



CSR (Corporate Social Responsibility) Policy

We as an individual and as an Organization are part of a society. We continuously learn and benefit from the Society in many ways. We at Gilard, as a Corporate, recognize our responsibility towards the society and strive to give back to the Society in whatever way we best can, based on our capabilities and resources.

We shall have documented Objectives and Procedures to identify, implement and monitor the activities performed, aimed towards our CSR.

Written By:

Maminder
24/12/2021

Checked By:

[Signature]
24/12/2021

Approved By:

[Signature]
24/12/21



CORPORATE SOCIAL RESPONSIBILITY

Objective: To behave ethically and contribute to economic development while improving the quality of life of the workforce and their families as well as of the local community and society at large. Refer corporate social responsibility Policy (QS/POLICY-34).

How it works?

The Directors of the company decide the areas in which the company would contribute to pay back to the Society. This decision gives a direction to our CFT, Team EHSAS (Environment Health Safety And Society) whose members plan activities around the year to achieve desired results. Besides Gilardians and their families, the activities of Team EHSAS also cover the public in general.

- 1) **Environment, Health and Safety (EHS):** GEPL understand the importance of environmental protection and try not to contribute to its degradation, prevent the employees from occupational injuries and ill health. We have a CFT for this purpose by the name of EHSAS (Environment Health Safety And Society). Members of this team represent employees from different departments.
- 2) **Environment:** All equipment's and infrastructure for environmental management are in conformity with regulatory standards. EHSAS Team is actively involved to take positive initiatives to save the environment. The month of June is celebrated as the Environment month. All employees are encouraged to participate in various competitions organized in relation to environment concerns. Efforts are made to involve families of employees also in this contest. Best entries are awarded.
- 3) **Recruitment of physically challenged people:** Initiatives are taken to open doors of employment to the disabled candidates (persons with different abilities) and help them earn a livelihood. Such applicants are employed in different departments of GEPL. Five percent of total employees of our organization shall be differently-abled persons.
- 4) **Free health check up camps and blood donation camps:** Free health check up camps for employees are organized within the company premises by Team EHSAS.
- 5) **Equal opportunity to both the sexes:** Equal opportunity and remuneration is given to both the sexes. Ratio of female staff is comparatively more than the male staff. Child labour is strictly prohibited in company premises. Benefits of ESI and Provident Fund are provided to every employee of GEPL. Maternity benefits are provided to female staff of the company.
- 6) **Against Sexual harassment:** GEPL has a strict policy against sexual harassment of its employees (QS/Policy-30). We have in place a "Safety Committee" which by design is headed by a woman and more than 50% of members are also women. This committee is also responsible for attending to complaints regarding sexual harassment. Persons harassing other are supposed to be dealt with swiftly and vigorously. Anyone who violates this policy is open to disciplinary action up to and including discharge or penal action based on the nature of offense.

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- 7) Intern Training's:** GEPL provide practical learning to the students as a part of social responsibility of the organization. We try to impart best of the skills in the students so that it helps them in their future jobs.
- 8) Educate Gilard's Suppliers:** To Educate Gilard's suppliers on environment concerns weekly emails on environment issues are forwarded to main suppliers .This is done on every Monday. EMS & OHSAS Policies are forwarded once a Quarter.Suppliers are also educated via Supplier Process Audit conducted by Purchase Department. Relevant questions are added to Form S2 GE/F-06/23 used for audit purpose.
- 9) Notice Board Updation:** As part of Gilards CSR, environment and safety related messages are displayed on electronic board at the Reception and Outside Area .This is done in the Ist week of every month.
- 10) EHSAS Activities For Society At Large:** The CFT EHSAS works towards contributing to the society in many ways. Some initiatives include arranging blood platelet donors for cancer patients around the year; arranging blood donors for patients around the year; holding an annual blood donation camp in the company; collecting old newspapers and magazines for SAHYOG, an NGO working with mentally challenged children; performing skits and initiating walkathons to sensitize the society on environmental concerns; etc

Details Of Revision	
Revision	Details
2	Point No. 8 & 9 added.
3	In point no. 8 Suppliers are also educated via Supplier Process Audit conducted by Purchase Department. Relevant questions are added to Form S2 GE/F-06/23 used for audit purpose. , Point 10 added and in point No. 4 date of blood donation camp is deleted.
4	<i>How it works?</i> The Directors of the company decide the areas in which the company would contribute to pay back to the Society. This decision gives a direction to our CFT, Team EHSAS (Environment Health Safety And Society) whose members plan activities around the year to achieve desired results. Besides Gilardians and their families, the activities of Team EHSAS also cover the public in general added. Point No 3: Five percent of total employees of our organization shall be differently-abled persons added. & Status as in September 2012: Neeraj Kumari in Stores, Ritu Sharma in Operations, Kulwinder Kaur in Assembly and Amrit Pal in Tool-Room deleted.

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