



**2COMS Corporate Responsibility
and
Environmental Compliance**

Objective of this document is to discuss with & familiarize all 2COMS employees , of the Corporate responsibility that we as an organization have towards the society and the environment.

To achieve a complete and thorough governance, 2COMS has the following aspects under its focus -

1. Human Resource & Employment Mandates -

- a. Child Labor - 2COMS will not hire or deploy anyone under the legal age limit as per the law of India or of the deployed site / country.
- b. Respect of Employees - 2COMS treats all employees with respect and does not use corporal punishment, threats of violence or other forms of physical coercion or harassment.
- c. No Discrimination - 2COMS does not discriminate in hiring and employment practices on grounds of race, religion, age, social or ethnic origin, sexual orientation, gender, gender identity or expression, marital status, pregnancy, political affiliation, or disability.
- d. Forced Labor -2COMS will not hire or deploy involuntary labor of any kind. All terms of employment are voluntary.
- e. Wages -2COMS always complies with the minimum wages as per the laws and regulations and other elements of compensation. All employees will be provided with legally mandated benefits.
 - i. All eligible employees are offered the benefits of Provident Fund.
 - ii. All eligible employees are registered for the Employee's State Insurance Corporation providing them and their family dependents with an insurance cover.
 - iii. All eligible employees get participation in the Labor Welfare Fund.
- f. Work Hours - 2COMS does not exceed the maximum work hours as detailed by law. Any exception to this is appropriately compensated by Compensatory Leaves or Overtimes whichever may apply as per deployment.
- g. Ethical Work Environment - 2COMS tries to provide for its employees an ethical work environment and expects them to conduct their work in accordance with the highest ethical standards.

2. Environment Conservation Guidelines -

- a. 2COMS puts in a continuous effort to fulfill its responsibility towards the environment. All employees are also encouraged to add value to the same. As an organization, we try

to conserve and recycle at every step by generating awareness within the employee pool. The same is discussed during our Annual Leadership Conclave each year.

For creating awareness among all our employees and visitors, posters are put up in our office notice boards related to saving electricity & recycling. All new employees are provided with the CR&EC document as a part of onboarding kit.

b. Minimizing Paper Consumption -

- i. All employees are requested & reminded to ask or encourage candidates to mail in their resumes. For any other solicited document, always request for a soft copy.
- ii. An Automated Tracking System (ATS) has been deployed in 2COMS for all recruitment related features almost restricting entirely a need for a hard copy resume.
- iii. All employees are requested to refrain from printouts unless essential.
- iv. Any incoming hardcopy document or resume is to be immediately transcribed for online preservation. Any hardcopy resume which is copied online and has completed one year of existence must be channelized for recycling.
- v. For internal daily stationary needs, employees are requested to use the old resumes bunched-up together as scrap notepads.
- vi. For essential internal printouts, all employees are to use old resumes for rough page printouts
- vii. For general awareness & constant reminders, all 2COMS offices have posters related to saving paper and recycling.
- viii. For the entire staffing procedure of 2COMS, deployment of an HR Information management system has been deployed. It takes care of the whole sequence starting from employee onboarding, information management, documentation, statutory compliance adherence & payroll to employee exit. This online feature relieves any need of paper usage.
- ix. Internal communication, memos and notification happens via mail and Internet Messenger.

c. Power Conservation -

- i. Conservation of electricity has been of prime focus in 2COMS. All employees are requested & reminded to switch off their workstations when leaving for the day.
- ii. In case the employee is the last to leave the room, they are requested to turn off the utilities such as lights, AC etc.
- iii. At end of day, the 2COMS office powers are shut from the main to avoid any overnight wastage of electricity.
- iv. All offices are equipped with latest LED monitors to minimize electrical consumption.

MAJOR ADVANTAGES OF LED Monitors

	CRT	LED
Radiation	<p>CRTs emit electromagnetic radiation. Much of it is filtered by the lead heavy glass front and the rest that reaches your eyes are mostly harmless.</p> <p>Even then, radiation still passes through the screen and some people regard them as hazardous.</p>	<p>LEDs emit a very small amount of radiation compared to CRTs. Health conscious consumers prefer them for this one reason.</p>
Power Requirements	<p>Higher power usage, more than 200% to an LED of equivalent size.</p> <p>17 inch CRT requires around 90 watts</p> <p>19 inch CRT requires around 110 watts</p>	<p>Considerably lower power usage.</p> <p>17 inch LED requires around 35 watts</p> <p>19 inch LED requires around 45 watts</p>
Heat	<p>Back gets noticeably warm after some time and often generates enough ambient heat</p>	<p>Negligible</p>

- v. Organization wide, 2COMS has deployed a Thin-client architecture. These thin-clients along with LED monitors have a much smaller electrical footprint compared to conventional PC setups.

Comparison between CPU & Thin-client

	Generic CPU	Thin-client
Energy Efficiency	<p>Low. Typical desktop CPU (without monitor & peripherals) consumes around 120W</p>	<p>High. Thin client boxes(excluding monitor & peripherals) utilize as low as 5- 12W</p>
Lifespan (need for recycle or disposal)	<p>Approx 4 years. Become outdated in terms of parts or technology</p>	<p>Can operate over a period of 7-8 years as the connecting protocols hardly go through radical change. Hardware wise, can live long enough without <u>upgradation</u>.</p>

- vi. All clients are controlled centrally from the server. All of them have screen-off or sleep modes configured if the user is away from the desk for a long period of time.

- vii. All electrical discards and old computer related hardware is disposed off in an environmental friendly way.
- viii. Taking waste disposal on a serious note, the same is discussed during the Annual Leadership Conclave with the stakeholders.
- ix. All 2COMS offices have posters reminding employees to switch off their PCs before leaving for the day.

d. Future Milestones -

As per the discussions during the Leadership meet, 2COMS wishes to bring down its impact on the environment as compared to the last year -

- i. To bring Paper usage from -
 - 210 boxes of printable paper (500 sheets each) utilization in the financial year 2012-13 to 150 boxes in the present financial year.
 - approx 16000 hard copy resume submissions of 2012-13 to 2000 hard copy submissions in 2013-14. 19000+ soft copy resumes received on ATS till date in this financial year.
- ii. Electrical consumption-
 - This year 2COMS targets to bring down its power usage footprint per employee by a minimum of 4% from that of last year.
- iii. Electrical wastes -
 - Rather than disposing off the old computers, 2COMS has started donating them to charitable organizations for educational purpose.
 - Unusable computer parts are sent off to unorganized vendors for use as spare parts and repair works.

3. Social Responsibility -

2COMS also takes up its responsibility towards the society. An essential component of our corporate social responsibility is to care for the community. Under the Banner of "2COMS Cares", it is an endeavor to make a positive contribution to the underprivileged communities by supporting a wide range of socio-economic, educational and health initiatives. Many of the community projects and programs are driven by active participation from our employees.

Established for the purpose of improving, guiding and inspiring the lives of the underprivileged, the initiative would facilitate programs and give direct assistance and resources to individuals, families and other charitable organizations. Health and education have been identified as the primary objectives of the initiative.

Recently 2COMS launched an event to assist local orphanages at each branch. The same turned out to be a major success bringing smiles to a lot of children.

GLIMPSES OF THE EVENT

KOLKATA

MOTHER'S NEST SOCIETY is a registered society, engaged in addressing the entire gamut of curative, preventive & rehabilitative support to the destitute children, single parent children of the poorest of the poor class.



HYDERABAD

Hyderabad Children's Aid Society is a charitable voluntary organization established in 1950. The aim of the organization is to give a happy childhood and value based education to poor underprivileged children of society.



PUNE

St Michael's Hostel, Society of St. Mary the Virgin Indian at Swargate, Pune is an organization for underprivileged children, Girls & Boys.



BBSR

Mother Teresa Foundation is a non - government organization working for the unwanted, uncared and unloved in the society.

