

BUSINESS RESPONSIBILITY REPORT

SECTION A: GENERAL INFORMATION ABOUT THE COMPANY

1. **Corporate Identity Number:** L22200MH1984PLC034055
2. **Name of the Company:** Navneet Education Limited
3. **Registered office Address :** Navneet Bhavan, Bhavani Shankar Road, Dadar (West), Mumbai-400028.
4. **Website:** www.navneet.com
5. **E-mail Id:** investors@navneet.com
6. **Financial Year reported:** 2019-20
7. **Sector(s) that the Company is engaged in (industrial activity code- wise) :**

Name and description of main products	Description	*Industrial Group
The Company is engaged in the business of publication of education and non-education books and manufacture of paper and non -paper stationery	Publication	5811
	Stationery	17099

*As per National Industrial Classification

8. List of three key products/services that the company manufactures/provides (as in balance Sheet):

Publication : (a) work books (b) Children Story Books (c)General books

Stationery : (a) Long books(b) Short Books(c) file folders

9. Total number of locations where business activity is undertaken by the Company:

(a) Number of International Locations (Provide details of major 5): Nil

(b) Number of National Locations :

The Company has its presence in the State of Maharashtra and Gujarat with its Registered Office situated at Mumbai and manufacturing units situated at (i) Village Dantali, Behind Kasturi Nagar, Dist. and Tal. Gandhinagar, Gujarat (ii) Village Sayali, Silvassa Rakanpur, Taluka Kalol, Dist. U.T, off dadra and Nagar Haveli (iii) Village Khaniwade, Tal. Vasai, Dist. Palghar.

10. Markets served by the Company- Local/State/ National/International:

In addition to Indian Market, the Company also exports its stationery products to USA, South and Central America, Europe, Middle East and New Zealand.

SECTION B: FINANCIAL DETAILS OF THE COMPANY

1. Paid -up Capital: Rs.4,577 Lakhs
2. Total Turnover (including other income): Rs. 1,46,719 Lakhs
3. Total Comprehensive Income After Tax: Rs.20,414 Lakhs
4. Total Spending on Corporate Social Responsibility (CSR) as percentage of profit tax(%)

- (i) 3.27 % of Total Comprehensive Income After tax for FY 20.
- (ii) 3.64 % of average Net Profit for last three financial years including FY 20.

5. List of activities in which expenditure in 4 above has been incurred:

Education, Medical & Health Care, Animal Welfare and others.

SECTION C: OTHER DETAILS

1. Does the Company have any Subsidiary Company/ Companies? Yes. The Company has 4 (four) subsidiary companies as on 31st March, 2020.
2. Do the Subsidiary Company/ Companies participate in the BR initiatives of the parent company? If Yes, then indicate the number of such subsidiary company(s).
Given the current size and scale of operations, subsidiary companies, as of now, are not engaged in initiatives process of the Company OR There is no participation.
3. Do any other entity/entities (e.g. suppliers, distributors etc.) that the Company does business with, participate in the BR initiatives of the Company? if yes, then indicate the percentage of such entity/ entities[(less than 30%,30-60%, More than 60%)]
No. Other entities with whom the Company does business with viz. suppliers, distributors etc. do not participate in the BR initiatives of the Company.

SECTION D: BR information

1. Details of Director/ Directors responsible for BR:

(a)Details of the Director/Directors responsible for implementation of the BR policy/policies

Shri Bipin A.Gala- Whole time Director DIN: 00094108

(b) Details of the BR head

The Company does not have BR head as of now. Shri Bipin A. Gala, Whole time Director would oversee BRR implementation.

2. Principle-wise (as per NVGs) BR Policy/policies?

The National Voluntary Guidelines on Social, Environmental and Economic Responsibilities (NVGs) released by the Ministry of Corporate Affairs has adopted nine areas of Business Responsibility. These are as under:

P1- Business should conduct and govern themselves with Ethics, Transparency and Accountability.

P2- Business should provide goods and services that are safe and contribute to sustainability throughout their life cycle.

P3- Businesses should promote the well- being of all employees.

P4- Businesses should respect the interest of and be responsive towards all stakeholders, especially those who are disadvantaged, vulnerable and marginalized.

P5- Businesses should respect and promote human rights.

P6- Businesses should respect, protect and make efforts to restore the environment.

P7- Businesses, when engaged in influencing public and regulatory policy, should do so in a responsible manner.

P8- Businesses should support inclusive growth and equitable development.

P9- Businesses should engage with and provide value to their customers and consumers in a responsive manner.

(a) Details in compliance (Reply in Y/N)

Sr. No.	Questions	P1	P2	P3	P4	P5	P6	P7	P8	P9
1	Do you have policy/policies for?	Y	Y	Y	Y	Y	Y	Y	Y	Y
2	Has the policy being formulated in consultation with the relevant stakeholders?	All the policies have been formulated in consultation with the Management of the Company.								
3	Does the policy conform to the national /international stakeholders?	All the policies are compliant with respective principles of NVG guidelines.								
4	Has the policy been approved by the Board? If yes, has it been signed by MD/ owner/ CEO/appropriate Board of Directors?	The mandatory policies under Indian Laws and regulations have been adopted by the Board of Directors and signed by the Managing Director. Other operational internal policies are approved by the management.								
5.	Does the Company have specified committee of the Board/Directors Official to oversee the implementation of policy?	The Board has appointed Shri Bipin A.Gala, Whole time Director to oversee policy implementation. The Company does not have BR head as of now.								
6.	Indicate the link for the policy to be reviewed on line	Mandatory policies viz. CSR Policy, Insider Trading Policy, Code of Conduct are available on Company's website.								
7.	Has the policy been formally communicated to all relevant internal and external stakeholders?	Yes								
8.	Does the Company have an in-house structure to implement the policy/policies?	Yes								
9.	Does the Company have a grievance redressal mechanism related to the policy/policies to address stakeholders' grievances related to the policy/policies?	Yes								
10.	Has the Company carried out independent audit/ evaluation of the working of this policy by an internal or external agency?	The policies are evaluated regularly by the CEO and/ or respective senior executives.								

2. If answer to the question at serial number 1 against any principle, is 'No', please explain why (tick up to 2 options): N.A.

3. Governance related to BR :

(a) Indicate the frequency with which the Board of Directors Committee of the Board of Directors or CEO to assess the BR performance of the Company. Within 3 months, 3-6 months, Annually, More than 1 year.

The Company assess the BR performance annually.

(b) Does the Company publish a BR or a Sustainability Report? What is the hyperlink for viewing this report? How frequently it is published?

The BR report is available on company's website www.navneet.com . It will be published annually.

SECTION E : PRINCIPLE-WISE PERFORMANCE

Principle 1-Businesses should conduct and govern themselves with Ethics, Transparency and Accountability

1. **Does the policy relating to Ethics, bribery and corruption cover only the Company ? Yes /No.**

Does it extend to group/Joint Ventures/Suppliers/Contractors/ NGOs? Others?

The Company has defined code of conduct for Directors and all employees that covers issues, inter alia, related to ethics and bribery. The Company acts with integrity in accordance with values of responsibility, excellence and innovation where the \company does business. Compliances and adherence to the law and Company's own internal regulations are integral to the Company. It covers dealing with suppliers, customers and other business partners.

2. **How many stakeholder complaints have been received in the past financial year and what percentage was satisfactorily resolved by the management ? If so, provide details thereof, in about 50 words or so.**

During the year under review, the Company has not received any complaints under investigation mechanism.

Principle 2 – Business should provide goods and services that are safe and contribute to sustainability throughout their life cycle.

1. List up to 3 products or services whose design has incorporated social or environmental concerns, risks and/or opportunities.

The Company as always continues to believe and incorporate environment friendly initiatives and business practices in its operations as much as possible.

The Company's products do not contribute to any environmental concern/risk/opportunities except for some of the materials used in its manufacturing process. The Company is taking below mentioned precautions :

- The products are mainly paper based. To mitigate the forest depletion because of paper usage, it continues to use bagasse and FSC paper in its production in place of regular paper.
- Proper safety precautions used while storing and consumption of solvent based ink and PVC based adhesive.
- All hazardous wastes are disposed off to the government authorized vendor.

In the previous year, the Company has made below changes to its product or materials to reduce the social / environmental concerns or risks :

- Introduced Ezee subject book, Ezee index card product in which repositionable plastic discs are used as binding components instead of previous Metal wiro or spiral which is a safety risk to consumer.
- Introduced 100% recycled Kraft series products both in export and domestic market, which helps reduce consumption the new cover board materials.
- Replaced many solvent base ink jobs like Bright colour file folders, hanging file folders, PDQ cartons, etc. with water base eco friendly ink.
- Jobs changed from offset printing to tinting coating process to reduce the usage of solvent base ink after making necessary developments.
- Water based ink carbuouys are lined with polybag so that carbuouys can be sent back to manufacturer and are reused for next orders instead of getting new plastic carbuouys against every new order and then scrap after use. This helped in saving plastic usage and thereby environmental concerns.
- Returning packaging materials such as box, ring and core of wiro products to manufacturers to be reused as packaging for next orders instead of using new packaging material for every order.
- Reuse PET strap for palletization of export orders and internal palletized materials movements instead of using new straps every time.
- Changed the carbuoy design of adhesives from 50kg to 5 kg with wide mouth and lining it which helped in 100 % consumption of adhesive from the carbuoy. Previously around 1kg adhesive was wasted as leftover in each carbuoy.
- Usage of reusable antiskid grip sheets for wrapping FG and WIP for internal movement. Previously stretch wrap film was used which was single use.
- Replaced all below 50 micron plastic used like BOPP, PP bags, shrink film, etc., to above 51 micron, thereby reducing environment risk.
- Recycled and reused old and leftover PP sheets making the manufacturer reuse it in their next production cycle, thereby reducing overall plastic consumption.

2. For each such products, provide the following details in respect of resource use(energy , water, raw material etc.) per unit of product(optional)

(a) Reduction during sourcing/production/distribution achieved since the previous year throughout the value chain?

The Company do not have an exclusive tracking system for measuring the resources used for separate processes or per product due to numerous types of products involving multiple

processes. Below are few procedures the Company implemented to reduce the resource consumption in general during sourcing/production/distribution :

- Reduction of packing material by way of reusing the old ones after adopting various methods..
- Reducing wastages by changes in designs of carbuoys.
- Reducing wastages by inner lining of the containers.
- Reuse strapping material repeatedly.
- Replacing single use materials with multiple times usable material there by vastly reducing the consumption.
- Recycle and reuse all plastic leftovers by returning them and asking manufacturer to use them in their next production cycle and supply to us.

Following are some of the continuous measures the Company takes to combat the environmental effects of the raw materials it uses These again depend on the products the Company make as per the market or customer demand. As far as possible it tries to balance between its commercial and environmental concerns.

Particulars	FY18-19	FY 19-20
Usage of FSC Paper in stationery division	47%	41%
Usage of Bagasse Paper	39%	27%
Usage of Recycled & Agro based paper	21%	20%
Usage of Water Based Ink	70%	51%
Usage of Starch Based Adhesive	49%	19%
Usage of solar power	1600 KWH/day	1600 KWH/day
Reduction in electricity consumption by using more natural light by way of sky lights	20000 units / year	20000 units / year

The Company do not have an exclusive tracking system for measuring the resources used for separate processes or per product due to numerous types of products involving multiple processes.

Following are some of the measures to combat the environmental effects of the raw materials that Company take. These again depend on the products the Company produces as per the market or customer demand. As far as possible the Company try to balance between its commercial and environmental concerns.

Particulars	FY 17-18	FY 18-19
Usage of FSC Paper in stationery division	44%	47%
Usage of Bagasse Paper	5%	39%
Usage of Recycled & Agro based paper	16%	21%
Usage of Water Based Ink	64%	70%
Usage of Starch Based Adhesive	47%	49%
Usage of solar power	1600 KWH/day	1600 KWH/day
Reduction in electricity consumption by using more natural light by way of sky lights	20000 units / year	20000 units / year

(b) Reduction during usage by consumption (energy, water) has been achieved since the previous year?

Not Applicable

3. Does the company have procedures in place for sustainable sourcing (including transportation)?

(a) If yes, what percentage of your inputs was sourced sustainably? Also, provide details thereof, in about 50 words or so.

- The Company's major sourcing is for paper which constitutes 80% of its raw materials used. The Company ensures to purchase paper from well known, respected brands. Many of them are ISO 14001 certified ensuring compliance to environmental issues.
- It use FSC certified paper sourced from FSC certified plants ensuring sustainability and responsible sourcing.
- The Company uses alternate method of transportation of paper through sea route by ships instead of the regular road transportation which has helped in saving fuel, time and money (1982 MT Paper procured using sea route last year).
- The Company continue to educate its vendors through meetings, visits to their factories, slogans on its emails and purchase orders, etc. In FY 19-20 the Company added an advise on all its purchase orders for vendors to use safe and eco friendly packing material and reuse them as far as possible.
- The Company's transporters are advised, as part of the agreement with them, to keep their vehicles in good condition and keep all papers of the vehicles and drivers up to date and valid. The Company do not allow any vehicle which is not having valid certificates including PUC certificate inside the factory nor use them for transportation purpose.

4. Has the Company taken any steps to procure goods and services from local & small producers, including communities surrounding their place of work?

(a) If yes, what steps have been taken to improve their capacity and capability of local and small vendors?

The Company is committed to the improvement of the surrounding localities of its factories. The Company take measures to uplift the life styles of the local people living around its factories. The Company ensures this by following below practices.

- Outsourcing : continues to do 50% of its outsourcing in the local areas within 20 kms surrounding factories.
- Procurement : First preference is given to localized procurement in the nearby areas of the factories as always. The Company search for improving the local vendors to make indigenous purchases is a continuous process.

- Employment : Local man power is preferred for recruitment.
- Packing : 30% of non paper stationery packing is done in the vicinity of factories.
- The Company has developed and encouraged local factories across India to service its different sales areas. For example it has vendors developed at Bangaluru, Nagpur, Pune, etc., to cater to the sales in various regions of India.
- train local people for development in the areas of their work and life style skills.
- Supporting and training surrounding areas vendors employees in improving their financial stability by making them follow all the welfare schemes of the government like PMSBY, PMJJY, medical schemes, getting PAN cards, Aadhar cards, bank accounts, etc.
- It gives training to the local vendors in machine maintenance and quality improvement to help them increase their business and profitability.
- The Company provide free school books for the children of the vendors employees.
- As a part of its CSR activity, the Company provides free medical assistance to many villages surrounding its factories where its vendor factories are located helping the families lead a better life.
- The Company provide student and teacher development programs and distribute free books in the tribal and other government schools in the surrounding areas including those of our vendor factories.
- The Company conducted free dental camps in our vendor premises.
- The Company provided clothes and umbrellas free of cost to the employees of its nearby vendors as recognition for their work.

5. Does the Company have a mechanism to recycle products and waste? If Yes, what is the percentage of recycling of products and waste (separately as <5%, 5-10 %, >10%) Also provide details thereof, in about 50 words or so.

The Company gives utmost importance to scrap management.

The Company has reduced its scrap holding area and started daily scrap disposal for all the major items. This ensures proper control on scrap and timely recycling of them.

Majority of the scrap is recyclable. The waste paper which forms majority of Company's scrap is sold back to paper mills for recycling through scrap dealers. The Company also recycles and reuses its plastic and card board wastes.

The Company follows all possible waste reduction practices in the production of its goods. The Company also gives training to all its employees on different techniques of scrap reduction and ensures that they are followed by these employees. This helps in reduction of Company's carbon footprint.

Principle 3 Businesses should promote the well-being of all employees

1. Please indicate total number of employees : 2750
2. Please indicate the total number of employees hired on temporary/contractual/casual basis :726
3. Please indicate the number of permanent women employee :174

4. Please indicate the number of permanent employees with disabilities :17
5. Do you have an employee association that is recognized by Management : No
6. What percentage of your permanent employees is members of this recognized employee association? N.A.
7. **Please indicate the number of complaints relating to child labour, forced labour, involuntary labour, sexual harassment filed in the last financial year and pending as on the date of financial year:**

Sr.No.	category	No. of complaints filed during the financial year	No. of complaints pending as on end of financial year
1.	Child labour/ forced labour/involuntary labour	Nil	Nil
2.	Sexual harassment	Nil	Nil
3.	Discriminatory employment	Nil	Nil

8. **What percentage of your under mentioned employees were given safety & skill up-gradation training in the last year?**
 - (a) Permanent Employees: 29.42%
 - (b) Permanent Women Employees : 13.22%
 - (c) Casual/ Temporary/ Contractual Employees : 69.28%
 - (d) Employees with Disabilities : 32.51%

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

1. **Has the Company mapped its internal and external stakeholders? Yes/ No.?**

Yes. The Company has mapped its internal and external stakeholders.

2. **Out of the above, has the Company identified the disadvantaged, vulnerable & marginalized stakeholders?**

Yes

3. **Are there any special initiatives taken by the company to engage with the disadvantaged vulnerable & marginalized stakeholders. If so, provide details thereof, in about 50 words or so.?**

The Company has undertaken a unique housing project at Dombivli, Maharashtra for under privileged communities and offered 1008 houses to deserving people from poor economic background at subsidized rates. Primary health care center was development and upgraded to provide quality medical services to the community. Medical examination equipment was provided along with redevelopment of infrastructure facilities. Skill development that would improve the employability of the youth was initiated. Training in repairs and maintenance of white goods and motors was designed to help develop vocational skills.

Principle 5 Businesses should respect and promote human rights

- 1. Does the policy of the company on human rights cover only the company or extend to the Group/ Joint Ventures/ Suppliers/ Contractors/ NGOs/ Others? Partially covered?**

The Company does not have stated Human Rights Policy. However, few of the aspects are covered in the 'Company's Code of Conduct and Ethics of Employees' and 'Sexual Harassment Policy'.

- 2. How many stake holder complaints have been received in the last financial year and what percent was satisfactorily resolved by the management?**

There were nine (9) complaints received from equity shareholders during the financial year 2019-20 and no complaints were pending as on 31st March,2020.

Principle 6 Businesses should respect, protect and make efforts to restore the environment.

- 1. Does the policy related to Principle 6 cover only the company or extends to the Group/ Joint Ventures/ Suppliers/ Contractors/ NGOs/ Others.**

The Company continues to show its commitment to the environment sustainability by having and following environment, water & energy conservation policy and health & safety policies which works towards providing an environmentally sound and safe work atmosphere. All employees are trained and awareness is created of their responsibilities towards conservation, health & safety.

The Company's policies extend to its whole group and associated parties, wherever applicable.

The Company takes care to increase the awareness of its suppliers, vendors, contractors and others with whom it deals by printing the required environment friendly instructions and what the Company expects out of them on all its communications with them such as purchase orders and service orders. The Company also has an additional clause / advise asking all its vendors to use safe and eco friendly packing material and reuse them as much as possible.

The Company also send periodic communication to all its vendors and contractors about the company's policies and expectations in being supportive of environment conservation apart from conducting audits.

- 2. Does the company have strategies /initiatives to address global environmental issues such as climate change, global warming etc.? Y/N. If yes, please give hyperlink for webpage etc.?**

Yes. The Company has strategies/initiatives to address global environment issues as follows :

- By increasing awareness of employees and others through training of its policies. All its employees are well aware of their responsibilities towards conservation, health and safety. They take all necessary steps to reduce the effects of its operations on environment.

- The company operates in a sustainable manner managing material, energy and water consumption by using the same efficiently, wisely and responsibly.
- The **environment policy** guides the Company in ensuring compliance of all related environmental issues and controls by way of waste management, pollution control, etc.
- The **water & energy conservation policy** supports and enhances Company's commitment to environmental sustainability and encourages changes in individual behaviours, actions, and processes.
- The Company communicates with its suppliers, vendors, contractors, etc. about being environment friendly and its expectations regularly. The Company do this by printing slogans, etc. on all its purchase orders, mails, etc. and by periodical communication about its policies and practices in being environment friendly.
- The Company conduct social compliance audits of its vendors as per BSCI norms.
- The Company conducted energy audits in its factories to assess and took necessary corrective actions to minimise energy consumption.
- The Company is undertaking green building initiatives for two of its factories. The obtaining of certificate is under process.
- The plants have following certifications which are renewed on regular basis showcasing Company's commitment to its EHS and quality initiatives.
 - BSCI – A Grade
 - WCA
 - Sedex Members Ethical trade Audit (SMETA)
 - ISO 9001 : 2015
 - ISO 14001 : 2015
 - OHSAS 18001 : 2007
 - WAREX – Warehouse Excellency Award, Platinum Grades awarded to its warehouses by Institute of Logistics, CII
 - FSC Certification by Forest stewardship Council

Responsible Sourcing/social audits for customers like Walmart, Target, Staples, etc. are successfully completed. All the compliance audits of new clients are attended to and

successfully completed which shows Company's continuous upgradation to all new requirements.

3. Does the Company identify and assess potential environmental risks? Y/N

Yes. The Company conducts Environment Risk assessment for all its processes and activities and take precautions / corrective actions as per the analysis. This is done annually or whenever any new activity is introduced.

4. Does the Company have any project related to Clean development Mechanism? If so, provide details thereof, in about 50 words or so. Also, if Yes, whether any environmental compliance report is filed?

The Company believes and is focused on clean development mechanism and has taken up many projects thereby reducing its carbon footprint. Some of them are as follows :

- a. India has rich availability of sunlight. In order to tap this natural resource, the Company has installed sky pipe technology to use focused sun light instead of electricity for lighting the plant. Until now the Company has installed the same in many of Company's premises to save power of 5.04 kwh units/hr. The project is successfully maintained since 3 years.
- b. Until now the Company has installed 724 KWP solar panels in two of Company's factories. The Company use this solar power in place of regular power consumption of our factories. Both factories put together, the power consumption is reduced by around 30% because of this.
- c. The Company has installed capacity of 4.8 MW of wind power which generates 77,38,000 units of power every year.

The Company submit annual Environmental Audit Statement report submitted to local MPCB yearly as per the legal requirement.

5. Has the company undertaken any other initiatives on- clean technology, energy efficiency, renewable energy etc. Y/N. If yes, please give hyperlink for web page etc.?

Apart from the points mentioned in point no. 4 above, the Company also follow below initiatives in its plants to reduce environmental impacts. There are many new initiatives taken in additional to previous ones which are listed below.

1. Clean Technology :

- The Company uses Bagasse and FSC paper in manufacturing to reduce the forest depletion.
- The Company test the plastics and other relevant materials for compliance of REACH, SVHC and use only safe materials.

2. Power Consumption :

- Production is run on solar power as much as possible. At present the Company is producing approximately 9,00,000 KWH per year in-house with the help of solar panels.

- The Company has installed sky pipes, an unique solution to use focused day light inside the buildings. By using this, the Company has increased the lux levels from 150 to 300. Power saved is calculated at 5.04 kwh/hour with the amount saving of Rs.23 per hour.
- Natural light is used majorly during day time by using polycarbonate sheets in the roof and side walls to allow daylight inside the warehouse.
- Instead of air compressors the Company use air guns and other alternative methods for cleaning wherever possible.
- Lights used in the plants are 28 Watts tube lights of T5 variety and LED lights which gives more lux levels with less power consumption.
- All the computers are with the settings to go into sleep mode if inactive for three minutes. This ensures minimum power consumption when computers are not in use.
- The inside temperature of the plants are kept low by 4-5 degrees Celsius by insulating the building by smart board.
- Roof is insulated by fibre glass insulation with aluminum foil to keep temperatures low by reflecting sunlight.
- Instead of providing additional lights to increase lux levels in production, the Company has rearranged the lights to provide almost 50% more lux with same number of lights.
- Energy efficient motors of 65HP are installed in its machinery to reduce power consumption of those machines considerably.
- Navneet maintains all its electrical equipment in proper condition. Systems are set so that minimum power is consumed.

3. Transport : In continuation with Company's sustainability initiatives, the Company has started ocean transport of our raw material in place of road transport, thereby saving on fuel, time and money.

While making agreements with transporters, the Company insist that vehicles with PUC and proper maintenance only need to be used for our purposes. Without PUC, no vehicle is allowed within its premises nor used for our loading and unloading purposes.

4. Environment Initiatives :

- The Company is maintaining more than ten thousands trees and plants in its factories to increase the green cover. The Company has started the concept of garden green in its factories, where in it covers as much open place as possible with greenery including lawns. The Company adds around 300-400 trees every year in its factories.

- Rain water harvesting is done by way of self constructed pond and wells in its plants.
- Solar heater used for heating water and cooking in canteen operations.
- Solar panels of 724 KWP generate 9,00,000 KWH of solar power is generated per year.
- By making all these improvements, the Company is reducing CO2 emissions by around 671 MT per year because of reduced power consumption and less waste generated. Until now the Company saved around 5600 MT of CO2 emissions.
- The Company is identified as Giga-guru for its demonstrated results and continuous efforts in reducing CO2 emissions in the project Gigaton of its prime customer.

6. **Are the Emissions/Waste generated by the Company** within the permissible limits given by CPCB/SPCB for the financial year being reported?

Yes. We conduct periodical emission / waste water testing as per norms and confirm that the parameters are maintained within the levels prescribed by the PCB.

7. **Number of Show Cause/ legal notices received from CPCB? SPCB which are pending) i.e. not resolved to satisfaction) as on end of Financial Year.: Nil**

Principle 7 Businesses when engaged in influencing public and regulatory policy should do so in a responsive manner

1. **Is your Company a member of any trade and chamber or association? If yes, Name only those major ones that your business deals with:**

The Company is member of:

- Indian Merchant's Chamber
- The Federation of Educational Publishers in India
- Bombay Booksellers & Publishers Association
- The Federation of Indian Publishers
- CAPEXIL
- Gujarat Chamber of Commerce & Industry

2. **Have you advocated/lobbied through above associations for the advancement or improvement of public good? Yes/ No. If yes specify the broad areas(drop box: Governance and Administration, Economic Reforms, Inclusive development Policies, Energy security, water , Food Security, Sustainable Business Principles, Others) :No**

Principle 8 Businesses should support growth and equitable development

1. Does the Company have specified programmes/initiatives/projects in pursuit of the policy related to Principle 8? If yes details thereof.

The Company has contributed to the development in the field of education, health and medical aid, animal welfare, sports development, tribal development and others.

2. Are the programmes /projects undertaken through in- house team/own foundation/external NGO/government structures/any other organization?

The Company works in collaboration with non-government organizations and its own foundation called 'Navneet Foundation' to reach out to the deprived communities and groups.

3. Have you done any impact assessment of your initiative?

All the programs are monitored on regular basis through quarterly reports and mid-term reports, visits and meetings. The beneficiary meetings provided the outcome and impact of the interventions of various partner organizations.

4. What is your company's direct contribution to community development projects-Amount in INR and the details of the project undertaken.

Sector	Amount in INR
Education	2,29,90,197.00
Medical	2,85,72,591.00
Animal welfare	49,87,000.00
Others	75,59,450.00
Total	6,41,09,238.00

Quality of education for children and youth is vital for development in society. Children belonging to under privileged communities were provided support by tuition fees, providing education kit and overall development programs. Health and medical care were provided to individuals and organizations working in the sector for improvement of health services, medical aid and treatment and improving life style. Efforts to impact the voiceless animals are important for biodiversity and environment development through provision of medical care, food and shelter to the distressed.

5. Have you taken steps to ensure that this community development initiative is successfully adopted by the community? Please explain in 50 words or so.

The Company has emphasized its efforts towards sustainable development through interventions with various programs. Implementing partners are approved on basis of their strategies to work with community participation and contribution. This is to ensure that programs implemented develop the knowledge and resources of the community in order to sustain.

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

1. What percentage of customers complaints/consumer cases are pending as on the end of financial year.

Presently, there are no pending consumer complaint .

2. **Does the company display product information on the product label, over and above what is mandated as per local laws? Yes/No /N.A./Remarks(additional information):** Not Applicable

3. **Is there any cases filed by any stakeholder against the company regarding unfair trade practices, irresponsible advertising and/or anti-competitive behavior during the last five years and pending as on end of financial year, If so, provide details thereof, in about 50 words or so. :** No

4. **Did your company carry out consumer survey/consumer satisfaction trends?**

For some of stationery brand, consumer survey in the form of feedback by filling questionnaire form is carried out by the Company.

-XXX-