenance of safe working environment and the instruction and training of employees. All matter concerning Health & safety should be directed to the HSO.

Beaufond Plc put high importance on the Health and Safety of all of its employees, visitors and contractors with whom they engage and endeavour to ensure a safe and comfortable working environment for everyone.

- **Responsibilities of Employees**

All the employees have a responsibility to take reasonable care of themselves and all others who may be affected by their acts and omissions and to co-operate with the company with regard to maintaining a suitable standard of Health & Safety. All persons in the premises and other work places have a duty not to interfere with or to misuse anything provided by the company in the interests of Health & Safety.

- **Training of Employees**

Beaufond Plc has regular training programme to its employees on 'Essentials of Health & Safety at Work' and time to time issuing circulars to the departments on these issues.

- **Risk Assessment**

Beaufond Plc essentially operates in an "Office" environment, consequently activities are low risk. Beaufond Plc has undertaken an Office Risk Assessment. No work outside the scope of this Risk Assessment will be permitted unless it is covered by a suitable and sufficient assessment of the risk involved in the work as required by the Management of Health & Safety at Work Regulations.

- **Procedure in case of Fire**

The management of Beaufond Plc premises gives Instructions concerning procedure in the case of fire and prominently displayed at strategic points around the building area and the buildings common parts. Employees are familiarise themselves with these procedures and also with the escape routes in all other areas of the building.

It is trained that on hearing the fire alarm employees should direct any visitors to the nearest usable exits. The Fire Marshall is in charge of implementing emergency evacuation procedures and may issue instructions to and request assistance from other employees.

- **Accident and First Aid**

In the case that someone may need medical attention, the premises management arranged resident doctor, qualified First Aid Officer who has access to a fully stocked First Aid box and Defibrillator. In the case that someone will need further treatment or that First Aid will not be sufficient, an ambulance (Phone Number displayed in the premises) should be summoned by telephone immediately. All accident's or incidents, including near misses, must be reported promptly. Any person may report an accident/incident.



Employees are advised that who suffer from epilepsy, diabetes or any other serious condition that is likely to require urgent attention are advised, in their own interest, to inform the HSO, in order that assistance may be rendered promptly if necessary.

- **Housekeeping**

Beaufond Plc is very strict that hazardous working conditions are not allowed to develop. All areas must be kept clean and tidy and any situation that is discovered that could pose a potential threat to someone should be reported immediately and directly to the HSO. Furniture or other large items must not be placed in corridors, circulation areas, on stairways or in a way that may disrupt the use of an emergency exit.

- **Slips and Trips**

Slips and trips are one of the most common workplace accident's that can result in injury. In order to avoid any potential hazard it is the duty of all employees to report any damaged flooring or stairways as soon as they are discovered to the designated HSO. Any spillages or obstructions such as loose wires or boxes must be cleared away as soon as they are discovered or once again reported to the HSO. It is the responsibility of the employee to ensure they avoid any hazardous situation and are mindful of any work attire that could potentially lead to an accident such as long loose dresses or inappropriate footwear.

- **Office Equipment**

Office equipment and furniture can be heavy. Care should be taken when moving it to avoid undue strain. Request help with very heavy objects.

- **Use of Step Ladders**

The use of step ladders or step stools must be used in all instances to access material at height to avoid over stretching. Furniture should never be used as a substitute. Only trade graded ladders must be purchased and used in a professional environment. Do not stand on revolving chairs.

- **Electrical Equipment**

When using electrical equipment do not remove any screwed on covers. When access is provided, e.g. photocopiers and printers, to clear jams, turn the power off if this does not happen automatically, before dealing with the issue. Ensure all power is turned off when attempting to clean any electrical equipment.

Ensure all electrical wires are placed and stored correctly to avoid creating a trip hazard. Before leaving the office ensures all electrical devices are switched off, except those required to remain on during non-working hours.

- **Electrical Safety**

All mains powered electrical equipment must be inspected for safety according to health and safety guidelines, any item not formally checked for electrical safety must be reported to the HSO, who will arrange for the item to be tested in due course. Any item suspected of being defective because of age, appearance or damage must be taken out of service and the item reported to the HSO who will arrange for the item to be tested or replaced in due course. Do not carry out any works on electrical equipment or installations.



- **Room Heaters**

Due to the associated risk of fire, the use of any type of electrical or bottle-gas room heater is strictly prohibited.

- **Display Screen Equipment (DSE)**

Beaufond Plc is committed to implementing the requirements of the Display Screen system and to that end arranges for all their workstations to be assessed for ergonomic and other aspects of DSE safety and to be used in a safe manner. The HSO is trained in DSE workstation assessment.

- **Drugs and Alcohol**

Beaufond Plc takes a zero tolerance approach to drugs and alcohol in the workplace. It is an employee's responsibility to take reasonable care of them.

- **Workplace Violence**

Violence at work can be physical, verbal and emotional. Beaufond Plc has a zero tolerance approach to violence at work in any form. Any employee found to be responsible for any kind of violence at work will be subject to disciplinary procedures.

- **Review**

This HSESR Policy and associated codes of practice will be reviewed and updated annually or more often if necessary.

- **Display Screen Equipment Guidelines**

People who work with visual display units (VDUs) are advised that by simple adjustment, users can make to workstations and screens to make them more comfortable and easy to use. Here you will find lots of good practice advice for working at the PC in the office and at home or working with a laptop.

- **Display Screen Equipment Guidance**

1. Adjust the back rest of your chair to fully support your lower back, and sit well back into the chair.
2. Adjust the seat height until your forearms are horizontal and wrists straight while using the keyboard. Bring the keyboard close to the edge of your desk just leaving enough room for a gel filled wrist rest if you want one or to just rest the heel of your hands. Avoid pushing your keyboard forward to keep papers in front of it. If you do this you will probably lean forward to reach it and your back will no longer be supported by your chair. Do not rest your wrists on the edge of your desk or bend your hands up at the wrist. Keep a soft touch on your keyboard so you don't overstretch your fingers. Place the mouse right beside the keyboards that you do not have to stretch, use a gel filled mouse mat if you wish.
3. When you have the seat height right, if your feet do not rest comfortably on the floor use a footrest, get a purpose made one of a suitably side box.



4. The screen should be approximately at arm's length. Adjust the height so that the top of the screen is at eye level when sitting upright and looking straight ahead. If you need to look at the keyboard to type the screen can be lowered to avoid repeated neck movements. Adjust the angle of the screen to suit your sitting height.
5. Do not lean over to read documents. Use a document holder, and place it beside the screen at the same distance, height and angle as the screen.
6. Position the workstation so that windows or lights are not in the same ahead line of sight, sit sideways to windows or use blinds to cut out unwanted light. Avoid any remaining reflections from windows or lights on the screen by adjusting the screens angle.
7. Adjust the brightness of the monitor screen to suit the lighting conditions in the room. Note that for persons with light sensitivity who require low screen lighting, this can be difficult to achieve on some flat screen monitors, consult your Manager if this is the case. If there is a flicker or any other deterioration of the image on the screen, make adjustments or report the matter for repair.
8. Keep the screen clean.
9. Sitting in the same position and staring at the screen for long periods is undesirable so break the work up with other activities which do not involve similar movements of the arms and wrists and preferably involves some walking about. Plan to spend five minutes an hour doing this if your computer work is not naturally disrupted by answering the phone, consulting colleagues or other duties that do not involve computer use. It all adds up to give your eyes, muscles and joints the needed break from sitting, staring and keyboarding.
10. Eyesight. If your eyesight is good or is satisfactorily corrected by spectacles or contact lenses, you should have no difficulty using a display screen. If your ware bifocals or varifocals you may find that you need a separate pair of spectacles to work at the display screen comfortably. (Most wares of reading glasses find that their prescription is suitable for display screen work). If you are quite sure that your work station is satisfactory and yet you get headaches or "eyestrain", or if you cannot achieve a layout that is comfortable, you should consider visual problems. It would then be appropriate for your eyesight to be tested.
11. Eye tests. Employees of Beaufond Plc who use display screen equipment for a substantial part of their work will be entitled to an eye test, paid for by the company.
12. Working whilst pregnant. The HSO advise that computer screen do not constitute any risk to users who are pregnant or to their unborn child. Nevertheless, employees who may still have concerns about this area should contact the HSO. In exceptional circumstances, and when practicable, the employee will be given alternative duties or alternative methods of working.



13. Laptops/Notebooks. Employees using a laptop/notebook for Company work related activities should, where practicable, use an external keyboard, an external mouse and a platform to raise the screen to a suitable height, packets of A4 paper or telephone directories can be used to provide suitable and stable support.

- [Display Screen Equipment Regulations](#)

### **Eye Tests for Employees**

- **Entitlement**

Beaufond Plc arranges for an eye test for employees who are using computers.

- **Scope of the eye test**

The eye-test is to determine whether the employee has any defect of sight which requires correction when working with the display screen i.e. provision of special corrective appliances solely for DSE use.

- **Intervals between eye tests**

The company provides lump sum for an eye-test with an interval of 2 years duration and also to select a pair of glasses from the appropriate range of glasses.

### **Fire Action Instructions**

#### **If anyone discovers a fire**

1. Operate the nearest Fire Alarm (small red boxes on office walls and lift lobbies). Just press to crack the glass and activate the alarm.

#### **If you hear the Fire Alarm**

2. Leave the building by the nearest exit. Do not use the lifts. Do not attempt to extinguish the fire unless you have been trained in the use of fire extinguishers and are confident that you can do so safely.
3. Move well clear of the building. Once outside DO NOT RE-ENTER the building unless told it is safe to do so by the Duty Attendant or an officer of the Fire Brigade.

- **Reporting and Accident or Incident**

It is the duty of one and all to report an incident or accident to the designated the HSO (Health & Safety Officer). Any Incident or accident that has happened within the workplace that has resulted in injury must be reported promptly.