

# SANVI ENTERPRISES

## HR Policy Manual

### CSR Policy

#### **Purpose**

Our Corporate Social Responsibility (CSR) company policy refers to our responsibility and values towards our People, environment, other organizations and Nature. The social responsibility of a business is to give back to the world just as it gives to us.

#### **Scope**

This policy applies to our company and its stakeholder. It may also refer to suppliers and other interested parties.

#### **Policy**

We want to be a responsible business that meets the highest standards of ethics and professionalism.

Our company's social responsibility falls under two categories:

compliance and proactiveness.

Compliance refers to our company's commitment to legality and willingness to observe community values.

Proactiveness in every initiative to promote human rights, help communities and protect our natural environment.

Compliance

Legal register

Our company will:

- Respect the law
- Honour its internal policies
- Ensure that all its business operations are legitimate
- Keep every partnership and collaboration open and transparent
- Business ethics
- We'll always conduct business with integrity and respect to human rights.

We'll promote:

- Safety and fair dealing
- Respect toward the consumer
- Anti-bribery and anti-corruption practices
- Protecting the environment

#### **Management discretion:**

The Sanvi Enterprises reserves the right to modify/amend these policies from time to time in part or full or discontinue the policies without assigning any reason.

Issue No	1	Date	01.12.2021
Policy Status	Original Issue	Prepared by	HR
Effective Date	01.12.2021	Reviewed by	Plant Head
Review date	01.12.2022	Approved by	Group CEO

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- Our company recognizes the need to protect the natural environment. Keeping our environment clean and unpolluted is a benefit to all. We'll always follow best practices while disposing garbage. Stewardship will also play an important role.

### Protecting people

We'll ensure that we:

- Don't risk the health and safety of our employees and community.
- Avoid harming the lives of local and indigenous people.
- Support diversity and inclusion.
- Human rights
- Our company is dedicated to protecting human rights.
- We are a committed equal opportunity employer and will abide by all fair labor practices. We'll ensure that our activities do not directly or indirectly violate human rights in any country (e.g. forced labor).

### Proactiveness

- Donations and aid
- Our company may preserve a budget to make monetary donations. These donations will aim to:
  - Advance the arts, education and community events.
  - Alleviate those in need.
  - Volunteering
  - Our company will encourage its employees to volunteer. They can volunteer through programs organized internally or externally. Our company may sponsor volunteering events jointly with other organizations.

### Preserving the environment

Apart from legal obligations, our company will proactively protect the environment. Examples of relevant activities include:

- Recycling
- Conserving energy
- Organizing reforestation excursions
- Using environmentally-friendly technologies
- Supporting the community

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- Our company may initiate and support community investment and educational programs. For example, it may begin partnerships with vendors for constructing public buildings. It can provide support to non-profit organizations or movements to promote cultural and economic development of global and local communities.

### Learning

We will actively invest in R&D. We will be open to suggestions and listen carefully to ideas. Our company will try to continuously improve the way it operates.

Our company is committed to the United Nations Global Compact. We'll readily act to promote our identity as a socially aware and responsible business. Management must communicate this policy on all levels. Managers are also responsible for resolving any CSR issues.

Disclaimer: This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor Workable will assume any legal liability that may arise from the use of this policy.

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