

CSR Report of ATC Tires Pvt Ltd Mumbai Office

Business activities: Comprehensive activities involving farming, forestry, construction, industry, and the manufacture and sales of OTR tires

Total site area: 22,842 square feet

Number of employees: 250 (as of December 2016)

Location: Plot No. 53 & 27-C, 2nd Floor, Empire Complex, Senapati Bapat Marg, Lower Parel, Mumbai – 400 013.

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Message from the President



Nitin Mantri

Since merging with Yokohama Rubber in 2016, we have become more aware of our social responsibilities. We have a long history of supporting local communities through various benevolent activities and technical skill development programs. In light of which, we once again publicly announced our policies regarding corporate social responsibility. Our policy is that the company is a socioeconomic body, and so it is important to draw on social resources. Consequently, we firmly believe that first it is necessary to maintain a high level of corporate/ social actions towards our employees, consumers, and social activities.

Our CSR policy is to deeply saturate our company's fidelity, excellence, and prompt responsiveness as core values while collecting an overall excellent track record based on international standards and successful cases.

CSR vision

We act using sustainable method to assure our participation in local society. Accordingly, we actively contribute to the economic development of the local region to create national value.

CSR mission

We assure society's economic development through various local society initiatives to achieve autonomy and create a better future. In future, we will promote activities together with stakeholders in a visible format as a company that is earnestly seeking to improve society and the environment.

Organizational Governance

The SOA (Schedule of Authority) established in June 2014 clarifies the various decision-making powers in the organization. To improve the company's reporting system, we review the organizational system every quarter. Further, each department has its SOP (Standard Operating Procedures) to assure the maintenance of consistent product quality. We published our "Employee handbook", which includes all employee-related policies, in September 2016, to make the outline of our corporate policies and procedures widely known. According to the company action framework, "The company shall achieve its targets in line with the core values of ATC, and make full efforts for excellent corporate governance while operating its business". This policy covers various fields such as compliance with applicable laws and responsibilities to shareholders, etc.

The company's internal disclosure policy is as follows: "For employees, self-policing mechanisms are not only insurance for reporting unethical acts, but also offer a mechanism for reporting real apprehensions and complaints, and the reporting of our business principles and habitual practices is processed using methods that are fair and unprejudiced as regulated by the corporate laws of 2013 and company rules 177 (9) and (10) from 2014."



Human Rights

We have a policy to prevent sexual harassment called the "fruits of ATC India Pvt efforts". This aims to offer a workplace free from sexual harassment, threats, and exploitation. The purpose of this policy is to prevent sexual harassment complaints and rescue all employees in a defined workplace, and to offer protection from such relevant problems. To raise awareness among all employees, we hold training to prevent sexual harassment in the workplace. The internal complaints committee is responsible for the following.

- Investigating formal complaints of sexual harassment
- Taking suitable improvement measures to respond to specific sexual harassment claims
- Suppressing and preventing employment-related sexual harassment

Our next corporate value is to assure taking the correct approach to all work activities.

"Integrity": To respond openly to all our stakeholders, and to always act from a legitimate standpoint.

"Accountability": We have a responsibility to explain all our actions, and to take responsibility in everything we do.

Our policies on business activities standards determine the following with regard to preventing discrimination and harassment.

"The core aim of our company is the maintenance of a workplace environment that enables each and every employee to fully manifest their abilities with incurring discrimination or harassment based on their race, gender, nationality, age, religion, sexual orientation, genetic information, or sexual proclivities, etc., regardless of legal protections for disabilities, etc."

At ATC Tire Pvt Ltd., where we are involved in manufacturing off-road tires, we have determined policies relating to the environment, health, and safety, which are as described below.

- We preserve natural resources through the effective use of water and energy, and protect our employees' work safety and health.
- We have introduced methods to reduce, reuse, and recycle, and manage the disposal of processed waste by incorporating new technologies, and prevent injuries and sickness due to work health and safety disasters, and prevent pollution.
- We strictly observe the relevant environmental, and work safety and health laws and regulations, as well as specific customer requirements.
- We offer training to all employees to improve their performance and awareness of the environment, health, and safety.
- Nearby accidents are reported, and education of the culture surveyed based on the lessons thus acquired are shared with employees and contractors.
- We consult and respond to the fears of stakeholders regarding our environmental, work, health, and safety performance.
- By monitoring and reviewing targets, we continuously improve the environment, and work safety and health.
- These policies are communicated to all workers, both direct and indirect, on behalf of ATC Tires Pvt Ltd.
- To eliminate accidents and minimize risks and pollution, we continuously monitor and upgrade our machinery.
- Each and every one of our employees strives to return home safely every day without any injuries or sickness.

Our company has the privileges of social assurance and medical/injury insurance such as PF, ESIC, Tip, Medclaim Policy, and Group Personal Accident Insurance.

Our vice-president in charge of environmental safety and health has a high-level conference body that monitors safety. The scope of its actions is as follows: "Our company strives to supply a safe and healthy workplace environment in all areas. Each and every location is operated according to the health and safety requirements of all applicable regions, states, and countries, and it is necessary not to be affected by illegal drugs, alcohol, or substances. All employees have a responsibility to support the maintenance of a safe and healthy workplace by obeying applicable laws and action standards."

Stepathlon— Movement for Movement (100-day race)

We started Stepathlon in 2015. In 2015, 140 employees participated, and the number of participants increased by 14% in 2016.

Stepathlon provides easier and more suitable solutions to transform seated people to active ones, and active ones to more active ones. Stepathlon is for "everyday athletes", and is an enjoyable and attractive method for motivating employees regardless of age, gender, location, instructions, or fitness level.

After the 100-day race, employee stress levels were reduced, and productivity and teamwork both improved. We celebrated such Indian festivals as Holi, Independence Day, Diwali, and Christmas. All employees participate in the celebrations, and participate in such enjoyable events as contests depending on the dress code of the day to increase teambuilding, improve employee motivation, and connect with organizations. For Holi, we created posters. On Independence Day, we hosted an Indian quiz competition. We performed Diwali prayers and made offerings to the goddess Lakshmi. During Christmas, we decorated the workplace with a Christmas theme.



Independence Day



Christmas



Holi

We implemented actionable, general, and technical training for our employees based on their needs and on business requirements.



The Environment

Head office is promoting the recycling of one-sided printer paper. The amount of electricity used by the Mumbai office in fiscal 2016 was 128 kWh, and the amount of water used was 3,200 m³. We are seeking greater involvement to environmental conservation next fiscal year.



Fair Operating Practices

Action standards to regulate fair competition and trade

Competition and Fair Dealing: The tire business is a competitive industry. However, we promise to work holistically.

All employees are required to be responsible for policing their own ethics, speaking truthfully, and to treat their colleagues, company managers, customers, suppliers, consultants, and civil servants (from both our country and others) equally.



Consumer Issues

We are implementing excellent marketing and product outreach. We distribute periodic newsletters, and product-related leaflets and pamphlets to introduce product-related topics and introduce new products, as well as communicate our latest in-house achievements, etc.

Suitable contract enforcement

We either distribute the optimal quantity of products at fixed times in minimum management units (SKU), or report to our trading partners (OEMs) and strive to suitably enforce contracts.

We strictly observe safety and health requirements when manufacturing products.

This is part of our organizational culture, and everyone is aware of it, from top management on down.

Solving problems

If a problem occurs with a customer, the team leaders respond.



Community Involvement and Development

Social contribution activities

We donated clothing, toys, and other consumables to NGO children. We set up gift boxes in the office for one week in December to solicit money. These were then donated to the Bal Asha trust (NGO).