



SAHASRA

ELECTRONICS (RWANDA) PVT. LTD.

Corporate Sustainability Report

2015-16

From the MD's Desk



Under the leadership of a visionary President, Rwanda is seeking to become regionally & globally competitive . The country is determined to transform itself through good governance, skilled human capital vibrant private sector , world class physical infrastructure , expat focus to become a middle income nation. Sahasra Electronics (Rwanda) is committed to participate in this transformation by introducing high –tech manufacturing in green energy utilization LED lighting products.

H.E. Paul Kagame has aptly formulated vision 2020 development program that will be an inclusive initiative to make Rwanda economy as vibrant & sustainable. In line with this visionary approach of the President Sahasra Electronics aims to firmly establish as a local Rwanda company that aims to inclusive growth of all its employees, local vendors, local, regional & global customers.

With this underlying approach I am glad to release corporate sustainability report 2016 that will provide the basis of our company operations towards a happy healthy & prosperous future.

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Introduction

Our approach to Sustainability

Sahasra Electronics (Rwanda) Pvt. Ltd. is an Led Lighting Products manufacturing company started in 2012, to Serve Africa continent.

Power generation & consumption is major issue in the whole continent . We introduce Power saving Led products to save the environment & reduce the power consumption .

Our aim is to become Biggest led products manufacturer in whole Africa continent . We want Sahasra to be first choice for our customers and for our Employees. We believe that we can play a role by addressing the alarming challenges faced by the world and by helping to make the world a better place to live. We will also make our own business more sustainable. We think that if a company acts ethically, responsibly, and believes in sustainability will be more successful than its competitors. Our aim is not only profit but also confidence that we build with our Vendors, Customers, Employees, and society. We know that tomorrow's success depends upon today's trust which we built.

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Environment

Through our power saver led products, environment plan and business targets we identify and take action to reduce electrical energy, water consumption and become RoHS & REACH compliant and achieve maximum possible recycle and reuse of wastes.

Climate change is become a global concern so we have started investment in our clean and green processes in our manufacturing facility. Given the nature of business Sahasra own operations have a minimal impact on the environment.& our Product Range also environment friendly . Many of our business activities show our sensitivity towards environment.

- Our Products Reduces the Energy consumption .
- Most of our products and processes are RoHS compliant.
- Our products are REACH compliant.
- We always try to procure only RoHS compliant parts.
- We introduced environment friendly technologies.
- Our factory is annually approved by Local pollution control board.

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Labour Practices

We believe that an organization is only as good as its people. Sahasra's work force comprises of skilled man power of various educational qualifications. We do not discriminate between men and women. In every employee category, irrespective of seniority, the basic salary is same for both genders. A total of 30% of our employees are women. Our hiring practice ensures that we follow the labour laws of Rwanda that prohibits bonded labour, child labour and provides medical facilities, adequate medical and privilege leaves and other social security benefits.

Sahasra cares for its employees and greatly values their contributions. We enable our employees to remain at fore front of the latest development in the field of technology and engineering through education and training. We send our employees at our factory in India also to study the latest technologies & Training of SMT machines . We have a human resources development dept. dedicated to employees training. This dept. find outs the training needs and organize training by outside training organizations. In addition to that in-house training sessions to all employees are also organized on technical, communications, motivations etc. These results enhancement of productivity & quality.

The factory has 60% work force which has more than 5 year work experience in the factory, showing that the company has been successful in attracting and retaining talent.

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Health & Safety

Safety overrides all production targets. This vision motivates us to continuously find the ways to achieve zero accidents at work place. The factory effectively controls workers exposure to the safety hazards (e.g. electrical shocks, air quality etc.). Safety procedures are monitored and enforced. They are periodically reviewed and upgraded as required. Necessary safety tools are provided to all the workers. Factory is well equipped with fire fighting equipment. Factory has adequate exits for easy accessible and having alarms, notifications and procedures in place for emergency situations. All workers are well trained for emergency situations.

The factory has implemented appropriate controls for worker exposures to chemical, biological and physical agents that exceed legal requirements. Machine safe guarding & maintenance program is in place. Adequate training is given to workers for machine related safety.

Canteen & wash rooms' cleanliness is a high priority issue with the management. It strives to maintain them as per regulatory requirements. Workers are provided with clean toilet facilities and access to potable water.

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Human Rights

We respect human rights at work place and pursue global leading practices advocate freedom of association, ban on child labour, protection of indigenous rights and prohibition to the forced and compulsory labour. At Sahasra all work force activities are conducted in strict adherence to the applicable local laws. HR manager with the necessary qualifications and knowledge of the local laws ensures adequate compliance.

We are an equal opportunity employer and maintain a work environment free of all forms of harassments and discriminations. Parity is maintained between salaries of male and female employees of same grade. Sahasra never uses child labour for its operations and does not discriminate employment based on physical disability. Through compliance with the local labour laws Sahasra ensures that the human rights are not violated in the conduct of business.

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Anti- Bribery & Corruption

Introduction:

It is the policy of Sahasra Electronics (Company) to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to act professionally, fairly and with integrity in all our dealings wherever we operate. We are also committed to implement and enforce effective systems to counter bribery. This document sets out the company's policy on bribery and other forms of unlawful payments.

What is Bribe

Bribery is an offer or receipt of any gift, loan, fee, reward or other advantage to or from any person as an inducement to do something which is dishonest, illegal or a breach of trust.

Scope

This Policy applies to all individuals working with the company at all levels and grades, including directors, managers and all employees and any other person directly associated with the Company.

The Principles

The Company shall not pay & accept bribes, either directly or via third party, in any circumstances. Breach or attempt to breach of this principle by an employee will be considered as an act of gross misconduct. The Company seeks to encourage an equivalent Policy with its group companies & all its business partners.

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Procedures

1. **Responsible Director:** The Director of the Company, who is also part of the senior management of the Company, will be responsible for overseeing the application of this Policy and the principles and practical procedures contained herein. The Responsible Director shall be assisted by the Chief Executive officer in implementation of this policy.

2. **Training:** At the time of induction training a compulsory training will be provided to the employees of the Company so that they can be made aware of their obligations under this Policy, relevant legislation and code of conduct policy of the Company. Employees will also be made aware of their obligations regarding prevention of corruption and prohibition on bribery under their contract of employment.

3. **Review:** The Company shall monitor, review and report once in a year on the effectiveness of and adherence to the principles, the practical procedures and the steps taken to implement them. The report will be approved by the senior management further, the Company shall ensure that records are maintained of such reviews.

4. **Code of Conduct:** The Company will incorporate this Policy in its code of conduct, including appropriate business integrity and legal compliance policies to ensure compliance with applicable anti-corruption and anti-money laundering laws.

5. **Communication:** The Company will communicate to its employees, business partners and vendors regarding the implementation of this Policy.

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6. Employee Conduct on Whistle blowing: Employees who have any knowledge of either receipt or payment of a bribe should report the same to the HR Department. A failure to do so may amount to gross misconduct. No employee will suffer demotion, penalty or other adverse consequence for raising genuine concerns about bribery including refusal to pay or accept a bribe even if such a refusal may result in the Company losing business or failing to win a deal. Employees should be encouraged to raise concerns about any issue or suspicion of offer or request for or the receipt or payment of bribe at the earliest possible stage and reporting of any such instance shall be regarded as a legitimate example of ‘whistle blowing’.

7. Contractors & Associates: The Company shall encourage screening procedures to be carried out on those of its agents, advisers, contractors, intermediaries, and other representatives who supply material goods and services to it , to protect the Company from the risk of it being associated with illegal or corrupt payments and to ensure that the highest ethical standards are maintained. The Company shall endeavor, that Associates are made aware of its principles and practical procedures & to confirm that they will not make or receive any payment that put it in breach of those principles.

8. Hospitality, promotional and other business expenditure: The Company acknowledges that bonafide hospitality and promotional or other business expenditure including gifts which seek to improve the image of the Company, the sale, promotion or demonstration of products or services of the Company or establish cordial relations are established and important part of doing business. Therefore, this Policy does not prohibit reasonable and proportionate hospitality, promotional or other business expenditures that are intended for the aforementioned purposes and do not conflict with the framework defined in this Policy. However, expenditures which have been

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incurred with an intention to influence the officer from his or her Official role and thereby securing any business advantage to the Company are prohibited under this Policy.

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Management System

Sahasra Electronics (Rwanda) Pvt. Ltd follow leading management practices that align our processes to deliver quality products and services continual improvements are carried out in all manufacturing and service functions through various quality tools. We have a well defined organization structure, documented objectives, defined authority levels and system of internal controls. This ensures optimal utilization and protection of resources, accurate reporting of financial and sustainability performance and compliance with applicable laws and regulations. These internal controls also ensure that the assets are safeguarded against loss of unauthorized use.

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Product responsibility

Sahasra's Quality management system ensures that the product it delivers has minimal defects. Sahasra's commitment to quality and deliveries ensures that the customer's needs are met consistently. By automating manual processes Sahasra's aim is to reduce waste and minimize manufacturing time with better quality.

Awards & Recognition

Sahasra Electronics (Rwanda) Pvt. Ltd , Working towards to win the industries best awards.

Thanks