KOKUYO CAMLIN LIMITED
Regd. Office : 48/2, Hilton House, Central Road,
MIDC, Andheri (East), Mumbai - 400 093. INDIA
Tel.: 91-22-6655 7000 Fax : 91- 22-2836 6579
E-mail : info@kokuyocamlin.com
Website : www.kokuyocamlin.com
CIN - L24223MH1946PLC005434

5th July, 2022

The Secretary,
BSE Limited
Corporate Relationship Department
1st Floor, New Trading Ring
Rotunda Building, P.J.Towers,
Dalal Street, Fort, Mumbai-400 001

Scrip Code: 523207

The Manager,
Listing Department
National Stock Exchange of India Limited
Exchange Plaza, Bandra-Kurla Complex
Bandra (East),Mumbai – 400 051

Scrip Code: KOKUYOCMLN

Dear Sir,

Sub : Business Responsibility and Sustainability Report for FY 2022-2023

Pursuant to Regulation 34(2)(f) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we are enclosing herewith the Business Responsibility and Sustainability Report of the Company for the financial year 2022-2023.

You are requested to take note of the above.

Thank you.
For KOKUYO CAMLIN LIMITED

Vipul Vasant Bhoy
Digitally signed by Vipul Vasant Bhoy
Date: 2023.07.05 18:21:59 +05'30'

VIPUL BHOY
COMPLIANCE OFFICER

Encl: a/a

Business Responsibility & Sustainability Report

(The Company was not falling under top 1000 listed entities based on the market capitalization as on 31st March, 2022)

SECTION A: GENERAL DISCLOSURES

I. Details of the listed entity

1.	Corporate Identity Number (CIN) of the Listed Entity	:	L24223MH1946PLC005434
2.	Name of the Listed Entity	:	Kokuyo Camlin Limited
3.	Year of Incorporation	:	1946
4.	Registered office address	:	48/2, Hilton House, Central Road, MIDC, Andheri (E), Mumbai - 400093
5.	Corporate address	:	48/2, Hilton House, Central Road, MIDC, Andheri (E), Mumbai - 400093
6.	E-mail	:	corporate@kokuyocamlin.com
7.	Telephone	:	022 66557000
8.	Website	:	www.kokuyocamlin.com
9.	Financial year for which reporting is being done	:	1st April, 2022 to 31st March, 2023
10.	Name of the Stock Exchange(s) where shares are listed	:	i) The BSE Ltd. ii) The National Stock Exchange of India Ltd.
11.	Paid-up Capital	:	INR 100303806/-
12.	Name and contact details (telephone, email address) of the person who may be contacted in case of any queries on the BRSR report	:	Mr. Vipul Bhoy, Compliance Officer Telephone - 022 66557000, email - corporate@kokuyocamlin.com
13.	Reporting boundary - Are the disclosures under this report made on a standalone basis (i.e. only for the entity) or on a consolidated basis (i.e. for the entity and all the entities which form a part of its consolidated financial statements, taken together).	:	Standalone basis

II. Products/services

14. Details of business activities *(accounting for 90% of the turnover)*

S. No.	Description of Main Activity	Description of Business Activity	% of Turnover of the entity
1	Manufacturing and trading	Manufacturing and trading of consumer products viz. Stationery and colour products used for scholastic and art purpose	100%

15. Products/Services sold by the entity (accounting for 90% of the entity's Turnover):

S. No.	Product/Service	NIC Code	% of total Turnover contributed
1	Consumer products (Stationary items including Fine Arts & Hobby Products, Scholastic products, Markers, Notebook, Technical instruments, adhesives etc.)	32901, 32909, 46496, 47613	100%

Business Responsibility & Sustainability Report (Contd.)

III. Operations

16. Number of locations where plants and/or operations/offices of the entity are situated:

Location	Number of plants	Number of offices
National	3	3
International	Nil	Nil

17. Markets served by the entity:

a. Number of Locations :

Location	Number
National (No. of States)	Pan India
International (No. of Countries)	9

b. What is the contribution of exports as a percentage of the total turnover of the entity:

4.23%

c. A brief on types of customers

Company is one of the oldest and recognised stationery brands in India. The Company has diversified portfolio in office and school stationery segment comprising inks, colours, writing instruments, technical and drawing instruments, office stationery, markers, notebooks, scholastic and hobby art materials. Company serves the retail market through its strong distribution network across India.

IV. Employees

18. Details as at the end of Financial Year:

a. Employees and workers (including differently abled):

S. No.	Particulars	Total (A)	Male		Female	
			No. (B)	%(B/A)	No. (C)	% (C / A)
EMPLOYEES						
1.	Permanent (D)	856	803	94%	53	6%
2.	Other than Permanent (E)	127	123	97%	4	3%
3.	**Total employees (D + E)**	**983**	**926**	**94%**	**57**	**6%**
WORKERS						
4.	Permanent (F)	112	105	94%	7	6%
5.	Other than Permanent (G)	0	0	0%	0	0%
6.	**Total workers (F + G)**	**112**	**105**	**94%**	**7**	**6%**

b. Differently abled Employees and workers:

S. No.	Particulars	Total (A)	Male		Female	
			No. (B)	%(B/A)	No. (C)	% (C / A)
EMPLOYEES						
1.	Permanent (D)	1	1	100%	0	0
2.	Other than Permanent (E)	0	0	0	0	0
3.	**Total differently abled employees (D + E)**	**1**	**1**	**100%**	**0**	**0**
WORKERS						
4.	Permanent (F)	0	0	0	0	0
5.	Other than Permanent (G)	0	0	0	0	0
6.	**Total workers (F + G)**	**0**	**0**	**0**	**0**	**0**

Business Responsibility & Sustainability Report (Contd.)

19. Participation/Inclusion/Representation of women

Particulars	Total (A)	No. and percentage of Females	
		No. (B)	%(B/A)
Board of Directors	**6**	**1**	**16.67%**
Key Management Personnel	3	1	33.33%

20. Turnover rate for permanent employees and workers

	FY 2022-2023			FY 2021-2022			FY 2020-2021		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Permanent Employees	27.90%	14.16%	27.12%	22.41%	13.79%	13.79%	12.41%	4.87%	7.73%
Permanent Workers	3.26%	25.00%	4.04%	1.80%	0	1.67%	3.26%	25.00%	4.04%

V. Holding, Subsidiary and Associate Companies (including joint ventures)

21. (a) Names of holding / subsidiary / associate companies / joint ventures

S. No.	Name of the Holding / Subsidiary/ Associate companies / joint ventures (A)	Indicate whether Holding/ Subsidiary/ Associate/ Joint Venture	% of shares held	Does the entity indicated at column A, participate in the Business Responsibility initiatives of the listed entity? (Yes/No)
1	Kokuyo Co. Ltd., Japan	Holding Company	74.44%	No

VI CSR Details

22. (i) Whether CSR is applicable as per section 135 of Companies Act, 2013: (Yes/No): During the year under review, the Company was not required to spend on CSR activities as prescribed under Section 135(5) of the Companies Act, 2013 due to losses in two out of three preceding financial years.

(ii) Turnover (in ₹) : 77494.32 Lakhs

(iii) Net worth (in ₹) : 26257.60 Lakhs

VII. Transparency and Disclosures Compliances

23. Complaints/Grievances on any of the principles (Principles 1 to 9) under the National Guidelines on Responsible Business Conduct:

Stakeholder group from whom complaint is received	Grievance Redressal Mechanism in Place (Yes/No) (If Yes, then provide web-link for grievance redress policy)	FY 2022-23			FY 2021-22		
		Number of complaints filed during the year	Number of complaints pending resolution at close of the year	Remarks	Number of complaints filed during the year	Number of complaints pending resolution at close of the year	Remarks
Communities	-	-	-	-	-		-
Investors (other than shareholders)	NA	-	-	-	-	-	-
Shareholders	Yes, https://www.kokuyocamlin.com/company-info	3	0	-	3	0	-

Business Responsibility & Sustainability Report (Contd.)

Stakeholder group from whom complaint is received	Grievance Redressal Mechanism in Place (Yes/No) (If Yes, then provide web-link for grievance redress policy)	FY 2022-23			FY 2021-22		
		Number of complaints filed during the year	Number of complaints pending resolution at close of the year	Remarks	Number of complaints filed during the year	Number of complaints pending resolution at close of the year	Remarks
Employees and workers	Yes, https://www.kokuyocamlin.com/camel/gallery/uploads/company_policies/company-policies-2014-236.pdf	0	0	-	2	1	The Complaint pending resolution at the close of the year was internally reviewed and finally closed with the complainant in the subsequent financial year.
Customers	Yes, https://www.kokuyocamlin.com/contact-us	151	0	All complaints received with proper consumer details are settled well within the Turnaround Time (TAT) of 8 days.	101	0	All complaints received with proper consumer details are settled well within the TAT of 8 days.
Value Chain Partners	Yes. The Company has COC 'Kokuyo Group Hotline' link provided to the Value Chain Partners. The Company has provided option on its website and its inhouse application viz. Vendor sampark to raise their concerns, if any. https://www.kokuyocamlin.com/contact-us	0	0	-	0	0	No Distribution channel partners, suppliers, vendors issues received during the year
Other (please specify)	-	-	-	-	-	0	-

24. Overview of the entity's material responsible business conduct issues

Please indicate material responsible business conduct and sustainability issues pertaining to environmental and social matters that present a risk or an opportunity to your business, rationale for identifying the same, approach to adapt or mitigate the risk along-with its financial implications, as per the following format:

S. No.	Material issue identified	Indicate whether risk or opportunity (R/O)	Rationale for identifying the risk / opportunity	In case of risk, approach to adapt or mitigate	Financial implications of the risk or opportunity (Indicate positive or negative implications)
1.	Plastic waste management	Risk	Compliance with Laws and Regulations	The Company is registered as Brand Owner by Central Pollution Control Board for disposal of Multi Layered Plastic (MLP) & other plastic waste as per Extended producer Responsibility (EPR) plan	Nil

Business Responsibility & Sustainability Report (Contd.)

SECTION B: MANAGEMENT AND PROCESS DISCLOSURES

This section is aimed at helping businesses demonstrate the structures, policies and processes put in place towards adopting the NGRBC Principles and Core Elements.

Disclosure Questions			P1	P2	P3	P4	P5	P6	P7	P8	P9
Policy and management processes											
1.	a.	Whether your entity's policy/policies cover each principle and its core elements of the NGRBCs. (Yes/No)	Y	Y	Y	Y	Y	Y	Y	Y	Y
	b.	Has the policy been approved by the Board? (Yes/No)	Yes. The policies have been approved by the Board or through its delegated authority.								
	c.	Web Link of the Policies, if available	The Statutory policies mandated under applicable laws are available on the Company's website Viz. https://www.kokuyocamlin.com/policies								
2.		Whether the entity has translated the policy into procedures. (Yes / No)	Y	Y	Y	Y	Y	Y	Y	Y	Y
3.		Do the enlisted policies extend to your value chain partners? (Yes/No)	Y	Y	Y	Y	Y	Y	Y	Y	Y
4.		Name of the national and international codes/certifications/labels/ standards (e.g. Forest Stewardship Council, Fairtrade, Rainforest Alliance, Trustea) standards (e.g. SA 8000, OHSAS, ISO, BIS) adopted by your entity and mapped to each principle.	ISO 9001, 14001 & 45001:2018 Certification Audits conducted at each site annually to evaluate Health, Safety and Environment Management system in the organization.								
5.		Specific commitments, goals and targets set by the entity with defined timelines, if any.	No. The Company is complying with the applicable laws, rules and regulations.								
6.		Performance of the entity against the specific commitments, goals and targets along-with reasons in case the same are not met.	Not applicable								
Governance, leadership and oversight											
7.		**Statement by director responsible for the business responsibility report, highlighting ESG related challenges, targets and achievements (listed entity has flexibility regarding the placement of this disclosure)** ESG framework is embedded in the culture of the Company. The Company has a dedicated policy towards ESG called 'Quality, Environment, Health and Safety (QEHS) with a view to develop long-term sustainable business while minimizing the environmental impact of its operations and at the same time to serve the society with safe, environment friendly and quality products. The Company also ensures health and safety of its employees and other stakeholders. Company firmly believes that Governance is a pre-requisite for attaining sustainable growth. We are committed to values and ethical business conduct not just in letter but also in spirit.									
8.		Details of the highest authority responsible for implementation and oversight of the Business Responsibility policy (ies).	Mr. Satish Veerappa, Chief Executive Officer								
9.		Does the entity have a specified Committee of the Board/ Director responsible for decision making on sustainability related issues? (Yes / No). If yes, provide details.	The Corporate Social Responsibility is administered by the CSR Committee in line with the requirements of the Companies Act, 2013. The CEO is responsible for implementation of Environmental Health & Safety (EHS) policy/ies.								

10. Details of Review of NGRBCs by the Company:

Subject for Review	Indicate whether review was undertaken by Director / Committee of the Board/ Any other Committee									Frequency (Annually/ Half yearly/ Quarterly/ Any other – please specify)								
	P 1	P 2	P 3	P 4	P 5	P 6	P 7	P 8	P 9	P 1	P 2	P 3	P 4	P 5	P 6	P 7	P 8	P 9
Performance against above policies and follow up action	As a practice, respective Business Responsibility policies of the Company are reviewed periodically or on a need basis by the Board/Management. During this assessment, the efficacy of the policies is reviewed and necessary changes to policies and procedures are implemented.																	
Compliance with statutory requirements of relevance to the principles, and, rectification of any non-compliances	The Company is in compliance with existing regulations as applicable and a Statutory Compliance Certificate on applicable laws is provided by the Chief Executive Officer to the Board of Directors.																	

11.	Has the entity carried out independent assessment/ evaluation of the working of its policies by an external agency? (Yes/No). If yes, provide name of the agency.	P 1	P 2	P 3	P 4	P 5	P 6	P 7	P 8	P 9
	The Company conducts periodic review of the policies internally by the Senior Management which then drives the policies, projects and performance of the aspects of business responsibility and sustainability									

Business Responsibility & Sustainability Report (Contd.)

12. If answer to question (1) above is "No" i.e. not all Principles are covered by a policy.

Questions	P 1	P 2	P 3	P 4	P 5	P 6	P 7	P 8	P 9
The entity does not consider the Principles material to its business (Yes/No)	Not Applicable								
The entity is not at a stage where it is in a position to formulate and implement the policies on specified principles (Yes/No)									
The entity does not have the financial or/human and technical resources available for the task (Yes/No)									
It is planned to be done in the next financial year (Yes/No)									
Any other reason (please specify)									

SECTION C: PRINCIPLE WISE PERFORMANCE DISCLOSURE

PRINCIPLE 1: Businesses should conduct and govern themselves with integrity and in a manner that is Ethical, Transparent and Accountable.

Essential Indicators

1. Percentage coverage by training and awareness programmes on any of the Principles during the financial year:

Segment	Total number of training and awareness programmes held	Topics/ principles covered under the training and its impact	%age of persons in respective category covered by the awareness programmes
Board of Directors	During the year, the Board of Directors of the Company has invested time on various updates comprising matters relating to issues pertaining to the business, regulations, economy and environmental, social and governance parameters.		100
Key Managerial Personnel		Code of Conduct, POSH	100
Employees other than BoD and KMPs		Code of Conduct, POSH	100
Workers		Code of Conduct, POSH	100

2. Details of fines / penalties /punishment/ award/ compounding fees/ settlement amount paid in proceedings (by the entity or by directors / KMPs) with regulators/ law eforcement agencies/ judicial institutions, in the financial year:

Nil

3. Of the instances disclosed in Question 2 above, details of the Appeal/ Revision preferred in cases where monetary or non-monetary action has been appealed.

Not Applicable

4. Does the entity have an anti-corruption or anti-bribery policy? If yes, provide details in brief and if available, provide a web-link to the policy.

Yes, The Company has 'zero tolerance' of any practice that may be classified as corruption, bribery or giving or receipt of bribes and the same has been mentioned in its Code of Conduct which is available on the website https://www.kokuyocamlin.com/code-of-conduct. The objective of this policy is to serve as a guide to all directors, executives, employees and associated persons for ensuring compliance with applicable anti-bribery laws, rules and regulations. This policy is applicable to all individuals working at all levels and grades, including Board Members and Senior Managerial Personnel and other employees of the Company and such person acting on behalf of the Company.

Business Responsibility & Sustainability Report (Contd.)

5. Number of Directors/KMPs/employees/workers against whom disciplinary action was taken by any law enforcement agency for the charges of bribery/ corruption:

	FY 2022-23	FY 2021-22
Directors	Nil	Nil
KMPs		
Employees		
Workers		

6. Details of complaints with regard to conflict of interest:

	FY 2022-23		FY 2021-22	
	Number	Remarks	Number	Remarks
Number of complaints received in relation to issues of Conflict of Interest of the Directors	Nil	NA	Nil	NA
Number of complaints received in relation to issues of Conflict of Interest of the KMPs				

7. Provide details of any corrective action taken or underway on issues related to fines/penalties/action taken by regulators/ law enforcement agencies / judicial institutions, on cases of corruption and conflicts of interests: Not Applicable

PRINCIPLE 2: Businesses should provide goods and services in a manner that is sustainable and safe

Essential Indicators

1. Percentage of R&D and capital expenditure (capex) investments in specific technologies to improve the environmental and social impacts of product and processes to total R&D and capex investments made by the entity, respectively.

	FY 2022-23 (₹ In Lakhs)	FY 2021-22 (₹ In Lakhs)	Details of improvements in environmental and social impacts
R & D	490.21	516.86	Most of our products are used by children/ students. Our R&D efforts are dedicated to make the products user friendly, safe & non - toxic.
Capex	Nil	Nil	

2. a. Does the entity have procedures in place for sustainable sourcing? – (Yes/No) - Yes.

b. If yes, what percentage of inputs were sourced sustainably? – 70% of the Inputs were sourced sustainably.

3. Describe the processes in place to safely reclaim your products for reusing, recycling and disposing at the end of life, for (a) Plastics (including packaging) (b) E-waste (c) Hazardous waste and (d) other waste.

- Plastic waste from rejection, reprocessed finished goods is collected and sent for recycling or co-processing. This is being done through authorised third parties.
- The Company disposes its e-wastes as per in country/local regulations.
- Hazardous wastes are being disposed as per the Hazardous Wastes Management Rules.
- The other wastes are disposed as per regulation devised by local regulatory bodies and the regulations.

4. Whether Extended Producer Responsibility (EPR) is applicable to the entity's activities (Yes / No). If yes, whether the waste collection plan is in line with the Extended Producer Responsibility (EPR) plan submitted to Pollution Control Boards? If not, provide steps taken to address the same. Yes, the Company complies with all the conditions of Extended Producer Responsibility (EPR) defined under the Plastic Waste Management Rules.

Business Responsibility & Sustainability Report (Contd.)

PRINCIPLE 3: Businesses should respect and promote the well-being of all employees, including those in their value chains

Essential Indicators

1. a. Details of measures for the well-being of employees:

Category	Total (A)	% of employees covered by									
		Health insurance		Accident insurance		Maternity benefits		Paternity Benefits		Day Care facilities	
		Number (B)	% (B / A)	Number (C)	% (C / A)	Number (D)	% (D / A)	Number (E)	% (E / A)	Number (F)	% (F / A)
Permanent employees											
Male	803	803	100%	803	100%	0	0	0	0	0	0
Female	53	53	100%	53	100%	53	100%	0	0	53	100%
Total	856	856	100%	856	100%	53	6%	0	0	53	6%
Other than Permanent employees											
Male	123	123	100%	123	100%	0	0	0	0	0	0
Female	4	4	100%	4	100%	4	100%	0	0	4	100%
Total	127	127	100%	127	100%	4	3%	0	0	4	3%

1. b. Details of measures for the well-being of workers:

Category	Total (A)	% of employees covered by									
		Health insurance		Accident insurance		Maternity benefits		Paternity Benefits		Day Care facilities	
		Number (B)	% (B / A)	Number (C)	% (C / A)	Number (D)	% (D / A)	Number (E)	% (E / A)	Number (F)	% (F / A)
Permanent workers											
Male	105	40	38%	105	100%	0	0	0	0	0	0
Female	7	7	100%	7	100%	7	100%	0	0	7	100%
Total	112	47	42%	112	100%	7	6%	0	0	7	6%
Other than Permanent workers											
Male	0	0	0	0	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0

2. Details of retirement benefits, for Current FY and Previous Financial Year.

Benefits	FY 2022-23			FY 2021-22		
	No. of employees covered as a % of total employees	No. of workers covered as a % of total workers	Deducted and deposited with the authority (Y/N/N.A.)	No. of employees covered as a % of total employees	No. of workers covered as a % of total workers	Deducted and deposited with the authority (Y/N/N.A.)
PF	99.49%*	100%	Y	99.49%*	100%	Y
Gratuity	100%	100%	Y	100%	100%	Y
ESI	51%	66%	Y	52%	60%	Y
Others – please specify	0	0	-	0	0	-

* Note : We have 5 Japanese expats on our payroll. Indian Government is having Social Security Agreement (SSA) with Japan and accordingly they do not fall under the purview of provisions of Employee's Provident Fund and Miscellaneous Provision Act, 1952. Hence they are not considered as PF covered employees.

Business Responsibility & Sustainability Report (Contd.)

3. Accessibility of workplaces

Are the premises / offices of the entity accessible to differently abled employees and workers, as per the requirements of the Rights of Persons with Disabilities Act, 2016? If not, whether any steps are being taken by the entity in this regard. - Yes. All the plants and Head office are accessible to differently abled employees and workers. The Company is continuously working towards improving infrastructure for the easement in accessibility to the differently abled employees.

4. Does the entity have an equal opportunity policy as per the Rights of Persons with Disabilities Act, 2016? If so, provide a web-link to the policy.-

Principle 2 of the Company's Code of Conduct emphasizes on respect for human rights and personality which talks about no discrimination based on disability. Company's code of conduct is available on https://www.kokuyocamlin.com/code-of-conduct.

5. Return to work and Retention rates of permanent employees and workers that took parental leave.

Gender	Permanent employees		Permanent workers	
	Return to work rate	Retention rate	Return to work rate	Retention rate
Male	NA	NA	NA	NA
Female	100%	100%	NA	NA
Total	100%	100%	NA	NA

6. Is there a mechanism available to receive and redress grievances for the following categories of employees and worker? If yes, give details of the mechanism in brief.

	Yes/No (If Yes, then give details of the mechanism in brief)
Permanent Workers	Yes, Employee can approach immediate superior if not resolved employee can escalate to Head of the Department (HOD) and / or HR dept. if not satisfied then can write on 'Kokuyo Group Hotline'.
Other than Permanent Workers	Yes, Employee can approach immediate superior if not resolved employee can escalate to HOD and / or HR dept. if not satisfied then can write on 'Kokuyo Group Hotline'.
Permanent Employees	Yes, Employee can approach immediate superior if not resolved employee can escalate to HOD and / or HR dept. if not satisfied then can write on 'Kokuyo Group Hotline'.
Other than Permanent Employees	Yes, Employee can approach immediate superior if not resolved employee can escalate to HOD and / or HR dept. if not satisfied then can write on 'Kokuyo Group Hotline'.

7. Membership of employees and worker in association(s) or Unions recognised by the listed entity:

Category	FY 2022-23			FY 2021-22		
	Total employees / workers in respective category (A)	No. of employees / workers in respective category, who are part of association(s) or Union (B)	% (B / A)	Total employees / workers in respective category (C)	No. of employees / workers in respective category, who are part of association(s) or Union (D)	% (D / C)
Total Permanent Employees						
- Male	926	0	0%	930	0	0%
- Female	57	0	0%	56	0	0%
Total Permanent Workers						
- Male	105	105	100%	110	110	100%
- Female	7	7	100%	9	9	100%

Business Responsibility & Sustainability Report (Contd.)

8. Details of training given to employees and workers:

Category	FY 2022-23					FY 2021-22				
	Total (A)	On Health and Safety measures		On Skill Ugradation		Total (D)	On Health and safety measures		On Skill upgradation	
		No (B)	% (B / A)	N0 (C)	% (C / A)		N0 (E)	% (E / D)	N0 (F)	% (F / D)
Employees										
Male	926	926	100%	926	100%	930	930	100%	930	100%
Female	57	57	100%	57	100%	56	56	100%	56	100%
Total	983	983	100%	983	100%	986	986	100%	986	100%
Workers										
Male	105	105	100%	105	100%	110	110	100%	110	100%
Female	7	7	100%	7	100%	9	9	100%	9	100%
Total	112	112	100%	112	100%	119	119	100%	119	100%

9. Details of performance and career development reviews of employees and worker:

Category	FY 2022-23			FY 2021-22		
	Total (A)	No (B)	% (B / A)	Total (C)	No. (D)	% (D / C)
Employees						
Male	926	926	100%	930	930	100%
Female	57	57	100%	56	56	100%
Total	983	983	100%	986	986	100%
Workers						
Male	105	105	100%	110	110	100%
Female	7	7	100%	9	9	100%
Total	112	112	100%	119	119	100%

10. Health and safety management system:

a. Whether an occupational health and safety management system has been implemented by the entity? (Yes/ No). If yes, the coverage of such system?

The Safety & Health Management system covers activities across all manufacturing locations and ensures the protection of environment and health & safety of its employees, contractors, visitors and relevant stakeholders.

b. What are the processes used to identify work-related hazards and assess risks on a routine and non-routine basis by the entity?

The Company has a process for Risk Management which is essential for preventing incidents, injuries, occupational disease, emergency control & prevention and business continuity. For all activities including routine or non-routine (project activities), hazards are identified by a trained cross-functional team and risk assessment and its management is implemented through various modules such as Hazard Identification and Risk Assessment (HIRA)/Pre Start Up Safety Review (PSSR) / Standard Operating Procedure (SOP) before starting any activity.

c. Whether you have processes for workers to report the work related hazards and to remove themselves from such risks. (Y/N)

Yes, the employees are encouraged to report all near miss, unsafe acts and similar situations through suggestion box and in safety committee meetings etc.

d. Do the employees/ worker of the entity have access to non-occupational medical and healthcare services? (Yes/ No)

Yes, all employees are covered under health insurance scheme / ESI scheme.

Business Responsibility & Sustainability Report (Contd.)

11. Details of safety related incidents, in the following format:

Safety Incident/Number	Category	FY2022-23	FY 2021-22
Lost Time Injury Frequency Rate (LTIFR) (per one million-person hours worked)	Employees	1.35	0.00
	Workers	1.00	0.37
Total recordable work-related injuries	Employees	1.00	0.00
	Workers	NIL	NIL
No. of fatalities	Employees	NIL	NIL
	Workers	NIL	NIL
High consequence work-related injury or ill-health (excluding fatalities)	Employees	NIL	NIL
	Workers	NIL	NIL

12. Describe the measures taken by the entity to ensure a safe and healthy work place.

The Company has a Steering Committee across various plants/ corporate office comprising Senior Management of the respective location. The Committee reviews and monitors the sustainability, safety, health and environmental policies and activities of the Company to ensure the compliance with appropriate laws and legislation. The committee's primary goal is to ensure that the organization provides a safe and healthy workplace for its employees, visitors, and customers. The Company has integrated Safety, Health & Environment policy. The data associated with key lead and lag measures are captured through various predefined reports and log sheets to track performance. For data analysis, tools like Trends Analysis, Root Cause Analysis and Comparative Performance analysis are used to assess current performance and the improvements required.

13. Number of Complaints on the following made by employees and workers:

No complaints were made by any employee or worker on the working conditions and/or health and safety practices of the Company.

	FY 2022-23			FY 2021-22		
	Filed during the year	Pending resolution at the end of year	Remarks	Filed during the year	Pending resolution at the end of year	Remarks
Working Conditions	Nil	Nil	Nil	Nil	Nil	Nil
Health & Safety	Nil	Nil	Nil	Nil	Nil	Nil

14. Assessments for the year:

	% of your plants and offices that were assessed (by entity or statutory authorities or third parties)
Health and safety practices	100%.
Working Conditions	

15. Provide details of any corrective action taken or underway to address safety-related incidents (if any) and on significant risks / concerns arising from assessments of health & safety practices and working conditions.

Any safety related incident, when encountered, is investigated by cross-functional team. All critical factors involved in an incident are determined through root cause analysis & investigation and corrective / preventive actions are identified to prevent recurrence. The detailed investigation and root causes identified by cross-functional team are reviewed by the Senior management. Learning from incident is further discussed in the morning safety meeting, toolbox talk, safety committee meet etc. to bring awareness and prevent recurrence of incidents.

Business Responsibility & Sustainability Report (Contd.)

PRINCIPLE 4: Businesses should respect the interests of and be responsive to all its stakeholders

Essential Indicators

1. Describe the processes for identifying key stakeholder groups of the entity.

The Company has identified its internal and external stakeholders and endeavors to maintain healthy engagement with these stakeholders which allows participation and collaboration wherever possible.

2. List stakeholder groups identified as key for your entity and the frequency of engagement with each stakeholder group.

Stakeholder Group	Whether identified as Vulnerable & Marginalized Group(Yes/No)	Channels of ommunication (Email, SMS, Newspaper, Pamphlets, Advertisement, Community Meetings,Notice Board, Website), Other	Frequency of engagement (Annually/ Half yearly/ Quarterly/ others)	Purpose and scope of engagement including key topics and concerns raised during such engagement
Employees	No	Direct, Emails	Regular	Employee's growth in terms of their career, professional development, continuing education and skill training etc.
Suppliers	No	Direct, Emails, 'Vendor Sampark'- an inhouse portal developed for vendor management	Regular / Periodic	Need and expectation, supply chain issue, awareness and other trainings, Regulatory compliance etc.
Stockists & Dealers	No	Emails, 'Sampark'- an inhouse portal developed for order processing with distributors	Regular / Periodic	Need and expectation, awareness and other trainings, smooth distribution network etc.
Customers	No	Emails, Advertisements, website, social media	Regular	Customer satisfaction and feedback, product awareness
Shareholders/ investors	No	Annual General meeting, Email, Newspaper Advertisement	Annual / Quarterly /Periodic	Understand their need and expectations
Community	Yes	Advertisements, Website, Social Media	Regular	CSR Interventions and its benefits to the Community
Regulatory authority	No	Statutory filings	Periodic	Compliance and reporting requirement

PRINCIPLE 5: Businesses should respect and promote human rights

Essential Indicators

1. Employees and workers who have been provided training on human rights issues and policy(ies) of the entity, in the following format:

Category	FY 2022-23			FY 2021-22		
	Total (A)	No. employees workers covered (B)	% (B / A)	Total (C)	No. employees workers covered (D)	% (D / C)
Employees						
Permanent	856	856	100%	892	892	100%
Other than permanent	127	127	100%	94	94	100%
Total Employees	983	983	100%	986	986	100%
Workers						
Permanent	112	112	100%	119	119	100%
Other than permanent	0	0	0%	0	0	0%
Total Workers	112	112	100%	119	119	100%

Business Responsibility & Sustainability Report (Contd.)

2. Details of minimum wages paid to employees and Workers, in the following format:

Category	FY 2022-23					FY 2021-22				
	Total (A)	Equal to Minimum Wage		More than Minimum Wage		Total (D)	Equal to Minimum Wage		More than Minimum Wage	
		No.(B)	% (B /A)	No.(C)	% (C /A)		No.(E)	% (E/D)	No.(F)	% (F/D)
Employees										
Permanent										
Male	803	0	0	803	100%	838	0	0	838	100%
Female	53	0	0	53	100%	54	0	0	54	100%
Other than permanent										
Male	123	0	0	123	100%	92	0	0	92	100%
Female	4	0	0	4	100%	2	0	0	2	100%
Workers										
Permanent										
Male	105	0	0	105	100%	110	0	0	110	100%
Female	7	0	0	7	100%	9	0	0	9	100%
Other than permanent										
Male	0	0	0	0	0	0	0	0	0	0
Female	0	0	0	0	0	0	0	0	0	0

3. Details of remuneration/salary/wages, in the following format:

	Male		Female	
	Number	Median remuneration/ salary/ wages of respective category (₹ in lakhs)	Number	Median remuneration/ salary/ wages of respective category (₹ in lakhs)
Board of Directors (BoD) (Whole time Directors)	1	134.82	0	NA
Key Managerial Personnel	2	162.10	1	19.05
Employees other than BoD and KMP	923	3.03	56	5.63
Workers	105	2.90	7	4.12

4. Do you have a focal point (Individual/ Committee) responsible for addressing human rights impacts or issues caused or contributed to by the business? (Yes/No):

The Chief Human Resources Officer who is responsible for the human resources function oversees and addresses issues arising from any human rights impact or issues caused or contributed to by the business.

5. Describe the internal mechanisms in place to redress grievances related to human rights issues.

Employee can approach immediate superior. If not resolved, employee can escalate to Head of the department and / or HR department. If not satisfied then can write on 'Kokuyo Group Hotline'.

6. Number of Complaints on the following made by employees and workers:

	FY 2022-23			FY 2021-22		
	Filed during the year	Pending resolution at the end of year	Remarks	Filed during the year	Pending resolution at the end of year	Remarks
Sexual Harassment	0	0	-	1	0	-
Discrimination at workplace	0	0	-	0	0	-
Child Labour	0	0	-	0	0	-
Forced Labour / Involuntary Labour	0	0	-	0	0	-
Wages	0	0	-	0	0	-
Other human rights related issues	0	0	-	0	0	-

Business Responsibility & Sustainability Report (Contd.)

7. Mechanisms to prevent adverse consequences to the complainant in discrimination and harassment cases.

The Company has Whistle Blower Policy in place.

8. Do human rights requirements form part of your business agreements and contracts? (Yes/No) – No

9. Assessments for the year:

	% of your plants and offices that were assessed (by entity or statutory authorities or third parties)
Child labour	100%. The Company has policies on human rights which are applicable to all its employees. The Company has processes in place to confirm the compliance of applicable laws at the time of joining employment and thereafter the Company monitors its compliances throughout their employment.
Forced/involuntary labour	
Sexual harassment	
Discrimination at workplace	
Wages	
Others – please specify	

10. Provide details of any corrective actions taken or underway to address significant risks / concerns arising from the assessments at Question 9 above. –

The Company has policies on human rights which are applicable to all its employees. The company has processes in place to confirm the compliance of applicable laws at the time of joining employment and thereafter the Company monitors its compliances throughout their employment.

PRINCIPLE 6: Businesses should respect and make efforts to protect and restore the environment

Essential Indicators

1. Details of total energy consumption (in Joules or multiples) and energy intensity, in the following format:

	(Units in GJ)	(Units in GJ)
Parameter	**FY2022-23**	**FY 2021-22**
Total electricity consumption (A)	26814.94	19980.38
Total fuel consumption (B)	2708.09	2271.04
Energy consumption through other sources (C)	24465.71	24326.26
Total energy consumption (A+B+C)	**53988.74**	**46577.68**
Energy intensity per rupee of turnover (Total energy consumption/turnover in rupees)	0.69 GJ / ₹ Lakhs	0.92 GJ / ₹ Lakhs

Note: Indicate if any independent assessment/ evaluation/assurance has been carried out by an external agency? (Y/N) If yes, name of the external agency. No.

2. Does the entity have any sites / facilities identified as designated consumers (DCs) under the Performance, Achieve and Trade (PAT) Scheme of the Government of India? (Y/N) If yes, disclose whether targets set under the PAT scheme have been achieved. In case targets have not been achieved, provide the remedial action taken, if any.

None of the Company's sites/ Facilities are identified under PAT scheme.

3. Provide details of the following disclosures related to water, in the following format:

Parameter	**FY2022-23**	**FY 2021-22**
Water withdrawal by source (in kilolitres)		
(i) Surface water	69703	61866
(ii) Groundwater	1805	1799
(iii) Third party water	559	25
(iv) Seawater / desalinated water	0	0
(v) Others	0	0
Total volume of water withdrawal (in kilolitres) (i + ii + iii + iv + v)	**72067**	**63690**
Total volume of water consumption (in kilolitres)	**72067**	**63690**
Water intensity per rupee of turnover (Water consumed / turnover)	0.93 Kilolitres / ₹ Lakhs	1.25 Kilolitres / ₹ Lakhs

Note: Indicate if any independent assessment/ evaluation/assurance has been carried out by an external agency? (Y/N) If yes, name of the external agency. – No.

Business Responsibility & Sustainability Report (Contd.)

4. Has the entity implemented a mechanism for Zero Liquid Discharge? If yes, provide details of its coverage and implementation:

Yes, the Company has implemented zero liquid discharge mechanism at its Manufacturing site (Pataganga). All the wastewater is collected and treated in STP/ETPs and all the parameters are maintained as defined by State Pollution Control Board.

5. Please provide details of air emissions (other than GHG emissions) by the entity, in the following format:

Parameter	Patalganga plant		Tarapur plant		Samba plant	
	FY 2022-23	FY 2021-22	FY 2022-23	FY 2021-22	FY 2022-23	FY 2021-22
Nox	36.51 µg/m³	36.78 µg/m³	11.2 ppm	12.89 ppm	0.192 gm/Kw.Hr	0.274gm/Kw.Hr
Sox	26.82 µg/m³	26.39 µg/m³	8.60 KG/Day	9.25 KG /Day	0.092 gm/Kw.Hr	0.072 gm/Kw.Hr
Particulate matter ($PM_{2.5}$)	22.16 µg/m³	22.37 µg/m³	72.5 mg/Nm³	52.12 mg/Nm³	0.122 gm/Kw.Hr	0.097 gm/Kw.Hr
Persistent organic pollutants (POP)	NA	NA	NA	NA	NA	NA
Volatile organic compounds (VOC)	NA	NA	NA	NA	NA	NA
Hazardous air pollutants (HAP)	NA	NA	NA	NA	NA	NA
Others– please specify	NA	NA	NA	NA	NA	NA

Note: Indicate if any independent assessment/ evaluation/assurance has been carried out by an external agency? (Y/N) If yes, name of the external agency.

Yes, Emission parameters tested and assured by State Pollution Control Board Approved Lab.

6. Provide details of greenhouse gas emissions (Scope 1 and Scope 2 emissions) & its intensity, in the following format:

Parameter	Unit	FY2022-23	FY 2021-22
Total Scope 1 emissions (Break-up of the GHG into CO2, CH4, N2O, HFCs, PFCs, SF6, NF3, if available) - Emissions from Diesel used for Vehicle & DG Sets	Metric tonnes of CO2 equivalent	26.57	27.90
Total Scope 2 emissions (Break-up of the GHG into CO2, CH4, N2O, HFCs, PFCs,SF6, NF3, if available)	Metric tonnes of CO2 equivalent	2323.24	2014.95
Total Scope 1 and Scope 2 emissions	Metric tonnes of CO2 equivalent	2349.81	2042.85
Total Scope 1 and Scope 2 emissions per rupee of turnover	Metric tonnes of CO2 equivalent	0.03 / ₹ Lakhs	0.04 / ₹ Lakhs

Note: Indicate if any independent assessment/ evaluation/assurance has been carried out by an external agency? (Y/N) If yes, name of the external agency. No.

7. Does the entity have any project related to reducing Green House Gas emission? If Yes, then provide details.: The Company does not have any Project related to Green House Gas emission.

8. Provide details related to waste management by the entity, in the following format:

Parameter	FY2022-23	FY 2021-22
Total Waste generated (in metric tonnes)		
Plastic waste (A)	141.87	174.23
E-waste (B)	0.1	0
Bio-medical waste(c)	0	0
Construction and demolition waste (D)	0	0
Battery waste (E)	0	0
Radioactive waste (F)	NA	NA
Other Hazardous waste. Please specify, if any. [As per Maharashtra Pollution Control Board (MPCB) consent] (G)	3.68	2.21

Business Responsibility & Sustainability Report (Contd.)

Parameter	FY2022-23	FY 2021-22
Other Non-hazardous waste generated (H). Please specify, if any. (Break-up by composition i.e. by materials relevant to the sector)		
Paper	184.76	188.86
Wood (Packing)	15.55	5.55
Metal	92.68	91.06
Total (A+B + C + D + E + F + G + H)	438.64	461.91
For each category of waste generated, total waste recovered through recycling, re-using or other recovery operations (in metric tonnes)		
Category of waste – Plastic		
(i) Recycled	3.047	7.630
(ii) Re-used	0	0
(iii) Other recovery operations	0	0
Total	**3.047**	**7.630**
For each category of waste generated, total waste disposed by nature of disposal method (in metric tonnes)		
Category of waste - ETP Sludge		
(i) Incineration	3.42	1.91
(ii) Landfilling	0	0
(iii) Other disposal operations	0	0
Total	**3.42**	**1.91**

9. Briefly describe the waste management practices adopted in your establishments. Describe the strategy adopted by your company to reduce usage of hazardous and toxic chemicals in your products and processes and the practices adopted to manage such wastes.

All the products produce by the company are classified into three categories 1. Office Products, 2-Art Material and 3-School Stationaries. School Stationary and School Art products are certified as "Child Safe" through CE Certification and ISI Certification of Bureau of Indian Standards (BIS). Other Office products are certified under CE i.e. RoHS and ELV Compliant (Conformance to EN-71-3). Artist colors are certified through ASTM D 4236 Non-Toxic certification.

The Company ensures responsible waste management practices involving recycling of plastic waste as per EPR PWM. 100% solid waste of Tarapur and Patalganga plant is given to Mumbai Waste Management Limited. For solid waste management at Samba plant, the management has an arrangement locally for safe disposal.

10. If the entity has operations/offices in/around ecologically sensitive areas (such as national parks, wildlife sanctuaries, biosphere reserves, wetlands, biodiversity hotspots, forests, coastal regulation zones etc.) where environmental approvals / clearances are required, please specify details in the following format: The Company does not have any operations/ offices in/around ecologically sensitive areas.

S.No.	Location of operations/ offices	Type of operations	Whether the conditions of environmental approval /clearance are being complied with? (Y/N) If no, the reasons thereof and corrective action taken, if any.
			Not Applicable

11. Details of environmental impact assessments of projects undertaken by the entity based on applicable laws, in the current financial year:

Name and brief details of project	EIA Notification No.	Date	Whether conducted by independent external agency (Yes / No)	Results communicated in public domain (Yes / No)	Relevant Web link
			Not Applicable		

12. Is the entity compliant with the applicable environmental law/ regulations/ guidelines in India; such as the Water (Prevention and Control of Pollution) Act, Air (Prevention and Control of Pollution) Act, Environment protection act and rules thereunder (Y/N). If not, provide details of all such non-compliances, in the following format:

S. No.	Specify the law/ regulation/ guidelines which was not complied with	Provide details of the non- compliance	Any fines / penalties /action taken by regulatory agencies such as pollution control boards or by courts	Corrective action taken, if any
Yes, Company is compliant with all the applicable laws.				

Business Responsibility & Sustainability Report (Contd.)

PRINCIPLE 7: Businesses, when engaging in influencing public and regulatory policy, should do so in a manner that is responsible and transparent

Essential Indicators

1. a. Number of affiliations with trade and industry chambers/ associations.

The Company is member of 7 (seven) Trade & Industry chambers as mentioned in sr. no. (b) below:

b. List the top trade and industry chambers/ associations (determined based on the total members of such body) the entity is a member of/ affiliated to.

S. No.	Name of the trade and industry chambers/ associations	Reach of trade and industry chambers/ associations (State/National)
1	Art and Creative Material Institute, Inc	International
2	Honorary Consular Corps Diplomatique-India	International
3	Federation of Indian Chamber of Commerce & Industries (FICCI)	National
4	Indian Merchants' Chambers (IMC)	National
5	Indian Institute of Packaging	National
6	Bureau of Indian Standards	National
7	Tarapur Industrial Manufacturer Association (TIMA)	State

2. Provide details of corrective action taken or underway on any issues related to anti- competitive conduct by the entity, based on adverse orders from regulatory authorities. No adverse orders have been passed against the Company.

PRINCIPLE 8: Businesses should promote inclusive growth and equitable development

Essential Indicators

1. Details of Social Impact Assessments (SIA) of projects undertaken by the entity based on applicable laws, in the current financial year.

Name and brief details of project	EIA Notification No.	Date of notification	Whether conducted by independent external agency (Yes / No)	Results communicated in public domain (Yes / No)	Relevant Web link
Not Applicable					

2. Provide information on project(s) for which ongoing Rehabilitation and Resettlement (R&R) is being undertaken by your entity, in the following format:

S.No.	Name of Project for which R&R is ongoing	State	District	No. of Project Affected Families (PAFs)	% of PAFs covered by R&R	Amounts paid to PAFs in the FY (In INR)
Not Applicable						

3. Describe the mechanisms to receive and redress grievances of the community. –

The Company is responding to any complaint / grievance/ suggestion received from the local community where operative and as a responsible corporate citizen endeavors to act upon it in the best interest of the Company and the Community. The contact details of the Company are available on the Company's website www.kokuyocamlin.com.

4. Percentage of input material (inputs to total inputs by value) sourced from suppliers:

Particulars	FY2022-23	FY 2021-22
Directly sourced from MSMEs/ small producers	15%	19%
Sourced directly from within the district and neighboring districts	59%	63%

Business Responsibility & Sustainability Report (Contd.)

PRINCIPLE 9: Businesses should engage with and provide value to their consumers in a responsible manner

Essential Indicators

1. Describe the mechanisms in place to receive and respond to consumer complaints and feedback.

The Company believes that the customers are the key source of inputs on products quality & services. To facilitate customer interactions, the Company has dedicated Customer Support Desk. Customer contact mechanism is mentioned on all our packs, customers can register their queries, grievances, suggestions on telephone or e-mail. The Company also has a well-established protocol to address all the queries / suggestions /grievances received from customers. Customer queries /complaints are immediately addressed by quality team through personal visits or telecom. Customer Support Desk co-ordinates with all stakeholders for timely resolution of customer feedback. In-case of complaints, once the initial analysis is done, Quality team further investigates the complaints. Root cause analysis and corrective / preventive actions are taken. Complaint Sample/ feedback is shared with shop floor team to sensitize on the nature of complaint and avoid reoccurrence. In case of genuine complaints, timely product replacements are provided to customers to ensure customer confidence and trust.

2. Turnover of products and/ services as a percentage of turnover from all products/service that carry information about:

	As a percentage to total turnover
Environmental and social parameters relevant to the product	Products of the Company carry all the essential information required under applicable laws, rules and regulations. Company's products carry various certification marks e.g. i) CE which is European Union standard for affirmation on safety, health and environmental protection standards ii) ISI mark which is standards compliance mark certifying that the product conforms to an Indian Standards developed by Bureau of Indian Standards (BIS). Further all the products with plastic packaging carries plastic recycle marks.
Safe and responsible usage	
Recycling and/or safe disposal	

3. Number of consumer complaints in respect of the following:

	FY2022-23		Remarks	FY2021-22		Remarks
	Received during the year	Pending resolution at end of year		Received during the year	Pending resolution at end of year	
Data privacy	0	0	-	0	0	-
Advertising	0	0	-	0	0	-
Cyber-security	0	0	-	0	0	-
Delivery of essential services	0	0	-	0	0	-
Restrictive Trade Practices	0	0	-	0	0	-
Unfair Trade Practices	0	0	-	0	0	-
Other	151	0	-	101	0	-

4. Details of instances of product recalls on account of safety issues:

	Number	Reasons for recall
Voluntary recalls	0	No voluntary product recalls initiated for the reason of "Safety Issues"
Forced recalls	0	No Forced product recalls done for the reason of "Safety Issues"

5. Does the entity have a framework/ policy on cyber security and risks related to data privacy? (Yes/No) If available, provide a web-link of the policy. No

6. Provide details of any corrective actions taken or underway on issues relating to advertising, and delivery of essential services; cyber security and data privacy of customers; re-occurrence of instances of product recalls; penalty / action taken by regulatory authorities on safety of products / services.

One incident on cyber attack happened during February 2022. However, there was no data breach. In FY 2022-23 the Company had conducted a forensic audit of cyber attack as well as the Vulnerability Assessment and Penetration Test (VAPT) to plug deficiencies, if any.