

BUSINESS RESPONSIBILITY REPORT 2019-20

Section-A

1	Corporate Identity Number (CIN) of the Company	L74899DL1985PLC020401
2	Name of the Company	Minda Corporation Limited
3	Registered address	A-15, Ashok Vihar, Phase-I, Delhi-110052
4	Website	www.sparkminda.com
5	E-mail id	investor@mindacorporation.com
6	Financial Year reported	2019-20
7	Sector(s) that the Company is engaged in (industrial activity code-wise)	
	Product Description	NIC Code of the Product of the Services
1.	Lock Kits & Lock Sets for Automobiles	25934
2.	Wiring harness & components for Automobiles	27320
3.	Starter Motor & Alternator	2710 & 29304
4.	Aftermarket- Trading in Automotive Component	4530
5.	Casting of non-ferrous metals	24320
8	List three key products/services that the Company manufactures/ provides (as in balance sheet)	Wiring Harness, Lock Kits, & Lock Sets and Casting of non-ferrous metals
9	Total number of locations where business activity is undertaken by the Company	
	a) Number of International Locations	5 (Five) including subsidiaries
	b) Number of National Locations	19 (Nineteen) including Group Corporate Office
10	Markets served by the Company – Local/State/National/ International	Asia (including all over India), Europe, North America and South America

SECTION B

FINANCIAL DETAILS OF THE COMPANY

S. No	Financial Details of the Company	FY 2019-20 (₹ in Million)	FY 2018-19 (₹ in Million)
1	Paid up Capital	454	454
2	Total Turnover	21305	23708
3	Total profit/(loss) after taxes	(2411)	1606
4	Total Spending on Corporate Social Responsibility (CSR) as percentage of profit after tax (%)	Our total spend on CSR for FY2019-20 is ₹ 36.94 Million which is more than 2% of average net profits of the last 3 financial years.	
5	List of activities in which expenditure in 4 above has been incurred in the FY 2019-20	<ul style="list-style-type: none"> - Promoting Women Empowerment, - Empowerment of persons with disabilities, - Education & Skilling, - Community infrastructure project 	

SECTION C

OTHER DETAILS

1	Does the Company have any Subsidiary Company/ Companies?	Yes
2	Do the Subsidiary Company/Companies participate in the (Business Responsibility) BR Initiatives of the parent company? If yes, then indicate the number of such subsidiary company(s)	The subsidiary companies are not required to comply with the Business Responsibility in initiatives as per the laws applicable to them.
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%	The company actively engages with its suppliers through its BR initiatives. Currently percentage of suppliers covered under this initiative is less than 30%

SECTION D

BR INFORMATION

1 Details of Director/Directors responsible for BR:

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

DIN 03033960

Name Mr. Laxman Ramnarayan

Designation Executive Director & Group CFO

(b) Details of the BR Head

Particulars	Details
Name	Mr. Ajay Sancheti
Designation	Company Secretary & Compliance officer
Telephone number	0124-4698400
E-mail id	asancheti@mindacorporation.com

Principle 1

Business should conduct and govern themselves with Ethics, Transparency and Accountability

Principle 2

Businesses should provide goods and services that are safe and contribute to sustainability throughout their life cycle

Principle 3

Business should promote the well-being of all employees

Principle 4

Businesses should respect the interest of and be responsive towards all stakeholders, especially those who are disadvantaged, vulnerable & marginalised

Principle 5

Business should respect and promote human rights

Principle 6

Business should respect, protect and make efforts to restore the environment

Principle 7

Businesses when engaged in influencing public and regulatory policy should do so in a responsible manner

Principle 8

Business should support inclusive growth and equitable development

Principle 9

Business should engaged with and provide value to their customers and consumers in a responsible manner

2. Principle-wise Business Responsibility Policy/ Policies

S. No	Questions	Principle (Yes / No)								
		P1	P2	P3	P4	P5	P6	P7	P8	P9
1	Do you have a policy/ policies for....					Yes				
2	Has the policy being formulated in consultation with the relevant stakeholders?					Yes				
3	Does the policy conform to any national / international standards? If yes, specify?					Yes				
4	Has the policy being approved by the Board? Is yes, has it been signed by MD/ owner/ CEO/ appropriate Board Director?					Yes				
5	Does the company have a specified committee of the Board/ Director/ Official to oversee the implementation of the policy?					Yes				
6	Indicate the link for the policy to be viewed online?									https://sparkminda.com/wp-content/uploads/2020/04/Business-Responsibility-Policy.pdf
7	Has the policy been formally communicated to all relevant internal and external stakeholders?					Yes				
8	Does the company have 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?					Yes				

*The whistle blower policy, code of conduct, Code of Conduct under Insider Trading, prevention of sexual harassment policy and Corporate Social Responsibility Policy are framed as per the requirements of the respective legislations of India.

- b) If answer to the question at serial number 1 against any principle, is 'No', please explain why: (Tick up to 2 options):
- Not Applicable

3 Governance related to Business Responsibility

S. No	Particulars	
a)	Indicate the frequency with which the Board of Directors, Committee of the Board or CEO to assess the BR performance of the Company. Within 3 months, 3-6 months, Annually, More than 1 year	Regular monitoring is being done of BR initiatives and complete assessment is done on need basis, from time to time.
b)	Does the Company publish a BR or a Sustainability Report? What is the hyper-link for viewing this report? How frequently it is published?	Company has published Business Responsibility Report annually as part of the annual report. The same can be accessed at our website www.sparkminda.com at https://sparkminda.com/wp-content/uploads/2018/07/Business-Responsibility-Policy.pdf

SECTION-E

PRINCIPLE-WISE PERFORMANCE

Principle 1

1	Does the policy relating to ethics, bribery and corruption cover only the company? Yes/No.	No.
	Does it extend to the Group/Joint Ventures/ Suppliers/ Contractors/NGOs /Others	Our policy under this principle include : (a) Code of Conduct (b) Whistle Blower mechanism/policy (c) Business Responsibility Policy. (d) Code of Conduct under Insider Trading While the above mentioned policies/codes are currently applicable to its subsidiaries but not applicable on joint-ventures/ suppliers/contractors. It is available on the intranet and on the Company's webpage.
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.	No complaints were received during the year 2019-20, from various stakeholders.

Principle 2

1	List up to 3 of your products or services whose design has incorporated social or environmental concerns, risks and/ or opportunities.	The company is engaged in the manufacturing of: - Wiring Harnesses, - Automotive Locks -Lock-Kits including spares - Die casted parts for Automotive & Non-Automotive products These products have insignificant social or environmental concern or risk.
2	For each such product, provide the following details in respect of resource use (energy, water, raw material etc.) per unit of product(optional):	The Company always take efforts for optimum utilization of natural resources like solar energy consumption, reduction in water consumption, hazardous waste reduction, A4 Paper consumption reduction. In plants located in West India and in North India our company is under the process of implementation of Solar Power Projects to become more environments friendly.
	a) Reduction during sourcing/production/ distribution achieved since the previous year throughout the value chain?	Not Applicable
	b) Reduction during usage by consumers (energy, water) has been achieved since the previous year?	Not Applicable
3	Does the company have procedures in place for sustainable sourcing (including transportation)?	Yes, The company has a procurement policy in place for purchase of goods and raw material. The company has identified the regional vendors for different components/materials based on QCDDS (Quality, Cost, Development, Deliver & Services) criteria.
	(a) If yes, what percentage of your inputs was sourced sustainably? Also, provide details thereof, in about 50 words or so	It is difficult to ascertain the percentage of inputs sourced from these suppliers accounting towards total inputs due to different kind of materials being used by the Company.
4	Has the company taken any steps to procure goods and services from local & small producers, including communities surrounding their place of work?	Yes, the company's effort to procure the material from local sources to avoid lead time & transportation.

	(a) If yes, what steps have been taken to improve their capacity and capability of local and small vendors?	Localization is paramount to sourcing strategy and the company is procuring goods and services from local suppliers (regional) which include large, mid-size and small scale industries which meets our criteria of QCDDS. The SQA (Supplier Quality Assurance) works along with suppliers to improve the capability & quality.
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 10%). Also, provide details thereof, in about 50 words or so.	Considering the nature of business there are no significant emissions or process wastes. The company recycle materials wherever it is usable within the company which cannot be reused is disposed off in a manner in compliance with applicable statutory provisions.

Principle-3

1	Please indicate the Total number of employees	There were 2987 number of permanent employees as on 31st March 2020 in the Company.
2	Please indicate the Total number of employees hired on temporary/contractual/casual basis.	There were 12076 numbers of employees hired on contractual / temporarily as on 31st March 2020 in the Company.
3	Please indicate the Number of permanent women employees.	There were 228 numbers of permanent female employees as on 31st March 2020.
4	Please indicate the Number of permanent employees with disabilities	There were 360 employees with disabilities as on 31st March 2020. (on-roll + contractual)
5	Do you have an employee association that is recognized by management?	Yes, we have employee union in Murbad and Pithampur Plants
6	What percentage of your permanent employees is members of this recognized employee association?	5.30%
7	Please indicate the Number of complaints relating to child labour, forced labour, involuntary labour, sexual harassment in the last financial year and pending, as on the end of the financial year.	NIL

No.	Category	No of complaints filed during the financial year	No of complaints pending as on end of the financial year
1	Child labour/Forced labour/involuntary labour	NIL	NIL
2	Sexual harassment	NIL	NIL
3	Discriminatory Employment	NIL	NIL
4	What percentage of your under mentioned employees were given safety & skill up gradation training in the last year?		
a	Permanent Employees	95%	
b	Permanent Women Employees	96%	
c	Casual/Temporary/Contractual Employees	85%	
d	Employees with Disabilities	95%	

Principle 4

1	Has the company mapped its internal and external stakeholders? Yes/No	Yes
2	Out of the above, has the company identified the disadvantaged, vulnerable & marginalized stakeholders? Yes/No	Yes
3	Are there any special initiatives taken by the company to engage with the disadvantaged, vulnerable and marginalized stakeholders. If so, provide details thereof, in about 50 words or so.	Yes, the Company has identified people with disabilities (PWDs), as one of the most systematically disadvantaged groups in society, with less job opportunities due to lack of inclusive practices, opportunities and agency. We understand that inclusivity is paramount to a responsible business and collective growth of disadvantaged sections of society. Taking this into account, we have taken initiatives in the field of skilling, healthcare, artificial limb fitment and facilitating employment for PWDs.

Women and children are also our key stakeholders as they lack agency, opportunities and autonomy in everyday life. We run skill centers in five states of India to facilitate trainings in essential soft, behavioral and technical skills that help in the overall growth of individuals. Regular health camps, menstrual health and family planning awareness workshops are also organized within the communities to strengthen overall health, hygiene and wellbeing.

Principle-5

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?	The Company has adopted Code of conduct & ethics and whistle blower policy along with Business responsibility policies. These policies are applicable to the Directors and employees of the company, the underline principles are communicated to vendors, suppliers and distributors and other key business associates of the Company, which they are expected to adhere to while dealing with the company. For the foreign subsidiaries, the code and policy is applicable in line with the requirement of the respective countries of operations.
2	How many stakeholder complaints have been received in the past financial year and what percent was satisfactorily resolved by the management?	During the past financial year, the company has not received any complaint except certain requests for providing copies of hard copies of annual reports, re-issuance of Demand draft of dividend, payment etc. which were provided to the satisfaction of the stakeholders.

Principle-6

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 continuously makes efforts to safeguard the environment. Steps are taken for optimal utilization of our resources in-lined with ISO-14001 standards requirement. The Company's environmental policy extend to its suppliers The Company's environmental policy extend to its suppliers/Group/Contractors and all other stakeholders and also communicated through Visual displays in company premises..
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 hyper-link for web-page etc.	Yes, We have taken various initiatives to address global environmental issues. The emissions or waste generated by the Company are within the permissible limits specified by the Central Pollution Control Board (CPCB) and State pollution control Board (SPCB). The Business responsibility policy of the company specifies its approach towards protection of environment; the policy is applicable for all employees of the company and its subsidiaries. Web Link- http://csr.minda.co.in/tree-plantation-protection/
3	Does the company identify and assess potential environmental risks? Y/N	Yes, environmental risk is covered in the company principles that are based on ISO 14001 standards. One risk is identified and steps are taken to measures and mitigate the risk.
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 continues to work towards development and implementation of climate change mitigation project mainly through energy saving projects across the company. However we do not have any registration of CDM projects. All the Units of the Company have filed environmental compliance reports as per the requirement of applicable environmental laws. In addition to this the Company runs the various programmes for environment protection such as Rooftop Solar Energy Generation, Plantation Drive, Water Conservation Drive.
5	Has the company undertaken any other initiatives on – clean technology, energy efficiency, renewable energy, etc. Y/N. If yes, please give hyper-link for web page etc	Covered under Board report which forms part of the Annual Report.
6	Are the Emissions/Waste generated by the company within the permissible limits given by CPCB/SPCB for the financial year being reported?	Yes
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

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 : 1. Automotive Component Manufacturers Association (ACMA) 2. Confederation of Indian Industries (CII) 3. Quality Circle Forum of India (QCFI)
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

1	Does the company have specified programmes/initiatives/projects in pursuit of the policy related to Principle 8? If yes details thereof.	<p>Yes, the company has a Corporate Social Responsibility Policy which has derived its core values from Companies Act 2013. The company undertakes purposeful activities for the welfare of society, which includes the following:</p> <p>A. Education and Livelihood Promotion</p> <p>i) Dual System of Training Programme</p> <p>ii) Business Integrated Prison Programme</p> <p>The above programmes are undertaken in five states of India- Tamil Nadu, Maharashtra, Uttarakhand, Haryana and Uttar Pradesh.</p> <p>B. Empowerment of Persons with Disability</p> <p>The programme “Saksham” is conducted in Maharashtra, Uttar Pradesh and Jammu & Kashmir.</p> <p>C. Health & Well-being & safety Programme</p> <p>This programme includes Women Empowerment, Menstrual Hygiene, Eye Healthcare Program, Blood Donation Programme and is being run in Uttar Pradesh, Tamilnadu, Uttarakhand, Haryana and Maharashtra.</p> <p>D. Community Infrastructure</p> <p>This Programme include Model School Development Program- digitization, sanitation, safe drinking water etc and the same is being run in Uttar Pradesh, Tamilnadu, Uttarakhand, Haryana and Maharashtra</p> <p>E. Environment and Resource Protection</p> <p>This programme includes the Solar Energy Generation, Plantation Drive, Water Conservation Drive and is being run both inside and outside the plant.</p>
	Are the programmes/projects undertaken through in-house team/own foundation/external NGO/government structures/any other organization?	<p>The company has established its own foundation called “Spark Minda Foundation”, which is a section 8 company and 100% subsidiary of Minda Corporation Limited.</p> <p>The foundation also engages like minded technical agencies and NGO's to implement specialized projects.</p>
3	Have you done any impact assessment of your initiative?	Yes, we do structured assessment of our initiatives. The company has received positive feedback for its efforts from stakeholders.

4	What is your company's direct contribution to community development projects- Amount in INR and the details of the projects undertaken	S. No	Projects or Activities	Amount (₹ in Million)	Amount spent: Direct or through implementing agency
		1	Promoting Women Empowerment	0.50	Through Implementing Agency
		2	Empowerment of the persons with disabilities	12.31	
		3	Education & Skilling	23.61	
		4	Community Infrastructure Project	0.52	
		Total		36.94	-
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.	<p>Yes, the company regularly monitors the projects to ensures that they are adopted and continued within communities. For this purpose, our skilling centres are strategically located close to communities of intervention, which enables sustained and regular interaction of the team with the local population.</p> <p>In addition, skill development, workshops on behavioural changes and sustained impact of projects ensures that the initiatives are successfully adapted by the community.</p>			

Principle-9

1	What percentage of customer complaints/consumer cases are pending as on the end of financial year.	As on the end of FY 19-20, 3.45% (45 out of 1304 case) complaints are pending
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)	<p>Quality</p> <p>Yes (As per Legal Metrology Packaged Commodities Guideline)</p>
3	Is there any case filed by any stakeholder against the company regarding unfair trade practices, irresponsible advertising and/or anti-competitive behaviour 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 any consumer survey/ consumer satisfaction trends?	On Special requirement. Last Meet with Business Partners at Pune in Feb 2018 to take overview on 6 (Six) strategic points like People, Place, Product, Promotion, Process, & New Ideas / Suggestions.