# Our Vision & Mission

**Vakils is committed to a sustainable future and improving our community's social, economic, and environmental well-being.**

We conduct our business in a socially responsible and ethical manner. We respect the law, support universal human rights, protect the environment, and benefit the communities where we work.

# vakils

PARTNERING FOR EXCELLENCE

# Environment



**In order to reduce our environmental impact we have taken a number of steps including the following:**
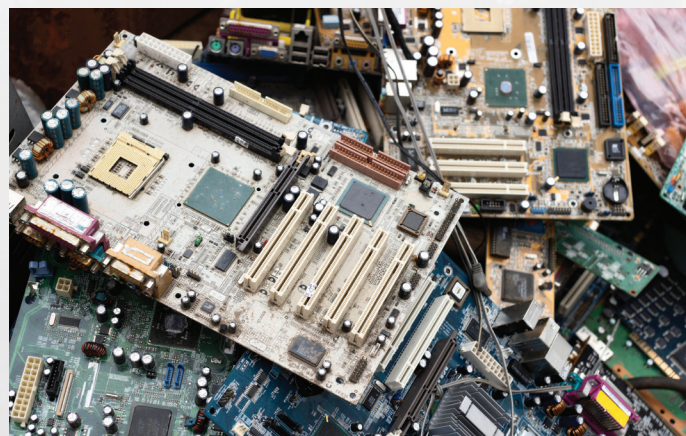
## Carbon Footprint

The nature of our operation has significantly less impact on the environment. We are in the BPM-ITES sector, and all our processes are online with minimal print output. Our invoices are processed digitally and our contracts are preserved and kept in the digital repository. We scan all documents to be able to access them digitally and we actively use the SharePoint platform to share documents electronically to save paper. We have also replaced the lights with LEDs at all locations. We optimise our air conditioners with regular servicing and switch off all the computers and non-critical equipment when not in use. Thus, our carbon footprint is negligible.



## E-waste Management

We have implemented e-waste management strategies that promote e-waste minimisation, reuse, recovery, and recycling procedures as per CPCB guidelines. For instance, all electronic waste is disposed of in an environment-friendly manner, following e-waste disposal methodologies.

# Corporate Governance Policies



## Anti-bribery and Corruption Policy

Vakils practises a zero-tolerance approach to bribery and corruption. We mandate compliance with all applicable anti-bribery and anti-corruption laws in all markets and jurisdictions we operate in. As part of this commitment, any form of bribery and corruption is not acceptable.

## Equal Employment, Diversity and Inclusion Policy

Vakils aims to provide an environment of equality and respect for all employees and contractors and does not discriminate against individuals based on gender, age, disability, ethnicity, sexual orientation, family status, religious beliefs, and abilities.

## Information Security Policy

This policy aims to provide the necessary awareness among Vakils' employees about information security and adherence to the procedures and guidelines at our facilities. We have an effective Information Security Management System that maintains the privacy, integrity, and continual improvement of information, as required.

## Document Retention and Archival Policy

This policy is framed by Vakils in line with the provisions of the Companies Act 2013 and includes rules that:

- Outline the guidelines for the preservation period of documents of the company, and to reasonably safeguard them from damage, loss, alteration, or destruction.
- Ensure systematic records retention and facilitate access to documents received or created in a form that is fit for all end users by implementing archiving procedures.

## Anti-sexual Harassment Policy

Vakils has put in place a policy to deploy an effective sexual harassment complaint resolution mechanism. We are committed to ensuring a healthy, safe and secure, dignified, and equitable work environment for every employee and have zero tolerance for sexual harassment. Our Anti-sexual Harassment Policy defines unaccepted social interactions and provides a resolution mechanism through a robust framework to prevent sexual harassment in the workplace. We are also compliant with the Prevention of Sexual Harassment (POSH) Act.

## Health, Safety and Environment Policy

Vakils' health and environment policy strives not only to eliminate the incidence of work-related injuries, diseases, and loss of national assets, but also to ensure achievement of a high level of occupational safety, health, and environmental performance through proactive approaches. Our policy enhances the well-being of the employees and the society, at large.

**Employee benefits include:**
- A group health insurance policy to avoid financial troubles arising from medical issues.
- The option to learn new emerging technologies and take professional courses through our association with Nasscom's FutureSkillsPrime programme.
- The ability to avail of emergency loans at a lower interest rate through the employees co-op credit society.
- The opportunity to transfer between departments in order to gain knowledge of various skills.

## Risk Management Policy

Vakils' Risk Management Policy identifies the risks, mitigates the threats arising from those risks and, if possible, provides guidelines to convert and capitalise the same into opportunities.

# Social Upliftment Programs

At Vakils, we fund and support socially beneficial projects in education, healthcare, water conservation, and the environment through our CSR initiatives.

## Village Development Programme



Vakils is supporting Gale, an underdeveloped tribal village 200 kms from Mumbai. This initiative is led by the Rotary Club of Bombay and supported by Diganta Swaraj Foundation, a local NGO. We are focusing on the areas of health, education, livelihood, and governance.

**Some of the projects supported by Vakils at Gale include:**
1. Distribution of cycles to students to enable them to travel to their school, which is 5 kms away from Gale village.
2. Donation of school bags and stationery to the children.
3. Setting up a library in the school.
4. Installing a rice plate machine at the village livelihood centre.

## Kahani Tree



An initiative of the Vakils Group, Kahani Tree is an independent children's bookstore in Mumbai. It offers a curated selection of unusual books for children by independent publishers from all over India. It also has a range of delightful bilingual books and books in regional languages.

## Rotary Club of Bombay's Night Study Centre



The Night Study Centre (NSC), set up by the Rotary Club of Bombay, provides students with a secure and quiet environment to study. At the centres, students are provided with an evening snack and a tutor.

## Girivanavasi Educational Trust (GVET)



The Nareshwadi Learning Centre, an initiative of GVET, comprises a government recognised school, hostels for girls and boys, a government approved children's shelter home for 100 children, a school farm and nursery, a school health centre and a vocational training centre. The education and lodging are provided free of cost.

## Somaiya Medical Trust



Somaiya Medical Trust is a charitable multi-speciality hospital in Mumbai, which provides medical treatment to the underprivileged. Our support helps the hospital with the treatment of their patients.