



BAGMANE

## Vision, Mission & Values

### VISION:

Our goal is to lead in innovative, sustainable facility management, known for excellence, reliability and transformative solutions. We aim to create a culture of excellence, becoming a top facility management partner with superior service. We set high ethical and professional standards, striving to exceed customer expectations for a sustainable future.

### MISSION:

At BAGMANE our mission is to embody with agility, focus and commitment while delivering innovative technology solutions and building trusted partnerships with our clients.

Assure our clientele exceptional offerings in the industry and demonstrating unparalleled commitment through our competent human resource in achieving enhanced levels of customer delight.

Committing to protect environment with sustainable practices and enhancing our health and safety standards to ensure safe & secure workplace for our employees, occupants and to all our stakeholders across the portfolio.

### OUR VALUES

Our values provide us with a common framework for conducting our business both internally and externally. Bagmane is guided by the following values:

**QUALITY:** We strive to offer only the best to our clients by providing leading technologies and ensuring fastest implementation at affordable costs.

**EXCELLENCE:** At Bagmane we are committed to delivering services of the highest quality, driven by expertise, innovation and continuous improvement. We aim for excellence in all aspects, setting high standards and pushing to surpass them in our solutions, products, support and partnerships.

**DEDICATION:** Our goal is complete client success. We're dedicated to providing top-notch services for our clients' best operations. We work daily to meet their expectations and earn their trust.

**INNOVATION:** We believe in innovation, always looking for new ways to improve efficiency, effectiveness and value for our clients. We work closely with industry experts, staying updated on the latest advanced technologies and methodologies, ensuring our clients stay at the forefront.

**EXPERTISE:** Our extensive experience and skilled team allow us to provide top-notch, comprehensive services. We also partner with leading technology vendors.

**INTEGRITY:** Our operations are guided by honesty, transparency and ethical conduct in every interaction with clients, partners and communities.

**CUSTOMER-CENTRICITY:** We prioritize understanding and meeting the diverse needs of our clients, fostering lasting partnerships based on trust and collaboration.

**SUSTAINABILITY:** We champion environmentally conscious practices, striving to minimize environmental impact and promote sustainable solutions in all facets of our operations.

**SAFETY AND WELLBEING:** The safety and wellbeing of our employees, clients and stakeholders are paramount and we uphold the highest standards to ensure their protection and health.

**TEAMWORK:** Collaboration and teamwork are fundamental to our success, empowering our diverse team to work cohesively towards common goals.

**COMMUNITY ENGAGEMENT:** We actively engage with and support the communities where we operate, contributing positively to their development and well-being.

Dated: March 16, 2024

  
Raja Bagmane  
(Managing Director)

### 5S - VISION

Creating an Efficient, Conducive, harmonious and safe work place

### 5S - POLICY

We at **BAGMANE** committed to continuously improving the quality of our services through 5S practices by maintaining a clean, tidy, comfortable and safe work environment for everyone who works out of our business parks.

**In doing so, we shall:**

- Develop, implement, sustain and continuously improve up on all requirements of 5S system.
- Develop a work environment, where place for everything and everything in its place is ensured.
- Promote a healthy & accident free practices while minimizing the time and waste in our operations.
- Perform our jobs more efficiently and effectively to enhance the client satisfaction through organized process & practices.

Learn, practice and create awareness and motivate our employees to adopt 5S standard in their work place and home.


### 5S - OBJECTIVE

**It is our objective to:**

- Build and foster the spirit of cooperation through the involvement of everyone within the facility management team.
- Create a first class, clean, systematic, safe and conducive environment through the 5S practices.
- To improve employee morale, productivity and pride by creating a pleasant workplace.
- To improve profitability and efficiency by reducing turnaround time in our operations.

Imbibe the habit, a place for everything and everything in its place, reducing searching time.

Dated: January 02, 2023



Raja Bagmane  
(Managing Director)



At Bagmane Developers Pvt. Ltd., (Facility Management Services), our paramount commitment is ensuring the safety of occupants by mitigating fire-related risks and establishing effective protocols for responding to fire emergencies. Recognizing fire as a significant risk to lives, infrastructure and business continuity within our Parks, we manage these risks to minimize damage and ensure the well-being and prevent injury or ill-health to employees, clients, visitors and stakeholders associated with our activities.

This policy is uniformly applicable across all buildings under Bagmane's facility management, aiming to maintain consistent and standardized fire safety practices. Our primary goal is to prioritize the safety and well-being of all occupants, visitors and assets within these managed buildings.

To achieve this goal, Bagmane Developers Pvt. Ltd. commits to the following objectives to prevent / mitigate and ensure business continuity that may arise from fire situation:

- Ensure adherence to local, state and national fire safety codes and regulations to avoid legal liabilities and penalties associated with non-compliance.
- Define clear roles and responsibilities for facility management, staff, occupants and stakeholders. This includes training protocols, fire drill execution and maintaining fire safety standards and executing emergency procedures.
- Conduct regular risk assessments to identify, assess and prioritize potential fire hazards. Implement reasonably practicable control measures to mitigate these risks and conduct inspections to minimize hazards.
- Maintain a consistent approach to fire safety across all managed buildings regardless of size, location, or use.
- Outline detailed preventive measures, including regular maintenance of fire safety equipment and scheduled inspections to ensure optimal functionality.
- Establish clear communication chains, procedures for responding to fire emergencies, evacuation plans, assembly points, evacuation routes, individual responsibilities and usage of fire safety equipment.
- Provide relevant contact information for emergency services, maintenance personnel and key stakeholders. Establish effective liaison with the local fire department where appropriate.
- Conduct regular training programs and periodical fire drills for staff, occupants and stakeholders to ensure preparedness and awareness during emergencies and identify areas for improvement
- Maintain comprehensive records of fire safety activities such as fire safety inspections, maintenance, training sessions and drills conducted and institute an annual review process to revise the fire safety policy. This ensures alignment with the latest regulations and incorporates any identified improvements.

By aligning with these objectives, the fire safety policy aims to create a safe and secure environment, minimize property damage and most importantly, protect lives in the event of fire-related incidents.

**Dated: March 16, 2024**

  
**Raja Bagmane**  
(Managing Director)



### BAGMANE

At Bagmane Developers, we are dedicated to safeguarding our environment, adhering to high standards and proactively addressing environmental challenges. Our commitment extends across various aspects of our operations and is aligned with internationally recognized sustainability indices. At Bagmane Developers, our Environmental Policy is a comprehensive and dynamic framework that underscores our commitment to sustainable practices and responsible environmental management.

#### **Our Commitment:**

- Comply with and exceed applicable environmental legislation and regulations.
- Optimize resource use to reduce pollution, minimize wastage and lower our carbon footprint.
- Enhance biodiversity around our business areas and promote environmentally sensitive property portfolio management.
- Guide internal stakeholders on responsible property selection and construction practices.
- Align organizational processes with international standards and adopt quantifiable targets for continuous improvement.
- Improve the environmental sustainability of our end-products, including energy-efficient systems and renewable energy sources.
- Mitigate risks posed by climate change through measures such as flood defenses and sustainable energy practices.
- Purchase products and services that minimize environmental impact and encourage energy-efficient raw materials.
- Engage employees, suppliers and vendors in environmental risk reduction.
- Train stakeholders to promote environmental awareness and responsible practices.
- Communicate our environmental commitment and performance to clients, customers and the public.
- Encourage participation in environmental efforts.
- Strive to reduce emissions across our operational footprint through technological interventions.
- Periodically conduct environmental checks of our portfolio to ensure compliance.
- Ensure all development and portfolio management exceeds local and national environmental requirements.
- Cover operations, products/services, distribution, waste management, suppliers, key business partners, due diligence, mergers and acquisitions, commitment and oversight, roles and responsibilities, legal compliance, continuous improvement and setting targets.
- Commit to water conservation, performance standards, company targets, innovation and mechanisms for Zero Liquid Discharge.
- Raise internal and external awareness, specify engaged policies, laws, or regulations and commit to water-related innovation, stewardship and collective action.

#### **Waste Management:**

At Bagmane, our Waste Management Policy is driven by simplicity, effectiveness and environmental responsibility. By partnering with authorized vendors, promoting resource reutilization and ensuring compliance, we contribute to a sustainable future through responsible waste management. Waste



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## Environmental Policy

management is a cornerstone of Bagmane's commitment to environmental protection in our operational footprint. Our approach is straightforward and effective, ensuring responsible disposal and encouraging resource reuse.

### Our Approach:

- Segregate and dispose of hazardous waste through authorized vendors for safe and compliant handling.
- Dispose of electronic waste, such as printer cartridges, LED light drivers and electronic components, through authorized vendors.
- Wherever feasible, segregate and process solid waste at the plant.
- Convert solid waste into compost for horticultural use, promoting sustainable recycling.
- Facilitate segregation of construction and demolition waste at the source.
- Encourage reuse or recycling to minimize waste sent to landfills.
- Collaborate with authorized vendors to ensure safe and compliant disposal practices.
- Prioritize resource reutilization, transforming solid waste into compost for beneficial horticultural use.
- Encourage the circular economy by facilitating the reuse and recycling of materials during construction.
- Conduct regular audits to ensure adherence to waste management guidelines.
- Educate and engage employees in waste management practices to ensure active participation.
- Embrace technological solutions for efficient waste management and recycling processes.
- Ensure compliance with all relevant waste management laws and regulations.
- Fulfil our responsibility towards environmental stewardship by minimizing waste impact.
- Hazardous waste disposed through authorized vendors.
- E-waste handled by authorized recyclers.
- Segregation and processing of solid waste at the plant for compost creation.
- Construction and demolition waste segregated at source for reuse or recycling.

### Pollution Control:

At Bagmane, we are committed to reducing our impact on air and water quality. We prioritize following regulations, ensuring indoor comfort and using technology to create a sustainable and healthy environment at all our locations. Our Pollution Control Policy outlines our dedication to monitoring emissions, complying with laws and maintaining a comfortable indoor environment.

- Bagmane is committed to regularly monitoring emissions at all sites to ensure adherence to national and local laws.



## Environmental Policy

- We prioritize compliance with all relevant environmental regulations related to air quality standards.
- Bagmane is devoted to providing a comfortable indoor environment at all its sites.
- This includes maintaining ambient air quality levels to meet established standards.
- Ensure access to natural light to create a positive and healthy indoor atmosphere.
- Maintain pleasant acoustic conditions to enhance the overall well-being of occupants.
- Empower occupants with control over lighting and thermal comfort to create a personalized and comfortable workspace.
- Conduct regular audits to assess and enhance pollution control measures across all sites.
- Embrace technological solutions for effective pollution control and continuous improvement.
- Bagmane is committed to complying with all national and local laws pertaining to pollution control.
- Regularly monitor emissions at all sites for compliance.
- Take corrective actions promptly if any deviation is observed.
- Ensure access to natural light and pleasant acoustic conditions.
- Provide occupant control over lighting and thermal comfort.
- Establish a feedback mechanism to gather input from occupants for continuous improvement.
- Integrate advanced technologies to enhance pollution control measures and indoor environmental quality.

### **Water Management:**

At Bagmane, we take responsibility for managing water wisely, understanding the significant impact our operations can have on water resources. Our Water Management Policy is dedicated to reducing fresh water usage, enhancing efficiency and implementing measures for wastewater treatment, recycling and rainwater harvesting. Bagmane's commitment to responsible water use and conservation is at the core of our policy, focusing on quantifiable goals, stakeholder engagement and continuous improvement to minimize our impact on water resources and promote a sustainable future.

- Bagmane is dedicated to minimizing the use of fresh water across all operations.
- We are actively engaged in continuous efforts to enhance water use efficiency across our operations.
- Implement measures to reduce the water footprint by deploying advanced technologies and sustainable practices.
- Bagmane prioritizes the treatment of wastewater generated during operations and projects.
- Promote the recycling of treated wastewater for non-potable purposes, contributing to sustainable water usage.
- Implement rainwater harvesting measures at all operational and project sites.
- Establish clear and quantifiable targets for reducing fresh water usage and improving water use efficiency.
- Conduct periodic assessments to ensure the effectiveness of water management initiatives.
- Engage with stakeholders to raise awareness about water conservation and the importance of responsible water use.



## Environmental Policy

- Regularly report on fresh water usage metrics and progress in reducing water footprint.
- Report on wastewater treatment and recycling initiatives, highlighting their positive impact on water resources.
- Establish a feedback mechanism to gather insights from stakeholders for continuous improvement.

### **Portfolio Management:**

At Bagmane, our Portfolio Management Policy aligns with environmental best practices, local and national requirements and resource efficiency. We are committed to responsible site selection, efficient property development and management and proactive engagement with stakeholders. Bagmane's policy is clear, emphasizing due diligence, sustainable development, stakeholder engagement and disaster preparedness. By sticking to these principles and maintaining an open feedback loop, we aim for continuous improvement in managing our portfolio responsibly and sustainably.

- Bagmane conducts thorough environmental due diligence before the acquisition or investment in a new property.
- This assessment is based on established baseline environmental performance standards.
- The environmental due diligence process provides decision-informing data for responsible site selection.
- Develop and manage properties in accordance with local and national environmental requirements to ensure compliance and sustainability.
- Implement resource-efficient design principles during property development.
- Design maintenance programs with a focus on environmental performance and resource efficiency.
- Engage with key stakeholders, including property managers and tenants, through effective communication channels.
- Communicate guidelines to stakeholders, ensuring they are aware of emerging best practices and regulatory developments.
- Conduct training sessions to empower stakeholders with the knowledge needed to uphold environmental standards.
- Undertake physical measures at the asset level to ensure properties are resilient to natural disasters.
- Conduct capacity-building initiatives for tenants, suppliers and residential communities to enhance preparedness for existing and future threats.
- Regularly report on compliance with environmental standards and resource efficiency metrics.
- Report on the impact of stakeholder engagement initiatives, outlining improvements in awareness and adherence to guidelines.
- Establish a feedback mechanism to continuously improve portfolio management practices based on stakeholder insights.



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### **Sustainable Material Sourcing:**

At Bagmane, our commitment to sustainability extends to the sourcing and procurement of building materials, recognizing the material-intensive nature of our industry. Our Sustainable Material Sourcing Policy is designed to ensure responsible and environmentally-friendly practices in our material procurement processes.

- Bagmane is dedicated to sourcing building materials using environmentally conscious and sustainable practices.
- We strive to minimize the environmental impact associated with the sourcing and procurement of materials.
- Bagmane prioritizes the selection of materials that have minimal environmental impact throughout their lifecycle.
- Conduct lifecycle assessments to evaluate the overall environmental impact of selected materials.
- Engage with suppliers who adhere to sustainable practices and provide materials with a reduced environmental footprint.
- Conduct regular audits to ensure that suppliers comply with our sustainability criteria.
- Establish a feedback mechanism to continuously improve sustainable sourcing practices based on supplier and stakeholder insights.
- Regularly report on the sustainability metrics associated with the sourced building materials.
- Provide reports on supplier compliance with sustainable sourcing criteria.
- Communicate our commitment to sustainable material sourcing to internal and external stakeholders.
- Conduct training programs to raise awareness among employees and partners regarding sustainable material sourcing practices.

### **Climate Change Policy:**

At Bagmane, we acknowledge the observed and projected climate changes and their potential impacts on our portfolio. Understanding the importance of addressing climate-related risks and opportunities, we continuously strive to enhance our comprehension of these challenges and adapt our strategies accordingly.

- Bagmane publicly commits to manage climate-related risks and opportunities.
- Board oversight ensures strategic alignment, while management plays a key role in implementing strategies for short and long-term climate risks.
- Bagmane provides incentives for effective climate change management, including achieving set targets and KPIs.
- Continuous assessments identify current and future climate change risks that could significantly impact business operations, revenue, or expenditures.
- Assessments focus on the expected lifetime of assets or activities, covering both upstream and downstream impacts.





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## Environmental Policy

- Bagmane establishes both absolute and relative targets to measure and manage climate-related impacts.
- A clear strategy with base year, target year and a net-zero plan is in place, demonstrating our commitment to mitigating climate change.
- Processes ensure alignment between our efforts in combating climate change and the overall business strategy.
- Identification of key environmental and/or social factors threatening the ability to source or purchase priority raw materials, including climate change impacts and regulatory considerations..

### **Periodic Review:**

- The Environmental Policy is updated annually, considering reviews and feedback to ensure continuous improvement and alignment with evolving standards and practices.
- The policy statement aligns with corporate values and the mission statement.
- The policy is communicated to all relevant stakeholders.

By adhering to this Environmental Policy, Bagmane Developers aims to uphold the highest environmental standards and contribute positively to the community and ecosystem.

Dated: March 16, 2024



Raja Bagmane  
(Managing Director)



## Addressing Food Allergens Policy

### BAGMANE

Bagmane Developers Private Limited is dedicated to prioritizing the safety and well-being of its employees and tenants by implementing a comprehensive policy for Addressing Food Allergens. This policy aims to enhance the knowledge of all food service staff, including managers, servers and kitchen staff, regarding food allergies, anaphylaxis response protocols, emergency response procedures, communication protocols and risk reduction for cross-contact.

- **Overview of Food Allergies:**
  - Provide an overview of common food allergens.
  - Highlight the impacts of food allergens.
  - Discuss precautions and emergency response protocols.
  
- **Anaphylaxis Response Protocols:**
  - Emphasize the life-threatening nature of anaphylaxis.
  - Instruct on laying the person flat (do not allow them to stand or walk) and administering an adrenaline injector (such as EpiPen® or Anapen® into the outer mid-thigh).
  - Clearly outline the steps to take, including calling an ambulance and notifying family or emergency contacts.
  
- **Emergency Response Protocols:**
  - Include first aid classes.
  - Provide contact information for emergency medical assistance.
  
- **Communications Protocols:**
  - Identify a contact person for emergencies and needs.
  - Ensure effective communication channels are established.
  
- **Reducing Risk for Cross-Contact:**
  - Educate on best practices for minimizing cross-contact.
  - The workshops will be offered both in-person and virtually, ensuring accessibility to all employees and tenants. Participants can choose the format that best suits their preferences and convenience.
  - Emphasize the importance of hand washing, changing gloves and sanitizing surfaces between menu items (countertops, cutting boards, flat-top grills, etc).
  - Encourage the use of clean kitchen tools for food preparation (pots, baking sheets, utensils, cutting boards, etc).
  
- **Use of Recipes and Ingredient Disclosure:**
  - Stress the importance of disclosing recipes and ingredients.
  - Display posters with nutrition information, allergen lists and high sugar content.
  - Mandate the declaration of common allergens (peanuts, tree nuts, milk, eggs, sesame seeds, fish and shellfish, soy, lupin and wheat) in food items (or as components of food additives or processing aids), however small the amounts present.



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## Addressing Food Allergens Policy

- **Knowledge:**
  - Conduct a quiz or test at the end of each session to assess participant understanding.
- **Frequency:**
  - Regular reviews and updates of the policy will be conducted to ensure ongoing adherence.
  - The workshops will be conducted annually, providing multiple opportunities for participants to engage in the program.
- **Implementation:**
  - The policy will be implemented across all food service areas within the premises.
- **Facilitator:**
  - A designated specialist will oversee the implementation and compliance of the policy.
- **Communication and Documentation:**
  - Detailed policy information, including updates and changes, will be communicated to all relevant staff.
  - One week before each workshop, detailed program information, including the agenda and logistics, will be shared with participants through appropriate communication channels.
- **Cost:**
  - Resources for implementing the policy will be allocated within the company budget.
  - The program is offered at no cost to all food service staff (including managers, servers and kitchen staff), ensuring equal access to the educational opportunities.

By these programs, Bagmane Developers Private Limited's Food Allergens Training aims to create a well-informed and health-conscious community within its premises.

Dated: March 16, 2024

**Raja Bagmane**  
(Managing Director)



## No Tobacco and Smoke Policy

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This policy establishes a comprehensive No Tobacco and Smoke Policy across all building and park facilities managed by Bagmane Developers Pvt. Ltd. This policy is designed to promote a smoke-free and tobacco-free environment, contributing to the well-being of individuals and cultivating a cleaner and healthier community.

This policy applies to all employees, residents, visitors, contractors and stakeholders within the premises of Bagmane Developers Pvt. Ltd. It encompasses all buildings, parks, common areas and any property managed by the organization.

### Roles & Responsibilities

- **Employees:** All employees are responsible for adhering to and promoting the No Tobacco and Smoke Policy. Employees are encouraged to assist in the enforcement of the policy and report violations.
- **Residents:** Residents are expected to comply with the No Tobacco and Smoke Policy and may be subject to the terms of their lease agreement in the case of non-compliance.
- **Visitors and Contractors:** Visitors and contractors are required to comply with the No Tobacco and Smoke Policy while on Bagmane Developers' managed properties.
- **Property Management:** Bagmane Developers Pvt. Ltd. property management will be responsible for the implementation, enforcement and communication of the No Tobacco and Smoke Policy.

### Policy:

- **Procedures and Strategies:** The responsible parties named above shall review compliance with this policy on an ongoing basis, monitoring the building and grounds to ensure that: Smoking does not occur in the building premises or within 25 feet of the building's entries, outdoor air intake and operable windows.
- **No Smoking Zones:** Smoking is strictly prohibited within the premises of Bagmane Developers Pvt. Ltd. This prohibition extends to all enclosed and outdoor areas, such as building lobbies, common areas, parks and parking lots.
- **Designated Smoking Areas:** Bagmane Developers Pvt. Ltd. may allocate specific smoking areas outside the premises, away from entrances and common areas. These designated areas, if provided, will be the sole acceptable locations for smoking.
- **Tobacco-Free Environment:** The use of any tobacco products, including cigarettes, cigars, pipes, smokeless tobacco and electronic cigarettes (e-cigarettes), is strictly forbidden on Bagmane Developers' managed properties.
- **Non-Discrimination:** What the employee does outside of working hours and off Bagmane premises will not be the basis of any disciplinary action by BDPL nor will BDPL pursue a policy of discharging employees or refusing to hire applicants because they are smokers. The responsible parties shall post information regarding the building's non-smoking policy in prominent locations throughout the building.



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## No Tobacco and Smoke Policy

- **Smoking is an Offence:** In India, Union Health Ministry issued a notification for the ban on 2nd October 2008, under the Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution), Act 2003. Government of India has notified revised Rules on the Prohibition of Smoking in Public Places on May 30, 2008. So as per the revised Rules, smoking is banned in shopping malls, cinema halls, public/private work place, hotels, banquet halls, discotheques, canteen, coffee house, pubs, bars, airport lounge, railway stations etc.
- **Enforcement:** Bagmane Developers Pvt. Ltd. expects strict compliance with this policy from all employees, residents, visitors and contractors. Non-compliance may result in appropriate disciplinary action for employees and may impact the terms of residency for residents.
- **Employee and Resident Education:** Regular awareness programs will be conducted by Bagmane Developers Pvt. Ltd. to educate employees and residents about the harmful effects of tobacco use and the advantages of maintaining a smoke-free environment.
- **Signage:** To support this policy and Indian government law of not allowing smoking in, Bagmane has posted "No Smoking" signs in the interior and exterior areas of each building. Each sign posted in an area where smoking is prohibited carries the internationally recognized symbol for no smoking. Please always observe these signs. Clear and visible signage indicating the No Tobacco and Smoke Policy will be posted at strategic locations across the managed properties.
- **Communication:** Bagmane Developers Pvt. Ltd. will effectively communicate this policy to all stakeholders (including employees, residents, visitors and contractors) through orientation programs, toolbox talks, official communications and prominently displayed signage.
- **Performance Evaluation:** The Property manager shall evaluate compliance with the policy on an ongoing basis. The building management shall use its discretion to discipline building occupants that do not abide by the smoking policy.
- **Review and Amendments:** This policy will be reviewed periodically to ensure its effectiveness and may be amended as necessary to address changing circumstances or regulatory requirements.

### Records & References

- (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution), Act 2003, Revised Prohibition of Smoking in Public Places.
- BSC FSA Specifications 2023
- ISO 45001:2018
- ISO 14001:2015

Dated: March 16, 2024

  
Raja Bagmane  
(Managing Director)



## Bagmane – Corporate Social Responsibility (CSR) Policy

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### 1. Bagmane on CSR:

At Bagmane, we believe in fostering a profound and enduring engagement with social issues, rooted in a long-term commitment. Genuine change occurs on the ground and we are dedicated to this transformative journey. This commitment is driven by a dual purpose – serving enlightened business interests and contributing to social welfare. Our social programs rest on ethical principles, good governance and sound management.

Bagmane is steadfast in its commitment to operate and expand its business in a socially responsible manner. Our vision encompasses business growth while actively reducing environmental impact and augmenting positive social contributions. We uphold our responsibility to the environment and society, with commitments spanning diverse aspects of Corporate Social Responsibility (CSR): education, healthcare, energy, climate change, human rights, environmental stewardship, integrity, accountability and sustainable operations.

### 2. Bagmane CSR Policy:

Our CSR policy is a manifestation of the principles and strategies that underscore corporate citizenship and social responsibility. It serves as a guiding framework for the company's commitment to social development. The CSR activities undertaken by the company encompass a wide range of sectors and activities, as stipulated by Schedule VII of the Companies Act, 2013, subject to periodic reviews and updates. The company remains flexible to make additions, deletions, or clarifications to these sectors and activities, ensuring relevance and impact.

### 3. Corporate Social Responsibility (CSR) Committee:

#### A. Constitution:

Pursuant to Section 135 of the Companies Act, the Board of Directors establishes the Corporate Social Responsibility (CSR) Committee. The Committee comprises members appointed by the Directors, including at least one or more Directors. The current composition of the CSR Committee at Bagmane is as follows:

Sl. No.	Name of the member	Designation in committee	Designation in Organization
1.		Chairperson	
2.		Member	
3.		Member	

#### B. Functions and Powers of Committee:

The CSR Committee is endowed with the following functions and powers to effectively fulfil the company's CSR objectives:

- Formulate the CSR Policy and present it for approval to the Directors of the Company.
- Recommend specific CSR activities aligning with Schedule VII of the Companies Act.



## Bagmane – Corporate Social Responsibility (CSR) Policy

- Approve the undertaking of CSR activities, possibly in collaboration with other entities and provide separate reports in accordance with CSR Rules.
- Propose the CSR Budget for approval.
- Oversee the expenditure of the allocated CSR amount on approved activities in line with the Act and CSR Rules.
- Establish a transparent monitoring mechanism for effective implementation of CSR initiatives.
- Submit comprehensive reports to the Board regarding the CSR activities undertaken by the Company.
- Regularly monitor and review the CSR Policy.
- Supervise the activities of working groups authorized to ensure the effective implementation of CSR initiatives.
- Authorize company executives to attend CSR Committee Meetings as necessary.

### **C. Meetings of the Committee:**

For the smooth functioning of the Committee, members convene as follows:

- The CSR Committee conducts an annual meeting with the Director.
- Committee members may mutually agree on the time and place for these meetings.
- Members have the option to participate in meetings either in person or through video conferencing or other audio-visual means for convenience.

### **4. Group-Wide Corporate Citizenship/Philanthropy:**

- Clarify if the company has a group-wide strategy guiding corporate citizenship and philanthropic activities.
- Highlight the alignment of this strategy with the overall corporate strategy and the UN Sustainable Development Goals.
- Report the percentage distribution of corporate citizenship and philanthropic contributions across defined categories on a group-wide basis.
- Estimate the total monetary value, at cost, of corporate citizenship and philanthropic contributions for each category during the last fiscal year.
- Exclude marketing and advertising budgets from the calculation.

### **5. CSR Details:**

- Provide financial details related to turnover and net worth, demonstrating transparency in financial health.
- Disclose information on CSR initiatives undertaken in aspirational districts, as identified by government bodies.
- Furnish details about the beneficiaries of CSR projects, emphasizing the positive impact on communities.



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## Bagmane – Corporate Social Responsibility (CSR) Policy

### 6. CSR Spend:

The Companies Act, 2013 mandates companies meeting specified criteria under Section 135 to allocate a certain portion of their annual net profits, calculated as per Section 198, over the three immediately preceding financial years for CSR activities falling under the categories specified in Schedule VII of the Act.

#### A. CSR Expenditure:

For CSR expenditure allocation, the net profit, as defined by Rule 2(f) of the CSR Rules, is considered. The CSR expenditure encompasses all expenditures, including contributions to the corpus or on projects/programs related to CSR activities. These activities should be approved by the Board of Directors based on recommendations from the CSR Committee. Expenditure on items not conforming to Schedule VII of the Act is excluded.

#### B. Expenditure on CSR Capabilities:

The company is empowered to enhance CSR capabilities among its personnel and implementing agencies. Such expenditures are mandated to be greater than or equal to 2% of the organization's profit.

#### C. Failure to Spend CSR Money:

In the event of the company failing to spend the required amount in a particular financial year, the Committee has the responsibility to submit a written report to the Directors, specifying the reasons for non-compliance. This information is then reported by the Directors in the Annual Report for that specific Financial Year. Any surplus arising from CSR projects, programs, or activities does not form part of the business profit.

### 7. CSR Initiatives:

Pursuant to Schedule VII of the Act and the CSR Rules, the company is committed to undertaking CSR activities outlined in its Annual CSR Plan, as recommended by the CSR Committee at the beginning of each year.

#### A. Annual CSR Plan:

The Annual CSR Plan, presented to the Directors based on the CSR Committee's recommendations, includes:

- Project Proposals
- Targeted Beneficiaries and their Key Needs
- Alignment with Schedule VII
- Project Goals and Milestones
- Activities and Timelines, including Expected Closure Dates
- CSR Budget with Projections
- Monitoring Mechanism
- Progress Reporting and Frequency of Reports
- Risks and Mitigation Strategies
- Any other information required by the CSR Committee





## Bagmane – Corporate Social Responsibility (CSR) Policy

### B. Collaboration:

The CSR Rules allow the company to collaborate with other entities or associations, subject to CSR Committee approval. Such collaborations become an integral part of the Annual CSR Plan.

### C. Disqualifying Activities for CSR:

CSR disqualifies projects and programs benefiting the company's employees and their families. Contributions to any political party under Section 182 of the Act are not considered CSR Spend. Activities undertaken in the normal course of business are also excluded.

### D. Monitoring Mechanism:

An Internal Working and Monitoring Group (IWMG) is established, consisting of designated employees, to ensure effective implementation and monitoring of approved CSR projects. The IWMG submits reports to the CSR Committee every six months on the progress of various projects.

### E. Reports:

The Internal Working and Monitoring Group collaborate with the CSR Committee to prepare reports, following the format prescribed under the CSR Rules. The reports are then presented before the Board for review and further action.

Sl. No.	CSR Project or Activity Identified	Sector which the project is covered	Project or Programs 1. Local Areas, 2. Specify the state and district where projects or programs was undertaken	Budget (Project or Program)	Amount spent on Project or Program a. Direct Expenditure b. Overheads	Cumulative Expenditure	Amount Spent Direct or through Agency	Target Date & Status
1.								
2.								
3.								

### 8. Additional Elements:

- Reinforce the commitment to operate in an economically, socially and environmentally responsible manner.
- Emphasize the proactive role of the company in contributing to sustainable development goals beyond mere compliance.



## Bagmane – Corporate Social Responsibility (CSR) Policy

### 9. REPORTING AND PUBLICATION OF CSR POLICY

As per the CSR Rules, the contents of the CSR Policy shall be included in the Directors' Report and the same may be displayed on the Company's website, if any.

### 10. POLICY REVIEW

The administration of the CSR Policy of the Company and the execution of identified CSR projects, programs and activities under it shall be carried out under the control and overall supervision of an internal monitoring group formed for this purpose. At the time of formation of this policy, the internal monitoring group shall consist of:

- Mr. AAAAAAAA – (Designation)
- Mr.BBBBBB – (Designation)

The internal monitoring group shall submit its report at least once in six months to the CSR committee formed under the Act, which shall monitor the CSR policy of the Company from time to time.

Further, the Board of Directors may revise/ amend this CSR Policy based on the recommendations of the CSR committee or to bring the same in line with the guidelines or amendments issued from time to time by Government on the subject.

Dated: March 16, 2024

  
Raja Bagmane  
(Managing Director)



## Human Rights Policy

### BAGMANE

Bagmane Developers Pvt Ltd, in its commitment to ethical and responsible business practices, upholds the principles outlined in this Human Rights Policy. The organization aligns with international standards, such as the Universal Declaration of Human Rights and expects all stakeholders to adhere to the spirit and intent of these principles. Applies to all associates of the company, suppliers, subsidiaries, distributors, business contacts, agents, advisors, business associates, including customers and company employees.

#### Diversity, Non-discrimination and Fair Treatment:

- Provide just and favorable work conditions without discrimination based on age, sex, race, disability, marital status, sexual orientation, or religion, in accordance with applicable laws.
- Make employment and promotion decisions based on individual qualifications, experience and capacity, adhering to the principle of equal employment opportunity.
- Embrace diversity and inclusivity, appreciating contributions from all employees.
- Make reasonable job accommodations for persons with disabilities, fostering an inclusive workplace culture.
- Maintain a workplace free from physical, psychological, or verbal abuse, including the threat of abuse and harassment.

#### Labour and Working Conditions:

- Provide a secure, safe and healthy workplace, complying with applicable safety and health regulations.
- Compensate employees according to industry and local labor market standards, ensuring compliance with salary, wage, work hours, overtime and benefits laws.
- Respect employees' right to join or form a labor union without fear of reprisal, complying with freedom of association laws.
- Strictly prohibit child labor, underage workers, forced labor, bonded labor, compulsory labor, slave labor and human trafficking.
- Ensure a safe working environment through workplace security measures, providing adequate training for security personnel.
- Respect employee privacy in accordance with applicable privacy laws.

#### Engaging with Stakeholders:

- Work with contractors to protect the rights of workers and ensure dignified treatment.
- Expect suppliers to adhere to and share the organization's principles outlined in the code of conduct for suppliers.
- Engage with local communities, taking measures to minimize the impact of business operations.

The Human Rights Policy is subject to periodic review and revision to ensure continued relevance and effectiveness in promoting and protecting human rights within the organization and its extended value chain.

Bagmane Developers Pvt Ltd emphasizes its unwavering commitment to upholding human rights across its operations and interactions. This foundational document guides the organization in fostering a workplace culture that respects and upholds human rights standards.

Dated: March 16, 2024

  
Raja Bagmane  
(Managing Director)

## **Non-Discrimination and Anti-Harassment Policy**

Bagmane Developers Pvt Ltd is dedicated to providing a work environment free from discrimination and harassment. We strictly prohibit discrimination or harassment in the workplace, whether perpetrated by or against managers, co-workers, customers, vendors, or visitors. Our commitment is to foster an environment where all employees can work and develop in a setting that is both respectful and productive. Discrimination or harassment based on an employee's race, colour, religion, sex, national origin, citizenship, age status, sexual orientation, disability, marital status, or any other basis prohibited by law will not be tolerated.

Bagmane maintains a fair treatment policy for all employees and applicants, regardless of their level, based solely on factors related to Bagmane's legitimate business interests. We adhere to the guidelines and requirements outlined in the "Equal Employment/Affirmative Action" policy and actively support initiatives aimed at managing workforce diversity.

- **Explicit Statement Prohibiting Harassment:**
  - Sexual harassment
  - Non-sexual harassment
- **Zero Tolerance Policy for Discrimination:**
  - Discrimination on any basis is strictly prohibited.
- Establish a clear process for reporting incidents of discrimination or harassment, ensuring confidentiality and prompt resolution.
- Outline the corrective or disciplinary actions that will be taken in cases of discriminatory behavior or harassment.
- Implement mechanisms to prevent adverse consequences to the complainant in discrimination and harassment cases.
- Ensure equal opportunity for all genders and work towards eliminating inequality and discrimination.
- Promote effective participation of women and provide equal opportunities for leadership at all levels of decision-making.
- Ensure equal pay, employment and decent work conditions for all, including persons with disabilities, in compliance with the Rights of Persons with Disabilities Act, 2016.
- **Training for All Employees:**
  - Conduct training programs to educate all employees on discrimination and harassment in the workplace.

Bagmane Developers Pvt Ltd reiterates its commitment to maintaining a workplace that upholds these principles and values, fostering a culture of diversity, respect and fairness. This policy is subject to periodic review and updates to ensure its continued effectiveness.

**Dated: March 16, 2024**

  
**Raja Bagmane**  
(Managing Director)



Bagmane Developers Pvt. Ltd. is dedicated to promoting the health and well-being of its employees, especially those engaged in asset management, by providing comprehensive training through the Workstation Orientation Program. This program focuses on ensuring that employees utilize and adjust their workstations properly to enhance ergonomic well-being and comfort.

**Program Components:****Training Videos by Local Expert:**

- Employees have access to a series of training videos created by a local expert in workplace ergonomics.
- Videos demonstrate the adjustability features of both laptops and desktops, emphasizing the benefits of proper workstation setup.
- New employees are required to complete this training as part of their on-boarding, while all employees must undergo it annually.

**Annual Demonstrations Led by Ergonomics Expert:**

- Bagmane Developers Pvt. Ltd. organizes an annual demonstration session led by a local ergonomics expert.
- During this session, employees receive hands-on training on making personalized adjustments to their workstations based on individual needs.
- The demonstration ensures that each employee optimizes their workstation setup for maximum comfort and productivity.

**Wellness Library Resources:**

- The organization includes resources from a recognized ergonomics company in its wellness library.
- These resources serve as reference materials for employees, providing additional information and tips on maintaining proper ergonomics and well-being while working.

**Contact Information:**


- Eligible employees are encouraged to address queries or concerns related to the Workstation Orientation Program by reaching out to their direct supervisor or property manager through official email.

**The Workstation Orientation Program aims to:**

- Create a work environment prioritizing the health and comfort of employees, particularly those in asset management.
- Empower employees to proactively manage their well-being by utilizing ergonomic principles.
- Demonstrate Bagmane Developers Pvt. Ltd.'s commitment to supporting employee health, productivity and job satisfaction.

By implementing this program, Bagmane Developers Pvt. Ltd. ensures that employees are well-equipped with the knowledge and skills to maintain proper workstation ergonomics. The organization emphasizes the importance of employee health and job satisfaction while fulfilling asset management responsibilities.

Dated: March 16, 2024

  
Raja Bagmane  
(Managing Director)



## Ergonomic Workstation Purchasing Policy

B A G M A N E

Bagmane Developers Pvt. Ltd. is committed to enhancing employee well-being by integrating ergonomic principles into the design of workspaces, particularly for computer users. To achieve this objective, an Ergonomic Workstation Purchasing Policy has been established, allowing employees to request ergonomic amenities. The policy covers desktop users, laptop users, height-adjustable work surfaces and ergonomic chairs.

### Available Ergonomic Amenities:

#### For Desktop Users:

- Employees can request monitors with built-in height and angle adjustment features.
- Adjustable monitors allow users to customize the positioning for reduced strain on the neck and eyes.

#### For Laptop Users:

- Laptop users have the option to request a setup that includes an external keyboard, mouse and stand.
- This setup enables users to position the laptop screen according to individual preferences, reducing discomfort associated with prolonged laptop usage.

#### Height-Adjustable Work Surfaces:

- Employees can request manual or electric height-adjustable work surfaces.
- Adjustable work surfaces provide flexibility for users to set their workstations at optimal heights, promoting comfort and reducing musculoskeletal issues.

#### Ergonomic Chairs:

- Ergonomic chairs with adjustable features are available for request.
- These chairs offer adjustable seat height, seat depth, backrest height, lumbar support, backrest angle and armrest features.
- Ergonomic design promotes proper posture and support, minimizing the risk of discomfort and injuries.

### Request and Fulfilment Process:


- Eligible employees can submit requests for ergonomic workstation amenities through official email to their direct supervisor.
- The HR committee will review and assess the requests to ensure alignment with ergonomic principles and employee needs.
- Within eight weeks of the request submission, the requested ergonomic amenities will be provided to the employees.
- In case of any delays beyond the eight-week period, employees will be promptly notified and reasons for delays will be communicated.

### The Ergonomic Workstation Purchasing Policy aims to:

- Create a healthier and more comfortable work environment for all computer users.
- Demonstrate Bagmane Developers Pvt. Ltd.'s commitment to employee well-being.
- Ensure individuals can work in a manner that minimizes the risk of ergonomic-related discomfort and injuries.

Through this policy, Bagmane Developers Pvt. Ltd. emphasizes its dedication to providing ergonomic workstations, promoting a work environment that prioritizes the health and comfort of its employees.

Dated: March 16, 2024

  
Raja Bagmane  
(Managing Director)



BAGMANE

## WELL Feature Guide Policy

Bagmane Developers Pvt. Ltd. is dedicated to providing occupants with a comprehensive guide that outlines the WELL features implemented in the project. This guide serves to educate occupants on the correlation between health and buildings, as well as inform them about the available health resources and programs. Through the WELL Feature Guide Policy, we aim to enhance awareness and accessibility to health-focused offerings within our premises.

- All occupants, including employees and tenants, will receive a digital WELL Feature Guide. This guide will detail the specific WELL features accomplished by Bagmane Developers Pvt. Ltd., emphasizing their impact on occupant health and well-being.
- Regular occupants will receive quarterly email communications, providing updates on health resources, programs, amenities and policies available to them based on the WELL features achieved in the project.
- These emails will serve as a recurring reminder and educational tool, ensuring that occupants are well-informed about the health-focused offerings provided by Bagmane Developers Pvt. Ltd.
- New employees will receive on boarding communications that specifically highlight the WELL features in place and the corresponding health benefits.
- This initial communication aims to familiarize new occupants with the health-oriented aspects of the project, encouraging them to actively engage in wellness initiatives.
- Bagmane Developers Pvt. Ltd. is committed to ensuring that the WELL Feature Guide is easily accessible to all occupants. The guide will be made available through digital platforms, ensuring convenience and widespread access.
- The WELL Feature Guide will be periodically reviewed and updated to reflect any changes or additions to the WELL features implemented in the project. These updates will be communicated to occupants promptly to maintain transparency and accuracy.

Through the WELL Feature Guide Policy, Bagmane Developers Pvt. Ltd. aims to empower occupants with knowledge about the health-focused features and offerings within the premises. By fostering awareness and accessibility, we contribute to creating an environment that promotes the well-being of all occupants.

Dated: March 16, 2024

**Raja Bagmane**  
(Managing Director)



## Mould and Moisture Management Plan

BAGMANE

Bagmane Developers Pvt. Ltd. is committed to maintaining a safe and healthy environment for all occupants by proactively managing Mould and moisture through regular inspections. This comprehensive Mould and Moisture Management Plan outlines the responsibilities, inspection frequency and reporting procedures to ensure early detection and effective resolution of Mould and moisture issues.

- The Property Manager or a designated representative is responsible for overseeing the Mould and moisture management plan.
- They will coordinate inspections, monitor the implementation of preventive measures and ensure timely reporting and resolution of identified issues.
- Monthly inspections will be conducted to proactively identify and address Mould and moisture issues.
- Thorough inspections will cover the entire building and its premises, focusing on the following areas:
  - Checking for water damage or pooling in common areas and individual units.
  - Identifying any discoloration or presence of Mould on ceilings, walls, floors and HVAC equipment.
  - Visual inspection of building pipes to detect signs of leakage.
- Comprehensive inspection logs will be maintained annually and submitted.
- The logs will include details such as:

Location	Date of Inspection	Inspection Completed By	Moisture or Mould? (Y / N)	Leaking pipes? (Y / N)	If yes – Mould test completed? (Y / N)	Notes

- Facility Help Line for Mould and Moisture: A dedicated "Help Desk" will be available for building occupants and tenants to report any issues related to Mould, moisture, or leaks. The building management team is committed to responding promptly to all reported incidents, aiming to address them within 24 to 48 hours. All reported incidents will be documented for proper tracking and resolution.

First Name	Last Name	Building Location	Contact Information	Location of Reported Issue	Description of the Issue

By implementing this plan, Bagmane Developers Pvt. Ltd. aims to proactively manage Mould and moisture concerns, ensuring a safe and healthy environment for all building occupants and tenants. This plan is integral to our commitment to maintaining high standards of safety and well-being within our premises.

Dated: March 16, 2024

  
**Raja Bagmane**  
 (Managing Director)





Bagmane Developers Pvt. Ltd. is committed to fostering community engagement and social responsibility among its eligible employees. This policy outlines the guidelines and principles for community involvement, encouraging employees to contribute to the well-being of the community. The organization actively supports and promotes volunteer activities and community engagement programs to create a positive and socially responsible work environment.

This policy applies to all eligible employees of Bagmane Developers Pvt. Ltd.

- **Paid Time Off for Volunteer Activities:**
  - All eligible employees have the option to take paid time off for volunteer activities, amounting to at least two workdays annually.
  - This time off is separate from vacation, sick leave, or other paid time off.
- **Charity or Non-Profit Engagement:**
  - At least half of the allocated volunteer hours should be organized by the employer for a registered charity or non-profit organization.
  - Employees are encouraged to actively participate in community service and contribute to causes that align with the organization's values.
- **Community Engagement Program:**
  - Bagmane Developers Pvt. Ltd. offers one community engagement program on a quarterly basis.
  - The community engagement program includes a variety of events, talks, workshops, trainings, or other public engagements.
  - The programs are designed to promote education, play, physical activity, social connection and overall well-being.
  - These programs are provided at no cost to the public, reinforcing the organization's commitment to community well-being.
  - Programs may be conducted on- or off-site, ensuring accessibility to a diverse audience.
  - The community engagement programs must be open to all regular occupants, including employees and tenants, encouraging a sense of inclusivity and community spirit.
- Bagmane Developers Pvt. Ltd. will communicate details about volunteer opportunities and community engagement programs through appropriate channels.
- Coordination and organization of volunteer activities and community engagement programs will be facilitated by designated personnel.
- Bagmane Developers Pvt. Ltd. acknowledges and recognizes employees' contributions to volunteer activities and community engagement through internal communication channels.
- Recognition may include commendations, certificates, or other forms of acknowledgment.
- The organization will monitor the participation and impact of community engagement initiatives, seeking feedback from participants and continuously evaluating the effectiveness of the programs.
- This Community Engagement Policy will undergo regular reviews to ensure its alignment with community needs and the organization's evolving values.
- Adjustments and enhancements will be made based on feedback, emerging best practices and the changing landscape of community engagement.

Bagmane Developers Pvt. Ltd. aims to enhance community well-being and promote a positive, socially responsible work environment through its Community Engagement Policy. The organization supports employees in volunteering and organizes community programs to create lasting positive impacts on the served community.

Dated: March 16, 2024

  
Raja Bagmane  
(Managing Director)



## Restorative Programming Policy

### BAGMANE

Bagmane Developers Private Limited is dedicated to promoting the well-being, stress reduction and personal and professional restoration of its community members. This policy outlines the guidelines and principles governing the provision of restorative programming, emphasizing the organization's commitment to offering tailored programs at no cost.

- Bagmane Developers Private Limited provides a virtual mindfulness training course designed to promote mindfulness and enhance well-being among community members.
- The course aims to equip participants with essential mindfulness skills and practices, fostering a mindful and resilient community.
- Our organization grants access to a comprehensive, science-backed mindfulness and meditation digital platform.
- The platform offers a diverse range of solutions to reduce stress and enhance well-being, including daily sessions and courses covering various aspects of personal development, including stress management, improved relationships, better sleep and more.
- The mindfulness and meditation digital platform feature specialized courses designed for personal and professional restoration.
- These courses address the unique challenges individuals face in their personal and work lives, providing practical tools and techniques to restore balance, resilience and overall well-being.
- All restorative programs offered by Bagmane Developers Private Limited are provided at no cost to community members.
- The organization is committed to ensuring the accessibility of these programs to all eligible individuals within the community.
- Detailed information about each restorative program, including schedules, content and access details, will be communicated to community members through appropriate communication channels.
- Regular updates and reminders about the availability of these programs will be shared to encourage widespread participation.
- The organization will conduct periodic evaluations to assess the effectiveness and impact of the restorative programs.
- Feedback from participants will be actively sought to make continuous improvements and adjustments to better meet the community's needs.
- This Restorative Programming Policy will undergo regular reviews to ensure its alignment with community needs and evolving well-being trends.
- Adjustments and enhancements will be made based on feedback, emerging best practices and the evolving landscape of well-being.

Through the implementation of this Restorative Programming Policy, Bagmane Developers Private Limited aims to create a supportive and resilient community by offering accessible and tailored programs that contribute to the well-being and personal and professional restoration of its members. The organization is committed to fostering a culture of mindfulness and resilience, promoting a positive and thriving community environment.

Dated: March 16, 2024

  
Raja Bagmane  
(Managing Director)



## Physical Activity Opportunities and Incentives Policy

BAGMANE

Bagmane Developers Pvt. Ltd. recognizes the vital role of regular physical activity in maintaining overall health and preventing chronic diseases. The organization is dedicated to cultivating a workplace culture that actively supports occupants in engaging in regular physical activity, aligning with established health guidelines. With a commitment to providing an environment that promotes physical activity and employee health, Bagmane Developers Pvt. Ltd. aims to help employees achieve a minimum of 150 minutes of moderate-intensity physical activity per week. This commitment can reduce the risk of heart disease by 50% and offer additional health benefits, including decreased risks of diabetes, stress, osteoporosis, lower back pain, high blood pressure, breast and colon cancer.

The organization is also devoted to contributing to the community's well-being by supporting initiatives led by the Employee Wellness Committee. These initiatives focus on increasing employee awareness of the health benefits of physical activity and reducing sedentary time. Bagmane Developers Pvt. Ltd. will further support and encourage physical activity during working hours and promote the use of active and sustainable transportation to, from and within the workplace.


- Bagmane Developers Pvt. Ltd. will organize a 30-minute physical activity program per week within its premises specifically for building management staff.
- The program will be led by a qualified physical activity professional.
- The physical activity program will be offered at no cost to all eligible building management staff, ensuring financial accessibility for everyone.
- Program details, including the agenda and schedule, will be communicated to building management staff at least one week before each session through appropriate means of communication.
- The organization will actively implement and promote the physical activity program for building management staff.
- Bagmane Developers Pvt. Ltd. will ensure that the program is accessible and inclusive for all eligible employees.
- Regular monitoring of employee participation and feedback will be conducted to assess the effectiveness and impact of the physical activity program.
- The Employee Wellness Committee will play a role in evaluating the success of the initiative.
- The Physical Activity Opportunities and Incentives Policy will undergo periodic reviews to assess its alignment with employee needs and changing health trends.
- Adjustments will be made based on feedback and emerging best practices.

### Incentives for General Employee Physical Activity:

- Bagmane Developers Pvt. Ltd. will provide financial rewards for employees actively engaging in physical activity.
- Employees are entitled to a 50% subsidy for costs incurred with appropriate fitness providers, fostering accessibility to fitness resources.
- Flexible work hours will be offered to accommodate employees' physical activity needs, promoting a healthy work-life balance.
- The HR team will communicate details of applicable fitness facility providers, incentives and flexible work hour options to all employees.
- Employees are encouraged to reach out to the HR team for any clarifications regarding the opportunities and support provided for physical activity.

Through these initiatives, Bagmane Developers Pvt. Ltd. aims to create a workplace environment that actively supports and promotes physical activity, contributing to the overall health and well-being of its occupants. The organization's commitment to wellness is evident in these measures, emphasizing the importance of a balanced and active lifestyle for its employees.

Dated: March 16, 2024

  
Raja Bagmane  
(Managing Director)



This On-Demand Health Services Policy applies to all employees of Bagmane Developers Pvt. Ltd. The organization is committed to ensuring the well-being of its employees by providing convenient access to on-site health services.

- On-site health services are provided at no cost to eligible employees.
- Experienced and qualified healthcare providers are available to offer confidential medical treatment for episodic, recurrent, urgent, or other illnesses.
- Health services are available during regular business hours.
- A scheduling system is in place for appointment booking.
- Eligible employees can utilize on-demand health services during the workday.
- Implementation:
- Communication of the On-Demand Health Services Policy will be conducted through official channels.
- The scheduling system for appointment booking will be established and communicated to all eligible employees.
- The utilization of on-demand health services will be monitored regularly to ensure accessibility and effectiveness.
- Feedback from employees regarding the availability and quality of on-site health services will be collected periodically.
- The On-Demand Health Services Policy will be periodically reviewed to assess its alignment with employee needs and best practices.
- Adjustments will be made based on feedback, changes in health service requirements, or emerging workplace health trends.
- All medical treatments and records will be handled with utmost confidentiality, adhering to privacy regulations and ethical standards.

Through the implementation of this On-Demand Health Services Policy, Bagmane Developers Pvt. Ltd. aims to prioritize the health and well-being of its employees by providing accessible and confidential medical services on-site. The organization believes that convenient access to health services contributes to a healthier and more productive workforce.

**Dated: March 16, 2024**

**Raja Bagmane**  
(Managing Director)



## Substance Use Education Policy

BAGMANE

Bagmane Developers Pvt. Ltd. is committed to maintaining a safe and healthy work environment for all individuals associated with the organization. This Substance Use Education Policy aims to educate and guide employees, paid interns, volunteers and part-time, seasonal and permanent staff on the responsible and legal use of substances. The policy strictly prohibits the use, storage, manufacturing and distribution of illegal and illicit drugs and/or alcohol while on company premises.

This policy applies to all individuals associated with Bagmane Developers Pvt. Ltd., including paid interns, volunteers and part-time, seasonal and permanent employees.

The policy strictly prohibits the use, possession, sale, manufacturing and distribution of proscribed drugs, illegal drugs, over-the-counter drugs and alcoholic beverages on company premises.

- **Prohibited Activities:** Employees are strictly prohibited from engaging in the following activities:
  - Selling, possessing, using, manufacturing and/or distributing alcoholic beverages, proscribed drugs, including inhalants, illegal drugs and over-the-counter drugs.
  - Using and/or distributing prescription drugs that causes drowsiness or impaired performance while working or being on Bagmane Developers Pvt. Ltd. premises.
- Bagmane Developers Pvt. Ltd. offers annual education training programs for eligible employees, covering the following essential topics:
  - Management of Personal Substance Use: Safe habits, signs of dependency and health risks associated with substance misuse or addiction.
  - Prescription Opioid Education: Questions to ask when prescribed opioids, safe use, risks and signs of dependency.
  - Supporting Peers Struggling with Substance Use: Guidance on aiding recovery efforts and responding to emergencies.
- Substance use can impair rational thinking and actions, leading to workplace accidents, poor job performance, unsatisfactory customer service and additional responsibilities for co-workers.
- Employees are encouraged to make informed decisions about substance use to maintain a safe and healthy workplace.
- Bagmane Developers Pvt. Ltd. fosters a supportive culture that encourages employee well-being and recovery.
- Employees seeking assistance with substance use issues are encouraged to reach out to the designated support channels provided by the organization.
- The Substance Use Education Policy will be communicated to all employees through official channels and acknowledgment of understanding will be sought.
- Annual education training programs will be organized and facilitated by qualified professionals.
- Compliance with the policy will be monitored regularly through internal audits and reporting mechanisms.
- The effectiveness of education training programs will be assessed through employee feedback and program evaluations.
- The Substance Use Education Policy will be periodically reviewed to ensure its alignment with legal requirements and best practices. Adjustments will be made based on feedback, emerging substance use trends, or changes in the work environment.

Through the enforcement of this policy, Bagmane Developers Pvt. Ltd. aims to protect the well-being of its employees and customers, fostering a workplace culture that prioritizes responsible substance use and supports individuals in their recovery efforts.

Dated: March 16, 2024

  
Raja Bagmane  
(Managing Director)



## Health Promotion Leader Policy

BAGMANE

Bagmane Developers Pvt. Ltd. recognizes the critical importance of employee health and well-being and is committed to promoting a healthy workplace culture. This Health Promotion Leader Policy establishes the role of the HR Business Partner as a dedicated leader responsible for planning and overseeing strategies that enhance the physical, mental and emotional health of all employees. The HR Business Partner will report directly to a member of the executive (C-Suite) team, ensuring high-level support for health promotion initiatives.

- Bagmane Developers Pvt. Ltd. designates one HR Business Partner with the primary responsibility of planning and overseeing strategies that promote the physical, mental and emotional health and well-being of all employees.
- The HR Business Partner will report directly to a member of the executive (C-Suite) team, highlighting the significance of health promotion at the highest organizational level.
- The HR Business Partner's job description will explicitly outline responsibilities related to health promotion, including the planning and implementation of programs that address physical, mental and emotional well-being.
- Performance expectations will be established, with metrics linked to promoting organizational health integrated into the employee's performance evaluation.
- The HR Business Partner is required to provide at least annual reports on the progress of health promotion strategies and employee engagement to the executive (C-Suite) team.
- These reports will include key metrics, achievements, challenges and recommendations for future initiatives.
- The HR Business Partner will be supported by one employee dedicated to helping plan and implement health promotion programs and policies.
- This support staff member will work collaboratively with the HR Business Partner to ensure the successful execution of health promotion initiatives.
- The HR Business Partner's responsibilities related to health promotion will be clearly communicated and integrated into their overall job responsibilities.
- Support staff members will be selected based on their qualifications and experience in health promotion and program implementation.
- The effectiveness of health promotion initiatives will be monitored through regular assessments, including employee feedback, engagement levels and health-related metrics.
- The executive (C-Suite) team will actively review annual progress reports to assess the impact of health promotion strategies on the organization.
- The Health Promotion Leader Policy will be periodically reviewed to ensure alignment with organizational goals and evolving employee needs.
- Adjustments and adaptations may be made based on feedback, emerging health trends, or changes in the work environment.

Through the implementation of the Health Promotion Leader Policy, Bagmane Developers Pvt. Ltd. aims to demonstrate its commitment to prioritizing employee health and well-being. The organization recognizes the role of the HR Business Partner in leading health promotion initiatives, fostering a culture of well-being and creating a workplace that supports the holistic health of its workforce.

Dated: March 16, 2024

  
Raja Bagmane  
(Managing Director)



## Culture of Health Policy

BAGMANE

Bagmane Developers Pvt. Ltd. is dedicated to fostering a Culture of Health among its full-time employees. This policy outlines health promotion strategies, including regular communication, quarterly education sessions and the establishment of a health promotion group. The organization aims to integrate health and wellness into business operations, encouraging engagement at all organizational levels.

- This policy is applicable to all full-time employees of Bagmane Developers Pvt. Ltd.
- Monthly communications will be sent to regular occupants, reinforcing the organization's Culture of Health. These communications will integrate health and wellness into business operations, highlighting health promotion policies and programs. Educational content on at least two topics within the ten WELL concepts will be provided.
- Bagmane Developers Pvt. Ltd. will conduct quarterly education sessions, including workshops, lectures and seminars.
- These sessions will focus on topics within the ten WELL concepts, covering at least two different concepts per year to provide valuable instruction to employees.
- A health promotion group will be established, meeting at least quarterly to actively plan and implement health promotion programs and policies.
- This group will work towards cultivating a Culture of Health within Bagmane Developers Pvt. Ltd., ensuring ongoing efforts to enhance the well-being of all employees.
- Health promotion strategies will be incorporated into the organization's overall communication plan.
- The human resources department will oversee the coordination and scheduling of quarterly education sessions.
- The health promotion group will consist of representatives from different departments, ensuring diverse perspectives and engagement.
- Regular occupants will receive monthly communications via official channels, reinforcing the Culture of Health.
- The communications will include updates on health promotion policies, programs and success stories of employees exemplifying the project's health culture.
- Educational content on relevant WELL concepts will be included to promote awareness and understanding.
- The effectiveness of health promotion strategies will be periodically assessed through employee feedback and engagement levels.
- The health promotion group will conduct evaluations to measure the impact of programs and identify areas for improvement.
- The Culture of Health Policy will be reviewed periodically to ensure its alignment with organizational goals and evolving employee needs.
- Adjustments and adaptations may be made based on feedback, emerging health trends, or changes in the work environment.

Through the implementation of the Culture of Health Policy, Bagmane Developers Pvt. Ltd. aims to create a workplace that prioritizes the well-being of its employees, fostering a culture of health and vitality across all organizational levels. This policy reflects the organization's commitment to providing a supportive and holistic work environment that promotes a healthy and balanced lifestyle.

Dated: March 16, 2024

  
Raja Bagmane  
(Managing Director)



## Flexible Dress Code Policy

BAGMANE

Bagmane Developers Pvt. Ltd. is committed to fostering a culture of flexibility and inclusivity, recognizing the importance of accommodating individual needs and preferences in the workplace. The Flexible Dress Code Policy encourages employees to wear attire that aligns with their thermal comfort preferences, promoting a comfortable and supportive work environment.

- All staff members are encouraged to wear appropriate attire based on their thermal preferences.
- The organization acknowledges and respects that individuals have varying comfort levels regarding temperature.
- The policy promotes open communication between employees and their direct supervisors.
- Employees are encouraged to discuss specific arrangements related to working conditions with their direct supervisor through official email.
- Bagmane Developers Pvt. Ltd. trusts employees to make decisions about their attire that best suit their individual needs and preferences.
- Employees are empowered to choose clothing that enhances their personal comfort and supports their well-being.
- While the policy encourages flexibility, employees are expected to adhere to guidelines that maintain a professional and respectful work environment.
- Clothing choices should be appropriate for the nature of the job and considerate of colleagues' preferences.
- Direct supervisors are encouraged to support employees in their choice of attire that aligns with thermal comfort.
- Supervisors should consider individual needs when discussing and implementing this policy within their teams.
- The policy emphasizes the diverse needs and preferences of employees.
- Bagmane Developers Pvt. Ltd. values an inclusive workplace where employees feel respected and comfortable expressing their individuality.
- Any eligible employee with questions or queries regarding this policy or specific arrangements related to working conditions is encouraged to reach out to their direct supervisor through official email.
- The organization is committed to maintaining open channels of communication to address concerns and provide clarification on the Flexible Dress Code Policy.
- By implementing this policy, Bagmane Developers Pvt. Ltd. aims to create a comfortable and supportive work environment that enhances employee well-being and productivity.
- The organization believes that allowing flexibility in attire contributes to a positive workplace culture where individuals can perform at their best.
- The Flexible Dress Code Policy will be periodically reviewed to ensure its effectiveness in meeting the evolving needs of employees.
- Adjustments and adaptations may be made to the policy based on feedback and changing workplace dynamics.

Through the implementation of the Flexible Dress Code Policy, Bagmane Developers Pvt. Ltd. reinforces its commitment to providing a work environment that values and accommodates the diverse preferences and needs of its employees.

Dated: March 16, 2024



Raja Bagmane  
(Managing Director)





## Emergency Resource Policy

BAGMANE

Bagmane Developers Pvt. Ltd. is committed to providing a safe and secure environment for all occupants within its premises. This Emergency Resource Policy outlines the measures and resources in place to effectively respond to various emergency scenarios, ensuring the well-being of individuals and promoting a secure work environment.

### Emergency Response Resources:

- Emergency procedure signage is prominently displayed in all reception areas, providing clear protocols for various emergency scenarios, including disease outbreaks, fire, earthquake, terrorist attacks, flood and civil unrest.
- Guests entering the building have easy access to this information to facilitate a quick and informed response during emergencies.
- Bagmane Developers Pvt. Ltd. buildings are equipped with a comprehensive emergency notification system.
- The system includes auditory and visual indicators, such as fire alarms, public address systems and flashing lights, to alert occupants in case of emergencies.
- In case of emergencies, Bagmane Developers Pvt. Ltd. provides rides at no cost to individuals in need.
- This service covers urgent medical needs, personal or family emergencies and transportation from home to work, particularly during public transit shutdowns.

### Emergency Training & Personnel:

- Bagmane Developers Pvt. Ltd. has a dedicated on-site medical response team.
- The Emergency Preparedness Plan contains a list of personnel who are trained to respond to medical emergencies.
- At least one team member is present in the building during normal business hours.
- A full-time facility security team is employed at Bagmane Developers Pvt. Ltd., with at least one member available on-site 24/7.
- In the event of an emergency, at least three additional team members are on-call and ready to aid as needed.

### Implementation:

- All employees will receive training on emergency response protocols and procedures during the on boarding process, with periodic refresher courses.
- Emergency contact information and procedures will be readily available to all occupants.
- Regular drills and simulations will be conducted to ensure familiarity with emergency response measures.
- Regular communication channels will be established to disseminate emergency information promptly.
- Updates on emergency response resources and procedures will be communicated through internal communication channels.
- The Emergency Resource Policy will be reviewed periodically and necessary revisions will be made to ensure its effectiveness in response to evolving risks and circumstances.

Through the implementation of this Emergency Resource Policy, Bagmane Developers Pvt. Ltd. prioritizes the safety and well-being of its occupants, fostering a secure and resilient work environment. These measures ensure a swift and coordinated response to emergencies, contributing to the overall security of all individuals within the premises.

Dated: March 16, 2024

  
Raja Bagmane  
(Managing Director)



## Nourishment and Nutrition Education Policy

### BAGMANE

Bagmane Developers Pvt. Ltd. is dedicated to fostering a healthier and balanced food environment within its premises. This Nourishment and Nutrition Education Policy outlines guidelines for the availability of nutritious food options, limitations on sugar contents and the restriction of artificial ingredients. Furthermore, the policy introduces a comprehensive program designed to promote a healthy eating pattern, enhance nutritional knowledge and encourage food literacy among all regular occupants.

- In non-leased spaces, a minimum of two types of fruits and vegetables will be made available to encourage individuals to have access to nutritious and fresh options for a balanced diet.
- Beverages will not contain more than 25 grams of sugar per container or serving.
- Drinking water will be readily available at no cost to encourage hydration without added sugars.
- Non-beverage food items (except whole fruit) will not contain more than 25 grams of sugar per serving.
- **Artificial Ingredient Restriction:**
  - All foods and beverages provided in non-leased spaces on a daily basis will be free from artificial ingredients, including colorings, sweeteners, preservatives and certain fats & oils as specified in the policy.

<b>Colorings</b>	Blue 1 (E133), Blue 2 (E132), Green 3, Orange B, Citrus Red 2, Red 3 (E127), Red 40 (E129), Yellow 5 (E102), Yellow 6 (E110), carmine, cochineal, caramel coloring
<b>Sweeteners</b>	acesulfame-potassium (acesulfame-k), advantame, aspartame, calcium saccharin, saccharin, sucralose, cyclamate, neotame, polydextrose, olestra
<b>Preservatives</b>	sodium nitrate, sodium nitrite, potassium bromate, potassium iodate, propyl gallate, BHA (butylated hydroxyanisole), BHT (butylated hydroxytoluene), TBHQ, sodium benzoate
<b>Fats &amp; Oils</b>	BVO (brominated vegetable oil), partially hydrogenated oil

- Regular cooking demonstrations will be conducted by experienced chef-instructors, focusing on incorporating fruits and vegetables into nutritious dishes.
- Participants will have hands-on learning opportunities during these sessions.
- Accredited dieticians or nutritionists will lead educational sessions providing insights into making informed and healthy food choices and understanding nutritional requirements.
- Occupants will have the option for personalized one-on-one nutrition consultations with accredited dieticians or nutritionists.
- Hands-on gardening workshops, led by horticulture specialists, will teach participants about planting, nurturing and harvesting their own edible plants, fruits, vegetables and herbs.
- Workshops will be conducted quarterly, providing multiple opportunities for participants to engage in the program.
- Workshops will be offered both in-person and virtually, ensuring accessibility to all employees and tenants.
- Specialists will lead workshops, bringing expertise to guide participants throughout the process.
- Detailed program information, including agendas and logistics, will be shared with participants one week before each workshop through appropriate channels.
- The program is offered at no cost to all employees and tenants, ensuring equal access to educational opportunities.

Through the implementation of this Nourishment and Nutrition Education Policy, Bagmane Developers Pvt. Ltd. aims to create a well-informed and health-conscious community, fostering positive food habits and supporting the overall well-being of its occupants. Bagmane Developers Pvt. Ltd.'s gardening and nutrition program aims to build a knowledgeable and health-conscious community on its premises. The program not only teaches practical gardening skills but also emphasizes sustainable food practices and the significance of healthy eating. Participants can enjoy cultivating their own fresh produce, fostering pride and accomplishment.

Dated: March 16, 2024

Raja Bagmane  
(Managing Director)



## Mindful Eating Policy

### BAGMANE

Bagmane Developers Private Limited is committed to promoting a culture of mindful eating to support the well-being and health of our employees. This policy outlines guidelines to create an environment that encourages healthier eating habits, emphasizes the importance of taking breaks and provides nutritious food options.

- All employees are entitled to a daily lunch period of a minimum of 30 minutes.
- Employees are encouraged to utilize this time to relax, recharge and engage in mindful eating practices.
- Employees are encouraged to eat away from their workstations during the designated lunch period.
- Designated break areas or communal spaces will be provided to facilitate a comfortable and enjoyable dining experience.
- Bagmane Developers Private Limited will ensure the availability of nutritious food options in workplace cafeterias and designated eating areas.
- Emphasize options with limited sugar and artificial additives to promote healthier eating habits.
- Conduct regular workshops or seminars to educate employees about the benefits of mindful eating, including its impact on overall health, productivity and well-being.
- Share information on making healthier food choices and portion control.
- Foster a supportive environment that encourages employees to make mindful food choices without feeling pressured or judged.
- Provide resources such as nutrition tips, healthy recipes and information on local eateries offering nutritious meals.
- Encourage department managers to stagger break schedules to ensure that employees have sufficient time for mindful eating without compromising operational efficiency.
- Collaborate with on-site or external food vendors to offer healthier menu options, with a focus on balanced meals.
- Encourage vendors to provide clear nutritional information for menu items.
- Designate communal spaces for social eating, encouraging team members to connect and build positive relationships during meal breaks.
- Arrange occasional team-building activities centered around shared meals.
- Establish a feedback mechanism for employees to express their preferences regarding food options, break times and the overall dining experience.
- Integrate mindful eating practices into existing wellness programs, emphasizing the connection between nutrition, mental health and overall well-being.

Through the implementation of this Mindful Eating Policy, Bagmane Developers Private Limited aims to cultivate a positive and health-conscious workplace environment. By providing opportunities for employees to engage in mindful eating practices, we contribute to a culture that values the holistic well-being of our workforce.

Dated: March 16, 2024

Raja Bagmane  
(Managing Director)



## Drinking Water Transparency Policy

### BAGMANE

Bagmane Developers Private Limited is committed to ensuring transparency and accountability in providing safe and high-quality drinking water for all building occupants. This policy outlines the disclosure of water testing results, maintenance information and accessibility to data, reinforcing our commitment to the well-being of everyone within the premises.

#### Testing Frequency:

- Quarterly water testing will be conducted on all drinking water dispensers.

#### Display of Results:

- Water quality results from the most recent sampling will be prominently displayed near each drinking water dispenser.
- Include the date of testing and compliance status with WELL thresholds.

#### Filter Maintenance:

- Detailed information about treatment technologies employed in all in-use filters and treatment units will be provided.
- The most recent date of device maintenance and filter cartridge replacement will be displayed near the water treatment system.

#### Accessibility to Building Occupants:

- All building occupants, including tenants, will have access to the following information:
  - Water testing results.
  - Date of testing.
  - Compliance status with WELL thresholds.
  - Details about treatment technologies used.
  - Maintenance information, including the most recent date of device maintenance and filter cartridge replacement.
- Regularly communicate water quality updates and testing results through appropriate channels, such as email, notice boards, or an online portal.
- In the event of water quality issues, Bagmane Developers Private Limited will promptly take corrective actions.
- Notify building occupants of any necessary steps to address the issues and provide a timeline for resolution.
- Conduct training sessions for relevant staff members to ensure awareness and adherence to water quality policies and procedures.
- Periodically conduct compliance audits to ensure adherence to water quality standards and the effective implementation of this policy.

Through the implementation of this Drinking Water Transparency Policy, Bagmane Developers Private Limited aims to foster a culture of openness and responsibility, guaranteeing the highest standards of water quality and the well-being of all individuals within the premises.

Dated: March 16, 2024

  
Raja Bagmane  
(Managing Director)



Bagmane Developers Pvt Ltd is committed to responsible and ethical sourcing to ensure sustainability in our supply chain. This commitment aligns with the principles of Responsible Consumption and Production. This policy applies to all suppliers, contractors and partners involved in Bagmane's supply chain.

- Bagmane is dedicated to complying with all applicable laws and regulations, including environmental and labour laws, in the context of responsible sourcing.
- Bagmane commits to ethical sourcing practices, including zero tolerance for child labour, forced labour, workplace discrimination, harassment, bribery, fraud, embezzlement and the use of conflict minerals or resources. Additionally, pollution control, occupational health and safety, ethical land use and transparent disclosure of sustainability efforts are emphasized.
- Bagmane outlines guidelines to minimize the environmental impact of sourcing activities, promoting measures to reduce carbon emissions, waste and resource consumption. Obtains environmental certification such as environmental product declaration (EPD), Health product declaration (HPD) for finished products, environmentally sensitive products, manufactures and suppliers during procurement wherever applicable.
- Procedures for selecting and vetting suppliers, including due diligence assessments to evaluate sustainability and ethical practices, are established.
- Bagmane ensures fair and transparent procurement processes that promote competition, equal opportunity and responsible pricing.
- Bagmane outlines its approach to conducting risk assessments to identify and mitigate risks related to responsible sourcing.
- The organization commits to continuously monitor supplier compliance with responsible sourcing requirements and conduct audits when necessary.
- Bagmane promotes collaboration with suppliers to encourage responsible practices, transparency and continuous improvement in the supply chain.
- Commitment to transparency is emphasized, with disclosure of information about responsible sourcing efforts in reports, communications, or on the company website.
- Bagmane ensures that employees involved in procurement and supply chain management receive the necessary training and knowledge to implement responsible sourcing practices.
- A process is established for periodically reviewing and updating the responsible sourcing policy to reflect changing laws, regulations and best practices.
- Bagmane engages with stakeholders, including NGOs, industry associations and customers, to address matters related to responsible sourcing.

Bagmane Developers Pvt Ltd reaffirms its commitment to responsible sourcing, aiming to create a sustainable and ethical supply chain. This policy is subject to regular review and updates to maintain its effectiveness.

**Dated: March 16, 2024**

  
**Raja Bagmane**  
(Managing Director)



## Remuneration Policy

**B A G M A N E**

Bagmane Developers Pvt Ltd recognizes the importance of a comprehensive remuneration policy to attract and retain competent managers and employees, aligning with the organization's long-term value creation objectives.

- A dedicated Nomination and Remuneration Committee is established. The Committee is responsible for performance evaluation and remuneration decisions for Bagmane Developers Pvt Ltd employees.
- The Committee is constituted in adherence to the Companies Act, 2013.
- The Committee is authorized to investigate matters within its terms of reference, seek necessary information, obtain external legal advice and appoint external remuneration consultants.
- The Committee's responsibilities include formulating criteria for employee qualifications, recommending remuneration policies, identifying qualified individuals for senior management roles and other employees and overseeing remuneration levels.

The policy is framed to:

- Provide holistic monetary and non-monetary compensation elements.
- Emphasize "Pay for Performance" by aligning incentives with business strategies.
- The Committee oversees the administration and execution of employee incentive schemes, including the Employee Incentive Plan. The role involves determining eligibility criteria, terms and conditions, vesting periods and other relevant aspects.
- The policy emphasizes that payment and remuneration details, along with contractual agreements, are agreed upon before employment starts. Documentation confirming contractual agreements is provided in a language understood by the worker.
- Bagmane commits to transparency and disclosure of remuneration details, including median remuneration, annual compensation for senior management roles and the ratio between senior management roles and other employee compensation. The policy ensures compliance with stipulated reporting intervals.
- The policy addresses incentives for managing climate change issues and encourages the monitoring and disclosure of gender pay gap or equal pay assessments.
- Bagmane's remuneration policy extends long-term incentives not only to senior management but also to employees below that level, linking performance to measured outcomes over one or multiple years.
- The policy concludes by highlighting the commitment to periodic reviews and updates to adapt to evolving best practices and legal requirements.

This Remuneration Policy serves as a guiding document to ensure fairness, transparency and alignment with the organization's strategic objectives in attracting, retaining and rewarding talent.

**Dated: March 16, 2024**

  
**Raja Bagmane**  
(Managing Director)



BAGMANE

## Biodiversity Policy

At Bagmane, we recognize our duty to the environment, natural resources and biodiversity in developing and managing our properties. Our commitment to preserving biodiversity is embedded in our policies. The Biodiversity Management Policy at Bagmane demonstrates our holistic dedication to environmental stewardship, with clear goals aligned with international standards. Through collaborative efforts, we aim to have a positive impact on biodiversity and encourage sustainable practices in all our operations.

- Bagmane is committed to avoiding operations in World Heritage areas and IUCN Category I-IV protected areas, as well as any ecologically sensitive global or national locations.
- Maximize green landscapes in our real estate projects to enrich biodiversity.
- Encourage tree plantation and re-plantation to create thriving natural habitats.
- Enhance and manage biodiversity within property activities, design, construction and operational footprint expansion.
- Create diverse ecological zones in and around our properties to promote a harmonious coexistence with nature.
- Adopt a mitigation hierarchy to:
  - Enhance ecological value within our properties and operational footprint.
  - Avoid damage or disturbance to biologically important sites.
  - Minimize negative human impacts on air, water and vegetation.
  - Rehabilitate or restore ecosystems around operational sites.
  - Collaborate with external partners to fulfil our biodiversity commitment.
  - Set and strive to achieve 'No Net Loss' or Net Improvement targets.
- Emphasize our commitment to protect biodiversity in our own operations and throughout the value chain.
- Expect suppliers to prevent any impact on biodiversity, ensuring responsible sourcing practices.
- Clearly define the scope of our commitment, target year for operation and expectations from suppliers.
- Assess and disclose exposure, including the number of sites involved.
- Commit to no deforestation and maintain a performance score on biodiversity in the Corporate Sustainability Monitoring.
- Disclose if we have operations around ecologically sensitive areas.
- Outline key initiatives for the prevention and remediation of activities impacting biodiversity.
- Clearly state our commitment to protecting biodiversity, whether through Net Positive Impact, No Net Loss, or other approaches.
- Assess the impacts on biodiversity across the value chain (Direct Operations, Upstream and Downstream).
- Outline actions taken to progress on biodiversity-related commitments.
- Define biodiversity indicators to monitor performance across our activities.

Dated: March 16, 2024

  
**Raja Bagmane**  
(Managing Director)



## Grievance and Redressal Policy

### BAGMANE

At Bagmane Developers Pvt. Ltd., our unwavering commitment to fostering an environment of transparency, accountability and ethical business conduct led us to formulate a robust Grievance and Redressal Policy. This policy is not just a set of rules; it's a comprehensive framework designed to address grievances promptly and effectively, aligning with national guidelines on responsible business conduct and human rights principles.

Our policy encompasses crucial elements vital for an effective and responsive grievance redressal system. These include clearly defined roles and responsibilities, user-friendly channels for submitting grievances, prompt acknowledgment procedures, thorough review and investigation steps, transparent communication channels and a steadfast commitment to maintaining confidentiality and privacy. Additionally, the policy places a strong emphasis on continuous monitoring and reporting mechanisms, aimed at assessing and enhancing the overall effectiveness of the grievance redressal process.

- We designate Grievance Officers to provide oversight and ensure the smooth functioning of the redressal process.
- Clearly outlined Procedure/process for internal and external grievance redressal, roles and responsibilities of individuals or departments involved in handling and resolving grievances, ensuring accountability at every level.
- Stakeholders are empowered to submit grievances (online and offline Grievance redressal) through various channels, such as online forms, email, or a dedicated hotline.
- We specify the necessary documentation, ensuring a streamlined and efficient submission process.
- Grievances are promptly acknowledged and clear expectations for response times are set, demonstrating our commitment to timely resolution.
- We detail a comprehensive process for reviewing and investigating grievances, involving all relevant parties and ensuring the collection of necessary evidence.
- Transparent communication with the grievant is a priority, with regular updates provided throughout the grievance resolution process.
- We commit to maintaining the confidentiality of sensitive information and adhere strictly to data protection and privacy regulations.
- The policy includes a robust system for continuous monitoring and reporting, utilizing metrics and key performance indicators to gauge the effectiveness of the grievance redressal process.
- The policy not only addresses grievances related to national business conduct guidelines but also extends its coverage to modifications or introductions of business processes resulting from complaints. Furthermore, specific mechanisms are outlined for receiving and redressing grievances for different categories of employees and workers.
- Internally, our policy establishes robust mechanisms specifically tailored to redress grievances related to human rights issues, showcasing our unwavering commitment to ethical business practices.
- In alignment with our commitment to continuous improvement, our Grievance and Redressal Policy incorporates a structured feedback mechanism. This mechanism aims to gather insights, identify areas for improvement and enhance our overall approach to grievance handling and resolution.

Bagmane Developers Pvt. Ltd. strives not only to address grievances effectively but also to instil confidence among stakeholders through responsible business practices and ethical conduct.

Dated: March 16, 2024

  
Raja Bagmane  
(Managing Director)





B A G M A N E

### 1. Accountability of an employee

It is essential to operate our business/operations in the most ethical and professional manner.

- An employee is expected to adhere, adopt and adapt the practices in business ethics as many of these practices attract legal / regulatory requirements.
- Violation of the laws applicable can create significance damage / liability for you/company or even to other employees. We expect the employees to scrupulously carry the accountability and comply.

### 2. Conflict of interest

A "conflict of interest" occurs when:

- **Personal interest:** - The personal interest of any member of the Board of Directors or the Senior Management interferes or appears to interfere in any way with the interest of the Company. Although this duty does not prevent them from engaging in personal transactions and investments, it does demand that they avoid situations where conflict of interest might occur or appear to occur.
- **Involvement/Interference:** - The Directors and the Senior Management are expected to devote their attention to the business interest of the Company. They are prohibited from engaging in any activity that interferes with their performance or responsibilities to the Company or otherwise is in conflict with or prejudicial to the Company.
- **Business Interests:** - If any member of the Board of Directors or the Senior Management considers investing in securities issued by the Company's customer, supplier or competitor, they should ensure that these investments do not compromise their responsibilities to the Company. Many factors including the size and nature of the investment; their ability to influence the Company's decisions, their access to confidential information of the Company, or of the other entity and the nature of the relationship between the Company and the customer, supplier or competitor should be considered in determining whether a conflict exists. Additionally, they should disclose to the Company any interest that they have which may conflict with business of the Company.

### 3. Use of assets and information confidentiality

- Ensure use of facilities and amenities provided to him / her by the company with care.
- Return the company property while leaving the company on discharge / termination / resignation.
- Not to disclose business strategies / operations to anyone.
- Not to take away confidential document / information either physically or through emails.
- Company's Email, Internal and Intranet are primarily use for company's business and not for personal gains.
- Not to send or browse discriminatory / obscene / objectionable pictures or matter.



**4. Confidential & Expense reports**

Each employee will conduct Company's business with integrity, in compliance with applicable laws and rules and in a manner that excludes personal gain.

- As per policy, employees would be reimbursed for expenses that are necessary and actually incurred when travelling and/or entertaining on authorized Company business.
- It is the responsibility of the employees to submit timely and accurate expense reports in compliance with applicable policy.
- Those authorized to approve expense reports are charged with ensuring that expenses submitted are in full accordance with the Company's policies, procedures and guidelines.
- Failure to file an expense report to account for Company funds, or submitting or approving false information can result in strict disciplinary action.

**5. Intellectual property**

Bagmane group and its employees must respect the intellectual property rights of others and take care to protect and maintain its intellectual property.

- "Intellectual Property" includes creative works, the owners of which have legal rights to them and include copyrights, patents, trade secrets and trademarks. Violation can result in substantial liability and in some instances, may even be criminal in nature.
- Any misuse, whether inside the Company or outside, of the Corporate Logo, Channel Logos, Stationery formats etc., must be promptly reported to Legal.

It is therefore very important that all employees take care not only to protect our intellectual property rights, but also avoid violating the rights of others.

**6. General standards of conduct**

The Company expects all Directors and the Senior Management to exercise:

- Good judgment, to ensure the interests, safety and welfare of customers, dealers, employees and other stakeholders and to maintain a co-operative, efficient, positive, harmonious and productive work environment.
- While discharging duties employee must act honestly and with due diligence, which an ordinary person is expected to behave in his/her own business.
- These standards need to be applied while working in the premises of the Company, at off-site locations where the business is being conducted. If the company-Sponsored business and social events, or at any other place whether they act as representatives of the Company.
- Facilitate Company in maintaining highest degree of Corporate Governance Practices.

Shall not communicate with any member of press or publicity media or any other outside agency on matters concerning the Company, except through the designated spokespersons or otherwise authorized.



**7. Treatment of Employees, Suppliers and Business Partners.**

We will treat employees fairly and use employment practice based on equal opportunity for all employees; we will respect the interests of employee in privacy and treat employees with dignity and respect. We are committed to providing safe and healthy working conditions and atmosphere of open communication for all our employees. We will deal fairly with our suppliers and partners; we will seek long business relationship without discrimination or deception.

**8. Equal Employment Opportunity.**

Bagmane will treat employees and applicants for employment for any level with fairly, based only on factors related to Bagmane legitimate business interests. Bagmane adhere to entitled "Equal Employment/Affirmative Action" contains guidelines and requirements. Bagmane strives to assure that it has an enduring competitive advantage in the quality and competencies talent of its workforce and supports Initiatives "Managing Workforce Diversity."

**9. Work Environment.**

Bagmane is committed to providing its employees and business partner a workplace that is free from known safety and health hazards and a work environment free from any discrimination, race, colour, religion, sex, marital status, age, origin, physical and mental disability, sexual orientations or any other consideration protected by local law.

**10. Sexual Harassment.**

Bagmane is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. Bagmane will operate a zero tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. "Complaints Committee" is formed by the management team to investigate into the complaints of sexual harassment of the employees at workplace.

Reference to: Sexual Harassment Policy.

All efforts will be taken to maintain confidentiality and information will be revealed only on a "need to know" basis.

**11. Whistle-blower Policy.**

Bagmane "Whistle Blower Policy ("the Policy") has been formulated with a view to provide a mechanism for employees of the Company to approach the Company. The purpose of this policy is to provide a platform to the employees:

Bagmane believes in fairness and transparency in the conduct of the affairs by adopting highest standards of professionalism, honesty, integrity and ethical behaviour. In light of the above, the Company has adopted to handle "Grievance mechanism policy" in the Code of Conduct which lays down the principles and standards that govern the actions of the Company and its employees. Any violation of the code is be perceived as a matter of serious concern for the Company and report to HR/ Top management. The Code casts the obligation upon the employees to report any actual or possible violation of the Code or an event or any occurrence the employee becomes aware of that could affect the business or reputation of the Company. We have kept a Drop Box at our head office and employees can drop their grievances Anonymous.

**12. Anti-Bribery or Anti –Corruption.**

The Anti-Bribery and Anti-Corruption Policy aims to ensure ethical business conduct among all Bagmane employees, directors, vendors and clients. It is applicable to business partners, including suppliers, distributors, contractors, intermediaries, consultants, agents and other third parties working for or on behalf of Bagmane, as well as government officers and employees.

BDPL Entities are dedicated to conducting business with integrity, transparency and compliance with anti-bribery and anti-corruption laws. The policy establishes guidelines to prevent bribery and corruption in all business activities and relationships.

Bribery involves offering, giving, receiving, or soliciting anything of value to influence actions, while corruption encompasses dishonest or unethical behavior seeking undue advantage or compromising business integrity. BDPL Entities, including directors, employees, contractors and representatives, must comply with all anti-bribery and anti-corruption laws in their respective regions.

Prohibited activities include no engagement in bribery, kickbacks, or improper payments. Strict prohibition of facilitation payments for routine government actions. Gifts, hospitality and entertainment should be transparent, reasonable and non-influential. Charitable or political donations must comply with laws and be transparent.

BDPL Entities will conduct due diligence on third parties to ensure compliance with anti-bribery and anti-corruption standards. Reporting violations is encouraged and there is a confidential reporting mechanism for employees without fear of retaliation.

Gifts and hospitality guidelines include approval for transactions exceeding predefined limits and transparent recording in company records.

Regular training on anti-bribery and anti-corruption policies will be provided to employees and stakeholders. Non-compliance may result in disciplinary actions, legal consequences and potential termination.



## Bagmane - Code of Conduct

### B A G M A N E

Monitoring and review will include periodic evaluations of the policy to ensure effectiveness and compliance with evolving laws. BDPL Entities strictly prohibit facilitation payments, gifts, entertainment, kickbacks and nepotism. Thorough investigations by compliance and legal departments will be conducted for suspected corruption or bribery, with results communicated to stakeholders. Violations may result in warnings, suspension, termination, or legal action, depending on the severity of the offense.

This policy reflects BDPL Entities' commitment to ethical business practices and high integrity standards. All personnel are expected to uphold these principles in their daily activities. BDPL Entities adopt a zero-tolerance approach to corruption and bribery, emphasizing ethical conduct and employee protection. All concerns or violations will be treated seriously and addressed promptly.

#### **13. Zero tolerance to misconduct.**

All employees, vendors, dealers and distributors, suppliers and contractors of this Organization are expected to observe the highest standards of ethics during performance of their services so as to avoid misconduct.

#### **14. Disciplinary action.**

The Company intends to prevent the occurrence of conduct not in compliance with this Code of Conduct, applicable laws and other policies, procedures and guidelines prepared by the Company. The allegations of non-compliance or reported violations with the Code of Conduct will be investigated whenever necessary and evaluated at proper level(s). Those found to be in violation of this Code of Conduct are subject to appropriate actions up to and including termination of employment / future business with the company. Criminal misconduct may be referred to the appropriate legal authorities as per Law.

#### **15. Diversity, Anti – Discrimination and Anti – Harassment.**

Bagmane committed to provide work environment free of discrimination harassment. We prohibit discrimination/harassment in the workplace, whether committed by or against managers, co-workers, customers, vendors, or visitors. All the employees to work and develop in an environment that is respectful and productive, anti- discrimination or harassment based on an employee's race, colour, religion, sex, national origin, citizenship, age status, sexual orientation, disability, marital status, or any other basis prohibited by law, will not be tolerated.

Bagmane always treat employees and applicants for employment for any level with fairly, based only on factors related to Bagmane legitimate business interests.

Bagmane adhere to entitled "Equal Employment/Affirmative Action" contains guidelines and requirements. Bagmane strives to assure that it has an enduring competitive advantage in the quality and competencies talent of its workforce and supports Initiatives "Managing Workforce Diversity."



BAGMANE

## Bagmane - Code of Conduct

### **16. Prohibition of Child Labour Employment.**

Bagmane will comply with all the provisions of "Child Labour (Prohibition and

Regulation) Act, 1986 and all other applicable labour laws as per the governing authorities in relation to the labours, including those related to wages, working hours, overtime and working conditions and basic requirements.

The company is against all forms of exploitation of children. The company does not provide employment to children before they have reached the statutory age to have completed their compulsory education, as defined by the relevant authorities, Bagmane take proclaiming statement from contractors, vendors and sub vendors, If it is found that the vendors or external parties associated with or engaged by the company have employed children in violation of these Principles and statutory provisions of child labour, the company will take serious action, including discontinuation of the Business relationship.

It is the responsibility of contracts department and all site head of the department and as a whole Human Resource Department to ensure the compliance with this policy at all company locations.

### **17. Modern Slavery & Human Trafficking:**

Bagmane commitment to preventing - slavery and human trafficking in our business activities and the steps we have put in place with the aim of ensuring that there is no slavery or human trafficking in our own business and supply chains. We all have a duty to be alert to risks, however small; employees are expected to report their concerns and management to act upon them. This Statement affirms its intention to act ethically in our business relationships. The following policies are in our approach to the identification of modern slavery risks and steps to be taken to prevent slavery and human trafficking in our operations:

Such as:-

1. Whistleblowing policy.
2. Dignity at Work and Equal Opportunities Policies.
3. CSR
4. Terms & Conditions of Vendors concerning their responsibilities towards their stakeholders and the environment.

### **18. Freedom of Association and Collective Bargaining (Protection of the Right Act)**

Right to Organise and Collective Bargaining Convention, these rights are essential for the exercise of human rights. Freedom of association is most frequently understood as the right of workers "to join organisations of their own, choosing without previous permission." The freedom of association is therefore a pre requisite to collective bargaining, which is defined as "negotiation between employers or employers' organisations and workers' organisations, with a view to the regulation of terms and conditions of employment by means of collective agreements." In other words, "a way for workers and employers to reach collective agreement on the issues affecting the world of work." As code of conduct Bagmane usually having a common viewpoint or purpose and often exercising the right to assemble and right to speech.

**19. Antitrust and Anti-Competitive Practices.**

BDPL Entities are committed to fair competition and ethical business practices. Antitrust laws exist to promote fair competition and prohibit anti-competitive practices. Employees, contractors and representatives must comply with antitrust laws to ensure a level playing field and maintain the integrity of the market.

- Prohibiting agreements with competitors to fix prices or manipulate market conditions.
- Avoiding agreements to divide markets or customers with competitors.
- Prohibiting collusion in bids to manipulate the competitive bidding process.
- Restricting sharing sensitive information with competitors that could harm competition.
- Avoiding exclusive agreements that restrict competition unfairly.

**20. Money Laundering or Insider Trading.**

BDPL Entities prohibit money laundering and insider trading to maintain financial integrity and protect against unethical practices. Employees, contractors and representatives must adhere to laws and regulations governing financial transactions and securities trading.

- Insider Trading: Prohibiting trading securities based on material non-public information.
- Money Laundering: Reporting suspicious financial transactions and complying with anti-money laundering laws.
- Preventing Fraud: Encouraging honest financial reporting and avoiding fraudulent activities.
- Ethical Investments: Discouraging investments that may support unethical or illegal activities.

**21. Environment, Health and Safety (EHS) Policy.**

BDPL Entities prioritize a safe and healthy working environment, environmental sustainability and compliance with EHS regulations. Employees, contractors and representatives must contribute to a safe workplace and environmentally responsible practices.

- Complying with safety guidelines, using protective equipment and reporting hazards.
- Understanding and following procedures for emergencies and evacuations.
- Environmental Responsibility: Reducing environmental impact, conserving resources and promoting sustainability.
- Health and Wellness: Encouraging employee well-being and providing resources for a healthy lifestyle.
- Regulatory Compliance: Adhering to local, national and international EHS regulations.

**22. Compliance and Enforcement:**

Violation of this Code of Conduct may result in disciplinary action, including termination. Employees are encouraged to report violations through appropriate channels without fear of retaliation.

This Code of Conduct is designed to uphold ethical standards, legal compliance and responsible corporate citizenship. All employees are responsible for understanding and adhering to these policies. Violations will be investigated and appropriate actions will be taken.

Dated: March 16, 2024

  
Raja Bagmane  
(Managing Director)