

# **ENVIRONMENTAL SUSTAINABILITY AND CORPORATE SOCIAL RESPONSIBILITY**

**Version- May 2017**

## Contents

Introduction.....	3
Environmental Sustainability Concept .....	4
Internal Environmental Policy .....	4
Actionsfor Environmental Sustainability.....	5
Environmental compliance .....	6
Corporate Social Responsibility.....	7
❖ Goonj.....	7
❖ The Green Peace Foundation.....	7
❖ Rotary Club.....	8
❖ Attero.....	8
❖ Make A Difference (MAD).....	8
Annexure:	
Environmental Report 2017.....	9

## Introduction

CE Info Systems Pvt. Ltd. (MapmyIndia) believes that being a sustainable business is about striking the balance between stakeholder expectations and the needs and concerns of our employees, the workers in our supply chain and the environment. Achieving a balance between these aspects is essential to meet the needs of the present without compromising future generations.

Our approach to environmental sustainability includes how we manage environmental impacts of our company, products and services. We aim to establish an approach in management of materials, waste and water, energy performance, as we develop and deliver solutions to support environmental sustainability.

CE Info Systems and its employees shall strive to provide a safe and healthy working environment and comply, in the conduct of its business affairs, with all regulations regarding the preservation of the environment of the territory it operates in. CE Info Systems Pvt Ltd is committed to prevent the wasteful use of natural resources and minimise any hazardous impact of the development, production, use and disposal of any of its products and services on the ecological environment.

May 2017  
CE Info Systems Pvt Ltd

## Environmental Sustainability Concept

CE Info Systems environmental activities are guided by the force that the actions of each of us will bring about a great effect on our earth's future. We will make best efforts for environmental conservation in order to pass on to the next generation a clean environment and a bountiful society. Based on the concept of this charter, we are systematically promoting environmental protection activities throughout the entire organization.

Some key activities:

- Strictly observe environmental laws and follow our own standards
- Reduce environmental impact substances in our business activities
- Aggressively promote environmental communications

## Internal Environmental Policy

**Objective:** CE Info Systems Pvt Ltd is committed to the environment, climate change and the society in large. CE Info Systems Pvt Ltd understands that the environment affects the business and society and is a key principal of sustainability of an organization. Below are the rules and the guidelines which it expects every employee /contractor/supplier to adhere with to help build an environmental friendly sustainable culture.

This is in continuation with CE Info Systems Pvt Ltd Employee handbook and CE Info Systems Pvt Ltd Code of Conduct document and in case of ambiguity among the sustainability, employee handbook and CE Info Systems Pvt Ltd code of conduct document; the code of conduct document will be given preference.

### **This policy is designed to:**

1. Continuously reduce the environmental impact of our operations
2. Increase the knowledge and awareness about sustainability among employees
3. Engage in selected activities that, in addition to promoting CE Info Systems Pvt Ltd's business, have positive socio-economic impacts and promote the vision of the company
4. Use technological advancements to improve our operations, products, services and solutions in order to improve environment for the benefit of the society.
5. Engage our suppliers to ensure adequate sustainability standards in our supply chain.
6. Actively engage with our stake holders about our sustainability performance.
7. Meet or exceed applicable legal requirements in the socio-economic and environmental areas.
8. To assist our customers in the end of life management of solutions.

We strive to minimize our direct impacts on the environment while concurrently enhancing our services and solutions to help customers to improve their environmental and carbon performance toward meeting their sustainability objectives.

## **Actions for Environmental Sustainability**

We manage the environmental impact of our own activities with particular focus on our carbon footprint. We continuously work to reduce the carbon footprint with four focus areas: reducing energy usage in facilities (offices); reducing business travel impact, managing e-waste, water conservation, pollution certificate etc.

### **❖ Managing energy in facilities**

More efficient use of our buildings is achieved through better workplace functionality a shift to more energy-efficient buildings and by driving building requirements (e.g. Leadership in Energy and Environmental Design (LEED) level gold or equivalent). We prioritize the use of renewable energy in our facilities.

### **❖ Business travel**

Business travel emissions dropped as we support virtual meetings. It has become a standard way of how we work as a substitute to travel.

### **❖ e-waste**

Managing e-waste and taking extended producer responsibility is an important element of the circular economy. Around the world, electronic waste – or e-waste – is growing exponentially due to increasing consumer demand, high product turnover and falling prices. E-waste contains hazardous substances that, if treated inappropriately at end-of-life, can damage human health and the environment. We at CE Info Systems Pvt. Ltd. dispose of our e-waste to government approved green bodies/agencies. This guarantees that e-waste does not end up in trade-restricted areas, landfill or in places where unethical business practices are taking place.

### **❖ Water Conservation**

We financially supported and were personally involved with Check-dam programs under Rotary Club in State of Rajasthan.

### **❖ Lesser Privileged**

CE directly lends financial support by placing students in Delhi's reputed public schools (two students have been placed in reputed schools) for supporting their better future.

### **❖ Pollution Certificate**

CE Info Systems Pvt Ltd ensures that all the vehicles we use have valid pollution control certification by the concerned authorities. We ask our employees to follow the same activity by creating awareness about sustainability among employees from time to time.

### **❖ Push for Digital India**

CE Info Systems Pvt Ltd supports Digital India initiative of Government of India by trying to achieve paperless office. We promote not to print unnecessary documents. We push for soft

copies and paperless environment in the organisations. We encourage our employees to purchase recycled paper for general office applications containing 100% recycled content.

❖ **Bio Degradable/ Non-Bio Degradable Waste**

All the waste is segregated into Bio Degradable or Non-Bio Degradable Waste before disposing off.

## **Environmental compliance**

CE Info Systems Pvt Ltd recognises that climate change is one of the biggest challenges facing the world today. We believe that making smarter decisions to address this challenge requires combined efforts on the part of governments, businesses, and consumers.

Our products and services are designed to help people get where they want to be faster. They help save time, and help improve the environment by reducing carbon dioxide emissions. We also make every effort to minimise the effects of our business activities and operations on the environment.

Our environmental policy guides our management of the various environmental and workplace activities that comprise our business, as well as guiding our employees', suppliers', customers' and stakeholders' understanding of CE INFO SYSTEMS PVT LTD 's environmental expectations.

## Corporate Social Responsibility

As part of our **Corporate Social Responsibility (CSR)** and sustainability we believe in making the world better through sustained contributions to the lesser privileged. We have been working with organizations and NGO's to help as technology continues to bring the world closer and transcends geographic boundaries. Some of them are listed below:

- ❖ **Goonj:** CE Info Systems Pvt Ltd actively participates in "RAHAT WINTERS", an annual campaign of Goonj to donate warm clothes to the underprivileged. We have been associated with the organization since 2010.



Material receipt

**गूज..**  
GOONJ.. a voice, an effort

B12/MAR

We appreciate the contribution of collected/old/used 3... Cotton material  
..... for our initiatives on 27/02/13

From: CE Info Systems  
Address: 6B, Okhla, N-II Pin code: 110020

Tel no.: 96009900 Email: donor@goonj.org  
delivered by Mr. Aman Singh (Executive)  
(985168771)   
Signature

\* We appreciate a financial contributions of at-least Rs.100 with your material, to take care of expenses on sorting, packing, transportation and implementation. (Financial contributions are tax exempted under section 80 G of IT Act)

\* Kindly spread the word among your friends, relatives, colleagues and neighborhood as every one of us can make a difference.

Contact GOONJ., (H.O.) - J-93, Sarita Vihar, New Delhi-76 Tel: - 011- 41401216, 26972351  
Email: - mail@goonj.org Visit: - www.goonj.org

- ❖ **The Green Peace Foundation:** We promote environment awareness program for the employees to make them understand how we can contribute in environmental issues. We have been engaged with Greenpeace, a global organisation that exists in more than 40 nations confronting environment problems peace fully and doing research to find out effective solutions to them. They have been interacting with employees on the environmental issues focusing on climate change, renewable energy etc.

- ❖ **Rotary Club:** CE Info Systems Pvt Ltd not only financially supported but got personally involved with Check-dam programs under Rotary Club in State of Rajasthan. We have been contributing to the social activities with Rotary Club from time to time such as blood donation camp etc.



- ❖ **Attero:** CE Info Systems Pvt Ltd is actively involved with Attero, NGO concentrating mostly on e-waste and e-waste management in India. We have been conducting regular sessions/workshops to make our employees aware on the e-waste and its recycling.
- ❖ **Make A Difference (MAD):** CE Info Systems Pvt Ltd has been associated with Make a Difference, a non-profit organisation working to ensure equitable outcomes for children in orphanages and street shelters. CE directly supports financially by placing of students in Delhi's reputed public schools for supporting their better future.

CE Info Systems Pvt Ltd aims to support the business by meeting legal requirements, industry standards, customer/stakeholder requirements and expectations, by minimizing our environmental impact and maximizing our positive contribution to the community we work and live in.



## **Annexure:**

CE Info Systems Pvt. Ltd.

### **Environment Report -2017**

The following measures were adopted under the Environment Policy:

1. Energy Saving measures

1.1. Procurement and use of LED lights.

1.2. Procurement of energy efficient equipment like monitors with TFT, printers, Air conditioners etc.

2. Pollution Control

2.1. Smoking is prohibited in office premises.

2.2. Use of Car Pools to save on fuel consumption

3. General

3.1. Making 5 day week in place of 6 days.

3.2. Working in single shift in place of two shifts

3.3. Reduction in printing by sharing documents and storing soft copies.

**SUPPLIER MANAGEMENT**

**AND**

**ENVIRONMENTAL SUSTAINABILITY**

**Version May 2017**

## Supplier Management System

CE Info Systems Pvt Ltd. (MapmyIndia) works with many suppliers that support its day to day business across products and services such as facility management, transportation, and catering, electronic supplies.

- It follows a well-defined sourcing mechanism where it recommends its suppliers to be environmentally conscious by reducing unnecessary face to face meetings, thereby reducing carbon foot print.
- It encourages small medium businesses to become a part of supplier ecosystem there by creating jobs in the society.
- CE Info Systems Pvt Ltd requires that its suppliers follow CE Info System's policies and guidelines related human rights, human trafficking, child labour , working conditions , remuneration , non-discrimination , anti-corruption & bribery , health and safety and environment safety
- To ensure the suppliers have adequate working capital, CE Info Systems Pvt Ltd regularly provides payments in time.
- Training sessions and education sessions are provided to the suppliers such that their quality of services and products improve thereby improving overall quality of CE Info Systems Pvt Ltd products and services. These sessions are executed free of cost.
- Technology transfer is provided to its supplier ecosystem to help improve processes and build better technology products for CE Info Systems Pvt Ltd.
- Strict ethical guidelines are enforced on the supplier ecosystem to ensure ethical business practices

All the suppliers should adhere to the following mentioned documents as part of Supplier management and environmental sustainability:

A. Supplier Management

1. Code and Conduct for suppliers
2. Procurement Guidelines
3. Internal Occupational Health and Safety Manual
4. Supplier Occupational Health and Safety Requirements

B. Environmental Sustainability

1. Internal Environmental Policy
2. Environmental Sustainability

# **CODE OF CONDUCT FOR SUPPLIERS**

**Version- May 2017**

## Purpose

This Code of Conduct has been developed by CE Info Systems Pvt. Ltd. (MapmyIndia) for the purpose of protecting human rights, promoting fair employment conditions, safe working conditions, responsible management of environmental issues, and high ethical standards.

In addition to compliance with all relevant laws, regulations and standards of the country, companies and employees shall comply with the Code of Conduct even if it stipulates a higher standard than required by national laws or regulations.

CE Info Systems Pvt Ltd requires suppliers and their subcontractors to comply with the Code of Conduct, or similar standards, and to verify compliance by providing information and allowing access to their premises.

We are committed to engage our suppliers to ensure continuous and measurable improvements over time.

CE Info Systems Pvt Ltd supports the United Nations Global Compact initiative. In order to make this commitment clear to employees, suppliers, customers and other stakeholders, the Code of Conduct is based on the Global Compact's ten principles and shall be publicly available. We are also committed to implement the United Nations Guiding Principles on Business and Human Rights throughout our business operations. We are aware of the specific challenges to certain human rights issues in the Networked Society, such as the right of freedom of expression and the right to privacy, as well as the impacts on other rights arising from potential misuse of technology, and we work actively to minimize any such risks and challenges. Privacy and security are important elements in products and services delivered by CE Info Systems Pvt Ltd , and we align our product and business processes to ensure that human rights aspects of privacy and freedom of expression are respected throughout the operations of our products and services. We firmly believe that information and communication technology promotes greater transparency and enables many fundamental human rights, such as the right to health, education, freedom of assembly, and freedom of expression.

## Application

The Code of Conduct shall be applied throughout the company's operations, including in the production, supply, sales and support of the products and services nationwide, as well as by its suppliers through contractual agreement.

## Code of Conduct

### Human rights

We respect all internationally proclaimed human rights, including the International Bill of Human Rights and the principles concerning fundamental rights set out in the International Labour Organization's Declaration on Fundamental Principles and Rights at Work. We strive to ensure that we are not complicit in human rights abuses. We shall, in all contexts, seek

ways to honor the principles of internationally recognized human rights, even when faced with conflicting requirements.

We are also committed to implementing the United Nations Guiding Principles on Business and Human Rights throughout our business operations.

## **Labor standards**

### *Forced labor avoidance –*

Forced, bonded or compulsory labor shall not be used and employees shall be free to leave their employment after reasonable notice as required by applicable law or contract. Employees shall not be required to lodge deposits of money or identity papers with their employer.

### *Fair employment conditions –*

Employees shall understand their employment conditions. Pay and terms shall be fair and reasonable, and comply at a minimum with applicable laws or industry standards, whichever is higher. CE Info Systems has basic salary is same for both male and female employees. We have a structured reward and recognition program.

CE Info Systems Pvt Ltd has office timings from 9:00 am to 6:00 pm with an hour for lunch break. MapmyIndia also has mandatory weekly and yearly offs. No employee is forced to work extra hours. The work allocated to its employees keeps work life balance in perspective to ensure employees get ample time for recreation and family.

Welfare benefits include access to group medical insurance, transportation, canteen facilities, overseas allowance, family events (treks, picnics, cultural events, festivals), on premise bank extension counters, flexible working hours, magazine & newspaper subscriptions, travel reimbursement for international conference presentation, maternity leave.

It also allows to its full-time employees, provident fund, gratuity, paid holidays, long term service recognition.

CE Info Systems Pvt Ltd provides above average industry compensation (wages/remuneration) to its personnel and has little or no employee churn as opposed to almost 20% employee attrition in competing companies.

### *Child labor avoidance –*

No person shall be employed who is below the age of 18 years.

Children shall not be employed for any hazardous work, or work that is inconsistent with the child's personal development. A child means a person below the age of 18 years. Personal

development includes a child's health or physical, mental, spiritual, moral or social development.

#### *Elimination of discrimination –*

All employees shall be treated with respect and dignity.

All kinds of discrimination based on partiality or prejudice is prohibited, such as discrimination based on race, color, gender, sexual orientation, marital status, pregnancy, parental status, religion, political opinion, nationality, ethnic background, social origin, social status, indigenous status, disability, age etc.

#### *Fair Working Conditions –*

A healthy and safe working environment.

Appropriate health and safety information and training shall be provided to employees including, but not limited to, arrangements for safe evacuations of buildings and correct handling and marking of chemicals and machinery.

If any employee finds any inappropriate behaviour in the organization, he /she are allowed to reach out to any of the executive board members of the company to escalate the issue. His/her identity is kept undisclosed.

Drugs, substance abuse, sexual abuse is not allowed and in the event of any harassment, the employee can discretely reach out to any of the board members and an independent preventive committee. Appropriate action resulting in termination and legal cases is enforced on the sexual predator.

ZERO Tolerance for drinking alcohol and smoking inside the office premises of the company. Eating is only permitted in the cafeteria.

#### *Environment*

We shall strive to develop, produce and offer products and services with excellent sustainability performance and contribute to the sustainable development of society. We shall strive to continuously improve, with a life cycle perspective, the environmental performance of our products.

We shall work to continuously reduce the negative impact of our own operations and take a precautionary approach to environmental challenges. We shall use appropriate methodologies to determine significant issues and aspects, for setting and reviewing objectives and targets, and as a basis for communicating sustainability performance of our operations, products and services.



### ***Anti-corruption***

No form of extortion and bribery, including improper offers for payments to or from individuals performing work for CE Info Systems Pvt Ltd, or organizations, shall be tolerated.

## **CE Info Systems Pvt Ltd Code of Conduct –**

### **Supplier supplement**

The Code of Conduct is applicable to all our operations and to any party that contributes to our products, services and other business activities (“Supplier”).

In the premises of CE Info Systems Pvt Ltd Supplier will follow Code of the Conduct of the company. They can obtain a copy for the same from HR, CE Info Systems Pvt Ltd by writing to [hr@mapmyindia.com](mailto:hr@mapmyindia.com).

### **Compliance**

CE Info Systems Pvt Ltd requires the Supplier and its subcontractors to comply with the Code of Conduct, or equivalent standards which may request higher standards than required by applicable laws.

Upon request, a Supplier must, by way of providing information and/or allowing access to premises to CE Info Systems Pvt Ltd or its representative, verify to our reasonable satisfaction, that the Supplier and its subcontractors comply with the Code of Conduct.

The Responsible Sourcing Program ensures high standards in the supply chain in terms of our requirements in the areas of labor, environment, human rights and anticorruption, which are valid for all suppliers.

### **Obligation to inform**

It is the responsibility of the Supplier to ensure that its employees and subcontractors are informed about and comply with the Code of Conduct. The supplier shall inform us if they discover a breach of the Code of Conduct in their own operations.

The Code of Conduct includes, as applicable, specific requirements for Suppliers related to Occupational Health and Safety, and Environment. These requirements are detailed in the accompanying documents: “CE Info Systems Environment Policy” and “CE Info Systems Health and Safety Policy”.

### **Reporting possible violations**

Violations may be reported by email to the corporate email box: [legal@mapmyindia.com](mailto:legal@mapmyindia.com)

or by postal mail addressed to “LEGAL “to: MapmyIndia, 237, Okhla Phase III, New Delhi-110020