

# **CAMS**

## **CORPORATE SOCIAL RESPONSIBILITY POLICY**

# **Computer Age Management Service Private Limited**

## **Corporate Social Responsibility Policy**

The **Computer Age Management Service Private Limited** seeks to be a good corporate citizen in all aspects of its operations and activities. **By exhibiting socially, environmentally and ethically** responsible behavior in governance of our operations, we believe that the business can generate value and long term sustainability for itself while making positive contribution in the betterment of the society.

Towards this end, we have brought together a series of operating principles under the broad heading of Corporate Social Responsibility (CSR) to serve as a guide to employees in all aspects of their work. The principles cover the areas of the company's operations and have been developed with reference to Corporate Social Responsibility Voluntary Guidelines, 2009 of Ministry of Corporate Affairs, Government of India. Taken together, these principles form our CSR policy. The policy is divided into seven main areas as under:

- a) Policies Specific to Stake holders, Customers and External Parties
- b) Ethical Business Conduct
- c) Respect for Worker's Rights and Welfare
- d) Respect for Human Rights
- e) Environmental Policy
- f) Social and Inclusive Development
- g) E-Waste Policy

### **1. Care for Stake holders, Customers and External Parties**

The organisation is committed to the provision of accurate information and fairness in all its dealings with customers, stakeholders, officials and any other external party having direct business with the organization.

### **2. Ethical Business Conduct**

We value the principles of accountability, honesty and integrity in all aspects of our business. Our policy is to conduct our business in a manner which ensures:

- Fair treatment of all employees and clients
- Transparency of our business policies and practices
- High standards in all matters relating to health, safety and the environment
- Ethical business practices throughout our operations
- Avoid abusive, unfair and corrupt practices

We recognize that our employee's involvement is the key to the future success of the business and we have always adopted a policy of keeping employees fully informed on all matters affecting them. We have consistently operated a remuneration strategy that recognizes both corporate and individual performance. We are also committed to best practice in employment matters, recognizing the role this plays in attracting and retaining staff.

To succeed in delivering the best possible service to our clients, every employee is expected to adhere to the company's core values and to uphold them in the workplace.

Employees are expected at all times, to exercise the highest ethical judgment and comply with laws applicable to their duties.

### 3. Respect for Worker's Rights and Welfare

- **Workplace Health & Safety:** The Company aims to provide each employee with a safe place to work, hygienic and humane environment which upholds the dignity of employees.
- **Training and Development:** CAMS College continuously aims at training the employees for improving their technical and soft skills.
- **Grievance Redressal:** The organisation has a grievance procedure to provide employees who consider that they have a problem or complaint about their work with a mechanism for resolving the issue fairly and speedily. The Company has constituted a Workplace Grievance Committee to consider complaints of workplace harassments.
- **Equal Opportunities Employer:** The organisation is committed to providing equal opportunities to all workers and job applicants. It aims to ensure that no job applicant shall receive less favourable treatment on the grounds of sex, marital status, race, religion, belief or physical ability.

### 4. Respect for Human Rights

- The organisation respects human rights for all the employees and third parties. It ensures not to utilise or promote forced/child labour of any kind. We adhere strictly to the country laws governing Labour Laws and Human Rights.

### 5. Environmental Policy

- The organisation understands that its activities affect the environment and believe that we have a responsibility to identify and manage these **impacts as effectively as possible.**

#### The Company aims to:

- Reduce consumption of natural resources in all operations.
- Improve the energy efficiency of buildings and to manage energy wisely in all operations
- Be responsible in disposal of waste
- Promote environment friendly technologies at business level.
- Encourage Go Green initiatives

In order to achieve the above, the company has adopted the following measures:

- Encourage usage of double sides of the paper for correspondence wherever possible.
- Operate water recycling plant at our OMR premises
- Switch off all lights, fans and air conditioning units in all our office locations when not in use.
- Ensure the waste paper is shredded and disposed through our designated vendors
- Encourage email correspondence to internal and external customers
- Encourage electronic payment mechanisms in order to save paper and provide faster service to investors

### 6. Social and Inclusive Development

CAMS realizes that besides growing their business, it is vital to build trustworthy and sustainable relationships with the community at large in order to address socio economic problems by making Monetary contributions to organizations that promote:

- ❖ Higher Education
- ❖ Treatment of life threatening diseases like HIV - Aids, Cancer, kidney disorders etc
- ❖ Adoption of Children and education
- ❖ Old age and mentally retarded
- ❖ Orphanages

CAMS Encourage Employees Participation in:

- ❖ Blood Donation camps
- ❖ Donating of Used Clothes/Toys drive
- ❖ Visit to old age homes, orphanages etc.

## **7. E-Waste Policy**

- CAMS reaffirm its commitment to environmental protection by ensuring secure disposal by way of buy back or re-use of computing equipment/consumables. This policy works in conjunction with ISMS Policy and Go Green Policy.
- CAMS shall monitor, review and implement the disposal of equipment in a secured manner to protect the information security as well as to protect the environment. All items of equipment containing storage media shall be verified to ensure that sensitive data and licensed software are removed or securely overwritten prior to disposal.
- CAMS as a responsible corporate citizen will ensure that the disposal is not done in an indiscriminate manner affecting the environment.