

# **LIKHITHA INFRASTRUCTURE LIMITED**

## **Business Responsibility Policy**

## **Contents**

**Introduction**

**Scope and Purpose**

**Applicability**

**Implementation**

**Key Principles**

Policy 1: Ethics, Transparency & Accountability

Policy 2: Product Lifecycle Sustainability

Policy 3: Employee Well Being

Policy 4: Stakeholder Engagement

Policy 5: Human Rights

Policy 6: Preservation of Environment

Policy 7: Responsible Advocacy

Policy 8: Inclusive Growth & Equitable Development

Policy 9: Customer Value

**Introduction:**

**‘Likhitha Infrastructure Limited** (‘the Company’) is a Public Limited Company incorporated on August 06, 1998, under the Companies Act, 1956 (Corporate Identity Number: U45200TG1998PLC029911)

The Equity Shares of the Company listed on the BSE Limited and National Stock Exchange of India Limited w.e.f. October 15, 2020.

**Scope and Purpose:**

This Policy on Business Responsibility (‘BR Policy’ or ‘Policy’) has been framed in line with the requirements of Regulation 34 and other applicable provisions of the Listing Regulations and is intended to ensure that the Company contributes towards sustainable development and fulfils its social, environmental and economical responsibilities.

This Policy endorses the Company’s commitment to follow principles and core elements, in conducting its business, as laid down in the National Voluntary Guidelines on Social, Environmental and Economic responsibilities of Business issued by Hon’ble Ministry of Corporate Affairs.

This Policy shall be in addition of and furtherance to the existing Code of Conduct and Business Ethics (‘the Code’) of the Company. In view of the above, the Board of Directors of the Company (the Board) approved this Policy at its meeting held on June 02, 2021.

**Applicability:**

This Policy applies to all the directors and employees of the Company across all its functions as well as project locations.

This Policy shall be effective from June 02, 2021.

**Implementation:**

The Managing Director of the Company shall be responsible for the implementation of this Policy with guidance and advice of the Independent Directors of the company.

## **Principle 1: Businesses should conduct and govern themselves with Ethics, Transparency and Accountability**

### **Philosophy:**

- Likhitha Infrastructure Limited ("the Company") believes in conducting its affairs in a fair, transparent and professional manner and maintaining the good ethical standards, transparency and accountability in its dealings with all its constituents.
- The Company believes in value-based governance and practices. It is committed to maintain highest standards of ethics in all spheres of its business activities. The Board of Directors and the Senior Management have the responsibility to set exemplary standards of ethical behavior, both internally within the organization as well as in their external relationship. Management shall constantly endeavor to inculcate this ethical behavior at all levels in the organization so that it becomes essential part of the work culture among all the employees in the Company.

### **Policy:**

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 assure access to information about its decisions that impact relevant stakeholders.
3. The company shall not engage in practices that are abusive, corrupt, or anti-competition.
4. The company shall truthfully discharge its responsibility on making timely financial and other mandatory disclosures.
5. Every employee of the company shall abide by the values and the commitment to ethical business practices reflected in the company's Code of Conduct.
6. The company shall ensure that genuine concerns of misconduct/ unlawful conduct can be reported in a responsible and confidential manner through its Vigil Mechanism.
7. The Company shall encourage its business partners and third parties with whom it conducts business to abide by this policy.

**Principle 2: Businesses should provide goods and services that are safe and contribute to sustainability throughout their life cycle.**

**Philosophy:**

- Company Understands the "Service" and a "Service attitude" to customers and fellow associates that forms the basis of its business.
- Understands that mutual trust and respect is the essence of its Human Values.
- Understands that Company will always conduct its business with unyielding Integrity and Ethics.
- Understands Excellence and deliver products and service of the highest quality.
- Understands Speed as a Competitive Advantage in a changing and uncertain world, delivering Better, Faster and more Competitive products and services.

**Policy:**

1. The company shall work towards ensuring that all goods and services are procured, and services delivered embedding the principles of labour practices, human rights, ethics, occupational health, safety and environment as defined in the company's policies namely:
  - a. Code of Conduct
  - b. Code of Ethics
  - c. Environmental and Social Governance Policy
  - d. Fairness at Workplace Policy
  - e. Policy on prevention of sexual harassment at workplace
2. The company shall work towards sourcing significant inputs, products and services in a manner so as to continuously improve the balance between social, economic and environmental impacts ;
3. The company shall continue to progressively factor in relevant social and environmental considerations during the process of development of products / services and shall ensure that while procuring, manufacturing and delivering goods and services it will follow the Quality policy.
4. In designing the services, the company shall ensure that the processes and technologies required to render it are resource efficient and sustainable.
5. The company shall work towards safe and optimal resource use over the lifecycle of its services, including recycling of resources wherever possible and statutorily not restricted or prohibited;
6. The company shall work with supply chain members that comply with applicable laws and regulations related to labour practices, human rights, bribery & corruption, occupational health, safety and environment ;

### **Principle 3: Businesses should promote the wellbeing of all employees.**

#### **Philosophy:**

- Likhitha's Corporate Philosophy is to encourage practice "to do what is right as a human being". It offers employment with a sense of certainty for successful long-term career that would be driven by boundless growth opportunities and exposure to immense learning opportunities, and widening the knowledge horizon.
- The Company nurtures a cohesive team culture that inspires employees to actively participate in all organizational development initiatives.
- The Company intends to create a safe environment for the well-being of the employees at all times and spread the message of safety to one and all. The Company has spent lot of time, resources, and money to inculcate the safety aspect in the organization and has formulated the Safety, Occupational and Health Policy.

#### **Policy:**

##### **1. Diversity, Equal Opportunity, Freedom of Association**

- 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.
- The company shall respect the right to freedom of association, participation, collective bargaining, and provide access to appropriate grievance Redressal mechanisms.

##### **2. Prevention of Child Labour/ Forced Labour and Harassment**

- The company shall not use child labour, forced labour or any form of involuntary labour, paid or unpaid.
- The company shall ensure that no person below the age of eighteen years is employed in the workplace.
- The company shall ensure that no employee is made to work against his / her will or to work as bonded/forced labour, or subjected to corporal punishment or coercion of any kind, related to work ;
- The company shall provide a work environment that is free from any form of discrimination, including butnot limited to sexual harassment.
- The company shall create systems and practices to ensure a harassment free workplace where employees feel safe and secure in discharging their responsibilities.

##### **3. Employee Well Being:**

- The company shall strive to instill a sense of duty in every employee including those of service providers at the Company's premises, towards their personal safety, as well as that of their co-workers.
- The company shall take cognizance of the work-life balance of its employees, especially that of women.

- The company shall provide facilities for the wellbeing of its employees including those with special needs.
- The company shall ensure timely payment of fair living wages to meet basic needs and economic security of the employees.
- The company shall provide a workplace environment that is safe, hygienic humane, and which upholds the dignity of the employees.
- The company shall ensure continuous skill and competence upgrading of all employees by providing access to necessary learning opportunities, on an equal and non-discriminatory basis. The company shall promote employee morale and career development through enlightened human resource interventions.

**Principle 4: Businesses should respect the interests of, and be responsive towards all stakeholders, especially those who are disadvantaged, vulnerable and marginalized.**

**Philosophy:**

- Likhitha recognises the interest of all communities including those of disadvantaged, vulnerable, marginalized and weaker sections of the society and proactively engage with them.

**Policy:**

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.
5. The Company values the support of its stakeholders and endeavours to maintain a cordial relationship and safeguard the interests of all the stakeholders. The Company shall regularly and systematically identify its internal stakeholders like employees and workers and external stakeholders like shareholders, suppliers, customers, government bodies including regulators, banks and financial institutions.
6. The Company's CSR policy drives initiatives towards the benefit of the disadvantaged, vulnerable and marginalized stakeholders. The website of the Company shall display all such policies and other relevant information from time to time to keep the stakeholders aware all times.



## **Principle 5: Businesses should respect and promote human rights.**

### **Philosophy:**

- Likhitha recognises the human rights and treat others with dignity and respect. It believes that it is one's fundamental rights to live with dignity and respect.
- The Company has adopted
  - vigil mechanism policy which covers aspects ensuring human / safety rights of its employees and
  - policy on "Prevention of Sexual Harassment at workplace "(POSH)" to provide safe and healthy work environment to its employees by establishing a guideline to deter any sexual harassment at work.

### **Policy:**

1. 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.
2. 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.
3. The company shall, within its sphere of influence, promote the awareness and realization of human rights across their value chain.
4. The Company shall encourage its business partners and third parties with whom it conducts business to abide by this policy.
5. The Company shall, within their sphere of influence, promote the awareness and realization of human rights across their value chain.

## **Principle 6: Preservation of Environment**

### **Philosophy:**

- The Company recognizes that environmental responsibility is a prerequisite for sustainable economic growth and for the wellbeing of society and emphasizes that environmental issues are interconnected at the local, regional and global levels which makes it imperative for businesses to address issues such as global warming, biodiversity conservation and climate change in a comprehensive and systematic manner.
- The Company encourages businesses to understand and be accountable for direct and indirect environmental impacts of their operations, products and services and to strive to make them more environment friendly.

### **Policy:**

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 assess the environmental damage and bear the cost of pollution abatement with due regard to public interest.
3. 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.
4. The company shall 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.
5. 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.
6. The company shall proactively persuade and support its value chain to adopt these principles.
7. The Company always strives to educate our employees and staff and create awareness among all our stakeholders to promote environment protection, through workshops, campaigns, mailers etc. This extends to our Joint Ventures, Clients, Contractors, Groups, Suppliers, and NGOs or other third parties we are associated with.

**Principle 7: Businesses, when engaged in influencing public and regulatory policy, should do so in a responsible manner.**

**Philosophy:**

- The Company as a corporate citizen understands its responsibility to operate within the democratic setup and constitutional framework.

**Policy:**

1. The company shall work with industry organisations that are engaged in policy advocacy in a responsible manner.
2. The company shall ensure that policy advocacy is conducted ethically.
3. The Company recognizes that it operates within the specified legislative and policy frameworks prescribed by the Government, which guide its growth and also provide for certain desirable restrictions and boundaries.

**Principle 8: Businesses should support inclusive growth and equitable development.**

**Philosophy:**

- The Company serves society by taking forward this philosophy and catalyzing societal welfare through projects in the healthcare, education, sports activities, focusing on the needy and weaker sections of the Society.

**Policy:**

1. The company shall innovate and invest in products, services and technologies and processes that promote the wellbeing of society.
2. 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.
3. The company shall be sensitive to local concerns while operating in regions that are underdeveloped.
4. The company shall undertake CSR activities in accordance with Schedule VII of the Companies Act, 2013 as per the recommendation of the CSR committee and as per the CSR policy of the company.

**Principle 9: Businesses should engage with and provide value to their customers and consumers in a responsible manner.**

**Philosophy:**

- Likhitha has long standing relationships with its customer. The Company acknowledges that no business can survive in absence of customers.
- The driving force behind the Company's management is Quality and Customer Satisfaction.

**Policy:**

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 services.
3. The company shall exercise due care and caution while providing services that result in over exploitation of natural resources or lead to excessive conspicuous consumption.
4. The company shall provide an adequate consumer feedback mechanism to address customer concerns and feedback.