

# CSR Report of ATC Tires Private Ltd. Dahej Plant (Gujarat)

**Business activities:** Farming, forestry, industry and manufacture and sales of OTR tires  
**Total site area:** 434,605 m<sup>2</sup>  
**Number of employees:** 1,291 (as of December 2016)  
**Location:** D-3-23 & 23-A, GIDC, Phase-III, Industrial Estate, Dahej, Village, Samontpore, Taluka-Vagra, Distt: Bharuch, Gujarat – 392130. (India)

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## Message from the President



Gajendra Singhji, CEO

The Dahej Plant team is comprised of a group of extremely motivated youngsters. Thus, care is taken in maintaining very high-level safety standards that are effective. Accordingly, the quality of the company's products has been highly evaluated by our customers. Concurrently, in that the time that is allocated for product development has contracted, we have established numerous programs to nurture human resources.

Moreover, in all of the fields in which we are engaged, the company confirms and maintains its 100% legal compliance. On this occasion, through the active cooperation achieved with the YRC Team, we have been able to further strengthen the company's strategies and policies, and provide even better products to our customers.

## Organizational Governance

The SOA (Schedule of Authority) established on June 30, 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. 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 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
- To discuss suitable improvement measures to respond to specific sexual harassment claims
- To suppress and prevent employment-related sexual harassment

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

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

**"Responsibility to explain":** 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. Without fear of discrimination or harassment occurring with respect to race, gender, nationality, age, religion, sexual orientation, genetic information, sexual preference, disability, or any other status or distinction, etc., protected by law, an important company objective is to maintain work environments in which each and every employee can fully exercise their skills.

We have a Quality, Environment, Health, and Safety Policy (QEHS).

In that it is involved in the manufacture of off-road tires (OTR), ATC Tires Private Ltd. undertakes the following activities:

- It achieves satisfaction among its customers by manufacturing and supplying products in accordance with their wishes.
- By effectively using water and energy, it acts to save natural resources, and it protects the occupational health and safety of all stakeholders within the company.
- It has introduced Reduce, Reuse, and Recycle methodologies, and it acts to prevent pollution by managing emissions through the use of processes that incorporate new technologies.
- It prevents injuries and sickness resulting from harm related to occupational health and safety practices.
- It complies with and makes continuous improvements with respect to all laws, statutes and regulations concerning matters of quality, the environment and occupational health and safety, as well as conforming with all customer-specific and other conditions.

Our company provides benefits with respect to forms of social security such as the provident fund (PF), worker's compensation, incentives, and group accident insurance, etc., and also with respect to health/injury insurance. We have a three-member safety team that takes the lead at the AGM and with respect to matters of environmental health and 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 hygiene 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."

**Festival celebrations**

At the company, we celebrate a number of events including Independence Day (August 15th), Republic Day (January 26th), National Safety Week, World Environment Week, and Vishwakarma Puja, etc.

All employees gather on such occasions, and employee teams are developed along with their motivation being heightened.



World Environment Week celebrations



Vishwakarma Puja

**Training**

As is required, we implement actionable, general, and technical training for our employees based on their needs. In the course of such activities, we undertake to carry out both on-the-job training (in the workplace) and off-the-job training (through training room sessions).

For all new workers who join the company, we implement an introductory seven-day training program whose lessons deal with matters of Employment, Health, and Safety (EHS), quality, and corporate policies, etc. In 2016, we carried out a total of 193 training programs.

Some 3,242 employees were the subjects, which meant that on average each individual received some 7.02 hours of training.



Training program



Scene from workplace training



Mr. Vikram Singh (of the Maintenance Section) planting a tree in commemoration of his birthday

**Other activities**

- Sympathy visits are paid to check on the welfare of sick employees.
- An employee cafeteria has been established at the plant.
- All ATC employees commute by public transport (by bus).
- The company has a 5S surveillance system, with checks carried out every month. Among all the employees, the group that is judged as having the highest motivation is awarded a prize.

**Environmental data**

In fiscal 2016, some 2,500 tons of industrial waste was generated by the company, along with some 16,834 kWh of electrical power being used per day. Meanwhile, water usage was 91,300 m<sup>3</sup>.



## Fair Operating Practices

### Action standards to regulate fair competition and trade

The company's scope of action with respect to matters of competition is comprised of fair competition and trade. Competition and fair trade: 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

### Safety and quality of our products and services

So as to provide customers with suitable information, we are improving our communications skills regarding sales and product information. Concerning complaints from customers regarding tire performance and newly-occurring defects, we undertake to resolve such issues through

consultation and corrective measures.

The company complies with the occupational health and safety requirements of product manufacture. It acts in accordance with matters of compliance when concluding contracts, and undertakes training for the purpose of resolving problems.



## Community Involvement and Development

### Social contribution activities

Regarding the neighboring village of Samontpore, in fiscal 2016 we again carried out social contribution activities for its benefit.

1. We helped clean the school.



2. We repaired the floor of the prayer room used by students.



3. We established a pigeon loft in the village.



4. We constructed a paved road of 45 meters in length in the vicinity of the temple in Samontpore village.



5. On Independence Day (August 15th) and Republic Day (January 26th), we distributed gifts to the school children in the village.



A total of 5.02 Lac was spent on CSR activities in 2016.