



MOSCO PRINTS INDIA PVT LTD

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CSR POLICY MANUAL

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Revision History

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|-----------------------------|----------|--------|----------------------|---------|
| 8 th March, 2022 | 01 | 00 | Initial Issue | - |
| 7 th March, 2023 | 02 | 00 | First Annual Review | - |
| 7 th March, 2024 | 03 | 00 | Second Annual Review | - |



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1. ENERGY CONSUMPTION AND GREENHOUSE GAS POLICY

1. Introduction

MPIPL is a dedicated manufacturer and supplier of printed products, including cartons, labels, stickers, books, and Point of Purchase (POP) materials. Recognizing our environmental responsibilities, MPIPL is committed to minimizing our energy consumption and reducing greenhouse gas emissions. This policy outlines our objectives, commitments, responsibilities, review process, scope, distribution, and more in alignment with sustainable business practices.

2. Objectives

❖ Our primary objectives are to:

Decrease energy consumption across our operations.

Mitigate greenhouse gas emissions through innovative approaches.

Promote a culture of environmental awareness among employees and stakeholders.

Continuously improve energy-efficient practice

3. Responsibility

❖ Management:

MPIPL's management is accountable for establishing, implementing, and maintaining this policy. They will allocate necessary resources to support energy-efficient initiatives.

❖ Employees:

All employees are responsible for contributing to energy efficiency and minimizing emissions in their respective roles. They are encouraged to suggest improvements.

❖ Suppliers:

We expect our suppliers to align with our environmental goals by providing energy-efficient materials and services.

❖ Customers:

We will promote sustainable practices to our customers, encouraging them to opt for environmentally friendly solutions.



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4. Scope

This policy applies to all MPIPL operations, products, and services. It encompasses manufacturing processes, transportation, and the usage and disposal of materials, all of which contribute to energy consumption and greenhouse gas emissions.

5. A policy focused on reducing energy consumption and greenhouse gas emissions aims to mitigate the environmental impacts associated with energy production and consumption.

❖ Renewable Energy Targets:

Set targets for the percentage of energy that must come from renewable sources (such as solar, wind, hydroelectric, and geothermal) within a certain timeframe. This encourages the adoption of clean energy technologies and reduces reliance on fossil fuels.

❖ Energy Efficiency Standards:

Establish energy efficiency standards for appliances, vehicles, buildings, and industrial processes. These standards can drive the development and use of more energy-efficient technologies.

❖ Carbon Pricing:

Implement mechanisms such as carbon taxes or cap-and-trade systems to put a price on greenhouse gas emissions. This provides economic incentives for industries and individuals to reduce their emissions.

❖ Energy Conservation Programs:

Launch public awareness campaigns and incentive programs to promote energy-saving practices, such as turning off lights and electronics when not in use, using energy-efficient appliances, and improving home insulation.

❖ Building Codes and Standards:

Enforce stringent building codes that require new constructions and renovations to meet high energy efficiency standards. This can reduce energy consumption in residential, commercial, and industrial buildings.

❖ Investment in Research and Development:

Allocate funds to research and develop new technologies that can improve energy efficiency, enhance renewable energy generation, and reduce greenhouse gas emissions.



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❖ **Transitioning from Fossil Fuels:**

Develop strategies to phase out the use of coal, oil, and natural gas by incentivizing the adoption of cleaner alternatives and supporting affected communities during the transition.

❖ **Transportation Policies:**

Promote public transportation, carpooling, cycling, and walking as alternatives to private vehicle use. Incentivize the adoption of electric vehicles and invest in charging infrastructure.

❖ **Renewable Energy Incentives:**

Provide financial incentives, tax credits, and subsidies for individuals and businesses that invest in renewable energy systems, such as solar panels and wind turbines.

❖ **Grid Modernization:**

Upgrade and modernize the electrical grid to accommodate increased renewable energy integration and improve energy distribution efficiency.

❖ **Decentralized Energy Generation:**

Encourage distributed energy generation through rooftop solar installations and local renewable energy projects, reducing transmission losses and enhancing energy resilience.

❖ **International Collaboration:**

Participate in international agreements and partnerships to address global climate change and promote sustainable energy practices on a global scale.

❖ **Emission Reporting and Monitoring:**

Require industries and sectors to report their greenhouse gas emissions regularly, enabling transparency and accountability.

❖ **Green Job Creation:**

Support the growth of green industries and the development of a skilled workforce to drive the transition to a low-carbon economy.

❖ **Adaptation and Resilience Planning:**

Develop strategies to adapt to the impacts of climate change and enhance the resilience of communities and infrastructure.



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A comprehensive energy and greenhouse gas policy requires collaboration between governments, industries, researchers, and civil society. It should be flexible enough to accommodate changing technologies and circumstances while maintaining a strong commitment to reducing energy consumption and greenhouse gas emissions.

❖ **High Energy Consumption:**

MPIPL is committed to reducing energy consumption across all printing and packaging operations. We will implement energy-efficient technologies, optimize production processes, and conduct regular energy audits to minimize waste. Our goal is to achieve operational efficiency while maintaining high-quality output. We will also explore the use of renewable energy sources to reduce dependency on conventional power and lower operational costs.

❖ **Greenhouse Gas (GHG) Emissions:**

MPIPL recognizes the impact of greenhouse gas emissions on climate change and is dedicated to reducing our carbon footprint. We will continuously monitor, measure, and report our emissions, implementing strategies such as energy efficiency, cleaner production techniques, and carbon offset initiatives. Compliance with national and international emission standards will remain a priority in our sustainability framework.

❖ **Dependence on Fossil Fuels:**

MPIPL aims to reduce reliance on fossil fuels by adopting cleaner and renewable energy alternatives. We will invest in sustainable energy solutions such as solar, wind, and biomass, and explore the feasibility of bio-based materials in production. Our long-term strategy includes transitioning to low-carbon technologies while ensuring efficiency and cost-effectiveness in energy usage.

❖ **Inefficiencies in Energy Management:**

MPIPL is dedicated to improving energy management by implementing ISO 50001-compliant systems and best practices. We will conduct periodic energy audits, optimize resource utilization, and train employees on energy conservation. We will set measurable energy reduction targets and track performance to enhance operational efficiency while maintaining environmental responsibility.

❖ **Waste Generation (Biowaste & Chemical Waste):**

MPIPL is committed to minimizing waste generation and ensuring proper disposal of printing byproducts, including biowaste and chemical waste. We will implement circular economy principles by recycling, reusing, and responsibly disposing of waste materials. Compliance with environmental regulations and promoting sustainable raw materials will be central to our waste management strategy.



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❖ Compliance & Regulatory:

MPIPL ensures strict adherence to all local, national, and international regulations concerning energy efficiency, emissions, and environmental sustainability. We will continuously monitor regulatory updates, maintain transparent reporting, and proactively implement required changes to avoid compliance risks. Regular third-party audits will be conducted to uphold the highest industry standards.

❖ Technological Adaptation:

MPIPL is committed to staying at the forefront of sustainable printing technology. We will invest in innovative, energy-efficient machinery and digital printing solutions that reduce environmental impact. Our continuous improvement strategy includes research and development, strategic partnerships, and employee training to ensure smooth adoption of new technologies.

❖ Stakeholder & Reputation:

MPIPL values stakeholder trust and is committed to transparent sustainability reporting. We will actively engage with customers, investors, and regulatory bodies to ensure our environmental policies align with their expectations. Sustainable sourcing, ethical business practices, and community engagement will be integral to maintaining a strong reputation.

❖ Supply Chain Sustainability:

MPIPL will work closely with suppliers to ensure sustainability throughout the supply chain. We will prioritize environmentally responsible sourcing of paper, ink, and adhesives while encouraging vendors to adhere to ESG standards. Supplier audits, ethical procurement policies, and sustainability partnerships will be key to our approach.

❖ Transparency & Reporting:

MPIPL commits to openly reporting energy consumption, greenhouse gas emissions, and sustainability efforts. We will publish annual sustainability reports outlining our progress, targets, and achievements. Our goal is to foster trust, accountability, and continuous improvement in alignment with global ESG disclosure standards.

❖ Disciplinary Action for Policy Violations:

MPIPL is committed to enforcing its Energy Consumption & GHG policies under the Sustainability Management System. Any violation, including non-compliance with energy efficiency measures, wasteful practices, or falsification of sustainability data, will result in disciplinary action. This may include warnings, retraining, suspension, or termination, depending on the severity of the violation and its impact.

6. Periodical Review and Update

MPIPL will conduct regular reviews of this policy to ensure its effectiveness and relevance. Updates will be made in response to changes in technology, regulations, and best practices to maintain alignment with our goals.



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7. Energy Consumption

❖ MPIPL will:

Monitor energy consumption across operations to identify opportunities for reduction.

Implement energy-efficient technologies and practices where feasible. Educate employees about the importance of energy conservation and their role in achieving it.

8. Greenhouse Gas Emissions

❖ MPIPL will:

Identify major sources of greenhouse gas emissions.

Develop strategies to reduce emissions from manufacturing, transportation, and other relevant activities.

9. Periodical Review and Reporting

MPIPL will conduct periodic assessments of our energy consumption and emissions reduction efforts. We will compile and share progress reports with stakeholders to ensure transparency and accountability.

10. Conclusion

MPIPL is steadfast in its commitment to responsible energy consumption and greenhouse gas reduction. By adhering to this policy, we contribute to a greener environment and a sustainable future for MPIPL and society as a whole.

11. CSR Objectives & Targets:

| Objectives | Targets For 2026 |
|--|------------------|
| Name of the Process: Energy Consumption & GHG's | 5% Reduction |
| Total Renewable Energy Consumption = Total amount. of energy consumed/K Whorl (Units) | 5% increase |
| Total scope 1 GHG emission in TCO ₂ e = Sum of emissions from all Scope 1 sources | 5% Reduction |
| Total scope 2 GHG emission in TCO ₂ e = Total electricity consumption (MWh) x Emission factor (kgCO ₂ e/MWh) | 5% Reduction |
| Total scope 3 GHG emission in TCO ₂ e = Total Scope 3 GHG Emissions / Revenue or Production | 5% Reduction |



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12. Reports:

| Form No | Name of the record | Retention period |
|--------------------|---------------------|------------------|
| MPIPL/CSRMS/F- 110 | GHG emission report | One year |
| MPIPL/CSRMS/F-080 | CSR audit report | One year |

13. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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2. WATER MANAGEMENT POLICY

1. Introduction

MPIPL is a prominent manufacturer and supplier of diverse printed products, including cartons, labels, stickers, books, and Point of Purchase (POP) materials. Recognizing the critical importance of water conservation and responsible management, MPIPL is dedicated to minimizing our water usage and promoting sustainable water practices. This policy outlines our objectives, commitments, responsibilities, review process, scope, distribution, and more in alignment with our environmental and ethical responsibilities.

2. Objectives

Our primary objectives are to:

Reduce water consumption across all operations.

Prevent water pollution and minimize the impact on local water resources.

Foster a culture of water conservation awareness among employees and stakeholders.

Continuously improve water-efficient practices throughout our supply chain.

3. Responsibility

❖ **Management:**

MPIPL's management is accountable for the implementation and maintenance of this policy. Adequate resources will be allocated to support water-efficient initiatives.

❖ **Employees:**

All employees are responsible for contributing to water efficiency and responsible water use in their roles. They are encouraged to propose improvements.

❖ **Suppliers:**

Our suppliers are expected to share our commitment to water conservation by providing water-efficient materials and services.

❖ **Customers:**

We will educate and encourage our customers to opt for environmentally responsible solutions that promote water conservation.



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4. Scope

This policy applies to all MPIPL operations, products, and services. It encompasses manufacturing processes, water sourcing, usage, disposal, and any activities that impact water resources.

5. A water policy is a set of guidelines and strategies aimed at managing water resources sustainably, ensuring equitable access to clean water, and addressing various water-related challenges such as scarcity, pollution, and the impacts of climate change.

❖ **Water Resource Management:**

Develop comprehensive water management plans that account for the availability, quality, and sustainability of water resources. This includes assessing surface water, groundwater, and rainwater harvesting potential.

❖ **Water Allocation and Rights:**

Establish transparent and equitable systems for allocating water resources among different users, including agricultural, industrial, municipal, and ecological needs. Prioritize access for basic human needs.

❖ **Water Conservation and Efficiency:**

Implement water conservation programs that encourage efficient use of water resources in agriculture, industry, and households. This might involve promoting efficient irrigation techniques, leak detection, and water-saving appliances.

❖ **Water Quality Protection:**

Enforce regulations and standards to prevent water pollution from industrial discharges, agricultural runoff, and sewage. Implement monitoring programs to track water quality and address contamination promptly.

❖ **Watershed Management:**

Adopt integrated watershed management approaches that consider the interconnectedness of water bodies, land use, and ecosystems. This helps protect water sources from degradation.

❖ **Desalination and Water Reuse:**

Explore and promote technologies like desalination and water reuse to increase water supply, particularly in regions facing water scarcity.

❖ **Drought and Flood Management:**

Develop strategies to mitigate the impacts of droughts and floods, including early warning systems, emergency response plans, and infrastructure to capture and store excess rainwater.



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❖ **Climate Resilience:**

Integrate climate change considerations into water policies, anticipating changes in precipitation patterns, sea-level rise, and other climate-related impacts on water resources.

❖ **Community Engagement and Awareness:**

Engage communities in water management decisions and raise awareness about the importance of water conservation and responsible water use.

❖ **Infrastructure Investment:**

Invest in water infrastructure projects such as dams, reservoirs, water treatment plants, and distribution systems to ensure reliable access to clean water.

❖ **Water Pricing and Economics:**

Develop pricing mechanisms that reflect the true value of water and encourage efficient use. Subsidies might be provided to ensure access for vulnerable populations.

❖ **Cross-Boundary Cooperation:**

Establish agreements and collaboration mechanisms between regions, states, or countries that share water resources to prevent conflicts and promote responsible management.

❖ **Data and Monitoring:**

Develop robust data collection and monitoring systems to track water availability, quality, and consumption trends, facilitating informed decision-making.

❖ **Educational Programs:**

Implement educational campaigns to inform the public about the importance of water conservation, pollution prevention, and sustainable water practices.

❖ **Research and Innovation:**

Invest in research to develop new technologies, practices, and policies that improve water management and address emerging challenges.

A comprehensive water policy should be adaptable to local conditions and developed through collaboration among government agencies, local communities, industries, non-governmental MPIPLs, and other stakeholders. It should address both short-term water needs and long-term sustainability, considering the interconnectedness of water, ecosystems, and human well-being.



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❖ **Pollution Issues:**

MPIPL is committed to minimizing water pollution by ensuring the responsible use and treatment of water resources in all our operations. We implement best practices in waste management, reducing contaminants and ensuring proper disposal of waterborne pollutants. Our sustainability efforts include regular monitoring, compliance with local regulations, and continuous improvements to protect water quality and local ecosystems.

❖ **Water Consumption:**

MPIPL is committed to reducing water consumption in our printing and packaging processes. We will implement water-efficient technologies, monitor usage, and optimize operations to minimize water waste. Our sustainability management system will include regular audits and conservation initiatives to ensure responsible water usage while maintaining product quality and operational efficiency.

❖ **Water Scarcity and Climate Change:**

MPIPL recognizes the growing impact of climate change on global water resources. We will proactively assess and mitigate water scarcity risks by implementing water-saving measures, sourcing responsibly, and exploring alternative water sources such as rainwater harvesting. Our commitment to sustainability includes ongoing research and investments in climate-resilient production methods.

❖ **Regulatory and Compliance:**

MPIPL strictly adheres to all national and international water regulations, ensuring compliance with environmental laws governing water usage and wastewater discharge. We will continuously monitor regulatory changes, adopt industry best practices, and collaborate with stakeholders to maintain transparency and compliance. Non-compliance will be addressed through corrective actions and sustainable operational improvements.

❖ **Water Contamination and Pollution:**

MPIPL is dedicated to preventing water pollution by responsibly managing chemical usage in our printing processes. We will implement advanced wastewater treatment systems, adhere to safe disposal practices, and transition to eco-friendly inks and chemicals where feasible. Regular monitoring and compliance with environmental standards will ensure minimal impact on local water sources.

❖ **Rising Operational Costs:**

MPIPL acknowledges the financial implications of water usage and is committed to cost-efficient water management. We will invest in water-efficient technologies, reduce dependency on freshwater sources, and integrate wastewater recycling systems to control operational costs while ensuring sustainability. Our approach includes continuous assessment of water tariffs and resource optimization.



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❖ Human Rights and Social Impact:

MPIPL upholds water as a fundamental human right and commits to ensuring our operations do not negatively impact local communities' access to clean water. We will conduct water risk assessments, engage with local stakeholders, and implement measures to reduce our water footprint, ensuring equitable water access for all.

❖ Supply Chain and Market:

MPIPL recognizes that sustainable water management is a key factor in supply chain resilience and market competitiveness. We will actively engage with suppliers, customers, and stakeholders to promote sustainable water practices. Participation in initiatives like the CDP Water Disclosure and CEO Water Mandate will reinforce our commitment to responsible water stewardship.

❖ Technological Transition:

MPIPL is committed to adopting innovative, water-efficient technologies such as waterless printing and closed-loop recycling systems. We will allocate resources for research and development, employee training, and gradual implementation of new technologies to reduce our environmental impact while maintaining product quality and cost-effectiveness.

❖ Disciplinary Action for Policy Violations:

MPIPL enforces strict adherence to its Water Management Policy under the Sustainability Management System. Any violation, including excessive water wastage, improper wastewater disposal, or non-compliance with regulatory standards, will result in disciplinary action. Consequences may include warnings, retraining, suspension, or termination, depending on the severity of the violation, ensuring accountability and environmental responsibility.

6. Periodical Review and Update

MPIPL will conduct regular reviews of this policy to ensure its effectiveness and relevance. Updates will be made in response to changes in technology, regulations, and best practices to maintain alignment with our goals.

7. Water Usage

❖ MPIPL will:

Monitor and analyze water consumption across operations to identify opportunities for reduction.

Implement water-efficient technologies and practices wherever feasible.

Educate employees about the significance of water conservation and their role in achieving it.



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8. Water Pollution Prevention

❖ MPIPL will:

Identify potential sources of water pollution within our operations.

Develop strategies to minimize or eliminate pollutants from entering water sources.

Properly manage and dispose of wastewater following environmental guidelines.

9. Periodical Review and Reporting

MPIPL will conduct periodic assessments of our water consumption and management efforts. Progress reports will be compiled and shared with stakeholders to ensure transparency and accountability.

10. Conclusion

MPIPL is unwavering in its commitment to responsible water consumption and sustainable water management. Through the adherence to this policy, we contribute to the preservation of water resources and the well-being of our environment, MPIPL, and society as a whole.

11. CSR Objectives & Targets:

| Objectives | Targets For 2026 |
|-----------------------------|------------------|
| Water consumption in Litres | 5% Reduction |

12. Reports:

| Form No | Name of the record | Retention period |
|--------------------|----------------------------|------------------|
| MPIPL 2201200593 G | Drinking water test report | One year |
| MPIPL 2201200796 G | Waste water test report | One year |

13. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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3. AIR POLLUTION CONTROL POLICY

1. Introduction

MPIPL is a distinguished manufacturer and supplier of a diverse range of printed products, including cartons, labels, stickers, books, and Point of Purchase (POP) materials. Acknowledging the grave implications of air pollution on public health and the environment, MPIPL is steadfast in its commitment to minimize air pollution from its operations. This policy outlines our objectives, commitments, responsibilities, review process, scope, distribution, and more in alignment with ethical and environmental responsibilities.

2. Objectives

Our primary objectives are to:

Reduce air pollutant emissions from our operations.

Prevent and minimize potential sources of air pollution.

Foster a culture of air quality awareness among employees and stakeholders.

Continuously improve air pollution prevention practices across our supply chain.

3. Responsibility

❖ Management:

MPIPL's management holds the responsibility for implementing and maintaining this policy. Adequate resources will be allocated to support air pollution prevention initiatives.

❖ Employees:

All employees share the responsibility of contributing to air quality improvement and pollution prevention in their roles. They are encouraged to propose strategies for improvement.

❖ Suppliers:

We expect our suppliers to align with our commitment to air quality by providing products and services that adhere to air pollution prevention principles.

❖ Customers:

We will educate and encourage our customers to choose environmentally responsible solutions that contribute to air pollution reduction



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4. Scope

This policy applies to all MPIPL operations, products, and services. It encompasses manufacturing processes, transportation, waste management, and any activities that have the potential to emit air pollutants.

5. An air pollution policy is a set of strategies and regulations aimed at reducing the emissions of harmful pollutants into the atmosphere to improve air quality and protect public health.

❖ Air Quality Standards:

Establish air quality standards and guidelines for various pollutants, setting limits on their concentration levels in the ambient air to ensure public health and environmental protection

❖ Emission Regulations:

Enact and enforce regulations that limit emissions from various sources, such as vehicles, industries, power plants, and residential heating. These regulations might include emission limits, technology requirements, and compliance deadlines.

❖ Vehicle Emission Standards:

Set strict emission standards for vehicles, including both passenger cars and commercial vehicles, to reduce the release of pollutants from exhaust and fuel evaporation.

❖ Industrial Emission Controls:

Require industries to implement emission control technologies, such as scrubbers and filters, to reduce the release of pollutants into the air during production processes.

❖ Clean Energy Transition:

Encourage the transition to cleaner energy sources, such as renewable energy and natural gas, to replace fossil fuels that contribute to air pollution.

❖ Monitoring and Reporting:

Implement monitoring systems to track pollutant levels in different areas and require industries to report their emissions regularly, enabling accurate assessment of air quality improvements.

❖ Public Transport and Active Mobility:

Invest in public transportation systems and promote walking, cycling, and other sustainable modes of transportation to reduce vehicular emissions.



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❖ **Land Use and Urban Planning:**

Develop urban planning strategies that reduce the need for long commutes, promote mixed land-use development, and encourage the use of electric vehicles.

❖ **Green Building Practices:**

Encourage the construction of energy-efficient and well-ventilated buildings that reduce indoor air pollution and energy consumption.

❖ **Awareness and Education:**

Public awareness campaigns to inform citizens about the health impacts of air pollution and provide guidance on how to reduce personal exposure.

❖ **Air Quality Index (AQI) Alerts:**

Establish an AQI system that informs the public about current air quality conditions and provides recommendations for reducing exposure on days when air quality is poor.

❖ **Strategic Planning:**

Develop comprehensive air quality management plans that outline short-term and long-term strategies for reducing pollution levels and improving air quality.

❖ **Cross-Boundary Cooperation:**

Collaborate with neighboring regions or countries to address transboundary air pollution, which can result from emissions originating in one area affecting air quality in another.

❖ **Incentives and Penalties:**

Offer incentives for adopting clean technologies and complying with emission standards, while imposing penalties for non-compliance.

❖ **Research and Innovation:**

Invest in research to understand emerging air quality challenges, develop new technologies, and refine existing policies for more effective pollution control.

A comprehensive air pollution policy should involve collaboration between government agencies, industries, communities, and environmental MPIOs. It should be adaptable to changing technological advancements and evolving air quality challenges. The ultimate goal is to improve public health, protect the environment, and create a sustainable and healthier living environment for all.



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❖ **Hazardous Waste Management Policy:**

MPIPL ensures the safe handling, storage, and disposal of hazardous waste, including used solvents, printing residues, and chemical by-products. We follow stringent waste management protocols, partner with certified disposal agencies, and promote waste reduction strategies. Employee training and regular audits ensure compliance with environmental laws and sustainability objectives.

❖ **Sustainable Raw Material Sourcing Policy:**

MPIPL prioritizes the use of sustainably sourced raw materials such as recycled paper, FSC-certified boards, and eco-friendly inks. We work closely with suppliers to promote responsible forestry practices and minimize environmental impact. Our procurement strategy aligns with circular economy principles, ensuring long-term resource sustainability.

❖ **Energy Efficiency Policy:**

MPIPL is committed to improving energy efficiency by using energy-efficient machinery, LED lighting, and automated power management systems. We conduct regular energy audits and invest in cleaner technologies to minimize our carbon footprint. Employee awareness programs are implemented to encourage responsible energy consumption.

❖ **Water Conservation Policy:**

MPIPL actively reduces water consumption by implementing water recycling systems, efficient cleaning processes, and strict monitoring of water usage. We ensure that wastewater from printing and production processes is treated before disposal, preventing contamination and supporting sustainable water management.

❖ **Employee Health & Safety Policy:**

MPIPL prioritizes employee well-being by maintaining a safe and healthy work environment. We provide personal protective equipment (PPE), conduct regular safety training, and enforce strict compliance with occupational health regulations. Our goal is to minimize exposure to harmful chemicals and noise pollution while promoting overall workplace safety.

❖ **Supply Chain Environmental Responsibility Policy:**

MPIPL collaborates with suppliers to ensure environmentally responsible practices across the supply chain. We assess suppliers' ESG performance, encourage green logistics, and work towards reducing environmental impacts associated with material sourcing, production, and distribution.

❖ **Circular Economy & Waste Reduction Policy:**

MPIPL embraces circular economy principles by minimizing waste, promoting recycling, and designing products for longevity and reusability. We implement waste segregation at the source and partner with recycling agencies to reduce landfill contributions. Sustainable packaging alternatives are actively explored.



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❖ **Community & Stakeholder Engagement Policy:**

MPIPL values community well-being and works to minimize operational disruptions such as air pollution, noise, and traffic congestion. We engage with local stakeholders to address environmental concerns, promote sustainability initiatives, and enhance corporate social responsibility efforts.

❖ **Compliance & Continuous Improvement Policy:**

MPIPL ensures compliance with national and international environmental regulations. We conduct regular audits, risk assessments, and sustainability reviews to improve environmental performance. Continuous innovation and employee involvement drive our efforts to exceed compliance requirements and maintain leadership in sustainable manufacturing.

❖ **Disciplinary action for Policy Violations:**

MPIPL enforces strict compliance with its Air Pollution Policy under the Sustainability Management System. Any violation, including improper emissions control, hazardous waste mismanagement, or non-compliance with environmental regulations, will result in disciplinary action. Depending on the severity, consequences may include warnings, retraining, suspension, or termination. Repeated violations will be escalated, ensuring accountability and commitment to ESG principles.

6. Periodical Review and Update

MPIPL will conduct regular reviews of this policy to ensure its effectiveness and relevance. Updates will be made in response to changes in technology, regulations, and best practices to ensure alignment with our goals.

7. Air Pollution Prevention

❖ **MPIPL will:**

Identify sources of air pollutants within our operations.

Implement technologies and practices that minimize air emissions.

Conduct regular monitoring of air quality to ensure compliance with regulations and internal targets.

8. Emission Reduction Strategies

❖ **MPIPL will:**

Develop strategies to reduce emissions of volatile organic compounds (VOCs), particulate matter, and other air pollutants.

Investigate opportunities for switching to cleaner energy sources.

Enhance employee training and awareness programs to promote responsible air quality practices.



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9. Periodical Review and Reporting

MPIPL will conduct periodic assessments of our air pollution prevention efforts. Progress reports will be compiled and shared with stakeholders to ensure transparency and accountability.

10. Conclusion

MPIPL remains unwavering in its commitment to air pollution prevention and control. By adhering to this policy, we contribute to cleaner air, a healthier environment, and a sustainable future for MPIPL and society at large.

11. CSR Objectives & Targets:

| Objectives | Targets For 2026 |
|-----------------------------------|------------------|
| Air pollution = Air quality index | 5% improvement |

12. Reports:

| Form No | Name of the record | Retention period |
|-----------------|----------------------|------------------|
| MPIPL/APR/F-005 | Air pollution report | One year |

13. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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4. MATERIALS, CHEMICALS, AND WASTE MANAGEMENT POLICY

1. Introduction:

At MPIPL we understand the critical role that responsible materials, chemicals, and waste management plays in minimizing our environmental footprint and ensuring the sustainability of our operations. As a manufacturer and supplier of printed products, including cartons, labels, stickers, books, and POP materials, we are dedicated to adopting practices that prioritize the proper handling, use, and disposal of materials and chemicals. This "Materials, Chemicals, and Waste Management Policy" outlines our objectives, commitments, responsibilities, and periodic review and updates, scope, and distribution strategies to promote environmentally responsible practices.

2. Objectives:

Our primary objectives in managing materials, chemicals, and waste are to:

Reduce the environmental impact of our operations by minimizing the use of hazardous materials and chemicals.

Adopt sustainable procurement practices that prioritize environmentally friendly materials.

Implement effective waste reduction, recycling, and disposal strategies.

Comply with all relevant environmental laws, regulations, and industry standards.

3. Responsibility:

MPIPL holds the responsibility to manage materials, chemicals, and waste in an environmentally responsible manner by:

Providing necessary training and resources to employees to ensure proper handling and disposal practices.

Conducting regular assessments of materials and chemicals to identify potential hazards and alternatives.

Collaborating with suppliers to source sustainable and eco-friendly materials.

Monitoring waste generation and implementing recycling and waste reduction initiatives.

Ensuring proper labeling, storage, and documentation of materials and chemicals.



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4. Scope:

This policy applies to all aspects of materials, chemicals, and waste management within MPIPL, including:

Procurement and sourcing of materials and chemicals.

Storage and handling of hazardous materials.

Disposal and recycling processes for waste materials.

Documentation and reporting related to materials and chemicals management.

5. Developing a Materials, Chemicals, and Waste Policy is essential for promoting sustainable practices within MPIPL.

Materials, Chemicals, and Waste Policy

❖ Policy Statement:

MPIPL is dedicated to minimizing the environmental impact of its operations by adopting responsible practices related to materials, chemicals, and waste management. We are committed to reducing our resource consumption, minimizing hazardous chemicals, and implementing efficient waste management strategies.

❖ Responsible Materials Management:

MPIPL will prioritize the use of sustainable materials, considering factors such as resource efficiency, recyclability, and environmental impact.

We will minimize the use of virgin resources and promote the use of recycled or renewable materials whenever feasible.

❖ Chemical Management:

The use of hazardous chemicals will be minimized whenever possible, and safer alternatives will be sought.

MPIPL will adhere to all relevant laws and regulations regarding the storage, handling, and disposal of chemicals.

❖ Waste Reduction and Recycling:

We will strive to reduce waste generation at the source through efficient production processes, product design, and material selection.

❖ Hazardous Waste Management:

Any hazardous waste generated by our operations will be handled, stored, and disposed of in compliance with applicable regulations. We will implement proper labeling, storage, and disposal procedures for hazardous waste.



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❖ **Waste Hierarchy:**

MPIPL will follow the waste hierarchy: prevention, reduction, reuse, recycling, energy recovery, and disposal. Our aim is to prioritize the most environmentally sustainable options.

❖ **Training and Education:**

Employees will receive training on proper materials handling, chemical management, and waste disposal practices to ensure their safety and compliance.

❖ **Supplier and Contractor Engagement:**

We will collaborate with suppliers and contractors who share our commitment to responsible materials management, chemical safety, and waste reduction.

❖ **Monitoring and Reporting:**

Regular assessments will be conducted to monitor our progress toward waste reduction goals, materials sustainability targets, and chemical management objectives.

Transparent reporting on our environmental performance will be shared with stakeholders.

❖ **Continuous Improvement:**

This policy will be regularly reviewed and updated to reflect changes in regulations, industry best practices, and technological advancements.

❖ **Innovation and Research:**

MPIPL will actively seek innovative solutions and research opportunities to enhance our materials, chemicals, and waste management practices.

❖ **Communication:**

We will engage with employees, suppliers, customers, and stakeholders to communicate our commitment to responsible materials, chemicals, and waste management.

❖ **Implementation and Compliance:**

All employees and contractors are expected to adhere to this policy to ensure consistent and responsible materials, chemicals, and waste management practices. Customize this template to align with MPIPL's industry, values, and specific goals. Once the policy is developed, communicate it to all relevant stakeholders, provide necessary training, and ensure its implementation across MPIPL. Responsible materials, chemicals, and waste management will contribute to environmental sustainability and demonstrate your commitment to ethical and responsible business practices.



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❖ **Raw Material Consumption Policy:**

MPIPL commits to reducing the consumption of non-renewable raw materials, such as paper, cardboard, and wood pallets, by promoting the use of sustainable alternatives. We will prioritize sourcing renewable, recyclable, and responsibly sourced materials to minimize our environmental footprint while ensuring product quality meets customer expectations. Regular reviews will be conducted to assess the environmental impact of our raw material use and identify opportunities for optimization.

❖ **Recyclability of Materials Policy:**

MPIPL is dedicated to improving the recyclability of all materials used in our printing processes. We will work towards enhancing the use of recyclable materials, such as recycled paper, biodegradable inks, and sustainable packaging. We will engage with suppliers and customers to ensure that the materials we use can be efficiently recycled and minimize the overall environmental impact of our products.

❖ **Chemical Use Policy:**

MPIPL will reduce the use of hazardous chemicals, such as heavy metals in inks and solvents, by exploring and transitioning to safer alternatives. We will adopt best practices in chemical management, ensuring all chemicals are stored, handled, and disposed of in accordance with environmental regulations. We aim to continuously innovate in our processes to minimize chemical use, ensuring the safety of our employees, customers, and the environment.

❖ **VOC Emissions Policy:**

MPIPL is committed to reducing VOC emissions in our printing operations by implementing best practices and technologies. We will install VOC filtration systems in all relevant processes, including ink presses and cleaning operations. Our aim is to reduce hazardous air emissions and meet all local air quality standards. We will regularly monitor emissions and evaluate improvements to minimize our impact on air quality and employee health.

❖ **Waterless Printing Process Policy:**

MPIPL recognizes the environmental benefits of waterless printing, including reduced chemical use and water consumption. We will actively invest in waterless printing technologies where feasible while balancing quality requirements. By gradually transitioning to more sustainable printing methods, we aim to significantly reduce our water and chemical usage and align with global sustainability trends in the printing industry.

❖ **Ink Waste and Disposal Policy:**

MPIPL commits to the recycling and proper disposal of all ink waste generated in our printing processes. We will implement ink waste reduction initiatives, focusing on optimizing ink usage and ensuring that any waste is recycled where possible. We will avoid sending ink waste to landfills and work closely with certified disposal and recycling partners to manage waste in an environmentally responsible manner.



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❖ Waste Generation Policy:

MPIPL is dedicated to minimizing waste generation in all aspects of our operations. We will adopt waste-reduction practices across our processes, implement recycling programs, and monitor waste emissions to track our progress. Through employee training and awareness campaigns, we will ensure that waste reduction is a core part of our operations, and we will continuously strive to meet waste reduction targets as part of our broader sustainability goals.

❖ Employee Awareness and Training Policy:

MPIPL will invest in ongoing employee training to ensure all staff are informed about our sustainability goals and practices. Training programs will focus on reducing waste, improving chemical management, and promoting environmentally conscious decision-making. We will regularly evaluate the effectiveness of these programs and adapt them to ensure all employees are equipped with the knowledge and skills to contribute to our sustainability objectives.

❖ Regulatory Compliance Policy:

MPIPL is committed to full compliance with all local and international environmental regulations governing waste disposal, emissions, and chemical use. We will continuously monitor changes in regulations and adapt our processes to remain in compliance. Regular audits will be conducted to ensure our practices align with the latest legal and environmental standards, ensuring the protection of the environment and the health of our employees and community.

❖ Supply Chain Sustainability Policy:

MPIPL is committed to working with suppliers who adhere to high environmental and sustainability standards. We will prioritize sourcing raw materials and chemicals from sustainable and ethical sources, ensuring that our supply chain contributes positively to our overall sustainability goals. We will collaborate with our suppliers to improve the environmental performance of our products and continuously assess the sustainability practices within our supply chain to drive improvements.

❖ Disciplinary action for Policy Violations:

MPIPL enforces a strict disciplinary action policy for violations of sustainability, materials, chemicals, and waste management policies. Any employee found violating these policies will be subject to corrective actions, including but not limited to, retraining, formal warnings, suspension, or termination. The severity of the action will depend on the nature and frequency of the violation, ensuring adherence to our sustainability goals.

6. Periodical Review and Update:

MPIPL is committed to regularly reviewing and updating our Materials, Chemicals, and Waste Management Policy by:

Conducting periodic assessments of our materials and chemicals management practices.



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Monitoring advancements in sustainable materials and chemicals alternatives. Reviewing waste management strategies to identify areas for improvement.

Ensuring alignment with evolving environmental laws and regulations.

7. Conclusion:

In conclusion, MPIPL is committed to adopting responsible materials, chemicals, and waste management practices that contribute to the preservation of our environment. This policy reflects our dedication to minimizing our environmental impact, promoting sustainable materials procurement, and efficiently managing waste.

By adhering to this policy, we aim to not only fulfill our environmental responsibilities but also inspire positive change within our industry. Through continuous improvement and collaboration, we strive to create a future where our operations have a minimal impact on the environment, ensuring a healthier planet for current and future generations.

8. CSR Objectives & Targets:

| Objectives | Targets For 2026 |
|--------------------------------|------------------|
| Material Usage Efficiency | 5% Reduction |
| Chemical Waste Generation Rate | 7% Reduction |
| Recycling Rate | 10% increase |

9. Reports:

| Form No | Name of the record | Retention period |
|-------------------|--------------------|------------------|
| MPIPL/CSRMS/F-080 | CSR audit report | One year |

10. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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5. PRODUCT IMPACT POLICY

1. Introduction

MPIPL a distinguished manufacturer and supplier of an extensive range of printed products, including cartons, labels, stickers, books, and POP (Post Office Protocol), recognizes the imperative role of addressing the environmental impacts that stem from the use of our products. This Environmental Impacts from Use of Products Policy underscores our objectives, commitment, responsibilities, review and update mechanisms, scope, and distribution strategy aimed at promoting responsible and sustainable product use across our operations.

2. Objectives

Our policy on environmental impacts from the use of products is rooted in the following fundamental objectives:

❖ Sustainable Usage:

We are steadfast in our commitment to encouraging our customers and end-users to utilize our products in ways that mitigate adverse environmental effects.

❖ Awareness Building:

Our goal is to enhance awareness among customers, end-users, and stakeholders regarding the environmental consequences associated with the use of our products.

❖ Continuous Improvement:

We are dedicated to continuously evaluating and enhancing our products to minimize their environmental footprint during usage.

3. Responsibility

The responsibilities pertaining to the implementation and execution of this policy are as follows:

❖ Management:

The senior management bears the responsibility for integrating considerations of sustainable product use into our product design, marketing strategies, and overall business operations.

❖ Product Teams:

Designated product teams will be entrusted with evaluating product designs, functionalities, and impacts from an environmental standpoint.



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❖ Customer Relations:

Actively engaging with customers, addressing inquiries, and providing guidance on responsible product usage and proper disposal practices.

4. Scope

This policy extends to all products manufactured and supplied by MPIPL, encompassing various aspects:

❖ Product Design:

Incorporating considerations of environmental impact into the design and functionality of our products.

❖ Usage Guidance:

Providing comprehensive information and guidance to customers and end-users on how to responsibly use our products and minimize environmental effects.

❖ Disposal Considerations:

Offering recommendations for the responsible disposal of our products and promoting recycling options.

5. A policy focused on minimizing the environmental impacts from the use of products is commonly referred to as a "Product Use Phase" or "Product Stewardship" policy. This type of policy aims to address the negative environmental consequences associated with the consumption and disposal of products that such a policy might include: It typically focuses on promoting sustainable consumption, extending product lifecycles, reducing waste, and minimizing resource consumption. Here are some key elements

❖ Extended Producer Responsibility (EPR):

EPR is a principle that places the responsibility for the entire lifecycle of a product on the producer, from design and manufacturing to disposal. This encourages manufacturers to design products that are easier to recycle, repair, and dispose of in an environmentally responsible manner.

❖ Product Design and Eco-labeling:

Encourage manufacturers to design products with longevity, recyclability, and low environmental impact in mind. Eco-labeling programs can help consumers make informed choices by providing information about a product's environmental performance.



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❖ **Promotion of Circular Economy:**

Encourage the adoption of circular economy principles, such as designing products for durability, repairability, and ease of disassembly. This can extend product lifecycles and reduce the need for constant replacements.

❖ **Consumer Education and Awareness:**

Promote awareness campaigns to educate consumers about the environmental impacts of different products and their proper use, maintenance, and disposal. This can lead to more responsible consumption habits.

❖ **Incentives for Sustainable Consumption:**

Provide incentives, such as tax breaks or subsidies, for consumers who choose products that have a lower environmental impact or are designed for durability and repair.

❖ **Repairability and Right to Repair Legislation:**

Enact laws that grant consumers the right to repair their products and ensure manufacturers provide access to repair manuals, spare parts, and diagnostic tools.

❖ **Promotion of Sharing and Rental Services:**

Encourage the growth of sharing and rental platforms for products that are infrequently used, reducing the need for individual ownership and production.

❖ **Regulation of Hazardous Substances:**

Set strict regulations on the use of hazardous substances in products to protect human health and the environment during both the use and disposal phases.

❖ **Waste Reduction Targets:**

Set targets for reducing product-related waste through measures like improved recycling programs, composting, and reduction of single-use items.

❖ **Collaboration with Industry:**

Collaborate with industries to establish voluntary agreements, standards, and best practices for minimizing the environmental impact of their products.

❖ **Monitoring and Reporting:**

Implement systems to track progress and report on the environmental impact of products throughout their lifecycle. This transparency can drive accountability and improvements.



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❖ **Research and Innovation:**

Invest in research and innovation to develop new technologies, materials, and processes that minimize the environmental impacts of products during their use phase.

❖ **Incentives for Green Technologies:**

Provide incentives for the development and adoption of green technologies that can mitigate the environmental impact of products, such as energy-efficient appliances and low-emission vehicles.

A comprehensive policy addressing the environmental impacts from the use of products should take a multi-pronged approach, involving government agencies, manufacturers, consumers, and various stakeholders. It should be adaptive and regularly updated to reflect advancements in technology, changes in consumer behavior, and evolving environmental concerns.

❖ **Direct Use of Products:**

MPIPL is committed to minimizing the environmental impact of our products during their use by customers and clients. We ensure our designs prioritize recyclability, reduce resource consumption, and encourage eco-friendly disposal. By collaborating with stakeholders, we promote responsible usage practices that align with sustainability principles.

❖ **Disciplinary action for Policy Violations:**

MPIPL is committed to upholding its Product Impact Policy, and any violations will be met with appropriate disciplinary actions. Employees found in breach of the policy may face corrective measures including retraining, formal warnings, suspension, or termination, depending on the severity of the violation. These actions ensure compliance with our sustainability goals and reinforce our commitment to environmental responsibility and ethical practices.

6. Periodical Review and Update

Our Environmental Impacts from Use of Products Policy will undergo periodic review and updates, at least annually or when necessary, to ensure its ongoing relevance and effectiveness. The review process entails:

❖ **Usage Analysis:**

Regularly analyzing patterns of product usage to identify opportunities for improvement and formulate recommendations for sustainable usage.

❖ **Product Innovation:**

Continuously assessing new technologies, materials, and design approaches to enhance the environmental performance of our products.



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❖ Stakeholder Input:

Actively engaging with customers, end-users, and stakeholders to gather insights, suggestions, and feedback for policy enhancement.

7. Conclusion

MPIPL recognizes its pivotal role in promoting responsible and sustainable product usage to mitigate environmental impacts. Through the implementation of this Environmental Impacts from Use of Products Policy, we commit to offering information, guidance, and solutions that empower our customers and end-users to make environmentally conscious choices. By aligning with this policy, we pledge to fulfill our responsibility in nurturing a greener and more sustainable future.

Note: This policy is meant to provide a general outline and should be customized to match the specific practices and goals of MPIPL. It is important to consult with relevant experts and stakeholders to ensure alignment with industry best practices and legal requirements.

8. CSR Objectives & Targets:

| Objectives | Targets For 2026 |
|------------------------------|------------------|
| Recycled Content Percentage | 5% Increase |
| Carbon Footprint per Product | 5% Reduction |
| Water Usage Efficiency | 8% Increase |

9. Reports:

| Form No | Name of the record | Retention period |
|-------------------|--------------------|------------------|
| MPIPL/CSRMS/F-080 | CSR audit report | One year |

10. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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6. PRODUCT END-OF-LIFE IMPACT POLICY

1. Introduction

MPIPL is a renowned manufacturer and supplier of diverse printed products, including cartons, labels, stickers, books, and Point of Purchase (POP) materials. Recognizing the environmental implications associated with product end-of-life, particularly in terms of recycling and disposal, MPIPL is dedicated to minimizing the negative impacts of our products through responsible end-of-life management. This policy outlines our objectives, commitments, responsibilities, review process, scope, distribution, and more in alignment with sustainable and eco-friendly business practices.

2. Objectives

❖ Our primary objectives are to:

Minimize environmental impacts from the disposal of our products

Promote and support recycling efforts for our products.

Facilitate the adoption of sustainable disposal practices among employees and stakeholders. Continuously enhance our products' eco-friendliness and recyclability.

3. Responsibility

❖ Management:

MPIPL's management is responsible for the implementation and maintenance of this policy. Adequate resources will be allocated to support responsible end-of-life practices.

❖ Design and Development:

Our design and development teams are responsible for incorporating eco-friendly design principles that facilitate recycling and minimize environmental impacts.

❖ Operations:

Operational staff is responsible for ensuring that products are sorted and managed correctly at the end of their useful life.

❖ Customers:

We will educate and guide our customers on proper disposal and recycling options for our products.



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4. Scope

This policy applies to all MPIPL products and covers their entire lifecycle, from design and manufacturing to disposal and recycling.

5. A policy focused on mitigating the environmental impacts associated with the end-of-life phase of products, including recycling and disposal, is crucial for promoting a circular economy, reducing waste, and minimizing resource depletion. This type of policy aims to encourage responsible handling of products after their useful life and to maximize the recovery of valuable materials. Here are some key elements that such a policy might include:

❖ **Extended Producer Responsibility (EPR):**

Expand EPR programs to cover the post-consumer phase, requiring manufacturers to take responsibility for collecting, recycling, or properly disposing of their products. This incentivizes design for recyclability and creates funding for proper end-of-life management.

❖ **Product Design for Disassembly and Recycling:**

Encourage manufacturers to design products with easily separable components and materials that can be efficiently recycled or reused.

❖ **Recycling Infrastructure:**

Invest in and develop recycling facilities, collection systems, and processing technologies to improve the efficiency and capacity of recycling operations.

❖ **Waste Separation and Collection:**

Implement comprehensive waste separation and collection programs that encourage citizens to segregate recyclables from non-recyclable waste.

❖ **Recycling Targets and Standards:**

Set recycling targets for different materials and products, and establish quality standards for recycled materials to ensure their usability in manufacturing.

❖ **Waste-to-Energy Conversion:**

Develop policies that promote responsible waste-to-energy technologies for non-recyclable waste, focusing on minimizing environmental impacts while recovering energy.



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❖ **Promotion of Repair and Reuse:**

Support initiatives that encourage repairing, refurbishing, and reusing products to extend their lifespan and reduce the need for new manufacturing.

❖ **Plastic Waste Management:**

Address plastic pollution by implementing policies to reduce single-use plastics, promote plastic recycling, and encourage alternatives to traditional plastics.

❖ **Hazardous Waste Handling:**

Regulate the proper disposal of hazardous waste materials, ensuring they are treated and managed in environmentally safe ways.

❖ **Incentives for Recycling and Green Practices:**

Provide incentives such as tax breaks, grants, or subsidies to businesses and consumers that participate in recycling programs or adopt environmentally responsible practices.

❖ **E-Waste Management:**

Develop policies specifically addressing the proper disposal and recycling of electronic waste, including electronics recycling facilities and regulations on e-waste exports.

❖ **Circular Procurement:**

Encourage public and private sectors to prioritize purchasing products with recycled content and sustainable design, creating demand for recycled materials.

❖ **Educational Campaigns:**

Launch public awareness campaigns to educate citizens about the importance of recycling, proper waste disposal, and the benefits of a circular economy.

❖ **Regulation and Enforcement:**

Enforce regulations related to recycling and waste management, imposing penalties for illegal dumping and improper disposal.

❖ **Collaboration with Industry:**

Work with industries, local governments, NGOs, and other stakeholders to develop and implement effective end-of-life management strategies.



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❖ **Research and Innovation:**

Invest in research to develop new recycling technologies, materials recovery processes, and innovative ways to address specific waste streams.

A comprehensive policy addressing the environmental impacts of product end-of-life management should aim to minimize waste, maximize resource recovery, and reduce the overall environmental footprint of products throughout their lifecycle. Collaboration, education, proper infrastructure, and regulatory measures are key to achieving these goals.

❖ **Non-Hazardous Waste Generated:**

We aim to reduce non-hazardous waste through efficient production processes, material optimization, and waste segregation. All non-hazardous waste is responsibly managed and disposed of in compliance with local regulations. Collaboration with recycling vendors ensures recovery and reuse of such waste streams.

❖ **Emissions:**

MPIPL strives to minimize emissions during manufacturing and throughout product lifecycles. We adopt eco-friendly technologies and low-emission materials to reduce our carbon footprint. Regular assessments and improvements are undertaken to align with global sustainability standards.

❖ **Micro plastics Pollution:**

Recognizing the threat of micro plastics, we ensure the use of materials that minimize their release into the environment. Our processes are designed to control and monitor micro plastic generation. We actively explore alternatives and support initiatives aimed at reducing micro plastic pollution.

❖ **Disciplinary action for Policy Violations:**

MPIPL enforces strict adherence to its Product End-of-Life Impact Policy. Any employee violating this policy will face disciplinary actions, including retraining, formal warnings, or suspension, depending on the severity of the violation. Repeated or serious violations may lead to termination. These actions ensure the company's commitment to responsible product disposal, recycling, and sustainability throughout the product lifecycle.

6. Periodical Review and Update

MPIPL will regularly review this policy to ensure its effectiveness and relevance. Updates will be made in response to changes in technology, regulations, and best practices to maintain alignment with our goals.



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7. Eco-Friendly Design

MPIPL will:

Integrate sustainable design practices that enhance product recyclability.

Use materials that are easily recyclable or biodegradable when possible.

Collaborate with suppliers to source environmentally responsible materials.

8. Recycling Support

MPIPL will:

Collaborate with recycling facilities to ensure our products are recycled effectively.

Educate consumers about recycling options for our products through labeling and information dissemination.

9. Sustainable Disposal Practices

MPIPL will:

Encourage responsible disposal practices through proper channels, including recycling centers and collection points.

Discourage improper disposal methods that can harm the environment.

10. Conclusion

MPIPL is resolute in its commitment to minimizing environmental impacts from product end-of-life. Through the implementation of this policy, we contribute to a more sustainable and responsible approach to managing our products' lifecycle and preserving the environment for current and future generations.

11. CSR Objectives & Targets:

| Objectives | Targets For 2026 |
|--|------------------|
| Percentage of Recyclable Materials in Products | 2% Increase |



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12. Reports:

| Form No | Name of the record | Retention period |
|-------------------|-----------------------------|------------------|
| MPIPL/CSRMS/F-340 | Environmental Audit Report | One Year |
| MPIPL/CSRMS/F-250 | Environmental Annual Report | One Year |

13. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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7. CUSTOMER HEALTH AND SAFETY POLICY

1. Introduction:

At MPIPL we are committed to ensuring the health and safety of our customers through the manufacturing and supply of high-quality printed products, cartons, labels, stickers, books, and POP materials. This Customer Health and Safety Policy outlines our objectives, commitments, responsibilities, and periodic review and updates, scope, and distribution strategies to uphold the highest standards of safety for our valued customers.

2. Objectives:

Our primary objectives are to:

Provide printed products that meet the highest health and safety standards.

Ensure the safety of our customers by producing items that adhere to all relevant health and safety regulations.

Continuously improve our processes and products to mitigate potential health and safety risks.

Promote a culture of health and safety awareness among our employees, customers, and stakeholders.

3. Responsibility:

Every employee at MPIPL shares the responsibility to ensure customer health and safety by:

Adhering to safe work practices and procedures.

Participating in regular training to enhance health and safety awareness.

Reporting potential hazards or incidents promptly.

Contributing to the identification and implementation of safety improvements.

Following all guidelines for the proper use and maintenance of equipment

4. Scope:

This policy applies to all aspects of MPIPL's operations, including the manufacturing and supply of printed products, cartons, labels, stickers, books, and POP materials. It covers:

Design and production processes.

Material sourcing and handling.

Packaging and shipping procedures.



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5. A Customer Health and Safety policy outlines an MPIPL's commitment to ensuring the well-being and safety of its customers while they interact with its products, services, facilities, or digital platforms. This policy demonstrates a MPIPL's dedication to maintaining high standards of quality, safety, and risk management in order to prevent harm or injuries to its customers.

Key components of a Customer Health and Safety policy might include:

❖ **Scope and Applicability:**

Clearly define the scope of the policy and specify to whom it applies. This could include physical locations, digital platforms, products, and services.

❖ **Commitment to Safety:**

State the MPIPL's commitment to providing a safe and healthy environment for its customers. This commitment might involve complying with relevant laws and regulations, adhering to industry best practices, and continuously improving safety measures.

❖ **Risk Assessment and Management:**

Describe how the MPIPL assesses and manages risks associated with its products, services, and environments. This could include procedures for identifying potential hazards, evaluating risks, and implementing appropriate controls to mitigate those risks.

❖ **Product and Service Safety:**

Address the steps taken to ensure the safety of products and services offered to customers. This might involve quality control measures, testing procedures, and clear instructions for safe use.

❖ **Facility Safety:**

If applicable, outline safety protocols for physical facilities where customers interact with the MPIPL. This could encompass fire safety, emergency evacuation plans, accessibility considerations, and more.

❖ **Customer Education:**

Explain how the MPIPL educates customers about potential risks and safety guidelines. This could involve clear signage, user manuals, safety videos, and online resources.



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❖ Reporting Procedures:

Provide information on how customers can report safety concerns, incidents, or accidents. Include a clear process for responding to these reports promptly and appropriately.

❖ Employee Training:

Detail how employees are trained in customer safety procedures and protocols. Emphasize the importance of staff members' roles in maintaining a safe customer environment.

❖ Continuous Improvement:

Highlight the MPIPL's commitment to ongoing improvement of safety measures. This might include regular reviews of policies, incident analysis, and updates based on lessons learned.

❖ Legal Compliance:

Explicitly state the MPIPL's intent to adhere to all relevant laws and regulations related to customer safety and health.

❖ Communication:

Explain how the MPIPL communicates the Customer Health and Safety policy to its customers, employees, and relevant stakeholders.

❖ Enforcement and Consequences:

Clarify the consequences for non-compliance with the policy. This could range from corrective actions to disciplinary measures for employees who do not adhere to safety protocols.

Remember, the specifics of the policy will depend on the nature of MPIPL, the industry it operates in, and the potential risks associated with your products and services. It's important to regularly review and update the policy to reflect changing circumstances and new insights into customer safety.

❖ Disciplinary action for Policy Violations:

MPIPL is committed to ensuring the health and safety of our customers. Any violations of the Customer Health and Safety Policy will result in disciplinary actions, which may include retraining, formal warnings, suspension, or termination, depending on the severity of the violation. These measures are implemented to maintain the highest standards of safety and uphold our commitment to customer well-being and sustainability.

6. Periodical Review and Update:

MPIPL is committed to reviewing and updating our Customer Health and Safety Policy regularly. This involves:

Conducting periodic audits and assessments of our operations to identify potential hazards.



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Revisiting the policy to ensure its alignment with changing regulatory requirements and industry best practices.

Soliciting feedback from employees, customers, and stakeholders to enhance the effectiveness of the policy.

7. Conclusion:

At MPIPL, we understand that our success is closely linked to the health and safety of our customers. This Customer Health and Safety Policy reflects our unwavering commitment to maintaining the highest standards of safety in our products and operations. By adhering to this policy, we strive to protect our customers and contribute to a safer and healthier community.

In conclusion, MPIPL is dedicated to upholding the principles outlined in this Customer Health and Safety Policy. Through our collective efforts, we aim to continuously improve our processes, products, and safety culture to provide our customers with the highest level of confidence in the safety of our offerings.

8. CSR Objectives & Targets:

| Objectives | Targets For 2026 |
|---|------------------|
| Customer health and safety = Number of customers trained in health and safety/Total no of customers | More than 90% |

9. Reports:

| Form No | Name of the record | Retention period |
|----------------|----------------------------|------------------|
| MPIPL/CSRMS/80 | OHS risk assessment report | Two years |

10. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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8. PROMOTION OF SUSTAINABLE CONSUMPTION POLICY

1. Introduction:

At MPIPL we recognize the critical importance of promoting sustainable consumption in today's world. As a manufacturer and supplier of printed products, including cartons, labels, stickers, books, and POP materials, we understand our responsibility to minimize the environmental impact of our operations and products. This "Promotion of Sustainable Consumption" policy outlines our objectives, commitments, responsibilities, and periodic review and updates, scope, and distribution strategies to contribute to a more sustainable future.

2. Objectives:

Our primary objectives in promoting sustainable consumption are to:

Reduce the environmental footprint of our products throughout their lifecycle.

Encourage responsible consumption and production patterns among our customers and stakeholders.

Innovate and adopt sustainable practices to minimize resource depletion and waste generation.

Raise awareness and educate employees, customers, and partners about sustainable consumption.

3. Responsibility:

Every employee at MPIPL shares the responsibility for promoting sustainable consumption by:

Adhering to sustainable work practices and procedures.

Participating in training and awareness programs related to sustainable consumption.

Identifying opportunities to reduce waste, energy consumption, and emissions in their respective roles.

Contributing to the development and implementation of sustainable initiatives.



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4. Scope:

This policy applies to all aspects of MPIPL's operations, including the manufacturing and supply of printed products, cartons, labels, stickers, books, and POP materials. It encompasses:

Sustainable sourcing and procurement of materials.

Adoption of energy-efficient production processes.

Reduction of waste generation and promotion of recycling and reuse.

Minimization of carbon emissions and pollution.

Integration of sustainable design principles into our products.

5. Promotion of sustainable consumption policies is crucial for addressing environmental challenges, reducing resource depletion, and minimizing the negative impacts of consumption on our planet. These policies aim to encourage individuals, businesses, and governments to adopt more responsible and environmentally friendly consumption behaviors. Here are some strategies and components that can be included in a sustainable consumption policy:

❖ **Education and Awareness:**

Raise awareness about the environmental impacts of various consumption choices through public campaigns, educational programs, and media.

Provide information on sustainable alternatives, eco-friendly products, and responsible consumption practices.

❖ **Product Labeling and Certification:**

Develop and implement labeling systems that provide consumers with information about the environmental and social impact of products, such as carbon footprint, energy efficiency, and fair labor practices.

❖ **Incentives and Subsidies:**

Offer financial incentives, tax breaks, or subsidies for the production and consumption of sustainable products and services.

Implement a pricing mechanism that internalizes the environmental costs of goods and services, making sustainable options more affordable.



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❖ **Extended Producer Responsibility (EPR):**

Hold producers accountable for the entire lifecycle of their products, including their disposal and recycling.

Encourage the design of products that are more easily recyclable, repairable, and have a longer lifespan.

❖ **Circular Economy Promotion:**

Encourage the shift from a linear "take-make-dispose" model to a circular economy where products and materials are reused, refurbished, or recycled to minimize waste.

❖ **Sharing Economy and Collaborative Consumption:**

Promote the sharing of resources through platforms such as car-sharing, ride-sharing, and tool-sharing, which can reduce overall consumption and promote resource efficiency.

❖ **Green Public Procurement:**

Implement policies that require government agencies to prioritize the purchase of sustainable and environmentally friendly products and services.

❖ **Behavioral Interventions:**

Use behavioral insights to nudge individuals towards more sustainable consumption choices. This can include defaults that favor sustainable options or designing choices to align with social norms.

❖ **Regulations and Bans:**

Enforce regulations that restrict the production and consumption of environmentally harmful products, such as single-use plastics or products with high carbon emissions.

❖ **Collaboration with Businesses:**

Work with businesses to encourage sustainable practices, such as reducing packaging waste, sourcing sustainable materials, and implementing energy-efficient processes.

❖ **Research and Innovation:**

Invest in research and development to find new technologies and approaches that enable sustainable consumption without compromising quality of life.

❖ **Community Engagement:**

Involve local communities in the development and implementation of sustainable consumption policies to ensure their effectiveness and relevance.



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Sustainable consumption policies need to be tailored to the specific context of each region or country, taking into consideration cultural, economic, and social factors. A comprehensive approach involving multiple stakeholders, including governments, businesses, civil society MPIPLs, and consumers, is essential for successful implementation and impact.

❖ **Disciplinary action for Policy Violations:**

MPIPL enforces strict disciplinary measures for policy violations to uphold our Sustainability Management System and ESG commitments. Actions may include verbal or written warnings, suspension, or termination, depending on severity. Employees are expected to comply with all policies to promote sustainable consumption and ethical business practices. Non-compliance will be addressed through fair and transparent procedures.

6. Periodical Review and Update:

MPIPL is committed to the regular review and update of our Promotion of Sustainable Consumption Policy by:

Conducting periodic assessments of our sustainability practices and performance.

Evaluating the effectiveness of our initiatives in reducing environmental impact.

Ensuring alignment with evolving environmental standards and best practices.

Engaging employees, customers, and stakeholders for feedback and suggestions.

7. Conclusion:

In conclusion, MPIPL is committed to fostering a culture of sustainable consumption by implementing and promoting environmentally responsible practices across our operations. By adhering to this Promotion of Sustainable Consumption Policy, we aim to play a significant role in minimizing the environmental impact of our products while inspiring our customers, employees, and partners to make conscious choices for a more sustainable future.

Through our collective efforts and continuous improvement, we strive to contribute to a world where responsible consumption and production are the norm, leading to a healthier planet and a better quality of life for current and future generations.

8. CSR Objectives & Targets:

| Objectives | Targets For 2026 |
|---------------------------------------|------------------|
| Waste Reduction Rate | Less than 70% |
| Recyclable Materials Utilization Rate | More than 25% |



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9. Reports:

| Form No | Name of the record | Retention period |
|------------------|--------------------|------------------|
| PE/251/20-21 | Purchase order | Two years |
| MPIPL/CSRMS/F380 | CSR report | Two years |

10. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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9. EMPLOYEES HEALTH AND SAFETY POLICY

1. Introduction:

At MPIPL we prioritize the well-being and safety of our employees above all else. As a manufacturer and supplier of printed products, including cartons, labels, stickers, books, and POP materials, we understand the crucial role that a healthy and safe work environment plays in the success of our business. This "Employee Health and Safety Policy" outlines our objectives, commitments, responsibilities, periodic review and updates, scope, and distribution strategies to ensure the health and safety of our valued employees.

2. Objectives:

Our primary objectives in managing employee health and safety issues are to:

Create a work environment that is free from hazards and promotes the physical and mental well-being of our employees.

Prevent accidents, injuries, and occupational illnesses by implementing effective safety measures.

Comply with all relevant health and safety laws, regulations, and industry standards.

Foster a culture of safety awareness, where every employee actively participates in maintaining a safe workplace.

3. Responsibility:

At MPIPL, everyone shares the responsibility for employee health and safety by:

Adhering to established health and safety guidelines, protocols, and procedures.

Reporting hazards, incidents, and near misses promptly to appropriate personnel.

Participating in health and safety training and awareness programs.

Taking proactive measures to identify and address potential risks in their work areas.

Promoting a culture of accountability and support for health and safety initiatives.



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4. Scope:

This policy applies to all aspects of MPIPL's operations, encompassing:

Manufacturing and production processes.

Equipment maintenance and usage.

Material handling and storage.

Emergency response and evacuation procedures.

Employee health and wellness programs.

Mental health and well-being support initiatives.

5. Creating a comprehensive employees' health and safety policy is crucial for ensuring the well-being of your workforce and maintaining a safe working environment. This policy outlines the guidelines, procedures, and responsibilities that the MPIPL will follow to prioritize the health and safety of its employees. Here's a template for developing such a policy:

Employees' Health and Safety Policy

❖ Policy Statement:

MPIPL is committed to providing a safe and healthy working environment for all employees, contractors, visitors, and stakeholders. We prioritize the prevention of workplace accidents, injuries, and illnesses by implementing effective health and safety practices, complying with relevant laws and regulations, and fostering a culture of continuous improvement.

❖ Objectives:

Prevent accidents, injuries, and work-related illnesses by identifying and mitigating potential hazards.

Comply with all applicable health and safety laws, regulations, and standards.

Provide adequate training and resources to employees to ensure their awareness and ability to work safely.

Promote a culture of safety, where employees actively participate in identifying and reporting hazards.

Continuously review and improve our health and safety policies and practices to reflect best industry standards.



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❖ Management:

Senior management is responsible for establishing health and safety objectives, allocating necessary resources, and leading by example.

Management will provide continuous support and encouragement to foster a safety-focused culture.

❖ Supervisors:

Supervisors will ensure that employees are trained and equipped to perform their tasks safely.

They will promptly address and report any safety concerns or incidents and take corrective actions as needed.

❖ Employees:

Employees are responsible for following all health and safety procedures and using provided personal protective equipment (PPE) as required.

They should report any unsafe conditions, near misses, or accidents to their supervisors immediately.

❖ Hazard Identification and Risk Assessment:

Regular assessments of the workplace will be conducted to identify potential hazards and assess associated risks.

Control measures will be implemented to mitigate identified risks and reduce their impact.

❖ Training and Awareness:

All employees will receive appropriate training on health and safety procedures, emergency protocols, and the proper use of equipment.

Continuous education and awareness programs will be conducted to keep employees updated on health and safety practices.

❖ Reporting and Investigation:

All incidents, accidents, and near misses will be reported promptly to supervisors.

Thorough investigations will be conducted to determine the root causes of incidents and implement corrective actions.

❖ Emergency Preparedness:

Emergency response plans will be in place to handle various types of emergencies, such as fires, medical incidents, and natural disasters.

Regular drills and training will be conducted to ensure employees are familiar with emergency procedures.



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❖ Continuous Improvement:

The health and safety policy will be regularly reviewed and updated to reflect changes in laws, regulations, and best practices.

Lessons learned from incidents and accidents will be used to improve health and safety practices.

❖ Communication:

This policy will be communicated to all employees and stakeholders.

Regular communication channels will be established to share health and safety updates and information.

Note that this is a template, and you should tailor it to MPIPL's specific needs, industry, and local regulations. Once the policy is developed, it's crucial to communicate it effectively to all employees, provide necessary training, and ensure consistent implementation. Regular reviews and updates will help keep the policy relevant and effective in promoting employees' health and safety.

❖ Psychological Health and Stress Prevention:

MPIPL recognizes the importance of psychological well-being in the workplace. We actively prevent stress by promoting work-life balance, offering mental health support services, and fostering a positive work environment where employees feel valued and supported.

By embedding these principles in our operations, MPIPL aims to safeguard the health and safety of every team member while driving sustainable growth.

❖ Non-fatal Occupational Injuries:

MPIPL is committed to preventing nonfatal occupational injuries, including cuts, bruises, fractures, and repetitive strain injuries (RSI). We will maintain a safe working environment by regularly inspecting machinery, ensuring that all staff are adequately trained in safety procedures, and promoting safe handling practices. Ergonomic assessments will be conducted to prevent physical injuries, and all employees will be encouraged to report any safety concerns immediately to ensure prompt action is taken.

❖ Exposure to Hazardous Chemicals:

MPIPL will prioritize the safety and well-being of its employees by minimizing exposure to hazardous chemicals used in the printing process. We will implement proper ventilation systems, provide personal protective equipment (PPE), and ensure that all employees are trained in safe handling practices. Additionally, Material Safety Data Sheets (MSDS) will be available for all chemicals, and we will strictly follow regulatory guidelines to limit exposure to volatile organic compounds (VOCs) and other harmful substances.



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❖ **Biological Impacts:**

MPIPL is dedicated to protecting the health of our employees by regularly monitoring biological impacts resulting from chemical exposures or other workplace hazards. We will conduct periodic health assessments, ensure proper medical monitoring for at-risk employees, and offer training on recognizing and mitigating potential health effects. This proactive approach will help identify and address risks early, ensuring a healthier work environment for all.

❖ **Physical and Ergonomic Hazards:**

MPIPL recognizes the importance of ergonomics in preventing physical injuries. We are committed to providing ergonomically designed workstations and encouraging regular breaks to reduce the risk of repetitive motion injuries. Additionally, we will provide training on proper posture and safe handling techniques to prevent musculoskeletal disorders. Our goal is to create a comfortable and healthy working environment that minimizes the risk of physical strain.

❖ **Substance Abuse and Human Error:**

MPIPL maintains a zero-tolerance policy for substance abuse in the workplace. We will implement strict controls to prevent the use of drugs or alcohol during work hours, and provide training on how substance abuse can impair judgment and lead to human error. Employees will be educated on the importance of focus, responsibility, and safety, and the company will offer support for those who seek help with substance abuse issues.

❖ **Emergency Response and Safety Equipment:**

MPIPL is committed to ensuring a safe work environment by maintaining up-to-date emergency response systems, including eyewash stations, fire suppression systems, and first aid equipment. We will regularly conduct emergency drills to ensure all employees are familiar with evacuation procedures. Furthermore, safety equipment will be strategically placed and regularly inspected to ensure it is accessible and functional in case of an emergency, ensuring rapid response to any workplace incidents.

❖ **Compliance with Health & Safety Guidelines:**

MPIPL is committed to complying with all relevant health and safety regulations, including OSHA guidelines and Responsible Care standards. We will regularly review and update our health and safety policies to ensure they meet or exceed industry standards. All employees will receive ongoing training to stay informed of best practices and regulatory requirements, ensuring a safe and compliant work environment for all. Regular audits will be conducted to assess our compliance and identify areas for improvement.



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❖ Fire Safety and Hazard Prevention:

MPIPL is dedicated to preventing fire hazards within the workplace. We will implement stringent fire safety protocols, including the installation of fire suppression systems and regular fire drills. All employees will be trained in fire safety procedures, including proper use of fire extinguishers, emergency evacuation routes, and how to respond in the event of a fire. Regular inspections will ensure compliance with fire safety standards and the identification of any fire risks in the facility.

❖ Machine Safety and Maintenance:

MPIPL will ensure that all machinery is regularly maintained, inspected, and operated according to safety standards. Preventive maintenance schedules will be established for all equipment, and machinery will be fitted with proper safety guards to protect employees from mechanical injuries. Employees will receive training on the safe operation of machines, and only qualified personnel will be allowed to operate or maintain machinery. Any identified mechanical issues will be addressed immediately to prevent accidents.

❖ Training and Awareness Programs:

MPIPL is committed to providing ongoing training and awareness programs to all employees regarding health, safety, and environmental hazards. Regular workshops and refresher courses will be offered to ensure that employees understand the risks associated with their roles and how to mitigate them. Training will cover topics such as safe chemical handling, ergonomic practices, fire safety, and emergency response procedures. The company will also encourage a safety-first culture where employees are empowered to identify potential hazards and take appropriate action.

❖ Disciplinary action for Policy Violations:

MPIPL is committed to maintaining a safe and healthy work environment. Any violation of the Employee Health and Safety Policy will result in disciplinary action, which may include verbal or written warnings, suspension, or termination, depending on the severity of the violation. All employees are expected to adhere to safety protocols, and repeated non-compliance will be dealt with promptly and appropriately.

6. Periodical Review and Update:

MPIPL is committed to regularly reviewing and updating our Employee Health and Safety Policy by:

Conducting routine inspections and risk assessments to identify new hazards and opportunities for improvement.

Evaluating the effectiveness of our health and safety programs and initiatives.

Ensuring alignment with evolving health and safety regulations and best practices.



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7. Conclusion:

In conclusion, MPIPL places the highest priority on the health and safety of our employees. This Employee Health and Safety Policy reflects our unwavering commitment to providing a secure and supportive work environment. By adhering to this policy, we aim to empower our employees to contribute their best work while ensuring their physical and mental well-being.

Through our collective efforts and continuous improvement, we strive to create a workplace where health and safety are ingrained in MPIPL culture, fostering an atmosphere of trust, responsibility, and collaboration. By prioritizing our employees' health and safety, we not only protect their well-being but also strengthen the foundation for MPIPL's long-term success.

8. CSR Objectives & Targets:

| Objective | Target For 2026 |
|---|-----------------|
| Employee Health & Safety = No. of Incidents - Occupational health and safety related | Zero incident |
| Frequency Rate = Number of injuries events X total number of employees X number of working days / 10,00,000 | Less than 0.5 |
| Accident Severity Rate = Number of days X total number of employees X number of working days / 1000 | Less than 1000 |

9. Records:

| Form No | Name of the record | Retention period |
|-------------------|--------------------------|------------------|
| MPIPL/IMS/LPPE/22 | List of PPE | Permanent |
| MPIPL/F&ACCP/72 | Employee health check up | Three years |

10. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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10. WORKING CONDITIONS POLICY

1. Introduction:

At MPIPL we believe that the well-being and satisfaction of our employees are essential for our success. As a manufacturer and supplier of printed products, including cartons, labels, stickers, books, and POP materials, we are committed to ensuring fair and favorable working conditions for all our employees. This "Working Conditions Policy" outlines our objectives, commitments, responsibilities, periodic review and updates, scope, and distribution strategies to promote a healthy and productive work environment.

2. Objectives:

Our primary objectives in managing working conditions are to:

Provide competitive wages and benefits that reflect the contributions and skills of our employees.

Maintain reasonable and transparent working hours that promote work-life balance.

Foster an inclusive and respectful work environment where open communication is encouraged.

Continuously improve our working conditions based on employee feedback and evolving best practices.

3. Responsibility:

MPIPL holds the responsibility to ensure favorable working conditions by:

Establishing clear and transparent policies related to wages, benefits, and working hours.

Regularly evaluating and adjusting compensation structures to align with industry standards and cost of living.

Providing opportunities for skill development and career growth to enhance employee well-being.

Creating an inclusive workplace culture that supports diversity and equal opportunities for all employees.



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4. Scope:

This policy applies to all employees of MPIPL and covers a wide range of aspects related to working conditions, including:

Wages and compensation, including bonuses and incentives.

Employee benefits, such as healthcare, insurance, retirements plans, and leave policies.

Working hours, overtime policies, and rest breaks to ensure a healthy work-life balance.

Equal employment opportunities and non-discrimination policies.

Communication channels for addressing concerns and providing feedback on working conditions.

5. Developing a comprehensive working conditions policy is essential for promoting fair and healthy work environments that prioritize the well-being of employees.

Working Conditions Policy

❖ Wages and Compensation:

MPIPL is committed to providing fair and competitive wages that reflect the skills, responsibilities, and contributions of each employee.

Compensation structures will be transparent, ensuring that employees understand how their wages are determined.

❖ Benefits and Perks:

We offer a range of benefits to support the well-being of our employees, including healthcare, retirement plans, paid time off, and other relevant benefits.

The benefits package will be regularly reviewed and adjusted to meet the changing needs of our workforce.

❖ Working Hours and Overtime:

MPIPL adheres to all applicable laws and regulations regarding working hours, breaks, and overtime.

Working hours will be clearly defined, and employees will have access to schedules well in advance.



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❖ Flexibility and Work-Life Balance:

We recognize the importance of work-life balance and will strive to provide flexible work arrangements where feasible and appropriate.

Employees will have opportunities to request flexible hours, remote work, or other arrangements to accommodate their needs.

❖ Health and Safety:

MPIPL is dedicated to providing a safe and healthy work environment. Refer to the Employees' Health and Safety Policy for more details.

❖ Non-Discrimination and Equal Opportunity:

All employees will be treated with respect and dignity, regardless of their race, gender, age, religion, disability, or other protected characteristics.

We promote equal opportunities for all employees to excel and advance within the MPIPL.

❖ Harassment and Respectful Workplace:

MPIPL maintains a zero-tolerance policy for harassment and discrimination. All employees are expected to contribute to a respectful and inclusive workplace.

❖ Grievance Mechanisms:

We provide accessible channels for employees to raise concerns, provide feedback, or report issues related to their working conditions.

Grievances will be addressed promptly and confidentially, without any fear of retaliation.

❖ Two-Way Communication:

Open and transparent communication between management and employees is encouraged.

Regular feedback sessions, surveys, and suggestion boxes will be utilized to gather input and opinions from employees.

❖ Training and Development:

Opportunities for training, skill development, and career advancement will be provided to enhance employees' professional growth.

MPIPL adheres to ethical business practices, ensuring that all operations are conducted with integrity and in compliance with applicable laws.



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❖ **Monitoring and Review:**

The working conditions policy will be reviewed periodically to ensure its effectiveness and alignment with changing laws and industry best practices.

Feedback from employees will be considered in policy improvements.

❖ **Implementation and Compliance:**

All employees are expected to adhere to this policy and contribute to creating a positive and respectful work environment.

Remember, this template serves as a foundation for your policy. Customize it to fit MPIPL's values, industry, and local regulations. It's essential to communicate the policy clearly to all employees, ensure their understanding, and provide opportunities for them to voice concerns or ask questions. Regular updates and ongoing communication will help maintain a positive working environment and address any issues that may arise.

❖ **Right to Disconnect:**

Employees have the right to disconnect from work-related communications outside of working hours, unless there are urgent operational needs. This promotes a healthy work-life balance and reduces work-related stress.

❖ **Employee Turnover:**

MPIPL is committed to reducing employee turnover by fostering a stable and supportive work environment. We invest in the growth and development of our workforce through competitive wages, continuous training, and career progression opportunities. By prioritizing employee retention, we aim to reduce recruitment costs and maintain a skilled and motivated team that contributes to the long-term success of the company.

❖ **Fair Compensation:**

MPIPL ensures that all employees receive fair and competitive compensation that meets or exceeds industry standards. We regularly review and adjust wages to account for the cost of living and inflation, ensuring that our employees are fairly compensated for their contributions. We are committed to providing equitable pay across all levels of the organization.

❖ **Social Protections:**

MPIPL recognizes the importance of robust social protections, including healthcare, retirement pensions, and family leave, in fostering a secure and supportive workplace. We offer comprehensive benefits packages that address the diverse needs of our workforce, ensuring that our employees have access to the resources they need for health, well-being, and financial security.



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❖ Compliance with Minimum Wage Laws:

MPIPL is dedicated to complying with all applicable minimum wage laws and regulations in the countries where we operate. We align our compensation structure with the International Labour Organization (ILO) standards to ensure that our employees receive fair wages that reflect the local economic conditions, promoting a fair and ethical workplace.

❖ Employee Well-being:

MPIPL prioritizes the physical and mental well-being of our employees. We offer reasonable working hours, adequate rest periods, and paid leave to support work-life balance. Our commitment to employee health includes a safe and healthy work environment, as well as initiatives that promote overall well-being and prevent burnout.

❖ Lack of Human Capital Investment:

MPIPL believes that investing in human capital is essential for long-term success. We are committed to providing our employees with the necessary tools, training, and development opportunities to enhance their skills and capabilities. Our focus on continuous learning and engagement ensures that our employees are empowered to excel and grow with the company.

❖ Sustainability and Corporate Responsibility:

MPIPL integrates ESG principles into all aspects of our operations, including fair working conditions. We are committed to aligning our workplace practices with global sustainability standards, ensuring that all employees are treated with dignity and respect. Our approach to sustainability includes promoting social equity through fair wages, benefits, and safe working conditions.

❖ Workplace Diversity and Inclusion:

MPIPL is committed to fostering a diverse and inclusive workplace where all employees are valued and respected. We actively promote diversity in our recruitment processes, provide equal opportunities for advancement, and create an environment where every employee can thrive. We believe that a diverse workforce drives innovation and enhances the success of our business.

❖ Employee Engagement and Communication:

MPIPL recognizes that open communication and employee engagement are key to a productive work environment. We encourage regular feedback from employees and maintain transparent communication channels across all levels of the organization. By actively listening to our employees' concerns, ideas, and suggestions, we ensure that they feel valued and have a voice in the decision-making process.



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❖ Disciplinary action for Policy Violations:

MPIPL is committed to maintaining a professional and respectful workplace. Any employee found in violation of company policies, including but not limited to misconduct, unethical behavior, or non-compliance with ESG principles, will be subject to disciplinary action. This may include verbal warnings, written warnings, suspension, or termination, depending on the severity of the violation, ensuring fairness and consistency in enforcement.

6. Periodical Review and Update:

MPIPL is committed to regularly reviewing and updating our Working Conditions Policy by:

Conducting surveys and collecting feedback from employees regarding their working experiences.

Analyzing market trends and industry benchmarks to ensure competitive wages and benefits.

Engaging with employees and management to identify areas of improvement and implement changes.

Ensuring the policy remains compliant with changing labor laws and regulations.

7. Conclusion:

In conclusion, MPIPL is dedicated to fostering a work environment characterized by fair and favorable working conditions. This Working Conditions Policy underscores our commitment to treating our employees with respect, dignity, and transparency. By adhering to this policy, we aim to create a workplace where employees feel valued, supported, and motivated to contribute their best work.

Through continuous dialogue, review, and improvement, we strive to ensure that our employees' needs and aspirations are met. By prioritizing their well-being, we not only enhance individual lives but also strengthen MPIPL as a whole, fostering a culture of loyalty, collaboration, and shared success.

8. CSR Objectives & Targets:

| Objectives | Target For 2026 |
|---|-----------------|
| Gender pay gap = Average Salary For Men - Average Salary For Women | Less than 4% |
| % of women employed in whole MPIPL = Total no of Staff- women/ Total no of staff | More than 40% |
| Working condition = % of employees covered under health insurance | 100% |
| Social Dialogue = Number of Employees Participated in Social dialogue / Total number of employees | More than 30% |



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9. Records:

| Form No | Name of the record | Retention period |
|-------------------|--------------------|------------------|
| MPIPL/CSRMS/F-090 | Bonus record | Two years |
| MPIPL/F&ACCP/70 | Leave record | Two years |

10. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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11. LABOR RELATIONS POLICY

1. Introduction:

At MPIPL we recognize the significance of fostering positive and constructive labor relations as a foundation for MPIPL's success. As a manufacturer and supplier of printed products, including cartons, labels, stickers, books, and POP materials, we are committed to establishing structured and collaborative relationships with employee representatives and trade unions. This "Labor Relations Policy" outlines our objectives, commitments, responsibilities, and periodic review and updates, scope, and distribution strategies to promote harmonious labor relations and ensure the well-being of our workforce.

2. Objectives:

Our primary objectives in managing labor relations are to:

Foster open and transparent communication channels between employees, management, and employee representatives or trade unions.

Create a platform for addressing and resolving workplace issues in a fair and timely manner.

Promote a positive work environment that values employee input and promotes employee engagement.

Ensure compliance with labor laws, regulations, and industry standards.

3. Responsibility:

MPIPL holds the responsibility to foster positive labor relations by:

Designating responsible personnel to interact with employee representatives and trade unions.

Ensuring that all employees are informed about their rights to representation and collective bargaining.

Collaborating with employee representatives and trade unions to address workplace issues and concerns.

Providing a safe and supportive environment for employees and their representatives to voice their opinions without fear of retaliation.



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4. Scope:

This policy applies to all aspects of labor relations within MPIPL, including:

Engagement and communication processes with employee representatives and trade unions.

Dispute resolution mechanisms and grievance procedures.

Negotiation of terms and conditions of employment, when applicable.

Protections of employees' rights to associate, organize, and engage in collective bargaining activities.

5. Developing a clear and structured labor relations policy is crucial for fostering positive relationships between MPIPL, its employees, and any employee representatives or trade unions. This policy outlines the guidelines for how MPIPL will engage with these stakeholders, ensuring effective communication, collaboration, and resolution of labor-related issues. Here's a template to help you create such a policy:

Labor Relations Policy

❖ Policy Statement:

MPIPL is committed to maintaining open and constructive labor relations with its employees and their representatives, including trade unions. We believe in fostering a collaborative environment that encourages dialogue, respects employee rights, and promotes fair and respectful practices.

❖ Employee Representation:

MPIPL recognizes the rights of employees to be represented by elected representatives or trade unions.

We will establish clear communication channels between management and employee representatives to facilitate effective discussions.

❖ Communication and Consultation:

Regular communication will be established to keep employees and their representatives informed about matters that impact their working conditions, rights, and responsibilities.

Prior to making significant changes that may affect employees, consultation with relevant representatives will take place to gather input and address concerns.



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❖ **Collective Bargaining:**

MPIPL is committed to engaging in collective bargaining in good faith with trade unions to negotiate terms and conditions of employment.

We will ensure that negotiations are transparent, respectful, and aim to reach mutually beneficial agreements.

❖ **Conflict Resolution:**

In the event of disagreements or conflicts, MPIPL is dedicated to resolving issues through open dialogue and negotiation.

Mediation and other appropriate dispute resolution mechanisms will be used to address conflicts when necessary

❖ **Employee Rights and Fair Treatment:**

All employees have the right to join or not join a trade union without fear of discrimination or retaliation.

We will ensure that employee rights are respected, and any form of harassment or intimidation related to labor relations will not be tolerated.

❖ **Grievance Mechanisms:**

MPIPL will establish accessible channels for employees and their representatives to raise concerns or grievances related to labor relations.

Grievances will be addressed promptly and impartially, with a focus on resolution.

❖ **Confidentiality and Privacy:**

All communications and discussions related to labor relations will be treated with confidentiality, respecting the privacy of all parties involved.

❖ **Training and Education:**

Managers and supervisors will be trained on labor relations practices, including effective communication, conflict resolution, and respecting employee rights.

❖ **Compliance with Laws:**

MPIPL will adhere to all relevant labor laws, regulations, and international labor standards in its interactions with employee representatives and trade unions.



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❖ Continuous Improvement:

This policy will be regularly reviewed and updated to reflect changes in labor laws, industry practices, and feedback from stakeholders.

❖ Monitoring and Review:

The effectiveness of labor relations efforts will be monitored, and feedback from employees, representatives, and trade unions will be considered for improvements.

❖ Implementation and Compliance:

All employees and representatives are expected to adhere to this policy and work collaboratively to maintain positive labor relations.

Customize this template to align with MPIPL's values, industry, and local regulations. Once the policy is developed, ensure that it is communicated effectively to all employees, representatives, and trade unions. Establishing transparent and respectful labor relations will contribute to a harmonious and productive working environment.

❖ Disciplinary action for Policy Violations:

Any violation of company policies, including those related to labor practices, sustainability, and ethical conduct, will result in appropriate disciplinary action. Actions may include verbal or written warnings, suspension, or termination, depending on the severity of the violation. Our goal is to maintain a respectful, safe, and productive workplace in alignment with ESG principles and sustainability goals.

6. Periodical Review and Update:

MPIPL is committed to regularly reviewing and updating our Labor Relations Policy by:

Engaging in ongoing dialogue with employee representatives and trade unions to assess the effectiveness of our labor relations efforts.

Analyzing trends and feedback to identify areas for improvement and adjustment in our approach.

Staying informed about changes in labor laws and regulations that may impact our labor relations practices.

7. Conclusion:

In conclusion, MPIPL is committed to fostering a work environment characterized by respectful and constructive labor relations. This Labor Relations Policy underscores our dedication to maintaining open channels of communication, addressing issues promptly, and ensuring the well-being and rights of our employees and their representatives.



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Through collaboration and mutual understanding, we aim to build a workplace culture that values the contributions of every individual and promotes collective growth and success. By adhering to this policy, we not only enhance labor relations but also create an atmosphere of trust, fairness, and collaboration, contributing to the sustained success of MPIPL and the well-being of our workforce.

8. CSR Objective & Targets:

| Objective | Targets For 2026 |
|--|--------------------|
| Employee Satisfaction with Labour Relation | More than 85% |
| Grievance Resolution Time | Less than 48 hours |
| Compliance with Labour Regulations | 100% |

9. Records:

| Form No | Name of the record | Retention period |
|---------------------|----------------------------|------------------|
| MPIPL/CSRMS/F010 | Employee satisfaction form | One year |
| MPIPL/CSRMS/F100100 | Grievance record | One year |

10. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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12. CAREER MANAGEMENT POLICY

1. Introduction:

At MPIPL, we are committed to fostering a positive and growth-oriented work environment that values the career development of our employees. This Career Management Policy outlines our approach to managing recruitment, training, and career development within the MPIPL. Our goal is to attract, retain, and develop talented individuals who contribute to our success and growth.

2. Objectives:

The primary objectives of our Career Management Policy are as follows:

❖ Recruitment:

To attract and select qualified individuals who align with MPIPL's values, culture, and job requirements.

To ensure a fair and unbiased recruitment process that provides equal opportunities to all candidates.

To match the skills and qualifications of candidates with the needs of the MPIPL.

❖ Training:

To provide ongoing learning and development opportunities that enhances the skills and knowledge of our employees.

To equip employees with the necessary tools to perform their roles effectively and stay updated with industry trends.

To promote a culture of continuous learning and self-improvement.

❖ Career Development:

To identify and nurture high-potential employees for leadership and higher-responsibility roles.

To create a clear path for career advancement within the MPIPL based on performance, skills, and potential.

To ensure that employees' career aspirations align with the MPIPL's growth objectives.

3. Responsibility

❖ Management:

The senior management team is responsible for creating a supportive environment for career development and allocating resources for training programs.



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❖ Human Resources:

The HR department is responsible for designing and implementing recruitment strategies, training programs, and career development initiatives.

❖ Employees:

Employees are responsible for actively participating in training programs, setting career goals, and engaging in continuous self-improvement.

4. Scope:

This policy applies to all employees of MPIPL, regardless of their position, department, or level of seniority. It covers recruitment, training, and career development activities.

5. Developing a comprehensive Career Management Policy is crucial for MPIPLs to attract, retain, and develop talent, while also ensuring fair and consistent practices throughout an employee's journey within the MPIPL. This policy encompasses various aspects, including recruitment, training, and career development. Here's an outline of what such a policy could entail:

❖ Introduction and Purpose:

Clearly state the purpose and objectives of the Career Management Policy.

Highlight the MPIPL's commitment to providing equal opportunities for all employees.

❖ Recruitment:

Outline the MPIPL's approach to recruitment, emphasizing transparency and fairness.

Detail the methods for attracting diverse talent, including job postings, networking, and partnerships with educational institutions.

Highlight the importance of considering internal candidates for vacant positions before external recruitment.

❖ Training and Development:

Define the MPIPL's approach to employee training and development.

Discuss the types of training offered (e.g., on-the-job, workshops, online courses) and their alignment with employees' roles and career aspirations.

Describe the process for identifying training needs and creating personalized development plans.



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Address opportunities for employees to enhance their skills, both for their current roles and for future career progression

❖ **Career Development:**

Explain the MPIPL's commitment to supporting employees in their career growth.

Detail the process for setting performance and development goals.

Discuss the availability of mentorship programs, coaching, and opportunities for job rotation.

Highlight the performance review process and its role in assessing employees' career progression.

❖ **Internal Mobility:**

Encourage internal mobility by outlining the benefits and opportunities for employees who seek new challenges within the MPIPL.

Describe the process for employees to apply for internal job openings and transfer opportunities.

❖ **Promotions and Advancements:**

Clearly define the criteria and process for promotions and advancements.

Address the role of performance evaluations, skills development, and demonstrated capabilities in the promotion process.

Highlight the importance of transparent communication with employees regarding promotion decisions.

❖ **Succession Planning:**

Explain the MPIPL's approach to identifying and developing potential successors for key roles.

Discuss the methods used to assess employees' readiness for higher-level positions.

❖ **Employee Support:**

Outline the avenues for employees to seek guidance and support regarding their career paths.

Describe how managers and HR will assist employees in identifying growth opportunities.

❖ **Monitoring and Review:**

Explain how the policy will be monitored and periodically reviewed for effectiveness.

Discuss mechanisms for gathering feedback from employees regarding their career experiences.

❖ **Compliance and Communication:**

State the importance of adhering to legal and ethical standards in career management practices.

Address how the policy will be communicated to employees and how it will be integrated into the MPIPL's overall culture.



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❖ Professional Development:

MPIPL prioritizes professional development through skill-enhancement workshops, cross-functional training, and leadership development programs. We ensure employees have access to resources that empower them to achieve their career goals. Continuous learning is embedded in our culture to drive innovation and excellence.

❖ Conclusion:

Reiterate the MPIPL's commitment to employee growth and development.

Encourage employees to actively engage with the policy and take ownership of their career paths.

Remember that the specifics of the policy will vary based on the MPIPL's size, industry, and culture. It's important to involve relevant stakeholders, including HR professionals, managers, and employees, in the development and implementation of the Career Management Policy. Regular updates and adjustments should be made to ensure its continued relevance and effectiveness.

❖ Skills Gap:

Our company commits to continuous investment in the development of employee skills through regular training programs, including technical upskilling in modern printing and packaging technologies. We recognize the need to stay ahead of industry trends and ensure our workforce remains capable of adapting to market demands. We will actively assess training gaps and provide resources to equip our team with the skills necessary for future opportunities, thereby closing any potential skills gap.

❖ Training Effectiveness:

Our company will implement a robust training evaluation system to ensure all training programs are aligned with industry needs. By regularly assessing training outcomes and employee feedback, we will refine our approach to meet evolving technological and market demands, ensuring that our employees are equipped with the skills needed to succeed in their roles and contribute to the company's growth.

❖ Workplace Health and Safety:

We are committed to providing comprehensive training programs focused on workplace safety, ensuring that employees are well-prepared to handle machinery, hazardous materials, and physical tasks. We will provide ongoing safety education to foster a culture of health and safety, aiming to minimize accidents and enhance the well-being of all staff within our manufacturing environment.

❖ Employee Turnover:

To retain top talent, we will continuously offer career development opportunities and a clear path for advancement. By regularly providing skill development programs and ongoing feedback, we ensure that employees are recognized and empowered to grow within the company. Our aim is to foster a culture of internal mobility, reducing turnover by helping employees reach their full potential.



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❖ **Regulatory Compliance:**

Our company will ensure that all employees, particularly those working in production, receive regular training to stay compliant with local and international regulations regarding packaging and environmental standards. This includes training on sustainable practices, recycling, and eco-friendly material usage, ensuring that all employees understand and adhere to the latest regulations to maintain our legal and environmental responsibilities.

❖ **Financial:**

We commit to managing our training and development budget effectively, balancing the need for employee development with the company's financial capabilities. We will prioritize programs that offer the highest return on investment, considering both short-term business needs and long-term strategic goals. Our financial approach will ensure that training initiatives are sustainable and aligned with our organizational objectives.

❖ **Technological Integration:**

Our company will prioritize technological integration and provide training to ensure employees are adept at using new systems and equipment. This includes offering comprehensive onboarding for new technologies such as automation, digital printing, and sustainable packaging solutions. We will encourage a culture of innovation and learning, equipping our workforce to thrive in a technology-driven environment.

❖ **Market Demand Fluctuations:**

We recognize that market trends and demands can change rapidly. To mitigate risks associated with skill mismatches, we will continuously monitor industry trends and provide agile training programs that equip employees with the skills required for emerging demands. This will help our workforce remain competitive and adaptable in an ever-evolving market.

❖ **Sustainability Management:**

Our company is committed to integrating sustainability into every aspect of our operations. We will ensure that all employees receive training on sustainable practices, including the use of eco-friendly materials, waste reduction, and environmental impact awareness. We will foster a culture of environmental responsibility, empowering our workforce to contribute to our ESG goals and reduce the environmental footprint of our products.

❖ **Workplace Diversity and Inclusion:**

We are committed to creating an inclusive workplace where all employees have equal access to training and development opportunities. Our training programs will emphasize the value of diversity, equity, and inclusion, ensuring that employees from all backgrounds are empowered to grow professionally. We will actively monitor and address any disparities in access to development opportunities to maintain a fair and inclusive work environment.



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❖ **Disciplinary action for Policy Violations:**

At MPIPL, we are committed to maintaining a professional and respectful work environment. Any violations of company policies, including those related to conduct, safety, and ESG standards, will result in disciplinary actions. These may include verbal or written warnings, suspension, or termination, depending on the severity of the violation. All actions will be taken in accordance with company guidelines and applicable laws.

6. Periodical Review and Update:

This policy will be reviewed annually by the HR department to ensure its relevance and effectiveness. Feedback from employees and stakeholders will be taken into consideration for updates.

7. Distribution:

This policy will be communicated to all employees upon joining the MPIPL. It will be available on the MPIPL's intranet for easy access. Any updates to the policy will be communicated to employees through MPIPL-wide announcements.

8. Implementation:

❖ **Recruitment:**

Job descriptions and requirements will be clearly defined for each position.
Recruitment efforts will focus on diversity and inclusivity.
A transparent and fair selection process will be followed.

❖ **Training:**

Training needs will be identified through performance evaluations and employee feedback.
A training calendar will be developed, including both internal and external training programs.
Regular workshops, seminars, and online courses will be organized.

❖ **Career Development:**

Individual development plans will be created for high-potential employees.
Mentorship and coaching programs will be established to guide employees' career paths.
Opportunities for advancement will be communicated to employees based on performance evaluations.

9. Conclusion:

MPIPL's Career Management Policy reflects our dedication to creating a dynamic workplace that encourages personal and professional growth. By recruiting, training, and nurturing our employees, we aim to strengthen our workforce, enhance MPIPL's competitiveness, and achieve long-term success.



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In summary, this policy outlines MPIPL's commitment to recruitment, training, and career development while emphasizing fairness, growth, and continuous improvement. With a strong foundation in place, we are well-positioned to cultivate a talented and engaged workforce that contributes to MPIPL's prosperity.

10. CSR Objectives:

| Objective | Target For 2026 |
|--|--------------------|
| Career Management & Training = Average Number of training / Month | More than 2 |
| Average hours of training provided per employee = Total Training Hours / Total Number of Employees | More than 16 hours |

11. Records:

| Form No | Name of the record | Retention period |
|------------------|---------------------------------|------------------|
| MPIPL/CSRMS/F010 | Employee performance evaluation | One year |
| MPIPL/HRD/EFF/88 | Employee feedback form | One year |

12. Review

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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13. CHILD AND FORCED LABOR POLICY

1. Introduction:

MPIPL is a responsible manufacturer and supplier of printed products, including cartons, labels, stickers, books, and other materials. We are committed to upholding the highest ethical standards in all aspects of our operations. This Child and Forced Labor Prevention Policy outlines our unwavering commitment to eradicating child and forced labor from our supply chain and business operations.

2. Objectives:

Our policy aims to achieve the following key objectives:

❖ Prevention of Child Labor:

To ensure that no child below the legal working age is employed within MPIPL or supply chain.

To collaborate with suppliers to identify and address any child labor issues promptly.

To create awareness among our stakeholders about the importance of eradicating child labor.

❖ Eradication of Forced Labor:

To ensure that no form of forced or involuntary labor is used in any aspect of our operations.

To work closely with suppliers to identify and eliminate any forced labor practices.

To uphold the dignity and rights of all workers involved in our supply chain.

3. Responsibility:

❖ Senior Management:

The senior management team is responsible for setting the tone and direction of our commitment to preventing child and forced labor. They will allocate resources to ensure the implementation and monitoring of this policy.

❖ Human Resources:

The HR department will ensure that proper due diligence is conducted during the recruitment process to verify the age and eligibility of employees.

❖ Supply Chain Partners:

We expect our suppliers and business partners to adhere to the same high standards. They must ensure that child and forced labor are not present in their operations or supply chains.



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❖ Periodical Review and Update:

This policy will be reviewed annually by our CSR (Corporate Social Responsibility) team to ensure its continued relevance and effectiveness. Feedback from stakeholders, audits, and industry best practices will inform updates.

4. Scope:

This policy applies to all aspects of MPIPL's operations, including employees, suppliers, contractors, and all individuals engaged in our supply chain. It covers the prevention of child and forced labor in any form.

❖ Implementation:

❖ Recruitment and Employment:

We will verify the age and eligibility of all employees during the recruitment process.

We will maintain accurate records of employee ages and documents.

Any concerns regarding potential underage employees will be thoroughly investigated.

❖ Supply Chain Management:

We will engage with suppliers and business partners to ensure they share our commitment to eradicating child and forced labor.

Supplier contracts will include clauses that explicitly prohibit the use of child and forced labor.

Regular audits and assessments will be conducted to monitor compliance within our supply chain.

❖ Reporting Mechanism:

A confidential reporting mechanism will be established for employees and stakeholders to report any suspected instances of child or forced labor.

Whistleblower protection will be ensured for those who report in good faith

5. Developing a comprehensive Child and Forced Labor Policy is essential for MPIPLs to demonstrate their commitment to ethical and responsible business practices. Such a policy outlines the MPIPL's zero-tolerance stance on child and forced labor and provides a framework for preventing and eradicating these practices from their supply chain and operations. Here's an outline of what this policy could entail:



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❖ Introduction and Purpose:

Clearly state the purpose and objectives of the Child and Forced Labor Policy.

Highlight the MPIPL's commitment to upholding human rights and ensuring ethical conduct.

❖ Definitions:

Clearly define what constitutes child labor and forced labor according to international standards and local laws.

❖ Policy Statement:

Clearly state the MPIPL's stance against child and forced labor in all its operations and supply chains.

Emphasize the commitment to comply with international labor standards, such as those outlined by the International Lab MPIPL (ILO) and the United Nations.

❖ Compliance with Laws and Regulations:

Outline the MPIPL's commitment to complying with all relevant national and international laws and regulations related to child and forced labor.

❖ Risk Assessment and Due Diligence:

Explain the process of conducting risk assessments to identify and assess potential child and forced labor risks within the MPIPL's supply chain.

Describe the measures taken to conduct due diligence on suppliers, contractors, and other business partners to ensure they are not involved in child or forced labor practices.

❖ Supplier Code of Conduct:

Detail the MPIPL's expectations for suppliers, contractors, and other business partners to adhere to ethical labor practices.

Specify the consequences for non-compliance with the Supplier Code of Conduct.

❖ Monitoring and Auditing:

Explain how the MPIPL will monitor and audit suppliers and business partners for compliance with the Child and Forced Labor Policy.

Describe the process for conducting regular audits and assessments to ensure ongoing adherence to the policy.

❖ Reporting Mechanisms:

Provide a clear and confidential mechanism for employees, suppliers, and other stakeholders to report any instances or concerns related to child or forced labor.

Assure protection against retaliation for whistleblowers.



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❖ Remediation and Corrective Action:

Outline the steps the MPIPL will take if instances of child or forced labor are identified.

Describe the process for engaging with suppliers and partners to address and correct any violations, including providing guidance and support to improve labor practices.

❖ Communication and Training:

Explain how the Child and Forced Labor Policy will be communicated to all employees, suppliers, and relevant stakeholders.

Describe the MPIPL's commitment to providing training and awareness programs to ensure understanding and compliance with the policy.

❖ Continuous Improvement:

Emphasize the MPIPL's commitment to continuous improvement by regularly reviewing and updating the Child and Forced Labor Policy to address emerging risks and challenges.

❖ Conclusion:

Reiterate the MPIPL's commitment to eradicating child and forced labor from its operations and supply chain.

Encourage all stakeholders to actively participate in upholding ethical labor practices.

It's important to remember that the policy should be aligned with the MPIPL's values, industry, and specific circumstances. Collaboration among various departments, including legal, compliance, supply chain, and human resources, is essential in developing and implementing an effective Child and Forced Labor Policy. Regular communication, training, and collaboration with suppliers and partners are critical to ensure the policy's success in preventing and eradicating child and forced labor.

❖ Child Labor Policy:

MPIPL is committed to eradicating child labor within its operations and supply chain. We ensure that no employee under the legal working age is employed and will collaborate with suppliers to ensure compliance with local and international laws regarding child labor. Any detected cases of child labor will result in immediate corrective action, including engagement with NGOs to support affected children with housing, education, and psychological support.

❖ Forced Labor Policy:

MPIPL strictly prohibits any form of forced labor, including debt bondage, coercive working conditions, or document retention. We ensure that all workers voluntarily enter into employment, with clear, transparent contracts. We also do not condone recruitment fees or the withholding of documents. Any violations will be addressed promptly through remedial action, including working with external organizations to support affected workers.



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❖ **Wage Theft & Low Wages Policy:**

MPIPL adheres to fair wage practices, ensuring all employees are paid in compliance with national and international wage standards. We are committed to providing wages that are above the legal minimum and reflect the value of work performed. We will take immediate corrective actions in case of wage theft and ensure that all employees receive their wages in a timely and transparent manner.

❖ **Unsafe Working Conditions Policy:**

MPIPL is dedicated to providing a safe and healthy working environment for all employees. We will ensure the implementation of effective health and safety measures, including proper training, personal protective equipment (PPE), and regular safety audits. Any unsafe working conditions will be addressed immediately to prevent harm and ensure workers' well-being.

❖ **Labor Exploitation Policy:**

MPIPL is committed to eliminating labor exploitation, particularly for vulnerable groups such as migrant workers and indigenous populations. We ensure all employees are treated with dignity and respect, offering fair working conditions and wages. We will proactively monitor our supply chain for exploitation risks and take corrective actions where necessary.

❖ **Migrant Labor Risks Policy:**

MPIPL is committed to protecting the rights of migrant workers, ensuring that no recruitment fees are charged and that all workers are provided with clear and transparent contracts. We prohibit the confiscation of passports or any other documents that restrict workers' freedom. We will collaborate with labor agents who share our commitment to fair labor practices and workers' rights.

❖ **Temporary Labor Policy:**

MPIPL utilizes temporary labor only when necessary and in full compliance with labor laws. We are committed to ensuring that temporary workers receive fair wages, benefits, and working conditions. We will regularly audit our labor practices to avoid any exploitation or abuse, and corrective actions will be implemented where necessary to ensure compliance.

❖ **Lack of Transparency in Contracts Policy:**

MPIPL ensures that all workers, regardless of status, are provided with clear, written contracts outlining terms of employment. We believe in full transparency and fairness in employment agreements to avoid misunderstandings and prevent exploitation. We also commit to educating workers on their rights and the terms of their employment.

❖ **Document Retention Policy:**

MPIPL does not condone the retention of employees' identification documents under any circumstances. All employees will have the freedom to retain their personal documentation at all times. We will ensure that no practices, including recruitment or employment terms, lead to the exploitation of workers through document retention or manipulation.



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❖ Supplier Chain Risks Policy:

MPIPL is committed to ensuring ethical labor practices across its supply chain. We conduct thorough due diligence to assess and mitigate the risks of forced labor, child labor, and unsafe working conditions in our suppliers. We will work only with suppliers who share our commitment to human rights and fair labor practices, ensuring that they comply with all relevant standards and regulations.

❖ Disciplinary action for Policy Violations:

MPIPL maintains a zero-tolerance policy for violations related to child labor, forced labor, and human trafficking. Any employee or supplier found in violation of these policies will face immediate disciplinary action, which may include termination of employment or contract, legal action, and reporting to relevant authorities. We are committed to ensuring compliance with all applicable laws and ethical standards.

6. Conclusion:

MPIPL's Child and Forced Labor Prevention Policy underscores our dedication to ethical business practices. By committing to the eradication of child and forced labor, we contribute to building a fair and just working environment for all. Through continuous vigilance, collaboration with stakeholders, and adherence to this policy, we aim to make a positive impact on society and our industry.

In conclusion, this policy outlines MPIPL's strong stance against child and forced labor, emphasizing our commitment, responsibilities, and measures to ensure compliance. With this policy as a guiding principle, we strive to create a supply chain and business environment free from exploitation, ensuring the dignity and rights of all individuals involved in our operations.

MPIPL maintains a zero-tolerance policy for violations related to child labor, forced labor, and human trafficking. Any employee or supplier found in violation of these policies will face immediate disciplinary action, which may include termination of employment or contract, legal action, and reporting to relevant authorities. We are committed to ensuring compliance with all applicable laws and ethical standards.

7. CSR Objectives & Targets:

| Objective | Target For 2026 |
|---|-----------------|
| Measure: No of incidents wrt child labour/forced labour/human trafficking | Zero |



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8. Records:

| Form No | Name of the record | Retention period |
|-------------------|-----------------------------|------------------|
| MPIPL/CSRMS/F-080 | CSR audit report | One year |
| MPIPL/CSRMS/F370 | Child labor risk assessment | Two years |

9. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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14. DIVERSITY, EQUITY & INCLUSION POLICY

1. Introduction:

MPIPL is a manufacturer and supplier of printed products, including cartons, labels, stickers, books, and other materials. We recognize the importance of fostering a diverse, equitable, and inclusive work environment that values the unique contributions of every individual. This Diversity, Equity & Inclusion Policy outlines our commitment to promoting a culture that embraces diversity, ensures equity, and fosters inclusion at all levels of MPIPL.

2. Objectives:

Our policy aims to achieve the following key objectives:

❖ Diversity:

To celebrate and appreciate the diverse backgrounds, experiences, and perspectives of our employees.

To create an environment where employees of different genders, races, ethnicities, abilities, and backgrounds feel valued. and respected

❖ Equity:

To ensure fairness in all aspects of our operations, including recruitment, promotions, compensation, and opportunities for growth.

To address any disparities or biases that may exist within MPIPL.

❖ Inclusion:

To foster an inclusive culture where every employee feels empowered to contribute their best and reach their full potential.

To encourage open communication, collaboration, and the sharing of ideas among diverse teams.

3. Responsibility:

❖ Senior Leadership:

The senior leadership team is responsible for setting the tone for diversity, equity, and inclusion efforts. They will allocate resources, establish policies, and lead by example.

❖ HR Department:

The HR department is responsible for implementing diversity and inclusion initiatives, ensuring fair policies and practices, and providing training to promote awareness and sensitivity.



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❖ Employees:

Every employee is responsible for respecting colleagues' differences, embracing diversity, and contributing to an inclusive environment

4. Scope:

This policy applies to all employees, contractors, and stakeholders affiliated with MPIPL. It encompasses all aspects of our operations, including recruitment, hiring, promotions, compensation, training, and workplace culture

5. Developing a robust Diversity, Equity, and Inclusion (DEI) Policy is vital for MPIPLs to foster a culture that values diversity, promotes equal opportunities, and ensures inclusivity for all employees. This policy reflects the MPIPL's commitment to creating a workplace that is respectful, equitable, and welcoming to individuals from diverse backgrounds. Here's an outline of what this policy could entail:

❖ Introduction and Purpose:

Clearly state the purpose and objectives of the Diversity, Equity, and Inclusion Policy.

Highlight the MPIPL's commitment to promoting diversity, ensuring equity, and fostering an inclusive work environment.

❖ Definitions:

Define key terms related to diversity, equity, and inclusion, such as race, gender, ethnicity, sexual orientation, disability, etc.

❖ Policy Statement:

Articulate the MPIPL's commitment to diversity, equity, and inclusion as core values that guide all aspects of the business.

❖ Equal Opportunity Employment:

Outline the MPIPL's commitment to providing equal employment opportunities to all individuals regardless of their backgrounds.

❖ Recruitment and Hiring:

Detail the MPIPL's approach to diverse recruitment and hiring practices, emphasizing the importance of attracting candidates from various backgrounds.

Highlight measures to eliminate bias from the hiring process, such as diverse interview panels and inclusive job descriptions.



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❖ **Inclusive Workplace Culture:**

Emphasize the importance of creating an inclusive workplace culture that values all employees and their perspectives. Encourage respectful communication, collaboration, and teamwork among diverse teams.

❖ **Training and Education:**

Describe the MPIPL's commitment to providing diversity and inclusion training for all employees.

Address the importance of ongoing education to raise awareness and promote understanding of different cultures and perspectives.

❖ **Equity and Fairness:**

Explain the MPIPL's commitment to equity by addressing systemic disparities and ensuring that all employees have access to equal opportunities for growth and advancement.

❖ **Accommodations and Accessibility:**

Outline the MPIPL's commitment to providing reasonable accommodations for employees with disabilities.

Emphasize the importance of creating a physically and digitally accessible workplace.

❖ **Harassment and Discrimination Prevention:**

Detail the procedures for reporting and addressing incidents of harassment, discrimination, or micro aggressions.

Assure employees that there will be no retaliation for reporting such incidents.

❖ **Employee Resource Groups (ERGs):**

Describe the MPIPL's support for Employee Resource Groups that allow employees to connect and support one another based on shared characteristics or interests.

❖ **Leadership and Accountability:**

Highlight the role of leadership in fostering a diverse and inclusive workplace.

Specify how the MPIPL will hold leaders accountable for promoting DEI.

❖ **Measurement and Reporting:**

Explain the MPIPL's commitment to tracking and measuring progress toward diversity and inclusion goals.

Address how the MPIPL will report its progress to employees and stakeholders.

❖ **Continuous Improvement:**

Reiterate the MPIPL's commitment to continuous improvement by regularly reviewing and updating the DEI Policy.



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❖ Cultural and Gender Biases:

MPIPL is committed to fostering a workplace that embraces diversity, equity, and inclusion. We actively address cultural and gender biases through training and by promoting equal opportunities for all employees. Our recruitment, promotion, and performance evaluation processes are designed to eliminate any form of bias, ensuring that all individuals are judged based on their skills, contributions, and potential.

❖ Legal and Regulatory Compliance:

MPIPL will comply with all applicable local, national, and international laws regarding anti-discrimination and diversity. We will regularly review legal requirements in all operating regions and update our policies to ensure that we meet or exceed regulatory standards, fostering an inclusive workplace that aligns with global best practices.

❖ Discrimination and Harassment:

MPIPL has a zero-tolerance policy towards discrimination and harassment based on race, gender, sexual orientation, ethnicity, nationality, or any other protected characteristic. We are committed to maintaining a safe, respectful, and inclusive environment where all employees can perform to their fullest potential without fear of discrimination or harassment.

❖ Retention of Diverse Talent:

MPIPL is dedicated to retaining a diverse workforce by creating a supportive environment that promotes employee satisfaction, career growth, and work-life balance. We will continuously assess the effectiveness of our diversity strategies, ensuring that all employees feel valued and have equal opportunities for advancement within the company.

❖ Wage Gaps and Pay Equity:

MPIPL ensures that all employees are compensated fairly for their work, regardless of gender, race, ethnicity, or other factors. We will conduct regular internal salary audits to identify and address any pay gaps, ensuring equal pay for equal work and fostering a culture of fairness and transparency.

❖ Cultural Sensitivity:

MPIPL fosters a culture of respect and understanding across diverse cultural backgrounds. We will provide cultural sensitivity training and encourage open communication among team members to prevent misunderstandings, promote effective collaboration, and enhance productivity, ensuring that all employees feel respected and included.

❖ Workplace Environment and Inclusivity:

MPIPL is committed to creating an inclusive workplace where all employees, regardless of their background, feel welcome and valued. We will implement measures such as flexible work arrangements, employee resource groups, and inclusive policies to ensure an environment where every individual has the opportunity to succeed.



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❖ Resistance to DEI Policies:

MPIPL recognizes that implementing DEI policies may face resistance, but we are dedicated to overcoming this challenge by fostering open dialogue, providing education on the importance of diversity, and ensuring that all employees understand how DEI initiatives contribute to business success. We will actively engage leadership and employees to support and champion these initiatives.

❖ Impact on Brand and Customer Relations:

MPIPL is committed to reflecting the values of diversity, equity, and inclusion in our brand and customer interactions. By building a diverse workforce, we will enhance our customer orientation, improve customer satisfaction, and strengthen our market position, ensuring that we align with our customers' values and expectations.

❖ Lack of Anti-Discrimination Training:

MPIPL will provide regular anti-discrimination training for all employees, with particular emphasis on management and HR personnel. This training will ensure that all individuals are aware of their responsibilities to maintain an inclusive and respectful workplace and will equip our teams to handle and resolve issues related to discrimination or bias.

❖ Insufficient Support for Employee Networks:

MPIPL encourages the formation of employee networks and resource groups that support the professional integration of diverse social groups. We will provide the necessary resources and platforms to facilitate networking, mentorship, and career development, ensuring that employees from all backgrounds have a voice and opportunity to connect and thrive.

❖ Disciplinary action for Policy Violations:

MPIPL is committed to maintaining a diverse, inclusive, and respectful workplace. Any violation of our Diversity, Equity, and Inclusion policy will result in disciplinary action, which may include verbal or written warnings, mandatory training, suspension, or termination, depending on the severity of the violation. All actions will be taken in accordance with company policies and applicable laws, ensuring fairness and consistency.

6. Conclusion

Emphasize the MPIPL's dedication to fostering a diverse, equitable, and inclusive workplace where all employees are valued and respected.

Remember that an effective DEI Policy should be tailored to the MPIPL's specific goals, values, and culture. Collaborating with employees from various backgrounds, diversity and inclusion experts, and relevant stakeholders will enhance the policy's relevance and impact. Regular communication, training, and ongoing efforts to promote a diverse and inclusive culture are crucial to ensure the policy's success.

7. Periodical Review and Update:

This policy will be reviewed annually by our Diversity & Inclusion Committee to ensure its continued effectiveness and alignment with industry best practices. Feedback from employees and stakeholders will be considered in updates.



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8. Implementation:

❖ Recruitment and Hiring:

We will promote diverse hiring practices, actively seeking candidates from various backgrounds and demographics. Selection criteria will be fair and transparent, ensuring equal opportunities for all applicants.

❖ Workplace Culture:

Training programs will be conducted to raise awareness about diversity, equity, and inclusion. Anti-discrimination policies will be clearly communicated, emphasizing zero tolerance for discrimination or harassment.

❖ Employee Resource Groups:

Employee-led resource groups will be established to provide a platform for underrepresented groups to share experiences, offer support, and provide insights.

❖ Mentorship and Development:

Mentorship programs will be introduced to support the career growth of underrepresented employees. Professional development opportunities will be equally accessible to all employees.

9. Conclusion:

MPIPL's Diversity, Equity & Inclusion Policy serves as a beacon guiding our commitment to building a more inclusive and equitable workplace. By nurturing a culture that values diversity, ensures equity, and fosters inclusion, we believe that we can achieve greater innovation, collaboration, and success. In summary, this policy outlines MPIPL's dedication to diversity, equity, and inclusion, highlighting our objectives, commitment, responsibilities, and mechanisms for implementation and review. Through the consistent application of this policy, we aim to create an environment where every individual is empowered to contribute their best, and where our collective strengths drive MPIPL forward.

10. CSR Objective & Target:

| Objective | Target For 2026 |
|---|-----------------|
| Inclusion of Minorities/Vulnerable groups = Number of Minority/Vulnerable Group Members / Total Workforce | More than 20% |
| Diversity, Equity & Inclusion = Number of incidents | Zero |



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11. Records:

| Form No | Name of the record | Retention period |
|-------------------|--------------------|------------------|
| MPIPL/CSRMS/F-080 | CSR audit report | One year |

12. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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15. EXTERNAL STAKEHOLDER HUMAN RIGHTS POLICY

1. Introduction:

MPIPL is a leading manufacturer and supplier of printed products, including cartons, labels, stickers, books, and other materials. We recognize the importance of respecting and promoting human rights not only within MPIPL but also in our interactions with external stakeholders. This External Stakeholder Human Rights Policy outlines our commitment to upholding human rights principles in our relationships with customers, suppliers, partners, and the communities in which we operate.

2. Objectives:

The key objectives of our policy are as follows:

❖ Respect for Human Rights:

In to ensure that our interactions with external stakeholders, including customers, suppliers, and partners, uphold fundamental human rights principles.

To promote ethical practices and fair treatment all our business relationships.

❖ Collaboration for Human Rights:

To collaborate with our stakeholders to identify and address any potential human rights issues within our supply chain and business operations.

To work collectively to prevent and address any adverse human rights impacts that may arise from our business activities.

3. Responsibility:

❖ Senior Management:

The senior management team is responsible for setting the tone and expectations for human rights principles in our external stakeholder relationships. They will allocate resources, support initiatives, and ensure that ethical considerations are integrated into business decisions.

❖ Corporate Social Responsibility (CSR) Team:

The CSR team is responsible for developing and implementing strategies to promote human rights awareness and practices among our external stakeholders.

❖ Employees:

All employees are responsible for upholding the principles of this policy in their interactions with external stakeholders, representing MPIPL's commitment to human rights.



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4. Scope:

This policy applies to all external stakeholders with whom MPIPL interacts, including customers, suppliers, partners, and the communities in which we operate. It encompasses all aspects of our external relationships and business activities.

5. An External Stakeholder Human Rights Policy outlines an MPIPL's commitment to respecting and promoting human rights not only within its internal operations but also in its interactions with external stakeholders such as suppliers, partners, customers, and communities. This policy demonstrates the MPIPL's dedication to upholding human rights across its entire value chain. Here's an outline of what such a policy could entail:

❖ Introduction and Purpose:

Clearly state the purpose and objectives of the External Stakeholder Human Rights Policy.

Highlight the MPIPL's commitment to respecting and promoting human rights throughout its external interactions.

❖ Human Rights Principles:

Define the fundamental human rights principles that the MPIPL is committed to upholding, in line with international human rights standards and guidelines.

❖ Respect for Stakeholder Rights:

Emphasize the MPIPL's commitment to respecting the human rights of all external stakeholders, including suppliers, partners, customers, and communities.

❖ Supplier and Partner Relations:

Outline the MPIPL's expectations for suppliers and partners in terms of respecting human rights and upholding ethical practices. Describe the process for evaluating and selecting suppliers and partners based on their commitment to human rights.

❖ Due Diligence and Risk Assessment:

Detail the MPIPL's approach to conducting risk assessments to identify potential human rights risks within its supply chain and external operations.

Explain how due diligence processes will be implemented to address and mitigate these risks.



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❖ Collaborative Efforts:

Highlight the MPIPL's commitment to collaborating with stakeholders, industry peers, and relevant MPIPLs to collectively promote and protect human rights.

❖ Non-Discrimination and Equality:

State the MPIPL's commitment to treating all stakeholders fairly and without discrimination based on protected characteristics such as race, gender, religion, and more.

❖ Community Engagement:

Describe the MPIPL's approach to engaging with local communities, ensuring their rights are respected and their voices are heard in decisions that affect them.

❖ Transparency and Reporting:

Explain how the MPIPL will communicate its efforts and progress related to human rights to stakeholders, including the public.

Address the commitment to transparency in addressing any human rights challenges that arise.

❖ Grievance Mechanisms:

Provide a clear mechanism for external stakeholders to report concerns or grievances related to human rights violations.

Assure stakeholders that there will be no retaliation for reporting grievances.

❖ Collaboration with Regulatory Bodies:

Address the MPIPL's intention to collaborate with relevant regulatory bodies to ensure compliance with local and international human rights regulations.

❖ Continuous Improvement:

Reiterate the MPIPL's commitment to continuously improving its external stakeholder human rights efforts through ongoing evaluation and adaptation.

❖ Conclusion:

Summarize the MPIPL's commitment to promoting human rights within its external operations and interactions.

Encourage stakeholders to actively participate in upholding and advocating for human rights.

Remember that the specifics of the policy will depend on the MPIPL's industry, geographical reach, and specific circumstances.



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Collaboration among various departments, including legal, corporate social responsibility, procurement, and communications, is essential in developing and implementing an effective External Stakeholder Human Rights Policy. Regular updates and engagement with stakeholders will ensure the policy's ongoing relevance and effectiveness.

❖ **Disciplinary action for Policy Violations:**

MPIPL is committed to upholding human rights in all our operations and interactions with external stakeholders. Any violation of this policy will result in appropriate disciplinary action, including formal warnings, suspension of contracts, or termination of business relationships. We will ensure all actions are consistent with legal requirements and fair treatment, aiming to maintain ethical and respectful partnerships.

6. Periodical Review and Update:

This policy will be reviewed periodically by the CSR team to ensure its continued relevance and effectiveness. Feedback from external stakeholders, industry standards, and emerging best practices will inform updates.

7. Implementation:

❖ **Supplier and Partner Relationships:**

We will engage with suppliers and partners who share our commitment to human rights.

Supplier contracts will include clauses that require compliance with human rights principles.

❖ **Community Engagement:**

We will collaborate with local communities to understand their needs and concerns.

Our operations will aim to minimize any negative impacts on local communities, promoting their well-being and development.

❖ **Human Rights Due Diligence:**

We will conduct human rights due diligence to identify and address any potential risks within our supply chain.

If any adverse human rights impacts are identified, we will take appropriate measures to mitigate and remedy them.

❖ **Training and Awareness:**

Training programs will be conducted for employees and external stakeholders to promote awareness of human rights principles and their practical application.

8. Conclusion:

MPIPL's External Stakeholder Human Rights Policy reflects our commitment to fostering ethical and responsible business practices beyond MPIPL's boundaries. By prioritizing human rights in our relationships with customers, suppliers, partners, and communities, we contribute to a more just and equitable society.



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In summary, this policy outlines MPIPL's dedication to upholding human rights in our interactions with external stakeholders. It emphasizes our objectives, commitment, responsibilities, and mechanisms for implementation and review. Through the consistent application of this policy, we strive to create a positive impact on the well-being and dignity of all individuals affected by our business activities.

9. CSR Objectives & Targets:

| Objectives | Targets For 2026 |
|---|------------------|
| External Stakeholder Human Rights = Number of incidents | Zero |

10. Records:

| Form No | Name of the record | Retention period |
|------------------|------------------------------|------------------|
| MPIPL/CSRMS/F100 | Grievance record | One year |
| MPIPL/TM/RA/10 | Human rights risk assessment | Two years |

11. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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16. CORRUPTION POLICY

1. Introduction

At MPIPL we are committed to maintaining the highest standards of ethics, integrity, and transparency in all aspects of our business operations. As a leading manufacturer and supplier of printed products, cartons, labels, stickers, books, and Point of Purchase (POP) materials, we recognize the importance of combating corruption in order to ensure sustainable growth, foster trust with our stakeholders, and contribute positively to the communities we serve. This Corruption Policy outlines our commitment, objectives, responsibilities, review mechanisms, and distribution methods in relation to addressing corruption within MPIPL.

2. Objectives

The primary objectives of this Corruption Policy are as follows:

To establish a zero-tolerance approach towards all forms of corruption, including bribery, fraud, extortion, and embezzlement.

To create a transparent and accountable business environment that fosters fair competition and upholds the principles of honesty and integrity.

To provide a framework for employees, contractors, suppliers, and other stakeholders to report any suspicious activities related to corruption.

To ensure compliance with all applicable anti-corruption laws and regulations in the jurisdictions where MPIPL operates.

3. Responsibility

The responsibility to uphold the principles of this Corruption Policy rests with:

MPIPL's Board of Directors: Responsible for overseeing the implementation of anti-corruption measures and promoting ethical behavior at all levels of the MPIPL.

Management Team: Accountable for communicating and reinforcing the anti-corruption policies among their teams, ensuring compliance, and promptly addressing any reported concerns.

Employees, Contractors, and Suppliers: Expected to act in accordance with this policy, report any potential breaches, and cooperate fully in any investigations.

4. Scope

This Corruption Policy applies to all individuals associated with MPIPL, including but not limited to employees, contractors, suppliers, consultants, agents, distributors, and partners.



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5. Corruption policy refers to a set of measures, laws, regulations, and actions that a government or MPIPL implements to prevent and combat corruption. Corruption is the abuse of entrusted power for personal gain, and it can undermine the functioning of governments, institutions, economies, and societies as a whole. An effective corruption policy aims to create a transparent, accountable, and ethical environment that reduces opportunities for corruption to take place.

Key components of a corruption policy might include:

❖ **Legal Framework:**

Establishing clear and comprehensive laws that define corruption, specify offenses, and outline penalties for those found guilty of corrupt practices.

❖ **Transparency and Accountability:**

Promoting transparency in government and Organizational activities, ensuring that decision-making processes are open to scrutiny, and holding public officials accountable for their actions.
Whistleblower Protection: Implementing mechanisms to protect individuals who expose corrupt practices from retaliation, thus encouraging people to report corruption without fear.

❖ **Strengthening Institutions:**

Building strong and independent institutions responsible for investigating and prosecuting corruption cases, such as anti-corruption commissions, ombudsman offices, and specialized courts.

❖ **Code of Conduct:**

Developing and enforcing codes of conduct for public officials and employees, which outline expected ethical behavior and prohibit conflicts of interest.

❖ **Asset Disclosure:**

Requiring public officials to declare their assets and income periodically to prevent illicit enrichment.

❖ **Anti-Bribery Measures:**

Implementing strict anti-bribery laws that target both those offering and those accepting bribes, particularly in business transactions and public procurement.



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❖ **Public Awareness and Education:**

Conducting campaigns to raise awareness about the negative effects of corruption and the importance of reporting corrupt activities.

❖ **International Cooperation:**

Collaborating with other countries and international MPIPLs to combat cross-border corruption, money laundering, and other related offenses.

❖ **E-Governance and Technology:**

Leveraging technology to reduce human interaction in processes susceptible to corruption, such as online services, digital record-keeping, and e-procurement systems.

❖ **Risk Assessment and Prevention:**

Identifying sectors or areas vulnerable to corruption and implementing preventive measures to minimize those risks.

❖ **Effective Sanctions:**

Ensuring that sanctions for corruption offenses are sufficient, proportionate, and act as a deterrent to potential wrongdoers.

❖ **Conflict of Interest Management:**

Establishing rules to manage conflicts of interest among public officials, thereby reducing opportunities for favoritism and abuse of power.

❖ **Political Will:**

Demonstrating a strong commitment from political leaders to fight corruption and lead by example in ethical conduct.

It's important to note that corruption policies can vary significantly between countries and MPIPLs due to differences in legal systems, cultural norms, and governance structures. The effectiveness of these policies depends on factors such as enforcement, public awareness, political commitment, and the extent to which they are integrated into the overall governance framework.



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❖ **Corruption Policy Statement:**

MPIPL is committed to conducting all business activities with integrity, transparency, and in compliance with legal and ethical standards. We strictly prohibit the giving, accepting, or soliciting of any advantage as an inducement for actions that are illegal, unethical, or a breach of trust. Any violation of this policy will result in disciplinary actions, up to and including termination of employment or business relationships.

❖ **Bribery and Corruption in Government Contracts:**

MPIPL is committed to maintaining the highest ethical standards in all our dealings with government and state-owned entities. We strictly prohibit any form of bribery or corrupt activity, including offering, receiving, or soliciting bribes to influence contracting decisions. All employees and third-party representatives are required to adhere to global anti-corruption laws and company policies, ensuring fair and transparent interactions in every contract and business agreement.

❖ **Customs and Tax Inspector Shakedowns:**

MPIPL does not tolerate any form of bribery or corruption in interactions with customs officials, tax assessors, or any regulatory authorities. Employees and partners must ensure that all imports, exports, and tax filings are conducted legally and transparently, without resorting to bribes or unethical practices. We are committed to upholding the rule of law in all customs and tax matters, and any instances of corruption will be immediately investigated and addressed.

❖ **Bribe Payments for Regulatory Approvals:**

MPIPL prohibits any payment or offer of bribes to secure regulatory approvals or licenses from any public official or agency. We require strict compliance with all regulatory frameworks and ethical standards when dealing with foreign officials to obtain approvals for our manufacturing and business operations. Any attempt to influence decision-making through illicit payments is against our policy and will result in disciplinary action.

❖ **Foreign Manufacturing Facilities**

MPIPL is dedicated to operating its international manufacturing facilities with integrity and transparency. We require all interactions with foreign officials to comply with local and international anti-corruption laws. Employees and partners are expected to avoid any form of corrupt activity, including bribery or unethical practices, when dealing with utility providers, tax authorities, law enforcement, or any other public officials in the host country.



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❖ **Third-Party Relationships**

MPIPL ensures that all third-party partners, including suppliers, agents, and distributors, operate in full compliance with anti-corruption laws and company policies. We require due diligence to be conducted on all third parties to assess their risk of involvement in corrupt practices. Any third-party found to engage in unethical activities will be immediately terminated, and corrective actions will be taken.

❖ **Lack of Due Diligence:**

MPIPL commits to a rigorous due diligence process to assess and mitigate corruption risks in all business transactions and relationships. We ensure that due diligence is applied consistently to both existing and new business partners. Our company will take the necessary steps to identify and address any potential opportunities for corruption before they materialize. All findings and actions taken will be documented in detail.

❖ **Inadequate Anti-Corruption Training**

MPIPL is committed to providing comprehensive anti-corruption training to all employees, ensuring they understand and adhere to anti-corruption laws, company policies, and the ethical standards expected in their roles. We regularly review training needs to address sector-specific and regional corruption risks. Employees will be equipped with the knowledge and tools to identify and prevent corrupt activities in their day-to-day operations.

❖ **Record-keeping and Documentation Deficiencies**

MPIPL maintains strict record-keeping and documentation practices for all anti-corruption activities, including due diligence measures and transactions. We ensure that all business activities are fully transparent and documented in compliance with legal and regulatory requirements. This documentation is maintained securely and will be made available for review in the event of an audit or investigation into potential corruption.

❖ **Corruption in Supply Chain:**

MPIPL takes responsibility for ensuring that all suppliers and partners within our supply chain comply with anti-corruption laws and ethical business practices. We will not tolerate any form of corruption, including bribery, within our supply chain, and any partners found engaging in corrupt activities will be immediately removed. Regular audits and assessments will be conducted to ensure compliance and mitigate any risks related to corruption in our supply chain.

❖ **Disciplinary action for Policy Violations:**

MPIPL maintains a zero-tolerance policy for corruption and unethical practices. Any violation of this policy, including involvement in bribery, fraud, or misconduct, will result in disciplinary action, which may include verbal or written warnings, suspension, termination of employment, or legal action. All employees are expected to report violations promptly, and investigations will be conducted in accordance with company policies.



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6. Periodical Review and Update

MPIPL recognizes the dynamic nature of the business environment and the evolving nature of corruption risks. Therefore, we commit to regularly reviewing and updating this Corruption Policy to ensure its effectiveness and alignment with international best practices and changing legal requirements.

7. Reporting and Whistleblower Protection

MPIPL encourages a culture of open communication and reporting. Any employee, contractor, supplier, or stakeholder who becomes aware of or suspects any corrupt activities must report it through the designated reporting channels, such as the MPIPL's anonymous whistleblower hotline or directly to their supervisor or the management team. MPIPL is committed to protecting whistleblowers from any form of retaliation.

8. Consequences of Non-Compliance

Non-compliance with this Corruption Policy can result in disciplinary action, including termination of employment or contractual relationships, and may lead to legal consequences in accordance with applicable laws.

9. Conclusion

In line with our core values of integrity, transparency, and responsibility, MPIPL is dedicated to maintaining the highest ethical standards in all our business operations. By adhering to this Corruption Policy, we reinforce our commitment to conducting business with integrity, thereby contributing to the betterment of society, fostering trust among stakeholders, and ensuring the long-term success and sustainability of MPIPL.

10. CSR Objectives & Targets:

| Objectives | Target For 2026 |
|--|-----------------|
| % of employees trained on ethics = Number of employees trained in ethics / Total no. of Training | 100% |
| Name of the Process: Whistle-blower procedure - Number of incidents | Zero |
| Number of confirmed Corruption Incidents =1/year | Zero |



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11. Reports:

| Form No | Name of the record | Retention period |
|--------------------|---------------------------------|------------------|
| MPIPL/CSRMS/F380 | Anti-corruption Risk assessment | Permanent |
| MPIPL/HRMS/ACAC/81 | Anti-corruption Audit checklist | permanent |

12. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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17. CONFLICT OF INTEREST POLICY

1. Introduction

At MPIPL we are dedicated to maintaining the highest standards of ethics, integrity, and transparency in all our business practices. As a prominent manufacturer and supplier of a diverse range of products including printed materials, cartons, labels, stickers, books, and Point of Purchase (POP) materials, we acknowledge the importance of addressing potential conflicts of interest to ensure fairness, trust, and credibility in our operations. This Conflict of Interest Policy outlines our objectives, commitments, responsibilities, review mechanisms, scope, and distribution strategies in relation to managing conflicts of interest within MPIPL.

2. Objectives

The central objectives of this Conflict of Interest Policy are as follows:

To establish guidelines that prevent, identify, and manage situations in which personal interests could conflict with the best interests of MPIPL.

To foster a corporate culture where transparency and accountability are paramount, ensuring that decisions are made impartially and in the best interest of the MPIPL.

To provide a framework for employees, contractors, suppliers, and other stakeholders to understand and navigate potential conflicts of interest effectively.

3. Responsibility

The responsibility for identifying, managing, and addressing conflicts of interest falls upon:

Employees and Contractors: Responsible for disclosing any personal, financial, or professional interests that could potentially conflict with the interests of MPIPL. They are also expected to act in the best interest of the MPIPL in all business matters.

Management Team: Accountable for reviewing and assessing disclosed conflicts of interest, ensuring that appropriate measures are taken to manage or mitigate them, and fostering a culture of open communication.

4. Scope

This Conflict of Interest Policy applies to all individuals associated with MPIPL, including but not limited to employees, contractors, consultants, agents, suppliers, distributors, and partners.



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5. A conflict of interest policy is a set of guidelines and procedures put in place by an MPIPL to address situations where an individual's personal interests could potentially compromise their ability to act in the best interests of the MPIPL. A conflict of interest occurs when someone's personal, financial, or other interests could influence or appear to influence their decision-making and actions in their professional role.

❖ **Here are the key components of a conflict of interest policy:**

Definition of Conflict of Interest: Clearly define what constitutes a conflict of interest within the context of the MPIPL. This definition should cover various situations that could arise.

❖ **Disclosure Requirements:**

Require employees, officers, and individuals in decision-making roles to disclose any potential conflicts of interest they may have. This could include financial interests, relationships, or activities that might affect their impartiality.

❖ **Review and Assessment:**

Establish a process for reviewing and assessing disclosed conflicts of interest. This might involve a designated committee or individual responsible for evaluating the potential impact of the conflict.

❖ **Management and Mitigation:**

Outline steps that should be taken to manage or mitigate conflicts of interest. This could involve recusal from decision-making, transferring responsibilities, divesting financial interests, or taking other appropriate measures.

❖ **Decision-Making Procedures:**

Provide guidelines on how decisions involving a potential conflict of interest should be made. This could include involving impartial individuals in the decision-making process or seeking independent advice.

❖ **Annual Declarations:**

Require individuals to make regular, usually annual, declarations of any potential conflicts of interest. This helps keep the information up-to-date and ensures ongoing transparency.

❖ **Training and Education:**

Provide training to employees and stakeholders about what constitutes a conflict of interest, why it's important to manage them, and how to identify and address them.



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❖ **Consequences of Non-Compliance:**

Clearly state the consequences of failing to disclose a conflict of interest or not adhering to the policy. Consequences could include disciplinary actions, termination of employment, or legal consequences, depending on the severity of the breach.

❖ **Monitoring and Enforcement:**

Detail how the MPIPL will monitor and enforce compliance with the policy. This might involve regular audits, internal reviews, or other mechanisms to ensure that conflicts are being appropriately managed.

❖ **Applicability:**

Specify who the policy applies to within the MPIPL, whether it's employees, contractors, volunteers, board members, or any other relevant parties.

❖ **Updates and Revisions:**

Outline how the policy will be reviewed and updated over time to ensure its effectiveness and relevance.

❖ **Board and Leadership Involvement:**

Highlight the role of the MPIPL's leadership, including the board of directors, in overseeing the implementation and enforcement of the policy.

A strong conflict of interest policy helps foster transparency, ethical behavior, and trust within an MPIPL. It demonstrates a commitment to preventing undue influence and ensuring that decisions are made in the best interests of the MPIPL and its stakeholders.

❖ **Occurrence of a Conflict of Interest:**

A conflict of interest arises when an individual or their affiliated entity is confronted with a situation requiring a choice between fulfilling the duties and demands of their position at MPIPL and advancing their private interests, which may interfere with impartial decision-making.

❖ **Disciplinary action for Policy Violations:**

MPIPL enforces strict disciplinary measures for violations of the Conflict of Interest Policy. Actions may include verbal/written warnings, suspension, termination, or legal proceedings, depending on the severity. Compliance with ethical standards and our Sustainability Management System is mandatory. Repeated or severe breaches will result in escalated actions to protect integrity and ESG commitments.



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6. Periodical Review and Update

MPIPL acknowledges the dynamic nature of business relationships and personal interests. Therefore, we commit to periodically reviewing and updating this Conflict of Interest Policy to ensure its relevance, effectiveness, and alignment with emerging best practices.

7. Reporting and Resolution

MPIPL encourages a culture of transparency and reporting. Any employee, contractor, or stakeholder who becomes aware of a potential conflict of interest must report it through the designated reporting channels, which may include the employee's supervisor, the management team, or a designated ethics hotline. MPIPL is committed to protecting those who report conflicts of interest from any form of retaliation.

8. Consequences of Non-Compliance

Failure to comply with this Conflict of Interest Policy can result in disciplinary action, including termination of employment or contractual relationships, and may lead to legal consequences in accordance with applicable laws.

9. Conclusion

By adhering to this Conflict of Interest Policy, MPIPL demonstrates its commitment to ethical decision-making, transparency, and accountability. We recognize that the effective management of conflicts of interest is crucial for maintaining trust among our stakeholders and ensuring the long-term success of MPIPL. Through ongoing education, communication, and periodic reviews, we aim to create an environment where potential conflicts are managed appropriately, ensuring that our business operations are conducted with integrity and impartiality.

10. CSR Objectives & Targets:

| Objectives | Target For 2026 |
|--------------------------|-----------------|
| Conflict Resolution Time | Within 48 hours |
| Training Effectiveness | 4% Increase |

11. Reports:

| Form No | Name of the record | Retention period |
|-------------------|--------------------|------------------|
| MPIPL/CSRMS/F-080 | CSR audit report | One year |

12. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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18. FRAUD POLICY

1. Introduction

At MPIPL we are dedicated to upholding the highest standards of ethics, integrity, and transparency in all our business operations. As a prominent manufacturer and supplier of a diverse range of products, including printed materials, cartons, labels, stickers, books, and Point of Purchase (POP) materials, we recognize the significant threat posed by fraud to MPIPL, stakeholders, and the broader business community. This Fraud Policy outlines our objectives, commitments, responsibilities, review mechanisms, scope, and distribution strategies in relation to preventing and addressing fraud within MPIPL.

2. Objectives

The primary objectives of this Fraud Policy are as follows:

- To establish a comprehensive framework that prevents, detects, and responds to fraudulent activities within MPIPL.
- To foster a culture of vigilance and accountability, where all employees and stakeholders play an active role in identifying and reporting potential fraudulent activities.
- To provide a clear and effective mechanism for reporting and investigating fraud allegations.
- To ensure compliance with all relevant laws and regulations related to fraud prevention and detection.

3. Responsibility

The responsibility for preventing, detecting, and addressing fraud is shared among:

- Employees:** Responsible for adhering to the MPIPL's policies and procedures, reporting any suspicious activities promptly, and cooperating fully in fraud investigations.
- Management Team:** Accountable for ensuring the implementation of effective fraud prevention measures, promptly addressing reported concerns, and fostering a culture of transparency and accountability.
- Internal Audit:** Responsible for regularly reviewing and assessing the effectiveness of internal controls and procedures to prevent and detect fraud.
- Legal and Compliance Teams:** Responsible for ensuring that the MPIPL complies with all applicable laws and regulations related to fraud prevention and detection.

4. Scope

This Fraud Policy applies to all individuals associated with MPIPL, including employees, contractors, suppliers, consultants, agents, distributors, and partners.



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5. A fraud policy is a set of guidelines, procedures, and protocols that an MPIPL establishes to prevent, detect, and address fraudulent activities within its operations. Fraud involves intentional deception or misrepresentation for personal gain or to cause financial or reputational harm to the MPIPL. A well-designed fraud policy helps create a culture of integrity, transparency, and accountability while safeguarding the MPIPL against potential fraudulent actions.

Here are the key components of a fraud policy:

❖ **Definition of Fraud:**

Clearly define what constitutes fraud within the context of the MPIPL. This definition should cover various types of fraud that could occur, such as financial fraud, employee fraud, vendor fraud, customer fraud, and more.

❖ **Reporting Mechanisms:**

Establish a confidential and secure reporting mechanism for employees, stakeholders, and whistleblowers to report suspected fraudulent activities without fear of retaliation.

❖ **Responsibilities and Roles:**

Outline the responsibilities and roles of individuals involved in preventing, detecting, and addressing fraud. This may include the board of directors, management, internal auditors, compliance officers, and employees.

❖ **Preventive Measures:**

Provide guidelines for implementing preventive measures, such as segregation of duties, access controls, authorization processes, and periodic risk assessments, to minimize the opportunities for fraud to occur.

❖ **Code of Conduct:**

Emphasize the MPIPL's commitment to ethical behavior and integrity through its code of conduct, making it clear that fraudulent activities will not be tolerated.

❖ **Internal Controls:**

Define internal control processes and procedures that help prevent and detect fraudulent activities. These controls may include approval workflows, reconciliations, and monitoring of financial transactions.

❖ **Training and Education:**

Offer training programs to educate employees about different types of fraud, how to recognize warning signs, and the importance of reporting suspicions promptly.



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❖ Investigation Procedures:

Outline the process for conducting investigations when fraud is suspected, including who is responsible for leading investigations, gathering evidence, and reporting findings.

❖ Escalation and Reporting:

Detail how suspected or confirmed cases of fraud should be escalated to appropriate levels of management, the board of directors, or external regulatory authorities.

❖ Disciplinary Actions:

Clearly state the consequences of engaging in fraudulent activities, including potential legal actions, termination of employment, restitution, and other appropriate measures.

❖ Coordination with Law Enforcement:

Specify how the MPIPL will cooperate with law enforcement agencies and legal authorities during investigations and potential legal proceedings.

❖ Document Retention:

Establish guidelines for retaining documentation related to fraud investigations and cases, ensuring that evidence is preserved for legal and regulatory purposes.

❖ Communication Strategy:

Develop a strategy for communicating the MPIPL's stance on fraud prevention and its commitment to addressing fraud to stakeholders, employees, and the public.

❖ Continuous Improvement:

Emphasize the need for ongoing review and improvement of the fraud policy based on changing risks, regulatory requirements, and emerging fraud trends.

❖ Annual Assessments:

Include a provision for conducting regular assessments of the effectiveness of the fraud policy and related controls.

A comprehensive fraud policy helps create a proactive approach to preventing and addressing fraudulent activities, thereby safeguarding an MPIPL's assets, reputation, and overall well-being. It also demonstrates the MPIPL's commitment to ethical behavior and responsible corporate governance.

❖ Content on Offenses:

Offenses that intentionally deceive someone to gain an unfair or illegal advantage include false representation of facts, unauthorized alteration of records, and concealment of critical information to manipulate outcomes or financial benefits.



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❖ **Anti-Fraud Policy:**

MPIPL is committed to maintaining the highest standards of integrity, transparency, and accountability. Any individual engaged in fraudulent activities, such as intentionally deceiving others to gain an unfair or illegal advantage, will face strict disciplinary action. We maintain a zero-tolerance approach to fraud, ensuring that all employees and stakeholders uphold ethical conduct in all business practices.

❖ **Disciplinary action for Policy Violations:**

MPIPL maintains a zero-tolerance approach to fraud. Any violation of the Fraud Policy will result in disciplinary action, including warnings, suspension, termination, and legal action if necessary. Investigations will be conducted fairly, ensuring due process. Employees must report suspected fraud immediately. Non-compliance with reporting obligations may also result in disciplinary measures.

6. Periodical Review and Update

MPIPL acknowledges that fraud risks and tactics evolve over time. Therefore, we commit to regularly reviewing and updating this Fraud Policy to ensure its relevance and effectiveness in addressing emerging fraud threats.

7. Reporting and Whistleblower Protection

MPIPL encourages a culture of reporting and accountability. Any employee, contractor, or stakeholder who becomes aware of or suspects any fraudulent activities must report it through the designated reporting channels, such as the MPIPL's anonymous whistleblower hotline or directly to their supervisor, the management team, or the internal audit department. MPIPL is committed to protecting whistleblowers from any form of retaliation.

8. Consequences of Non-Compliance

Non-compliance with this Fraud Policy can result in disciplinary action, including termination of employment or contractual relationships, and may lead to legal consequences in accordance with applicable laws.

9. Conclusion

By adhering to this Fraud Policy, MPIPL demonstrates its commitment to maintaining the highest ethical standards in all its business activities. We recognize that effective fraud prevention and detection are essential for maintaining trust, credibility, and sustainability. Through ongoing education, communication, and periodic reviews, we aim to create an environment where fraudulent activities are minimized, ensuring that our business operations are conducted with integrity and transparency.



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10. CSR Objectives & Targets:

| Objective | Target For 2026 |
|--------------------------|-----------------|
| Fraud Incidence Rate | Zero |
| Fraud Loss Recovery Rate | 100% |

11. Reports:

| Form No | Name of the record | Retention period |
|-------------------|--|------------------|
| MPIPL/F&ACCP/72 | Fraud and Anti-Corruption control Plan | Two years |
| MPIPL/CSRMS/F-170 | Committee meeting report | Two years |

12. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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19. MONEY LAUNDERING POLICY

1. Introduction

At MPIPL we are steadfast in upholding the highest standards of ethics, integrity, and transparency in all our business undertakings. As a reputable manufacturer and supplier of diverse products, including printed materials, cartons, labels, stickers, books, and Point of Purchase (POP) materials, we are acutely aware of the risks associated with money laundering. This Money Laundering Policy articulates our objectives, commitments, responsibilities, review mechanisms, scope, and distribution strategies concerning the prevention and detection of money laundering within MPIPL.

2. Objectives

The core objectives of this Money Laundering Policy are as follows:

To establish a robust framework for preventing, detecting, and addressing money laundering activities within MPIPL.

To foster a corporate culture that prioritizes vigilance, accountability, and cooperation in identifying and reporting potential money laundering activities.

To provide clear guidelines for reporting and investigating suspicious transactions and potential money laundering incidents.

To ensure full compliance with all relevant anti-money laundering laws and regulations.

3. Responsibility

The responsibility for the prevention, detection, and mitigation of money laundering rests upon various stakeholders:

Employees: Responsible for adhering to the MPIPL's policies and procedures, reporting any suspicious transactions promptly, and cooperating fully in investigations.

Management Team: Accountable for ensuring the implementation of effective anti-money laundering measures, addressing reported concerns, and cultivating a culture of transparency and responsibility.

Internal Audit: Responsible for routinely assessing the effectiveness of internal controls and procedures to combat money laundering.

Legal and Compliance Teams: Responsible for ensuring the MPIPL's adherence to all applicable anti-money laundering laws and regulations.

4. Scope

This Money Laundering Policy applies to all individuals associated with MPIPL, encompassing employees, contractors, suppliers, consultants, agents, distributors, and partners.



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5. A money laundering policy is a set of guidelines, procedures, and protocols established by financial institutions, businesses, and MPIPLs to prevent and detect money laundering activities. Money laundering involves the process of making illegally obtained funds appear legitimate by passing them through a complex series of transactions. These policies are crucial for ensuring compliance with anti-money laundering (AML) laws and regulations and for safeguarding institutions against inadvertently becoming involved in illicit financial activities.

Here are the key components of a money laundering policy:

❖ **Legal Framework:**

Outline the legal and regulatory requirements related to money laundering and terrorist financing that the MPIPL is subject to. This may include both domestic and international laws.

❖ **Risk Assessment:**

Conduct a risk assessment to identify and evaluate the MPIPL's vulnerabilities to money laundering activities. This assessment helps prioritize areas that need heightened scrutiny.

❖ **Customer Due Diligence (CDD):**

Define the procedures for conducting thorough due diligence on customers, clients, and counterparties. This includes verifying customer identities, understanding the nature of their business relationships, and assessing the risk associated with their transactions.

❖ **Enhanced Due Diligence (EDD):**

Specify circumstances under which enhanced due diligence should be applied, such as for high-risk customers or transactions involving politically exposed persons (PEPs) or higher-risk jurisdictions.

❖ **Know Your Customer (KYC):**

Describe the processes for collecting and verifying customer information, including beneficial ownership details, source of funds, and expected transaction patterns.

❖ **Transaction Monitoring:**

Establish mechanisms for monitoring transactions for unusual or suspicious activities that may indicate money laundering or other illicit financial behavior.



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❖ Reporting Obligations:

Define the requirements for reporting suspicious transactions to appropriate regulatory authorities, including the content, timing, and manner of reporting.

❖ Internal Controls:

Detail the internal controls that need to be in place to prevent and detect money laundering, including segregation of duties, access controls, and management oversight.

❖ Training and Education:

Provide training programs to educate employees about money laundering risks, indicators of suspicious activity, and the importance of their role in AML compliance.

❖ Sanctions Screening:

Explain the procedures for screening customers and transactions against global sanctions and watch lists.

❖ Record Keeping:

Specify the duration and nature of records that must be maintained to demonstrate compliance with AML regulations. This includes transaction records, customer identification records, and audit trails.

❖ Whistleblower Protection:

Establish mechanisms for employees and stakeholders to report concerns about potential money laundering activities without fear of retaliation.

❖ Third-Party Relationships:

Describe the process for assessing and monitoring the AML practices of third-party vendors, partners, and service providers.

❖ Risk-Based Approach:

Highlight the MPIPL's commitment to a risk-based approach to AML, where resources are allocated in proportion to the identified risks.

❖ Independent Audit and Review:

Detail how the effectiveness of the AML policy will be regularly assessed through independent audits and reviews.



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❖ Senior Management Oversight:

Highlight the role of senior management and the board of directors in overseeing AML compliance and enforcing the policy. A robust money laundering policy is essential for financial institutions and MPIPLs that handle significant financial transactions to protect themselves from legal and reputational risks associated with money laundering and terrorist financing activities. It demonstrates a commitment to ethical business practices and regulatory compliance while contributing to global efforts to combat financial crime.

❖ Money Laundering:

MPIPL is committed to preventing money laundering by ensuring that all financial transactions are transparent and comply with relevant laws. We prohibit any attempts to conceal the origin, ownership, or destination of illegally obtained money by integrating it into legitimate economic activities. Our policies promote vigilance, accountability, and cooperation with authorities to detect and report suspicious activities.

❖ Disciplinary action for Policy Violations:

MPIPL enforces strict disciplinary measures for fraud policy violations. Actions may include verbal/written warnings, suspension, termination, or legal proceedings, depending on severity. Employees are accountable for ethical conduct, and repeated offenses lead to escalated penalties. MPIPL upholds integrity, ensuring compliance with its Sustainability Management System and ESG commitments.

6. Periodical Review and Update

MPIPL acknowledges that money laundering risks evolve over time. Therefore, we commit to regularly reviewing and updating this Money Laundering Policy to ensure its continued relevance and effectiveness in addressing emerging threats.

7. Reporting and Whistleblower Pro

MPIPL encourages a culture of reporting and accountability. Any employee, contractor, or stakeholder who encounters or suspects any money laundering activities must report them through the designated reporting channels, such as the MPIPL's anonymous whistleblower hotline or directly to their supervisor, the management team, or the legal and compliance department. MPIPL is unwavering in its commitment to safeguarding whistleblowers from any form of retaliation.

8. Consequences of Non-Compliance

Non-compliance with this Money Laundering Policy can lead to disciplinary action, including termination of employment or contractual relationships, and may result in legal ramifications in accordance with applicable laws.



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9. Conclusion

By adhering to this Money Laundering Policy, MPIPL reinforces its commitment to the highest ethical standards in all its business endeavors. We acknowledge the significance of effective money laundering prevention and detection measures in preserving trust, credibility, and sustainability. Through continuous education, communication, and regular reviews, we aim to establish an environment where money laundering activities are deterred, ensuring that our business operations are conducted with the utmost integrity and transparency. This Money Laundering Policy is effective and will be reviewed annually or as required to ensure its continued relevance and effectiveness.

10. CSR Objectives & Targets:

| Objective | Target For 2026 |
|--|-----------------|
| Suspicious Activity Reports (SARs) Submission Rate | Zero |
| Customer Due Diligence (CDD) Compliance Rate | More than 90% |
| Training Completion on Anti-Money Laundering (AML) | 100% |

11. Reports:

| Form No | Name of the record | Retention period |
|-------------------|--------------------|------------------|
| MPIPL/CSRMS/100 | Incident record | Two years |
| MPIPL/PUR/ESEF/03 | Retention record | Two years |

12. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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20. ANTI-COMPETITIVE PRACTICES POLICY

1. Introduction

At MPIPL we are dedicated to upholding the highest standards of ethics, integrity, and fair competition in all our business operations. As a prominent manufacturer and supplier of a diverse range of products, including printed materials, cartons, labels, stickers, books, and Point of Purchase (POP) materials, we recognize the critical importance of preventing anti-competitive practices to ensure a level playing field and promote innovation. This Anti-Competitive Practices Policy outlines our objectives, commitments, responsibilities, review mechanisms, scope, and distribution strategies in relation to preventing and addressing anti-competitive practices within MPIPL.

2. Objectives

The primary objectives of this Anti-Competitive Practices Policy are as follows:

To establish a comprehensive framework that prevents and detects anti-competitive practices within MPIPL.

To foster a corporate culture that values fair competition and prohibits any actions that could harm competition, customers, or other stakeholders.

To provide clear guidelines for identifying, reporting, and addressing potential anti-competitive practices.

To ensure compliance with all applicable competition laws and regulations.

3. Responsibility

The responsibility for preventing, detecting, and addressing anti-competitive practices rests with various stakeholders:

Employees: Responsible for adhering to the MPIPL's policies and procedures, reporting any potential anti-competitive activities promptly, and cooperating fully in investigations.

Management Team: Accountable for ensuring the implementation of effective anti-competitive practices prevention measures, addressing reported concerns, and promoting a culture of fair competition.

Legal and Compliance Teams: Responsible for providing guidance on competition laws, ensuring compliance, and facilitating training to mitigate the risk of anti-competitive behavior.

4. Scope

This Anti-Competitive Practices Policy applies to all individuals associated with MPIPL, including employees, contractors, suppliers, consultants, agents, distributors, and partners.



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5. An anti-competitive practices policy, often referred to as a competition policy or antitrust policy, is a set of guidelines, principles, and rules that an MPIPL or government implements to promote fair and open competition within a market and prevent practices that could harm competition, consumers, and the overall economy. The aim of such a policy is to ensure that businesses compete based on the quality of their products and services rather than through anti-competitive tactics that stifle innovation and limit consumer choice.

Here are the key components of an anti-competitive practices policy:

❖ **Definition of Anti-Competitive Practices:**

Clearly define what constitutes anti-competitive practices within the context of the MPIPL or industry. This should cover various types of behavior that could harm competition, such as price fixing, market sharing, bid rigging, predatory pricing, and abuse of dominant market positions.

❖ **Prohibition of Anti-Competitive Behavior:**

Explicitly state that the MPIPL or industry is committed to prohibiting anti- practices and promoting fair competition.

❖ **Compliance Guidelines:**

Provide guidance on what behaviors and practices are considered acceptable and encouraged within the bounds of competition law. This might include encouraging innovation, ensuring transparency, and avoiding collusion.

❖ **Market Dominance:**

Outline the principles for businesses that hold significant market power or dominance to prevent abuse of their position, such as unfair pricing, exclusionary conduct, and tying arrangements.

❖ **Price Fixing and Collusion:**

Emphasize that price-fixing agreements, bid rigging, and collusion are strictly prohibited, as they distort market prices and unfairly limit competition.

❖ **Mergers and Acquisitions:**

Establish criteria and procedures for evaluating mergers and acquisitions to ensure they do not lead to undue concentration of market power and reduced competition.

❖ **Compliance Mechanisms:**

Explain the processes for monitoring and enforcing compliance with the policy, including reporting mechanisms for potential violations and investigations.



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❖ **Training and Education:**

Offer training programs to employees and stakeholders to raise awareness about anti-competitive practices, competition laws, and the importance of complying with them.

❖ **Reporting Violations:**

Provide guidance on how to report suspected anti-competitive practices, ensuring that whistleblowers can raise concerns without fear of retaliation.

❖ **Consequences of Non-Compliance:**

Clearly state the consequences of engaging in anti-competitive practices, which may include legal penalties, fines, and reputational damage.

❖ **Cooperation with Regulatory Authorities:**

Outline the MPIPL's commitment to cooperating with relevant regulatory authorities responsible for enforcing competition laws.

❖ **Global Considerations:**

If applicable, address the implications of anti-competitive and practice that cross international borders, and detail how the MPIPL will navigate different jurisdictions and competition laws.

❖ **Regular Review and Updates:**

Emphasize the importance of regularly reviewing and updating the policy to ensure it remains aligned with changing market dynamics and legal developments.

❖ **Communication and Transparency:**

Detail the MPIPL's commitment to transparent business practices that allow customers, competitors, and stakeholders to make informed decisions.

❖ **Senior Management Commitment:**

Highlight the role of senior management and leadership in upholding the principles of fair competition and promoting compliance with the policy.

An effective anti-competitive practices policy helps maintain a level playing field, encourages innovation, and safeguards consumers' interests by ensuring that businesses compete fairly and transparently. It is particularly important in industries where monopolistic behavior or collusion could have serious negative impacts on market dynamics and economic welfare.



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❖ Disciplinary action for Policy Violations:

MPIPL adopts a strict stance against anticompetitive practices and unethical behavior. Any violation of this policy, including collusion, price-fixing, or market manipulation, will lead to disciplinary action, such as warnings, suspension, termination, or legal proceedings. Employees are expected to act in accordance with ethical business practices, and any violations will be thoroughly investigated and addressed.

6. Periodical Review and Update

MPIPL recognizes that the competitive landscape and regulatory environment evolve over time. Therefore, we commit to regularly reviewing and updating this Anti-Competitive Practices Policy to ensure its ongoing relevance and effectiveness.

7. Reporting and Whistleblower Protection

MPIPL encourages a culture of reporting and accountability. Any employee, contractor, or stakeholder who becomes aware of or suspects any anti-competitive practices must report them through the designated reporting channels, such as the MPIPL's anonymous whistleblower hotline or directly to their supervisor, the management team, or the legal and compliance department. MPIPL is committed to protecting whistleblowers from any form of retaliation.

8. Consequences of Non-Compliance

Non-compliance with this Anti-Competitive Practices Policy can result in disciplinary action, including termination of employment or contractual relationships, and may lead to legal consequences in accordance with applicable laws.

9. Conclusion

By adhering to this Anti-Competitive Practices Policy, MPIPL reinforces its commitment to conducting business ethically, promoting fair competition, and contributing to a healthy marketplace. We recognize that preventing anti-competitive practices is essential for maintaining trust among our stakeholders and ensuring the long-term success of MPIPL. Through continuous education, communication, and periodic reviews, we aim to create an environment where fair competition is valued, and anti-competitive practices are effectively prevented.

10. CSR Objectives & Targets:

| Objective | Target For 2026 |
|--------------------------|-----------------|
| Competitive Bidding Rate | More than 50% |
| Supplier Diversity Index | 100% |



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11. Reports:

| Form No | Name of the record | Retention period |
|-------------------|------------------------------------|------------------|
| MPIPL/PUR/ESEF/21 | Anti-Competitive Agreements record | Three years |
| MPIPL/CSRMS/F380 | Risk assessment | Two years |

12. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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21. INFORMATION SECURITY POLICY

1. Introduction

At MPIPL we prioritize the protection of information as a cornerstone of our business operations. As a leading manufacturer and supplier of a diverse range of products, including printed materials, cartons, labels, stickers, books, and Point of Purchase (POP) materials, we recognize the critical importance of safeguarding sensitive information from unauthorized access, disclosure, alteration, or destruction. This Information Security Policy outlines our objectives, commitments, responsibilities, review mechanisms, scope, and distribution strategies in relation to ensuring robust information security within MPIPL.

2. Objectives

The core objectives of this Information Security Policy are as follows:

To establish a comprehensive framework for safeguarding MPIPL's information assets from security threats and risks.

To foster a corporate culture that values and promotes the confidentiality, integrity, and availability of information.

To provide clear guidelines for identifying, addressing, and mitigating information security risks.

To ensure compliance with all relevant laws, regulations, and industry standards related to information security.

3. Responsibility

The responsibility for safeguarding information assets and maintaining information security is shared among various stakeholders:

Employees: Responsible for adhering to the MPIPL's information security policies and procedures, reporting any security incidents promptly, and implementing security measures in their respective roles.

Management Team: Accountable for providing the necessary resources for effective information security, promoting a culture of security awareness, and ensuring that security policy are adhered to.

Information Security Team: Responsible for implementing and maintaining information security controls, conducting risk assessments, and responding to security incidents.

IT Department: Responsible for maintaining the technical aspects of information security, including network security, access controls, encryption, and vulnerability management

4. Scope

This Information Security Policy applies to all individuals associated with MPIPL, including employees, contractors, suppliers, consultants, agents, distributors, and partners.

MPIPL encourages a culture of reporting security incidents promptly. Any employee, contractor, or stakeholder who becomes aware of a security incident or breach must report it through the designated reporting channels, such as the MPIPL's IT helpdesk or the information security team.



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5. An information security policy is a comprehensive set of guidelines, principles, and rules that an MPIPL establishes to protect its sensitive and confidential information from unauthorized access, disclosure, alteration, and destruction. Information security policies are crucial in the digital age to safeguard sensitive data, maintain the trust of stakeholders, comply with regulations, and prevent cybersecurity breaches.

Here are the key components of an information security policy:

❖ **Scope and Applicability:**

Clearly define the scope of the policy and specify to which systems, data, employees, contractors, and third parties it applies.

❖ **Information Classification:**

Define categories for classifying information based on its sensitivity, such as public, internal, confidential, and restricted. Outline the security measures required for each classification level.

❖ **Access Control:**

Detail the procedures for granting, managing, and revoking access to information systems and data. Define roles and responsibilities related to user access management.

❖ **Authentication and Authorization:**

Specify requirements for strong authentication methods and access permissions to ensure that only authorized individuals can access specific data and systems.

❖ **Data Protection:**

Outline procedures for securing data at rest and in transit. This includes encryption, data masking, and secure file transfer protocols.

❖ **Password Policy:**

Establish guidelines for creating and managing strong passwords, including requirements for complexity, length, and periodic password changes.

❖ **Data Handling and Storage:**

Define rules for proper handling, storage, and disposal of sensitive information, including physical and digital records.

❖ **Remote Access and Mobile Devices:**

Detail security measures for employees who access Organizational resources remotely or use mobile devices, including secure VPN connections and mobile device management (MDM) policies.



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❖ Incident Response:

Describe procedures to follow in the event of a security breach, including how to report incidents, assess their impact, mitigate risks, and communicate with stakeholders.

❖ Security Awareness Training:

Explain the MPIPL's commitment to educating employees about cybersecurity risks, best practices, and their role in maintaining information security.

❖ Malware Protection:

Specify requirements for installing and updating antivirus software, firewalls, and intrusion detection/prevention systems.

❖ Network Security:

Outline measures to secure the MPIPL's network infrastructure, including access controls, network segmentation, and monitoring.

❖ Physical Security:

Detail security measures for safeguarding physical access to facilities, servers, and other critical infrastructure.

❖ Backup and Recovery:

Define procedures for regular data backups, testing backup and recovery processes, and ensuring data integrity.

❖ Vendor and Third-Party Security:

Establish guidelines for assessing and managing the security practices of third-party vendors and partners who have access to sensitive information.

❖ Regulatory Compliance:

Address any specific regulatory requirements that the MPIPL must adhere to regarding information security (e.g., GDPR, HIPAA).

❖ Monitoring and Auditing:

Describe procedures for monitoring and auditing information systems and data access to identify and respond to security incidents and policy violations.

❖ Policy Review and Updates:

Emphasize the need for regular review and updates of the policy to keep up with evolving threats and technologies.



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❖ Senior Management Support:

Highlight the commitment of senior management to information security and their role in supporting the policy's implementation.

An effective information security policy forms the foundation of an MPIPL's cybersecurity strategy, fostering a culture of awareness and accountability while protecting critical assets from both internal and external threats.

❖ Secure Collection:

We ensure the secure collection of data by using encrypted channels, limiting access to authorized personnel, and adhering to strict data handling protocols to protect sensitive information.

❖ Data Breaches and Cybersecurity:

MPIPL is committed to safeguarding third-party confidential information, including employee and consumer data, intellectual property, and trade secrets. We employ robust cybersecurity measures to prevent data breaches, ensuring compliance with global data protection regulations. Regular vulnerability assessments and access controls are implemented to mitigate risks, and continuous monitoring ensures our systems remain secure and resilient against cyber threats.

❖ Legal and Regulatory:

MPIPL adheres to all applicable data protection laws and regulations in the jurisdictions we operate. We ensure compliance through continuous monitoring of legal requirements and implement necessary policies and procedures to prevent violations. Our legal team actively engages with relevant authorities to remain updated on regulatory changes, ensuring our business operations meet all legal and compliance obligations related to third-party data management.

❖ Financial Impact of Breaches:

MPIPL understands the significant financial risks associated with data breaches, including potential penalties, litigation, and reputational damage. We take proactive measures to secure third-party data, minimizing the chances of breaches. In the event of a breach, MPIPL will respond promptly to mitigate financial consequences, including covering the costs of affected parties and ensuring compliance with legal settlements. We are committed to maintaining financial and operational stability by protecting sensitive information.

❖ Reputation Damage:

MPIPL recognizes the importance of trust in maintaining strong business relationships and consumer loyalty. We prioritize safeguarding the confidentiality of third-party data, including intellectual property and personal information, to prevent reputational damage. In the event of a breach, we will communicate transparently with stakeholders, taking immediate corrective actions and reinforcing our commitment to data protection. Our focus on transparency and proactive measures aims to maintain our reputation as a trusted business partner.



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❖ Intellectual Property and Trade Secret Exposure:

MPIPL is dedicated to protecting the intellectual property and trade secrets of our clients and partners. We implement strict access controls, confidentiality agreements, and encryption methods to safeguard proprietary information. Employees are trained on the importance of protecting intellectual property, and we continuously assess and improve our information security practices to prevent unauthorized access or leaks of sensitive business information.

❖ Operational Risks:

MPIPL commits to minimizing operational disruptions by ensuring the security of third-party data and our internal systems. We regularly assess our systems for vulnerabilities and implement incident response procedures that allow for swift action in the event of a breach. Our aim is to quickly restore operations and prevent any long-term impact on our supply chain, production schedules, or relationships with customers and stakeholders.

❖ Compliance with Information Security Management Systems (ISMS):

MPIPL is dedicated to maintaining a comprehensive Information Security Management System (ISMS) to protect third-party confidential data. We continuously review and update our ISMS to ensure compliance with global standards and regulations. Regular training programs for employees and a robust monitoring system are key components in mitigating risks related to data security and maintaining compliance with industry best practices.

❖ Incident Response Management:

MPIPL maintains an effective incident response plan to address data breaches and other security incidents promptly. Our response procedures include rapid identification, containment, and mitigation of data loss. We communicate with affected stakeholders, implement corrective actions, and update our security measures to prevent future breaches. Our aim is to minimize the impact of any security incident and ensure ongoing protection for all stakeholders involved.

❖ Disciplinary action for Policy Violations:

MPIPL enforces strict disciplinary action for any violations of our Responsible Information System policy. Employees found in breach of data protection, confidentiality, or other related policies may face penalties ranging from written warnings to suspension or termination, depending on the severity of the violation. We are committed to maintaining a secure and compliant environment, ensuring accountability at all levels.

6. Periodical Review and Update

MPIPL acknowledges the dynamic nature of information security threats and risks. Therefore, we commit to regularly reviewing and updating this Information Security Policy to ensure its ongoing relevance and effectiveness in addressing evolving challenges.



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7. Consequences of Non-Compliance

Non-compliance with this Information Security Policy can result in disciplinary action, including termination of employment or contractual relationships, and may lead to legal consequences in accordance with applicable laws.

8. Conclusion

By adhering to this Information Security Policy, MPIPL reaffirms its commitment to protecting sensitive information, maintaining trust among stakeholders, and ensuring the uninterrupted operations of MPIPL. We recognize that effective information security practices are essential for the confidentiality, integrity, and availability of data.

Through continuous education, communication, and periodic reviews, we aim to create an environment where information security is valued, and potential risks are mitigated proactively. This Information Security Policy is effective from [Effective Date] and will be reviewed annually or as required to ensure its ongoing relevance and effectiveness.

9. CSR Objectives & Targets:

| Objective | Target For 2026 |
|---|-----------------|
| User Training and Awareness Completion Rate | More than 90% |
| Patching and Vulnerability Resolution Time | Within 48 hours |

10. Reports:

| Form No | Name of the record | Retention period |
|-------------------|---|------------------|
| MPIPL/CSRMS/F-050 | Information risk assessment | One year |
| MPIPL/CSRMS/F490 | Audit Control Procedure for Information Security Breaches | Two years |

11. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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22. GREEN PROCUREMENT POLICY

1. Introduction

At MPIPL we recognize the profound impact of our business activities on the environment and the importance of responsible sourcing and procurement practices. As a prominent manufacturer and supplier of various products, including printed materials, cartons, labels, stickers, books, and Point of Purchase (POP) materials, we are committed to integrating sustainability principles into our procurement processes. This Sustainable Procurement Policy on Environmental Issues outlines our objectives, commitments, responsibilities, review mechanisms, scope, and distribution strategies in relation to promoting sustainable procurement practices that minimize environmental impact.

2. Objectives

The primary objectives of this Sustainable Procurement Policy on Environmental Issues are as follows:

To establish a framework that prioritizes the consideration of environmental factors in our procurement decisions.

To promote responsible sourcing practices that reduces negative environmental impacts throughout the supply chain.

To support the adoption of eco-friendly products and services that align with our sustainability goals.

To ensure compliance with relevant environmental regulations and standards.

3. Responsibility

The responsibility for implementing sustainable procurement practices and ensuring compliance rests with various stakeholders:

Procurement Team: Responsible for integrating environmental criteria into supplier evaluations, promoting eco-friendly products, and engaging with suppliers on sustainability practices.

Environmental and Sustainability Team: Accountable for providing guidance on sustainable procurement practices, conducting environmental impact assessments, and monitoring supplier performance.

Management Team: Responsible for overseeing the implementation of sustainable procurement initiatives and allocating necessary resources.

4. Scope

This Sustainable Procurement Policy on Environmental Issues applies to all procurement activities undertaken by MPIPL, including the acquisition of raw materials, products, and services.

5. A sustainable procurement policy focused on environmental issues is a set of guidelines and principles that an MPIPL establishes to ensure that its procurement processes prioritize environmentally responsible practices.

This policy aims to promote sustainability, minimize environmental impact, and contribute to the MPIPL's broader environmental goals through its purchasing decisions.



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Here are the key components of a sustainable procurement policy focused on environmental issues:

❖ Policy Statement:

Clearly state the MPIPL's commitment to sustainable procurement and its dedication to minimizing environmental impacts through purchasing decisions.

❖ Definition of Sustainable Procurement:

Define what sustainable procurement means within the context of the MPIPL, highlighting its focus on environmental considerations.

❖ Environmental Criteria:

Specify the environmental criteria that will guide purchasing decisions. This could include energy efficiency, resource conservation, waste reduction, and eco-friendly certifications.

❖ Product and Supplier Evaluation:

Outline procedures for evaluating products and suppliers based on their environmental performance, including factors like carbon footprint, materials sourcing, and product lifecycle impacts.

❖ Life Cycle Assessment:

Emphasize the importance of considering the entire life cycle of a product, from raw material extraction to disposal, when making procurement decisions.

❖ Environmental Standards and Labels:

Detail the MPIPL's preference for products that meet recognized environmental standards and certifications, such as ENERGY STAR, FSC, and EPEAT.

❖ Local and Sustainable Sourcing:

Encourage the procurement of products and services from local suppliers to reduce transportation-related emissions and support the local economy.

❖ Waste Reduction and Recycling:

Highlight the importance of selecting products and suppliers that prioritize recyclability, reusability, and reduced packaging.



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❖ **Energy Efficiency:**

Promote the purchase of energy-efficient equipment, appliances, and technologies to reduce energy consumption and greenhouse gas emissions.

❖ **Carbon Neutrality:**

Encourage suppliers to provide carbon-neutral products or services, or consider offsetting the carbon footprint associated with procurement activities.

❖ **Environmental Impact Reporting:**

Outline requirements for suppliers to report on the environmental impact of their products or services, including data on emissions, waste, and energy consumption.

❖ **Supplier Engagement:**

Describe how the MPIPL will collaborate with suppliers to promote sustainable practices and drive environmental improvements throughout the supply chain.

❖ **Training and Education:**

Provide training to procurement staff about the importance of environmental considerations in purchasing decisions and how to evaluate products based on environmental criteria.

❖ **Continuous Improvement:**

Highlight the MPIPL's commitment to regularly reviewing and updating the policy based on evolving sustainability goals and best practices.

❖ **Monitoring and Reporting:**

Specify how the MPIPL will monitor and measure progress toward its sustainable procurement goals and report on its achievements.

❖ **Alignment with Other Policies:**

Ensure that the sustainable procurement policy aligns with the MPIPL's broader environmental, social, and corporate responsibility initiatives.

❖ **Senior Management Support:**

Highlight the role of senior management in endorsing and supporting the implementation of the policy.



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An effective sustainable procurement policy focused on environmental issues helps MPIPLs make purchasing decisions that align with their commitment to environmental responsibility, drive positive change in the supply chain, and contribute to the overall reduction of ecological impacts.

❖ **Deforestation and Land Destruction:**

Our company is committed to reducing its environmental impact by sourcing paper and other raw materials from sustainable suppliers. We will actively prioritize suppliers who adhere to responsible forest management practices and avoid sourcing from areas contributing to deforestation. We will work toward eliminating practices that contribute to land degradation and promote the use of recycled materials wherever possible.

❖ **Use of Virgin Forests:**

We strive to minimize the environmental footprint of our paper sourcing by avoiding the use of materials derived from virgin forests. We will ensure that our suppliers are certified under recognized environmental standards such as the Forest Stewardship Council (FSC) to guarantee responsible and sustainable sourcing practices. Our goal is to prioritize recycled, responsibly sourced materials to protect ecosystems.

❖ **Environmental Impact of Monocultures:**

Our policy is to avoid sourcing paper and other materials from monoculture plantations that rely on unsustainable practices, such as the use of GMOs, pesticides, and fertilizers. We will prioritize suppliers who adopt agroforestry or diverse planting systems that promote ecosystem health and biodiversity. We support the use of certified sustainable paper to mitigate the risks posed by monocultures.

❖ **Chemical Pollution from Pesticides and Fertilizers:**

We are dedicated to ensuring that the materials we use are free from harmful pesticides and fertilizers that can pollute the environment. We will work only with suppliers who adhere to best practices in sustainable agriculture and avoid the use of toxic chemicals that can contaminate soil and water sources. We will promote organic and eco-friendly alternatives wherever possible.

❖ **Supply Chain Complexity:**

To ensure responsible sourcing throughout our entire supply chain, we will work closely with tier 1, 2, and beyond suppliers to enforce transparency and accountability. We will require our suppliers to demonstrate adherence to sustainable practices and certifications. We aim to continuously improve our supply chain oversight, ensuring that every link in the chain meets our sustainability and environmental standards.



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❖ Certification Risks:

We will ensure that all paper and ink products sourced by our company are certified by reputable organizations such as FSC or SFI. Our commitment to sustainability includes rigorous supplier audits to ensure compliance with these certifications. We will promote the use of certified materials and eco-labeled products to mitigate the risks associated with uncertified sources.

❖ Biological Content of Inks:

Our company commits to sourcing bio-renewable inks that do not contain harmful substances, such as heavy metals or toxins. We will ensure that our ink suppliers comply with industry standards, such as those set by the National Association of Printing Ink Manufacturers (NAPIM), for verified bio-renewable content. We prioritize the environmental safety of our products and will take necessary actions to reduce chemical pollutants.

❖ Regulatory:

We will continuously monitor and comply with local and international regulations concerning sustainable sourcing, packaging, and the use of environmentally friendly materials. Our company is committed to aligning our practices with global standards, ensuring that we meet or exceed regulatory requirements to avoid legal and reputational risks. We will engage with regulatory bodies and update our policies as needed to stay compliant with evolving sustainability laws.

❖ Disciplinary action for Policy Violations:

At MPIPL, we uphold the highest standards of environmental and sustainability practices. Any violation of our Green Procurement or Sustainability Management policies will result in disciplinary action, which may include warnings, retraining, or termination, depending on the severity of the violation. Our goal is to maintain compliance, protect the environment, and promote responsible sourcing across all operations.

6. Periodical Review and Update

MPIPL recognizes the evolving nature of sustainability challenges and opportunities. Therefore, we commit to regularly reviewing and updating this Sustainable Procurement Policy on Environmental Issues to ensure its continued alignment with emerging best practices.

7. Supplier Engagement

MPIPL is committed to working with suppliers who share our commitment to environmental sustainability. We will actively engage with suppliers to:

Encourage the adoption of eco-friendly practices and products.

Collaborate on initiatives to reduce environmental impacts in the supply chain.

Set clear expectations regarding sustainability criteria and performance.



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8. Consequences of Non-Compliance

Non-compliance with this Sustainable Procurement Policy on Environmental Issues can result in appropriate actions, including corrective measures, termination of supplier relationships, and potential legal consequences in accordance with applicable laws.

By adhering to this Sustainable Procurement Policy on Environmental Issues, MPIPL reaffirms its dedication to minimizing its ecological footprint and promoting environmentally responsible business practices. We recognize that sustainable procurement plays a crucial role in fostering a healthier planet and a more sustainable future. Through ongoing education, collaboration, and periodic reviews, we aim to enhance our procurement processes to align with our sustainability goals and contribute positively to the environment. This Sustainable Procurement Policy on Environmental Issues is effective from and will be reviewed annually or as required to ensure its ongoing relevance and effectiveness.

9. CSR Objective & Targets:

| Objective | Target For 2026 |
|--|-----------------|
| % Suppliers sign code of conduct = Number of Suppliers Signed / Total Number of Suppliers | 100% |
| % of suppliers with CSR term & condition = Suppliers with CSR Terms and Conditions / Total Suppliers | 100% |
| % of Supplier covered under CSR Audits = No.of Supplier Audited on CSR / Total No.of supplier | 100% |
| % Supplier covered under CSR onsite audits = Number of suppliers onsite audited / Total number of audited suppliers | 100% |
| % of Suppliers Audited in Corrective Action and Capacity building = No. Of. Supplier AUDITED on CSR / No. Of. Supplier engage in corrective action | More than 90% |

10. Reports:

| Form No | Name of the record | Retention period |
|-------------------|----------------------|------------------|
| PE/251/20-21 | Purchase order | Two years |
| MPIPL/CSRMS/F-120 | Terms and conditions | Two years |

11. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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23. ETHICAL SOURCING POLICY

1. Introduction

At MPIPL we acknowledge the significant impact our business operations can have on labor practices and human rights across our supply chain. As a reputable manufacturer and supplier of a diverse range of products, including printed materials, cartons, labels, stickers, books, and Point of Purchase (POP) materials, we are committed to integrating ethical labor practices and respect for human rights into our procurement processes. This Sustainable Procurement Policy on Labor Practices and Human Rights outlines our objectives, commitments, responsibilities, review mechanisms, scope, and distribution strategies aimed at promoting fair labor practices and safeguarding human rights within MPIPL and throughout our supply chain.

2. Objectives

The core objectives of this Sustainable Procurement Policy on Labor Practices and Human Rights are as follows:

To establish a framework that prioritizes ethical labor practices and human rights considerations in our procurement decisions.

To ensure that our suppliers adhere to fair labor practices, provide safe working conditions, and uphold human rights.

To support the well-being and dignity of workers throughout our supply chain and foster a culture of respect.

To comply with international labor standards and regulations concerning human rights and labor practices.

3. Responsibility

The responsibility for implementing ethical labor practices and ensuring adherence to human rights standards lies with various stakeholders:

Procurement Team: Responsible for incorporating ethical labor and human rights criteria into supplier evaluations, fostering ethical labor practices, and engaging with suppliers on responsible practices.

Human Resources and Compliance Teams: Accountable for providing guidance on labor practices and human rights, monitoring supplier compliance, and addressing issues related to worker well-being.

Management Team: Responsible for overseeing the implementation of ethical labor and human rights initiatives, allocating necessary resources, and setting a tone of ethical leadership.

4. Scope

This Sustainable Procurement Policy on Labor Practices and Human Rights applies to all procurement activities undertaken by MPIPL, including the acquisition of raw materials, products, and services.



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5. A sustainable procurement policy focused on labor practices and human rights is a set of guidelines and principles that an MPIPL establishes to ensure that its procurement processes prioritize ethical and responsible labor practices while safeguarding human rights throughout its supply chain. This policy aims to promote fair labor conditions, uphold human rights, and contribute to the MPIPL's broader social responsibility goals through its purchasing decisions.

Here are the key components of a sustainable procurement policy on labor practices and human rights:

❖ **Policy Statement:**

Clearly state the MPIPL's commitment to sustainable procurement that emphasizes ethical labor practices and the protection of human rights within its supply chain.

❖ **Definition of Sustainable Procurement:**

Define the concept of sustainable procurement within the context of labor practices and human rights, highlighting its focus on fair and ethical treatment of workers.

❖ **Labor Standards:**

Specify the labor standards that suppliers are expected to meet, including fair wages, safe working conditions, reasonable working hours, and compliance with applicable labor laws.

❖ **Child Labor and Forced Labor:**

Emphasize a zero-tolerance approach to child labor and forced labor, and require suppliers to verify that their workforce consists of legal and willing employees.

❖ **Non-Discrimination and Diversity:**

Promote suppliers' commitment to equal employment opportunities and non-discrimination based on factors such as race, gender, religion, sexual orientation, and disability.

❖ **Health and Safety:**

Highlight the importance of suppliers ensuring the health and safety of their employees and providing appropriate protective measures and training.

❖ **Supplier Code of Conduct:**

Encourage suppliers to adopt a code of conduct that aligns with the MPIPL's labor practices and human rights values.

❖ **Supplier Audits and Assessments:**

Outline procedures for conducting regular audits and assessments of suppliers' labor practices and human rights compliance.



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❖ **Worker Empowerment:**

Promote suppliers' engagement with workers to ensure their voices are heard and their rights are respected, fostering a culture of respect and accountability.

❖ **Subcontractor Responsibility:**

Specify that the MPIPL expects suppliers to extend the same labor and human rights standards to their subcontractors.

❖ **Whistleblower Protection:**

Encourage the establishment of mechanisms that allow workers and stakeholders to report labor and human rights violations without fear of retaliation.

❖ **Conflict Minerals:**

Address the MPIPL's commitment to avoiding the use of conflict minerals that may contribute to human rights abuses, particularly in conflict-prone regions.

❖ **Training and Education:**

Provide training to procurement staff about the importance of ethical labor practices and human rights considerations in purchasing decisions.

❖ **Continuous Improvement:**

Highlight the MPIPL's commitment to regularly reviewing and updating the policy based on evolving social responsibility goals and best practices. Monitoring and Reporting Specify how the MPIPL will monitor and measure progress toward its labor practices and human rights goals and report on its achievements.

❖ **Alignment with Other Policies:**

Ensure that the sustainable procurement policy aligns with the MPIPL's broader social responsibility and corporate ethics initiatives.

❖ **Senior Management Support:**

Highlight the role of senior management in endorsing and supporting the implementation of the policy.

An effective sustainable procurement policy focused on labor practices and human rights helps MPIPLs make purchasing decisions that prioritize fair treatment of workers, uphold human rights, and contribute to positive social change within the supply chain and beyond.



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❖ Human Rights Violations:

MPIPL is committed to respecting the human rights of all stakeholders within our supply chain. We strictly prohibit any form of child labor, forced labor, or exploitation. We will work only with suppliers who adhere to ethical labor practices and ensure compliance with international human rights standards. Regular audits and assessments will be conducted to identify and address any violations promptly.

❖ Supply Chain Disruptions:

To prevent supply chain disruptions, MPIPL will implement comprehensive due diligence procedures, including regular monitoring and risk assessments of our suppliers. We will work closely with our suppliers to ensure they adhere to our ethical sourcing standards. In case of non-compliance or disruptions, we will take swift corrective action to minimize business impact and maintain smooth operations.

❖ Litigation and Legal Risks:

MPIPL is dedicated to reducing litigation and legal risks related to human rights violations by implementing robust ethical sourcing practices. We will include provisions in contracts with suppliers that enforce compliance with human rights laws. Any supplier found to be in violation of these standards will be subject to corrective actions or termination of the business relationship, ensuring we comply with all relevant legal requirements.

❖ Lack of Supplier Accountability:

MPIPL holds our suppliers accountable for maintaining high standards of business ethics and human rights. We require suppliers to meet our ethical sourcing expectations and will conduct regular audits, risk assessments, and follow-up engagements to ensure compliance. Suppliers who fail to meet our standards will be subject to corrective actions, including possible termination of the business relationship.

❖ Reputational Damage:

We recognize the importance of maintaining a strong, ethical reputation in the marketplace. MPIPL is committed to transparent operations and ethical sourcing practices across our supply chain. We actively engage with stakeholders to ensure our suppliers align with our ESG values. Any violations or unethical practices within our supply chain will be promptly addressed to protect our reputation and uphold public trust.

❖ Inadequate Due Diligence and Risk Assessment:

MPIPL ensures thorough due diligence and risk assessments are conducted for all suppliers before engagement and regularly thereafter. This process includes mapping our supply chain, assessing human rights risks, and implementing supplier audits. By proactively identifying potential risks, we mitigate any adverse effects on stakeholders and maintain a responsible supply chain in line with our sustainability goals.



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❖ Lack of Grievance Mechanisms:

MPIPL will establish effective grievance mechanisms to address human rights concerns in our supply chain. This includes providing channels for stakeholders, both internal and external, to report violations or unethical practices anonymously. We are committed to resolving grievances in a timely and fair manner, ensuring that human rights issues are promptly addressed and remedied according to industry best practices.

❖ Non-Compliance with International Standards:

MPIPL fully commits to adhering to international standards, including the UN Guiding Principles on Business and Human Rights. Our policies require all suppliers to comply with these standards, and we incorporate them into supplier contracts. We will regularly assess our supply chain for compliance and take corrective actions where necessary to ensure that we remain aligned with global human rights standards.

❖ Disciplinary action for Policy Violations:

At MPIPL, any violation of our Ethical Sourcing Policy will result in appropriate disciplinary action. This may include verbal or written warnings, retraining, or termination of contracts, depending on the severity of the violation. We are committed to upholding ethical practices throughout our supply chain and ensuring compliance with our policy to support sustainability and human rights standards.

6. Periodical Review and Update

MPIPL recognizes that labor practices and human rights are evolving areas. Therefore, we commit to regularly reviewing and updating this Sustainable Procurement Policy on Labor Practices and Human Rights to ensure its ongoing alignment with emerging best practices and regulations.

7. Supplier Engagement

MPIPL is committed to working with suppliers who share our commitment to ethical labor practices and human rights. We will actively engage with suppliers to:

Encourage the implementation of fair labor practices and the respect of human rights within their operations.

Collaborate on initiatives that enhance worker well-being and dignity.

Set clear expectations regarding labor practices and human rights criteria and performance.

8. Consequences of Non-Compliance

Non-compliance with this Sustainable Procurement Policy on Labor Practices and Human Rights can result in appropriate actions, including corrective measures, termination of supplier relationships, and potential legal consequences in accordance with applicable laws.



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9. Conclusion:

By adhering to this Sustainable Procurement Policy on Labor Practices and Human Rights, MPIPL reinforces its commitment to ethical and socially responsible business practices. We recognize that promoting fair labor practices and respecting human rights are vital components of our sustainability journey. Through continuous education, collaboration, and periodic reviews, we aspire to enhance our procurement processes to align with our values, contribute to the well-being of workers, and uphold the dignity of individuals throughout our supply chain.

This Sustainable Procurement Policy on Labor Practices and Human Rights is effective from [Effective Date] and will be reviewed annually or as required to ensure its ongoing relevance and effectiveness.

10. CSR Objective & Targets:

| Objective | Target For 2026 |
|--------------------------------------|-----------------|
| Ethical Material Sourcing Percentage | More than 85% |
| Supplier Compliance Rate | More than 90% |

11. Reports:

| Form No | Name of the record | Retention period |
|-------------------|--------------------|------------------|
| MPIPL/CSRMS/F-080 | CSR audit report | One year |

12. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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24. SUSTAINABLE WOOD PROCUREMENT POLICY

1. Introduction

At MPIPL we recognize the critical role of responsible sourcing in contributing to the preservation of our environment and the sustainable management of natural resources. As a distinguished manufacturer and supplier of various products, including printed materials, cartons, labels, stickers, books, and Point of Purchase (POP) materials, we are committed to procuring wood and wood-based products from sustainable sources. This Policy Regarding the Purchase of Wood and/or Wood-Based Products from Sustainable Sources outlines our objectives, commitments, responsibilities, review mechanisms, scope, and distribution strategies aimed at promoting sustainable forestry practices and minimizing our impact on ecosystems.

2. Objectives

The core objectives of this Policy Regarding the Purchase of Wood and/or Wood-Based Products from Sustainable Sources are as follows:

To prioritize the procurement of wood and wood-based products from certified sustainable sources that adhere to responsible forestry practices.

To support the conservation of forests, biodiversity, and ecosystems by reducing the demand for products associated with deforestation and illegal logging.

To comply with international standards and regulations concerning sustainable sourcing of wood and wood-based products.

3. Responsibility

The responsibility for implementing responsible sourcing practices and ensuring adherence to sustainability standards lies with various stakeholders:

Procurement Team: Responsible for incorporating sustainability criteria into supplier evaluations, verifying sourcing claims, and engaging with suppliers on responsible sourcing practices.

Environmental and Sustainability Team: Accountable for providing guidance on responsible sourcing practices, monitoring supplier compliance, and conducting audits as necessary.

Management Team: Responsible for overseeing the implementation of responsible sourcing initiatives, allocating necessary resources, and setting a tone of ethical leadership

4. Scope

This Policy Regarding the Purchase of Wood and/or Wood-Based Products from Sustainable Sources applies to all wood and wood-based products procured by MPIPL for use in our operations, including packaging materials and other relevant products.



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5. A policy regarding the purchase of wood and/or wood-based products from sustainable sources is a set of guidelines and principles that an MPIPL establishes to ensure that its procurement processes prioritize the use of wood and wood-based products that are obtained from responsibly managed and sustainable sources. This policy aims to promote forest conservation, prevent deforestation, support responsible forestry practices, and contribute to the MPIPL's broader environmental goals through its purchasing decisions.

Here are the key components of a policy regarding the purchase of wood and/or wood-based products from sustainable sources:

❖ **Policy Statement:**

Clearly state the MPIPL's commitment to purchasing wood and wood-based products from sustainable sources to promote responsible forest management and reduce environmental impact.

❖ **Definition of Sustainable Sources:**

Define what constitutes sustainable sources within the context of wood and wood-based products, highlighting the importance of certifications and responsible forestry practices.

❖ **Certification Requirements:**

Specify the preferred certification standards that suppliers should adhere to, such as Forest Stewardship Council (FSC) certification or other recognized sustainable forestry certifications.

❖ **Legal Compliance:**

Emphasize the MPIPL's commitment to complying with local and international laws and regulations related to timber and forest products.

❖ **Supplier Due Diligence:**

Procedures for conducting due diligence on suppliers to ensure that their products are sourced from sustainable and legal sources.

❖ **Chain of Custody:**

Encourage suppliers to provide verifiable chain-of-custody documentation that traces the origin of wood and wood-based products from the forest to the final product.



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❖ **Banned and High-Risk Species:**

Specify the MPIPL's commitment to avoiding the use of wood from species that are listed as endangered or protected under international agreements.

❖ **Deforestation and Conversion:**

Highlight the MPIPL's stance against purchasing products associated with deforestation or conversion of natural forests to other land uses.

❖ **Support for Sustainable Practices:**

Promote suppliers that adopt responsible forestry practices, including reforestation, sustainable harvesting, and ecosystem preservation.

❖ **Alternatives to Wood:**

Encourage the consideration of alternatives to wood-based products, such as recycled materials or non-wood alternatives, whenever feasible.

❖ **Transparency and Reporting:**

Specify how the MPIPL will communicate its commitment to purchasing sustainable wood and wood-based products to stakeholders and the public.

❖ **Training and Education:**

Provide training to procurement staff about the importance of sourcing wood responsibly and the significance of sustainable forestry practices.

❖ **Continuous Improvement:**

Highlight the MPIPL's commitment to regularly reviewing and updating the policy based on evolving sustainability goals and best practices.

❖ **Monitoring and Reporting:**

Specify how the MPIPL will monitor and measure progress toward its sustainable sourcing goals and report on its achievements.

❖ **Alignment with Other Policies:**

Ensure that the policy aligns with the MPIPL's broader environmental, social, and corporate responsibility initiatives.

❖ **Senior Management Support:**

Highlight the role of senior management in endorsing and supporting the implementation of the policy.



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An effective policy regarding the purchase of wood and/or wood-based products from sustainable sources helps MPIPLs make purchasing decisions that support responsible forest management, contribute to conservation efforts, and promote sustainability within the supply chain and beyond.

❖ **Disciplinary action for Policy Violations:**

MPIPL enforces strict compliance with its Sustainable Wood Procurement Policy under its Sustainability Management System. Violations, including unauthorized sourcing or non-compliance with ESG standards, may result in disciplinary actions such as warnings, retraining, suspension, or termination. Repeated offenses or severe breaches will lead to escalated consequences to uphold sustainability commitments.

6. Periodical Review and Update

MPIPL acknowledges the evolving nature of sustainability challenges and opportunities in forestry practices. Therefore, we commit to regularly reviewing and updating this Policy Regarding the Purchase of Wood and/or Wood-Based Products from Sustainable Sources to ensure its continued alignment with emerging best practices and regulations.

7. Supplier Engagement

MPIPL is committed to working with suppliers who share our commitment to responsible sourcing of wood and wood-based products. We will actively engage with suppliers to:

- Encourage the procurement of certified sustainable wood and wood-based products.
- Collaborate on initiatives that support sustainable forestry practices and legality.
- Set clear expectations regarding responsible sourcing criteria and performance.

8. Consequences of Non-Compliance

Non-compliance with this Policy Regarding the Purchase of Wood and/or Wood-Based Products from Sustainable Sources can result in appropriate actions, including corrective measures, termination of supplier relationships, and potential legal consequences in accordance with applicable laws.

9. Conclusion

By adhering to this Policy Regarding the Purchase of Wood and/or Wood-Based Products from Sustainable Sources, MPIPL reaffirms its commitment to responsible sourcing that protects forests, promotes sustainability, and upholds environmental stewardship. We recognize that our sourcing decisions impact ecosystems and communities and are dedicated to making choices that contribute to a healthier planet. Through continuous education, collaboration, and periodic reviews, we aspire to enhance our procurement processes to align with our values and contribute positively to the environment. This Policy Regarding the Purchase of Wood and/or Wood-Based Products from Sustainable Sources are effective and will be reviewed annually or as required to ensure its ongoing relevance and effectiveness.



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10. CSR Objective & Targets:

| Objective | Target For 2026 |
|---|-----------------|
| Sustainable Wood Sourcing Percentage | More than 10% |
| Compliance with Sustainable Wood Policy | More than 70% |

11. Reports:

| Form No | Name of the record | Retention period |
|-------------------|--------------------|------------------|
| MPIPL/CSRMS/F-080 | CSR audit report | One year |

12. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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25. ENVIRONMENTAL SERVICES AND ADVOCACY POLICY

1. Introduction

MPIPL is a leading manufacturer and supplier specializing in printed products, cartons, rigid gift boxes, shipper boxes, labels, stickers, books, and Point of Purchase (POP) materials. Our commitment to quality is paired with a strong responsibility toward the environment, which is why we integrate Environmental, Social, and Governance (ESG) principles into every facet of our operations. Our efforts include the responsible sourcing of materials and the promotion of sustainable practices in our manufacturing processes. This Environmental Services and Advocacy Policy outlines our approach to sustainability, particularly in the procurement of wood and wood-based products.

2. Objectives

The primary objective of the Environmental Services and Advocacy Policy at MPIPL is to ensure that all wood and wood-based products used in our manufacturing processes are obtained from sustainable and responsibly managed sources. Our goals include:

Promoting forest conservation and biodiversity.

Supporting sustainable forest management practices.

Reducing the environmental impact of our operations by minimizing waste and using renewable resources.

Strengthening supply chain transparency to ensure compliance with sustainability standards.

Contributing positively to our communities by encouraging responsible forestry and environmental stewardship.

3. Responsibility

The implementation of this policy is a shared responsibility across all levels of MPIPL's operations. The Procurement Team ensures suppliers meet sustainability criteria and source from certified sustainable forests. The Sustainability and ESG Team monitors policy effectiveness, tracks sourcing impacts, and ensures compliance with environmental regulations. Management provides leadership, integrating ESG principles into business strategies and decision-making. Suppliers are expected to engage in transparent, responsible practices that align with MPIPL's sustainability values. Collaboration among these stakeholders ensures that the company's sourcing practices are environmentally and socially responsible, contributing to long-term sustainability goals.

4. Scope

This policy applies to all procurement activities related to wood and wood-based products at MPIPL, including printed products, cartons, packaging materials, gift boxes, labels, books, and POP materials. It also extends to suppliers, ensuring their practices align with MPIPL's environmental sustainability goals.



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5. MPIPL is committed to sustainable practices by integrating ESG principles, focusing on environmental services, reducing waste, advocating for eco-friendly solutions, and promoting responsible manufacturing.

Here are the key components of a Environmental Services and Advocacy:

❖ Sustainable Sourcing:

Ensure all wood and wood-based products are sourced from responsibly managed forests that comply with sustainable practices.

❖ Certified Suppliers:

MPIPL will prioritize procurement from suppliers holding recognized sustainability certifications, such as FSC and PEFC. This ensures products are sourced from responsibly managed forests, supporting MPIPL's commitment to environmental sustainability.

❖ Forest Conservation:

Support efforts to conserve forest ecosystems, promote biodiversity, and protect endangered species habitats.

❖ No Deforestation:

Avoid sourcing wood and advocacy linked to deforestation or environmental degradation.

❖ Traceability:

Implement traceability systems to track the origin of all wood products to ensure transparency.

❖ Lifecycle Impact:

Consider the full lifecycle impact of products, including production, transportation, and disposal.

❖ Continuous Improvement:

Set measurable sustainability goals and continuously improve procurement practices to reduce environmental impact.

❖ Partnerships with NGOs:

Collaborate with environmental organizations to ensure responsible forestry practices.

❖ Supplier Engagement:

Engage with suppliers to align their sustainability practices with MPIPL's environmental values.



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❖ **Environmental Education:**

Educate stakeholders and employees on the importance of sustainable forestry and responsible sourcing.

❖ **Legal Compliance:**

Ensure all procurement activities comply with local, national, and international environmental laws.

❖ **Carbon Footprint Reduction:**

Prioritize products and suppliers that reduce carbon emissions and other environmental impacts.

❖ **Alternative Materials:**

Explore and encourage the use of alternative, sustainable materials to reduce reliance on services.

❖ **Waste Reduction:**

Encourage recycling and reuse of wood-based products to minimize waste.

❖ **Local Sourcing:**

Prioritize sourcing wood products from local or regional suppliers to reduce transportation-related emissions.

❖ **Certification Verification:**

Regularly audit and verify the sustainability certifications of suppliers to maintain high standards.

❖ **Transparency and Reporting:**

Publicly report on the sustainability performance of procurement practices and environmental impact reduction efforts.

❖ **Resource Intensity Policy:**

MPIPL is committed to minimizing the resource intensity of its printing processes by adopting energy-efficient technologies and sustainable material sourcing practices. We strive to optimize the use of water, energy, and raw materials while promoting responsible consumption in all our operations. Through innovation and continuous improvement, we aim to reduce our environmental footprint and promote sustainable production practices.

❖ **Sustainable Consumption Policy:**

MPIPL prioritizes the promotion of sustainable consumption by offering eco-friendly printing solutions. We provide customers with options such as digital proofing, file delivery, and carbon-neutral printing. We actively encourage the use of recycled materials and low-impact inks to minimize waste and reduce our environmental footprint. Our goal is to meet the increasing demand for sustainable products and services while guiding customers toward greener alternatives.



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❖ Chemical Usage and Hazardous Materials Policy:

MPIPL is dedicated to using chemicals and materials that are safe, environmentally responsible, and compliant with all applicable regulations. We strive to reduce the use of hazardous substances in our printing processes, favoring vegetable-based inks and eco-friendly alternatives. Regular audits and employee training ensure safe handling, storage, and disposal of chemicals, mitigating environmental and health risks.

❖ Waste Management Policy:

MPIPL implements a comprehensive waste management strategy aimed at minimizing, reusing, and recycling waste generated during the printing process. We are committed to reducing landfill waste by recycling paper scraps, used inks, and other materials. Our operations comply with local waste management regulations, and we continuously seek innovative solutions to improve the circularity of our production processes and contribute to a sustainable future.

❖ Carbon Footprint Policy:

MPIPL recognizes the importance of addressing climate change and is committed to reducing its carbon footprint. We offer carbon-neutral printing options and offset our emissions through recognized carbon offset programs. We continually strive to enhance the energy efficiency of our processes, reduce emissions from transportation, and adopt renewable energy sources in our operations. Our goal is to lead by example in the printing industry by promoting low-carbon solutions.

❖ Recycled Materials Policy:

MPIPL is committed to incorporating recycled materials into our product offerings wherever possible. We actively source and use post-consumer recycled paper, recycled packaging materials, and vegetable-based inks to create environmentally friendly products. We work with suppliers who share our commitment to sustainability and continuously seek new ways to increase the percentage of recycled content in our products.

❖ Regulatory Compliance Policy:

MPIPL is committed to complying with all environmental laws, regulations, and standards applicable to our printing and manufacturing activities. We continuously monitor changes in regulatory requirements related to waste management, chemical usage, and carbon emissions to ensure our operations remain compliant. We invest in training and best practices to meet and exceed environmental compliance standards and ensure the long-term sustainability of our business.

❖ Supply Chain Sustainability Policy:

MPIPL strives to build and maintain a sustainable supply chain by working with suppliers who share our commitment to environmental responsibility. We prioritize sourcing sustainable raw materials, including recycled papers and eco-friendly inks, and continuously assess the sustainability practices of our suppliers. Our goal is to ensure that our entire supply chain is aligned with our environmental and ESG objectives, promoting transparency and accountability.



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❖ **Brand Reputation Policy:**

MPIPL is dedicated to maintaining a strong brand reputation by upholding high standards of sustainability, environmental responsibility, and ethical practices. We communicate transparently about our sustainability efforts and continuously work to improve our processes to meet customer expectations for eco-friendly products. Our commitment to ESG principles is integral to our brand identity, and we strive to foster trust and loyalty through consistent action on sustainability.

❖ **Innovation and Continuous Improvement Policy:**

MPIPL is committed to fostering innovation and continuous improvement in our printing processes to enhance sustainability and operational efficiency. We actively invest in research and development to identify and implement advanced technologies that reduce resource consumption, waste, and emissions. Our goal is to continuously evolve our products and services to meet the changing needs of our customers and the environment, while driving progress toward a more sustainable future. We encourage collaboration and creativity within our teams to push the boundaries of sustainable design and production.

❖ **Disciplinary action for Policy Violations:**

At MPIPL, we uphold the highest standards of ethical conduct and environmental responsibility. Any violation of our Environmental Services & Advocacy policies will result in disciplinary action, which may include warnings, retraining, suspension, or termination, depending on the severity of the breach. All employees are expected to adhere to our sustainability guidelines to ensure a responsible and sustainable working environment.

6. Periodical Review and Update

MPIPL will periodically review and update this policy to stay aligned with evolving environmental standards, regulations, and best practices. The review will assess procurement impact, monitor global sustainability trends, evaluate supplier compliance, and identify opportunities for continuous improvement in sustainability practices to enhance overall environmental performance.

7. Supplier Engagement

MPIPL will actively engage with suppliers to ensure they align with our sustainability goals. This engagement includes:

Educating suppliers on sustainable practices.

Collaborating on innovative solutions for reducing environmental impact.

Conducting periodic supplier audits and assessments.

Providing guidance and support for suppliers to meet certification requirements and improve sustainability practices.



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8. Consequences of Non-Compliance

Non-compliance with this policy may lead to contract termination with non-compliant suppliers, re-evaluation of supply chain relationships, and potential reputational damage, which could result in loss of business and diminished trust.

9. Conclusion

In conclusion, MPIPL remains committed to upholding the highest standards of integrity, inclusivity, and sustainability in all our operations. By integrating ESG principles, we aim to foster a respectful work environment, support community welfare, and contribute positively to environmental and social progress, ensuring long-term success and shared value for all stakeholders.

10. CSR Objective & Targets

| Objective | Target For 2026 |
|--------------------------------------|-----------------|
| Environmental Sustainability | 10% |
| Social Impact & Community Engagement | 10% |

11. Reports

| Form No | Name of the record | Retention period |
|-------------------|-----------------------------|------------------|
| MPIPL/CSRMS/F-250 | Environmental Annual Report | Two years |

12. Review and Update

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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26. SOCIAL DIALOGUE POLICY

1. Introduction

MPIPL (Manufacturers of Printed Products, Cartons, and Packaging) is a leading company in India specializing in the design, manufacture, and supply of a wide range of printed products, including cartons, rigid gift boxes, shipper boxes, labels, stickers, books, and POP (Post Office Protocol). With years of experience and a strong commitment to quality, we strive to offer innovative and sustainable solutions that meet the diverse needs of our customers. Our services are driven by an unwavering focus on the environment, social responsibility, and ethical governance, ensuring that we contribute positively to our community and industry.

2. Objectives

To design and manufacture high-quality printed products that meet customer specifications while adhering to sustainability and quality standards.

To integrate Environmental, Social, and Governance (ESG) practices into our operations, ensuring a sustainable approach to manufacturing and supply.

To promote innovation and excellence in packaging and printing while reducing our environmental footprint.

To build strong relationships with our stakeholders, including customers, suppliers, and employees, based on transparency, trust, and ethical practices.

3. Responsibility

At MPIPL, every employee and stakeholder is responsible for upholding our commitment to sustainable practices, quality control, and customer satisfaction. Senior management is tasked with ensuring compliance with ESG guidelines, while operational teams are responsible for adhering to environmental and safety standards. The HR department ensures that social policies are integrated into our workplace culture, and the procurement team works closely with suppliers to ensure the same level of responsibility across the supply chain.

4. Scope

This policy covers all areas of MPIPL's operations, including the design, manufacturing, supply, and distribution of printed products, cartons, packaging, and related products. It also extends to our relationships with suppliers, customers, and external partners, ensuring that our ESG practices permeate all levels of interaction and collaboration.

5. At MPIPL, we are committed to creating a collaborative and transparent work environment where all stakeholders - employees, management, and partners - engage in meaningful dialogue. As part of our core values, we integrate Environmental, Social, and Governance (ESG) principles into every aspect of our operations, including how we communicate and address the needs of our workforce.



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Here are the key components of a Social Dialogue:

❖ Employee Engagement:

Encourage open and ongoing communication between employees and management to ensure that concerns, ideas, and suggestions are shared in a constructive manner.

❖ Consultation Process:

Establish regular forums for consultation between employees, management, and union representatives (if applicable) to discuss issues affecting the workforce.

❖ Employee Representation:

Ensure employees have clear avenues to be represented through elected bodies, unions, or committees, where they can voice their concerns and participate in decision-making processes.

❖ Collective Bargaining:

Support fair and transparent collective bargaining processes to negotiate terms and conditions of employment, ensuring that workers' rights are protected.

❖ Health and Safety:

Engage employees in discussions about workplace safety, encouraging them to raise concerns about working conditions and to participate in safety audits and improvement initiatives.

❖ Non-Discrimination:

Promote equality, diversity, and inclusion in the workplace, ensuring that there are no barriers to communication or opportunities based on gender, ethnicity, age, religion, disability, or other forms of discrimination.

❖ Fair Wages and Benefits:

Ensure that all employees are fairly compensated for their work, and encourage dialogue about remuneration, benefits, and reward systems in line with market standards.

❖ Work-Life Balance:

Encourage discussions about work-life balance and flexibility in work arrangements, ensuring that employees' personal lives and well-being are respected.

❖ Training and Development:

Provide opportunities for employees to engage in dialogue about career development, learning opportunities, and skill development programs.

❖ Transparency in Decision-Making:

Maintain transparency by informing employees about key company decisions, strategic goals, and any changes that may impact their roles or the organization as a whole.



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❖ Conflict Resolution Mechanisms:

Establish clear procedures for addressing and resolving conflicts in a fair and timely manner, ensuring that all parties feel heard and respected.

❖ Employee Well-Being:

Engage in conversations around employee health and well-being, ensuring that mental health, stress management, and general well-being are prioritized within the company.

❖ Social and Environmental Responsibility:

Foster discussions on how employees can be involved in the company's CSR initiatives, sustainability practices, and community engagement efforts.

❖ Employee Feedback Mechanisms:

Create multiple channels through which employees can give feedback, such as surveys, suggestion boxes, or town hall meetings, to ensure that their voices are heard regularly.

❖ Respect for Workers' Rights:

Reaffirm the company's commitment to respecting international labor standards and workers' rights, ensuring that dialogue takes place in an environment free from intimidation or retaliation.

❖ Continuous Dialogue:

Encourage an ongoing process of dialogue, not just during times of dispute, but as an ongoing practice to build trust and strengthen relationships between management and employees.

❖ Commitment to Action:

Ensure that social dialogues lead to tangible actions and outcomes. Management should commit to acting on feedback and decisions arising from dialogues and communicate the progress to employees.

❖ Disciplinary action for Policy Violations:

MPIPL upholds strict adherence to company policies and ESG principles. Violations, including misconduct or non-compliance, will result in disciplinary action based on severity—ranging from warnings to termination. Investigations ensure fairness, transparency, and due process. Our approach fosters accountability, ethical conduct, and a responsible workplace aligned with our Sustainability Management System.

6. Periodical Review and Update

The policies outlined in this document are subject to regular reviews to ensure their effectiveness and relevance. MPIPL is committed to continuously improving our practices in line with evolving standards, regulations, and stakeholder expectations. The review process will be conducted annually and will include input from various departments, including compliance, HR, operations, and sustainability teams.



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7. Supplier Engagement

MPIPL is committed to engaging with suppliers who share our values of sustainability, ethical sourcing, and quality. Our Supplier Engagement Policy includes:

Ensuring that suppliers comply with our ESG standards and quality expectations.

Encouraging suppliers to adopt sustainable practices, reduce waste, and conserve resources.

Regular assessments of suppliers based on performance, sustainability efforts, and alignment with our company values.

Collaborating with suppliers to innovate and enhance product designs, ensuring that they meet environmental, social, and governance standards.

8. Consequences of Non-Compliance

Non-compliance with MPIPL's ESG policies and standards can result in serious consequences, including but not limited to:

Re-evaluation of contracts with non-compliant suppliers or partners.

Legal or regulatory action in cases of severe environmental or social violations.

Suspension or termination of business relationships with suppliers or customers who fail to comply with our ESG commitments.

9. Conclusion

In conclusion, MPIPL's commitment to social dialogue is vital for maintaining a respectful, transparent, and collaborative work environment. By prioritizing open communication, feedback, and mutual understanding, we aim to build stronger relationships within the organization and with external stakeholders, ensuring that we create long-term, positive impacts for all involved.

10. CSR Objective & Targets

| Objective | Target For 2026 |
|--|-----------------|
| Increasing employee engagement in CSR activities | 20% |
| Reducing our carbon footprint | 15% |



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11. Reports

| Form No | Name of the record | Retention period |
|------------------|--------------------|------------------|
| MPIPL/CSRMS/F380 | CSR report | Two years |

12. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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27. DISCRIMINATION AND HARASSMENT GRIEVANCE POLICY

1. Introduction

At MPIPL, we are committed to creating a safe, inclusive, and respectful workplace for all employees. As part of our commitment to environmental, social, and governance (ESG) principles, we strive to uphold the highest standards of ethical behavior, and we do not tolerate any form of discrimination or harassment in our organization. This Grievance Mechanism on Discrimination and Harassment Policy outlines the procedures for employees, suppliers, and other stakeholders to report grievances related to discrimination or harassment, ensuring swift and fair resolutions while maintaining a transparent and respectful environment.

2. Objectives

To foster a work environment that is free from any form of discrimination, harassment, and bullying.

To provide employees and stakeholders with clear guidance on reporting grievances related to discrimination or harassment.

To establish a transparent, accountable, and prompt resolution process for grievances.

To promote the values of equality, fairness, and dignity for all individuals at MPIPL.

To align the company's grievance mechanisms with the highest ethical standards in accordance with ESG principles.

3. Responsibility

❖ Human Resources (HR):

Managing and addressing grievances, ensuring fairness and confidentiality throughout the process, and maintaining accurate records.

❖ Ethics Committee:

Reviewing complaints on a case-by-case basis, conducting investigations, and recommending resolutions.

❖ Managers & Supervisors:

Promoting awareness of the policy within their teams and ensuring timely reporting of issues.

❖ Employees and Stakeholders:

Adhering to the policy by not engaging in any form of discrimination or harassment and reporting incidents through the established grievance mechanisms.



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4. Scope

This policy applies to all employees, contractors, suppliers, and stakeholders of MPIPL across all levels, including the corporate office, manufacturing facilities, and supply chain networks. It covers, but is not limited to:

Discrimination based on gender, caste, race, age, disability, sexual orientation, religion, or any other protected characteristic.

Harassment, including but not limited to physical, verbal, or emotional abuse, bullying, intimidation, and unwanted sexual advances.

5. MPIPL is dedicated to maintaining a workplace free from discrimination and harassment. Our Grievance Mechanism ensures fair, transparent reporting and resolution of any concerns. We promote equality, respect, and inclusivity, integrating ESG principles into all practices. Employees and stakeholders can confidently report grievances, knowing their issues will be addressed promptly and fairly.

Here are the key components of a Grievance Mechanism on Discrimination and Harassment:

❖ **Policy Commitment:**

MPIPL is committed to providing a workplace free from discrimination, harassment, and bullying, ensuring respect and fairness for all employees.

❖ **Objective:**

To promote an inclusive environment and provide a mechanism for reporting and resolving discrimination and harassment grievances promptly.

❖ **Scope:**

This policy applies to all employees, contractors, suppliers, and stakeholders, covering all types of workplace discrimination and harassment.

❖ **Types of Harassment and Discrimination:**

Includes gender, caste, race, religion, sexual orientation, age, disability, or any other protected characteristics under Indian laws.

❖ **Grievance Reporting Channels:**

Employees can report grievances through HR, dedicated grievance officers, or an anonymous whistleblower platform to maintain confidentiality and trust.



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❖ Investigation Process:

All complaints will be investigated impartially and confidentially, with due process to ensure fairness for both complainants and accused.

❖ Employee Responsibilities:

Employees must report incidents of discrimination or harassment and respect the process. Retaliation against individuals reporting grievances is prohibited.

❖ Management and HR Responsibilities:

Managers and HR are responsible for taking immediate action upon receiving complaints and providing support to affected individuals.

❖ Confidentiality:

All complaints, investigations, and outcomes are handled confidentially to protect the privacy of all involved parties.

❖ Timely Resolution:

Grievances will be resolved promptly, within a defined timeframe, to ensure swift corrective action and prevent escalation.

❖ Training and Awareness:

Employees and management will undergo regular training on discrimination, harassment prevention, and the grievance reporting process.

❖ Social Dialogue:

MPIPL promotes open communication between management and employees, encouraging feedback and dialogue on matters related to workplace behavior.

❖ Supplier Engagement:

MPIPL requires suppliers to implement similar anti-discrimination and harassment policies and adhere to ethical standards in their operations.

❖ Non-Retaliation Clause:

Retaliation or victimization against employees who raise complaints is strictly prohibited, ensuring protection for complainants.

❖ Consequences of Violations:

Disciplinary actions, including suspension or termination, may be taken against individuals found guilty of harassment or discrimination.

❖ Review and Updates:

The policy will be reviewed periodically and updated to reflect changes in laws, best practices, and company needs.



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❖ Compliance with ESG Principles:

MPIPL integrates Environmental, Social, and Governance (ESG) values to ensure that the policy supports ethical practices and a fair, respectful workplace.

❖ Accessibility:

Our grievance mechanism is accessible to all employees through multiple channels, including email, a dedicated hotline, and an online portal. Assistance is available for individuals with disabilities or language barriers to ensure equitable access. Confidentiality and support are guaranteed at every step.

❖ Disciplinary action for Policy Violations:

Disciplinary action for policy violations at MPIPL follows a fair and transparent process. Depending on the severity of the violation, actions may include verbal or written warnings, suspension, or termination. We ensure compliance with our Sustainability Management System and ESG commitments while addressing misconduct. All cases are investigated thoroughly, promoting a respectful, discrimination-free, and harassment-free workplace.

6. Periodical Review and Update

This policy will undergo a periodic review every two years to ensure that it remains relevant, effective, and aligned with current legal and regulatory frameworks. The review will include:

An evaluation of the effectiveness of the grievance mechanism in resolving complaints.

Assessment of the workplace environment through surveys and feedback.

Updates to the policy, if necessary, to reflect changes in legislation, best practices, or employee needs.

Ensuring the integration of ESG principles into the policy's objectives and actions.

7. Supplier Engagement

MPIPL expects its suppliers, vendors, and contractors to adhere to similar ethical standards as those set by the company. We engage with suppliers to:

Ensure they implement policies that prevent discrimination and harassment.

Require that suppliers provide access to grievance mechanisms for their employees and stakeholders.

Include terms in supplier contracts to ensure compliance with MPIPL's ESG and anti-discrimination policies.

Regularly assess supplier compliance with ethical and social standards through audits and reviews.

8. Consequences of Non-Compliance

Failure to comply with this Grievance Mechanism on Discrimination and Harassment Policy will lead to appropriate disciplinary action. Consequences for non-compliance may include:



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A formal warning.

Suspension or termination of employment.

Legal action or termination of business relationships with suppliers or stakeholders involved in discriminatory or harassing behavior.

9. Conclusion

In conclusion, MPIPL is dedicated to providing a fair and transparent grievance mechanism for addressing discrimination and harassment. We aim to create a safe, inclusive environment where employees can report concerns confidently, knowing that all complaints will be investigated promptly, with appropriate actions taken to ensure accountability and respect.

10. CSR Objective & Targets

| Objective | Target For 2026 |
|---|-----------------|
| Employees Are Trained On Anti-Discrimination And Harassment Policies | 100% |
| Satisfaction Rate From Employees In Annual Surveys | 90% |
| Suppliers in a review of their own policies related to discrimination and harassment. | 80% |

11. Reports

| Form No | Name of the record | Retention period |
|-----------------------|--------------------|------------------|
| MPIPL/CSRMS/F-330&380 | OHS & Grievance | One Years |

12. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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28. DISCRIMINATION AND HARASSMENT REMEDIATION POLICY

1. Introduction

MPIPL is committed to maintaining a respectful and inclusive work environment where all employees are treated fairly, with dignity, and free from any form of discrimination, harassment, or mistreatment. The company recognizes that such behaviors negatively impact individuals, productivity, and the overall culture of the organization. This policy outlines the steps for remediation to ensure that victims of discrimination or harassment are supported, and that corrective actions are taken when necessary.

2. Objective

The key objectives of this policy are:

- To protect employees from discrimination, harassment, and any form of mistreatment in the workplace.
- To provide a clear and transparent remediation procedure for victims of discrimination and harassment.
- To ensure timely, fair, and effective resolution of complaints.
- To promote a culture of respect, inclusion, and ethical conduct.
- To strengthen MPIPL's commitment to ethical practices, diversity, equity, and inclusion (ESG).

3. Responsibility

The responsibility for the implementation and monitoring of this policy lies with:

❖ **Management Team:**

Ensures that this policy is clearly communicated to all employees and that it is enforced.

❖ **HR Department:**

Manages the intake of complaints, investigation process, and implementation of remediation measures.

❖ **Employees:**

All employees are encouraged to report any incidents of discrimination or harassment, whether they are victims or witnesses.

❖ **ESG Committee:**

Reviews the policy's alignment with environmental, social, and governance (ESG) principles and oversees periodic reviews.



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4. Scope

This policy applies to All MPIPL employees, contractors, vendors, suppliers, and other stakeholders engaged with the company. Any incidents occurring within the workplace, during business travel, or at company-sponsored events, both on and off company premises.

5. MPIPL is committed to addressing discrimination and harassment through a clear remediation procedure. Victims are supported with a fair, confidential process, including investigation, corrective actions, and accountability. Employees are encouraged to report incidents, with no retaliation. The policy is reviewed periodically to ensure ongoing effectiveness and alignment with best practices.

Here are the key components of a Remediation Procedure for Victims of Discrimination and Harassment:

❖ **Purpose and Scope:**

Defines the policy's objectives and the scope of application across all employees and stakeholders.

❖ **Commitment to Non-Discrimination:**

MPIPL's commitment to a discrimination-free workplace and respect for all individuals, regardless of gender, race, religion, etc.

❖ **Definitions of Discrimination and Harassment:**

Clear definitions of what constitutes discrimination and harassment, including specific examples.

❖ **Reporting Mechanisms:**

Provides employees with clear avenues for reporting incidents, including anonymous reporting options.

❖ **Complaint Handling Process:**

A step-by-step guide on how complaints are processed, including investigation timelines and procedures.

❖ **Confidentiality and Protection:**

Assures confidentiality of victims and whistleblowers, with safeguards against retaliation or victimization.

❖ **Support for Victims:**

Offers counseling, support, and resources to victims, including legal and psychological assistance if needed.

❖ **Investigation Process:**

A fair, impartial investigation process, conducted promptly, with clear roles and responsibilities for investigators.



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❖ **Corrective and Disciplinary Actions:**

Defines possible disciplinary actions for those found guilty of discrimination or harassment, ranging from training to termination.

❖ **Employee Training and Awareness:**

Regular training sessions for all employees to ensure understanding of discrimination, harassment, and the reporting process.

❖ **Management and HR Responsibility:**

Outlines the roles of managers and the HR department in enforcing the policy, investigating complaints, and ensuring a respectful environment.

❖ **Retaliation Prevention:**

Clear policy that prohibits retaliation against individuals who report discrimination or harassment or participate in investigations.

❖ **Cultural Sensitivity:**

Encourages a culture of inclusion and respect for diversity, emphasizing the importance of understanding and addressing cultural differences.

❖ **Periodic Policy Review and Update:**

Ensures the policy is regularly reviewed and updated to remain relevant, effective, and in line with evolving laws.

❖ **Employee Engagement and Feedback:**

Encourages ongoing employee feedback on the policy's effectiveness and gathers suggestions for improvement.

❖ **Supplier and Partner Expectations:**

Sets expectations for suppliers and partners to maintain similar non-discrimination and anti-harassment policies.

❖ **Performance Monitoring and Reporting:**

Tracks the effectiveness of the remediation procedure through regular reports, monitoring trends, and implementing corrective actions as needed.

❖ **Proportionality:**

All remediation actions are proportional to the severity of the incident, ensuring fairness to all parties involved.

❖ **Transparency:**

The process is conducted transparently, with regular communication and updates provided to the complainant and respondent to ensure trust and accountability.



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❖ **Disciplinary action for Policy Violations:**

MPIPL enforces strict disciplinary measures for policy violations, including discrimination and harassment. Actions range from warnings and retraining to suspension or termination, depending on severity. Investigations ensure fairness, and remediation aligns with our Sustainability Management System and ESG commitments. We maintain a safe, inclusive workplace by upholding ethical standards and taking corrective actions promptly.

6. Periodical Review and Update

MPIPL will review and update this policy annually, or more frequently if required, to ensure it remains effective and aligned with evolving laws and best practices. These reviews will include:

Evaluating the effectiveness of the remediation process.

Collecting feedback from employees on the policy's effectiveness.

Making necessary adjustments to improve the resolution process and maintain a safe and respectful environment.

7. Supplier Engagement

MPIPL expects all suppliers and partners to adopt similar policies to prevent discrimination and harassment in their workplaces. Suppliers are required to:

Acknowledge and comply with MPIPL's anti-discrimination and anti-harassment policy.

Participate in training sessions related to discrimination, harassment, and respectful conduct.

Address any allegations of discrimination or harassment within their organizations promptly and effectively.

8. Consequences of Non-Compliance

Failure to comply with the remediation procedure and the broader policy will result in appropriate disciplinary action. Such consequences may include:

Immediate corrective actions, such as mandatory training or behavior modification plans.

Suspension, termination, or legal action against individuals found guilty of harassment or discrimination.

Potential legal repercussions for the company if the matter involves violation of labor laws or harassment statutes.

9. Conclusion

In conclusion, MPIPL is committed to promptly addressing discrimination and harassment by ensuring victims receive support through a fair and transparent remediation process. We prioritize creating a safe, inclusive work environment, where all individuals are treated with dignity, and appropriate actions are taken to resolve complaints and uphold company values.



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10. CSR Objective & Targets

| Objective | Target For 2026 |
|--|-----------------|
| Promote Diversity and Inclusion in the Workplace | 30% |
| Ensure Equal Opportunity for All Employee | 10% |
| Support Education and Skill Development Programs | 12% |
| Reduce Carbon Footprint | 15% |
| Improve Gender Equality in Leadership | 40% |

11. Reports

| Form No | Name of the record | Retention period |
|-----------------------|--------------------|------------------|
| MPIPL/CSRMS/F-330&380 | OHS & Grievance | One Years |

12. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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29. CORRUPTION REPORTING PROCEDURE POLICY

1. Introduction

MPIPL (Manufacturer, Printer & Industrial Products Limited) is committed to maintaining the highest standards of integrity, transparency, and ethical behavior. In line with this commitment, the Company has established a robust Whistleblower Procedure to encourage stakeholders—employees, suppliers, customers, and business partners—to report any concerns regarding corruption, bribery, or unethical practices. This procedure ensures that reports are handled in a confidential and protected manner, fostering an environment where stakeholders can raise concerns without fear of retaliation.

2. Objectives

The objectives of the Whistleblower Procedure are:

To establish a clear and confidential reporting channel for stakeholders to raise concerns regarding corruption, bribery, and any unethical practices.

To protect whistleblowers from retaliation or adverse consequences as a result of reporting concerns in good faith.

To ensure that the reported concerns are investigated promptly, fairly, and effectively.

To promote ethical behavior, transparency, and compliance with anti-corruption and anti-bribery regulations.

3. Responsibility

The responsibility for ensuring the proper functioning of the Whistleblower Procedure lies with the following:

❖ **Board of Directors:**

To oversee the implementation of the policy and ensure adherence to ethical business practices.

❖ **Compliance Officer:**

To manage the reporting process, investigate concerns, and implement corrective actions.

❖ **HR and Legal Departments:**

To ensure compliance with labor laws, confidentiality, and protection of whistleblowers.

❖ **Stakeholders:**

All stakeholders (employees, suppliers, customers, and partners) are responsible for reporting any suspected or observed incidents of corruption, bribery, or unethical conduct.



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4. Scope

This Whistleblower Procedure applies to all stakeholders involved with MPIPL, including Employees at all levels within the organization. Concerns that can be reported under this procedure include

Violation of legal and regulatory requirements.

Unethical or inappropriate conduct in the workplace.

5. MPIPL's Whistleblower Procedure allows stakeholders to report corruption, bribery, or unethical practices confidentially and without fear of retaliation. Reports are investigated promptly, and corrective actions are taken. Stakeholders are encouraged to uphold ethical standards, with consequences for non-compliance, ensuring a transparent and accountable environment.

Here are the key components of a Whistleblower procedure for stakeholder to report corruption and bribery:

❖ **Confidentiality:**

Ensures that whistleblower identities are protected.

❖ **Reporting Channels:**

Details the various channels for stakeholders to report concerns (e.g., email, hotline).

❖ **Anonymity:**

Offers the option for anonymous reporting.

❖ **Investigation Process:**

Describes how reports will be investigated promptly and fairly.

❖ **Non-Retaliation:**

Guarantees protection for whistleblowers against any retaliation or discrimination.

❖ **Responsibility:**

Identifies the roles of key personnel (e.g., compliance officer, HR) in managing reports.

❖ **Supplier Engagement:**

Encourages suppliers to adopt ethical practices and report any concerns. Fosters a collaborative approach to uphold shared values in business dealings.

❖ **Compliance with Laws:**

Ensures full adherence to anti-corruption and anti-bribery laws. Prioritizes legal compliance as a foundation for ethical operations.



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❖ **Consequences of Non-Compliance:**

Clearly outlines potential disciplinary actions for policy violations. Ensures transparency in addressing unethical behavior within the organization.

❖ **Regular Review:**

Sets periodic evaluations of the procedure's effectiveness. Enables adjustments to keep the policy relevant and impactful.

❖ **Training and Awareness:**

Provides education to stakeholders about the importance of reporting unethical actions. Strengthens awareness of the company's ethical standards.

❖ **CSR Alignment:**

Aligns the procedure with the company's broader corporate social responsibility objectives. Promotes ethical practices that reflect the company's commitment to social values.

❖ **Documentation:**

Ensures all reports and actions are thoroughly documented. Maintains a transparent record to track responses and outcomes.

❖ **Continuous Improvement:**

Incorporates feedback and makes ongoing updates to enhance the procedure. Drives refinement to meet evolving challenges and ensure continued success.

❖ **Disciplinary action for Policy Violations:**

MPIPL enforces strict disciplinary measures for policy violations, including corruption. Actions range from warnings and retraining to suspension or termination, depending on severity. Investigations ensure fairness, and remediation aligns with our Sustainability Management System and ESG commitments. We uphold integrity by promptly addressing violations, ensuring a transparent and ethical workplace.

6. Periodical Review and Update

The Whistleblower Procedure will be reviewed annually by the Board of Directors and the Compliance Officer to ensure its effectiveness. Updates will be made based on feedback from stakeholders, changes in legal or regulatory requirements, and evolving business practices. Any revisions will be communicated to all stakeholders.

7. Supplier Engagement

MPIPL recognizes the importance of engaging with suppliers in promoting ethical conduct. Suppliers are encouraged to establish similar whistleblower mechanisms within their organizations. Any concerns regarding corruption, bribery, or unethical practices in the supply chain should be reported immediately through MPIPL's established channels. MPIPL reserves the right to take corrective actions against suppliers found to be in violation of ethical standards.



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8. Consequences of Non-Compliance

Any employee, supplier, or stakeholder found to be involved in corrupt or unethical practices will be subject to disciplinary actions, which may include:

Termination of employment or business relationship.

Legal action, including prosecution for criminal offenses, if applicable.

Termination of contracts and business engagements.

Furthermore, any stakeholder who retaliates against a whistleblower will be subject to severe disciplinary measures, including termination, legal consequences, and other actions as deemed appropriate by the company.

9. Conclusion

MPIPL is fully committed to fostering an ethical business environment and ensuring the highest standards of integrity across its operations. The Whistleblower Procedure is an essential part of maintaining transparency, accountability, and trust. Stakeholders are encouraged to report any concerns in good faith and assured that their reports will be handled with confidentiality and fairness.

10. CSR Objective & Targets

| Objective | Target For 2026 |
|--|-----------------|
| Zero Tolerance for Bribery and Corruption | 100% |
| Implement Ethical Procurement Practices | 10% |
| Encourage Stakeholders to Follow Ethical Standards | 12% |

11. Reports

| Form No | Name of the record | Retention period |
|-------------------|--------------------------------------|------------------|
| MPIPL/CSRMS/F-001 | Anti-Corruption Due Diligence Report | Two Years |

12. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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30. INFORMATION SECURITY REPORTING PROCEDURE POLICY

1. Introduction

At MPIPL we are committed to maintaining the highest standards of business ethics, transparency, and accountability. As part of our dedication to protecting sensitive information and ensuring the security of our stakeholders, we have implemented a Whistleblower Procedure for reporting any concerns related to information security. This procedure is designed to encourage stakeholders, including employees, customers, suppliers, and partners, to report potential information security issues or violations without fear of retaliation.

2. Objectives

The main objectives of this Whistleblower Procedure are:

To ensure stakeholders have a safe and confidential way to report information security concerns, incidents, or violations.

To promote a culture of transparency and responsibility regarding information security within MPIPL.

To enable the prompt investigation and resolution of information security issues that may threaten the confidentiality, integrity, or availability of sensitive information.

To support the overall protection of MPIPL's intellectual property, data privacy, and other critical information assets.

3. Responsibility

❖ Management:

Responsible for ensuring that the policy is implemented and adhered to across all levels of the company.

❖ Information Security Team:

Responsible for investigating concerns raised under the whistleblower procedure and ensuring corrective actions are taken.

❖ Human Resources:

Involved in the protection of whistleblowers, ensuring there is no retaliation, and supporting investigations.

❖ Employees and Stakeholders:

Encouraged to report any concerns regarding information security and unethical conduct as per this procedure.



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4. Scope

This policy applies to all stakeholders, including employees, contractors, suppliers, business partners, customers, and any third parties who may have access to MPIPL's information or operations. The procedure specifically covers concerns.

5. MPIPL's Whistleblower Procedure allows stakeholders to confidentially report information security concerns, ensuring ethical conduct and data protection. Reports are investigated without retaliation, promoting a secure, transparent environment. This policy safeguards integrity, aligns with ESG objectives, and is periodically reviewed to maintain compliance with industry standards and legal requirements.

Here are the key components of a Whistleblower Procedure for Stakeholder to Report Information Security Concerns:

❖ **Non-retaliation for Whistleblowers:**

Whistleblowers are protected from any form of retaliation or adverse actions for making a report.

❖ **Clear Reporting Mechanism:**

A simple, transparent process is in place for stakeholders to submit information security concerns.

❖ **Scope of Concerns Covered:**

Covers a wide range of information security violations, such as data breaches and unethical practices.

❖ **Responsibility for Policy Enforcement:**

Designated teams, including management and HR, are responsible for ensuring policy compliance.

❖ **Timely Investigation of Reports:**

All concerns reported are investigated promptly and thoroughly to resolve issues effectively.

❖ **Protection of Sensitive Information:**

Stakeholder reports are handled confidentially, ensuring sensitive information is secure.

❖ **Ethical Standards for Stakeholders:**

Stakeholders are expected to adhere to ethical practices and report misconduct responsibly.

❖ **Roles of Management, HR, and Information Security Team:**

Each department has specific responsibilities for supporting the reporting and investigation process.



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❖ **Supplier Compliance with Information Security Standards:**

Suppliers must adhere to MPIPL's information security protocols and are included in the reporting process.

❖ **Mandatory Reporting of Security Breaches:**

All stakeholders must report information security breaches, maintaining transparency.

❖ **Anonymity Option for Whistleblowers:**

Whistleblowers can remain anonymous if desired, ensuring protection from retaliation.

❖ **Consequences for Non-compliance:**

Failure to comply with this policy results in disciplinary actions, including termination if necessary.

❖ **Accountability for All Stakeholders:**

All employees, contractors, and third parties are accountable for reporting concerns and adhering to policies.

❖ **Periodic Policy Review and Updates:**

The policy is reviewed and updated annually to remain aligned with industry standards and legal requirements.

❖ **Integration with Corporate Social Responsibility (CSR) Goals:**

The procedure aligns with MPIPL's CSR goals, promoting ethical practices and secure data handling.

❖ **Alignment with ESG Objectives:**

The policy supports MPIPL's environmental, social, and governance (ESG) objectives, ensuring transparency and responsibility.

❖ **Documentation and Record-Keeping of Reports:**

Proper documentation of reports and investigations is maintained for transparency and future reference.

❖ **Clear Communication of Policy to Stakeholders:**

The policy is communicated effectively to all stakeholders to ensure awareness and compliance.

❖ **Confidentiality:**

All reports will be handled with strict confidentiality, ensuring the identity of the whistleblower is protected unless disclosure is required by law.

❖ **Dedicated Reporting Channel:**

Stakeholders can report concerns via a dedicated email, hotline, or by contacting the Compliance Officer. Alternatively, a third-party reporting channel is also available.



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❖ Disciplinary action for Policy Violations:

MPIPL enforces strict disciplinary actions for information security policy violations, ranging from warnings and retraining to suspension or termination, based on severity. Investigations ensure fairness, aligning with our Sustainability Management System and ESG commitments. We uphold data integrity and confidentiality by promptly addressing breaches, ensuring a secure and compliant workplace.

6. Periodical Review and Update

To ensure the policy remains effective and aligned with industry standards, it will be reviewed and updated annually or whenever there is a significant change in operational procedures, legal requirements, or relevant technology. Any changes to the policy will be communicated to all stakeholders.

7. Supplier Engagement

MPIPL recognizes the importance of collaboration with suppliers to ensure secure and ethical information handling practices. Suppliers are required to comply with MPIPL's information security standards. Whistleblowers can report concerns regarding suppliers' practices through the same process outlined in this policy. Suppliers are expected to have their own whistleblowing procedures in place and to adhere to MPIPL's guidelines on ethical conduct and information security.

8. Consequences of Non-Compliance

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or business relationships. In cases of severe security breaches, legal action may be taken. Whistleblowers will not face any retaliation, and any attempt to punish or harm a whistleblower will be treated as a serious violation of company policy.

9. Conclusion

MPIPL strives to maintain the highest ethical standards and a secure information environment for all stakeholders. This Whistleblower Procedure is an integral part of our commitment to responsible corporate governance and information security. By encouraging transparent reporting and ensuring the protection of whistleblowers, we foster an organizational culture of trust, responsibility, and continuous improvement.

10. CSR Objective & Targets

| Objective | Target For 2026 |
|---|-----------------|
| Educating Stakeholders on Ethical Practices and Security Awareness | 30% |
| Ensuring Zero Tolerance Towards Information Security Violations and Unethical | 12% |
| Promoting Transparency and Accountability | 10% |



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11. Reports

| Form No | Name of the record | Retention period |
|-------------------|---|------------------|
| MPIPL/CSRMS/F-002 | Information security Due Diligence Report | Two Years |

12. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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31. SUPPLIER SUSTAINABILITY CODE OF CONDUCT POLICY

1. Introduction

At MPIPL, we are committed to conducting our business operations in a responsible, ethical, and sustainable manner. As part of our efforts to integrate Environmental, Social, and Governance (ESG) considerations into our operations, we aim to promote sustainability throughout our supply chain. Our Supplier Sustainability Code of Conduct outlines the principles and practices that we expect from our suppliers to ensure that we collectively uphold responsible business practices that align with our core values of sustainability, integrity, and social responsibility.

2. Objectives

The objective of this policy is to:

Promote responsible sourcing practices that contribute positively to environmental sustainability, social equity, and economic development.

Ensure that all suppliers meet MPIPL's ethical, environmental, and social standards.

Foster transparency and collaboration within the supply chain to support our commitment to ESG principles.

Encourage suppliers to adopt continuous improvements in their sustainability practices, thereby reducing the environmental impact and contributing to positive social outcomes.

3. Responsibility

The responsibility for ensuring compliance with this Supplier Sustainability Code of Conduct lies with:

❖ **Management:**

The senior leadership team will oversee the implementation and enforcement of this policy.

❖ **Sustainability Team:**

This team will manage the integration of ESG principles into supplier relationships, monitor compliance, and guide suppliers on improvement.

❖ **Suppliers:**

All suppliers are expected to adhere to this code of conduct, regularly assess their sustainability practices, and align with MPIPL's objectives.



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4. Scope

This policy applies to all suppliers, manufacturers, contractors, and service providers who engage in business with MPIPL, across all regions and product categories, including printed products, cartons, rigid gift boxes, shipper boxes, labels, stickers, books, and POP (Post Office Protocol).

5. MPIPL's Supplier Sustainability Code of Conduct outlines our commitment to ethical, environmental, and social responsibility. Suppliers must adhere to ESG principles, promote sustainable practices, and comply with legal standards. Non-compliance may result in corrective actions or termination. Regular reviews and engagement ensure continuous improvement and collaboration for a sustainable supply chain.

Here are the key components of a Supplier Sustainability Code of Conduct in Place.

❖ Environmental Responsibility:

Suppliers must implement practices to reduce energy consumption and minimize waste. They should prioritize sustainable sourcing of materials to protect the environment.

❖ Ethical Labor Practices:

Suppliers must ensure safe working conditions, fair wages, and respect workers' rights. Child labor and forced labor are strictly prohibited.

❖ Health & Safety:

Suppliers must provide a workplace that prioritizes employee health and safety. They should follow safety protocols and ensure access to necessary protective equipment.

❖ Human Rights:

Suppliers must respect and promote human rights within their operations. This includes treating all employees with dignity and fairness, without discrimination.

❖ Diversity & Inclusion:

Suppliers should foster an inclusive environment, ensuring equal opportunities for all employees. Discrimination based on gender, ethnicity, or background is not tolerated.

❖ Supply Chain Transparency:

Suppliers must provide full visibility into their sourcing and manufacturing processes. This ensures traceability and accountability for all materials used.



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❖ **Energy Management:**

Suppliers should optimize energy usage in manufacturing and operations. Efforts should be made to integrate renewable energy sources where possible.

❖ **Waste Reduction:**

Suppliers must reduce waste generation through recycling and efficient resource use. They should minimize landfill contributions by repurposing materials whenever possible.

❖ **Water Usage:**

Suppliers must actively reduce water consumption and manage water resources responsibly. This includes efforts to recycle water and prevent contamination.

❖ **Chemical Management:**

Suppliers must adhere to safe chemical handling and disposal practices. Compliance with all regulations regarding hazardous materials is required.

❖ **Product Responsibility:**

Suppliers must ensure that all products meet safety standards and regulatory requirements. Products should be designed with sustainability in mind, minimizing environmental impact.

❖ **Community Engagement:**

Suppliers should contribute to the well-being of the communities they operate in. This includes supporting local initiatives and maintaining positive community relations.

❖ **Governance & Accountability:**

Suppliers must have a strong governance framework to ensure compliance with ethical and legal standards. Accountability mechanisms should be in place for all operations.

❖ **Continuous Improvement:**

Suppliers must demonstrate a commitment to improving sustainability practices. This includes setting measurable goals and tracking progress over time.

❖ **Monitoring & Auditing:**

Suppliers should undergo regular audits to assess their adherence to sustainability standards. Independent third-party audits are encouraged to ensure unbiased evaluations.

❖ **Consequences of Non-Compliance:**

Non-compliance with the Code of Conduct may lead to corrective actions. Suppliers failing to meet requirements could face contract termination or other consequences.



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❖ **Supplier Collaboration:**

MPIPL encourages active dialogue and collaboration with suppliers. Regular feedback sessions will help suppliers improve and align their practices with sustainability goals.

❖ **Supplier Code of Conduct for Sustainable Practices:**

At MPIPL, our Supplier Sustainability Code of Conduct is a distinct document, separate from our Sustainable Procurement Policy, to ensure clarity and transparency in our supplier relationships. This code outlines the ethical, environmental, and social standards we expect from our suppliers, ensuring alignment with our sustainability goals. While the Supplier Code of Conduct targets external suppliers, our Sustainable Procurement Policy governs internal procurement practices and decision-making.

❖ **Disciplinary action for Policy Violations:**

MPIPL enforces strict disciplinary actions for violations of our Supplier Sustainability Code of Conduct. Depending on the severity, consequences may range from warnings and corrective actions to contract termination. We ensure fairness through thorough investigations, aligned with our Sustainability Management System and ESG principles. Our commitment is to maintain ethical, sustainable, and responsible business practices across the supply chain.

6. Periodical Review and Update

This Supplier Sustainability Code of Conduct will be reviewed and updated annually or more frequently as required. Updates may be prompted by changes in regulations, MPIPL's sustainability goals, or feedback from suppliers and other stakeholders. Suppliers will be informed of any significant updates or changes to this policy.

7. Supplier Engagement

MPIPL is committed to fostering a collaborative relationship with its suppliers to achieve shared sustainability goals. Key engagement strategies include:

Training and Support: We will offer training sessions to help suppliers understand and implement the ESG practices outlined in this policy.

Regular Communication: We will maintain open lines of communication to facilitate discussions on sustainability challenges and best practices.

Performance Metrics: Suppliers will be encouraged to set measurable sustainability targets and report on their progress.

Collaboration on Innovations: MPIPL seeks to partner with suppliers who are committed to innovating for sustainability, whether through new materials, more energy-efficient processes, or waste reduction.

8. Consequences of Non-Compliance

Failure to comply with this Supplier Sustainability Code of Conduct may result in:

Corrective Action Plans: Suppliers found in violation will be required to implement a corrective action plan within a specified timeline.



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Termination of Contract: In cases where corrective actions are not taken or where serious violations occur, MPIPL reserves the right to terminate the business relationship.

Reputational Risk: Non-compliant suppliers may risk damaging their reputation and business relationship with MPIPL, potentially affecting future contracts.

9. Conclusion

MPIPL is dedicated to supporting sustainable development across all stages of production, from raw materials to finished products. By requiring our suppliers to adhere to this sustainability code, we aim to create a mutually beneficial ecosystem that is environmentally responsible, socially inclusive, and economically viable. Our commitment to ESG principles will ensure that we are all contributing to a more sustainable future.

10. CSR Objective & Targets

| Objective | Target For 2026 |
|--|-----------------|
| Reducing Carbon Emissions and Minimizing Waste | 15% |
| Ensuring Compliance with Local Labor Laws | 100% |
| Promoting Transparency and Accountability | 30% |

11. Reports

| Form No | Name of the record | Retention period |
|-------------------|------------------------------|------------------|
| MPIPL/CSRMS/F-490 | Supplier CSR Code of Conduct | Two Years |

12. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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32. ANTI-HARASSMENT POLICY

1. Introduction

MPIPL is committed to maintaining a work environment where respect, dignity, and fairness are at the core of our operations. We believe that harassment in any form is unacceptable and contradicts our values of integrity, inclusivity, and respect. This policy outlines our expectations for suppliers, their employees, and contractors in ensuring a harassment-free workplace. We acknowledge that fostering a culture of respect is essential to our operations and to achieving our Environmental, Social, and Governance (ESG) objectives. As a responsible business, MPIPL demands a similar commitment from all our suppliers in upholding these principles.

2. Objectives

The objectives of this Supplier Anti-Harassment Policy are:

To prevent and eliminate harassment in any form at the workplace, whether physical, verbal, psychological, or sexual.

To ensure that suppliers maintain a safe, respectful, and dignified work environment for all employees and contractors.

To create a clear framework for reporting, addressing, and resolving any incidents of harassment.

To align with MPIPL's overarching commitment to ESG values, promoting equality and inclusion across all levels.

3. Responsibility:

Responsibility for the implementation and enforcement of this policy lies with:

❖ **MPIPL Management:**

Ensuring the policy is communicated effectively to all suppliers and overseeing compliance through audits and evaluations.

❖ **Suppliers:**

Ensuring their workforce, contractors, and partners understand and adhere to this policy, maintaining a harassment-free environment at all levels of their operations.

❖ **Employees and Contractors:**

Reporting any incidents of harassment and supporting the creation of a respectful workplace.

❖ **HR or Compliance Teams:**

Investigating allegations of harassment, ensuring proper documentation and enforcement of appropriate actions.



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4. Scope

This policy applies to:

All suppliers who engage with MPIPL for the provision of goods and services.

Employees, contractors, and third parties working with or for the suppliers, both on-site and off-site.

All forms of harassment, including but not limited to, physical, sexual, verbal, psychological, and discriminatory harassment.

5. MPIPL's Anti-Harassment Policy commits to providing a safe, respectful work environment free from harassment. It applies to all employees, suppliers, and contractors, ensuring dignity and fairness. We promote compliance with ethical standards, fostering a harassment-free culture across the supply chain while aligning with our ESG values and corporate responsibility.

Here are the key components of a Anti-harassment.

❖ Zero-Tolerance Approach:

Harassment of any kind is strictly prohibited. Immediate action will be taken against violators to maintain a safe work environment.

❖ Scope of Policy:

The policy applies to all employees, suppliers, contractors, and any third parties associated with MPIPL.

❖ Types of Harassment:

The policy covers all forms of harassment, including physical, sexual, verbal, psychological, and discriminatory actions.

❖ Respect and Dignity:

Ensures every individual is treated with respect, maintaining a workplace free from bullying, intimidation, and unfair treatment.

❖ Commitment to ESG:

The policy aligns with MPIPL's Environmental, Social, and Governance (ESG) goals, promoting ethical and socially responsible practices.

❖ Clear Reporting Channels:

Accessible, confidential reporting systems allow employees and suppliers to report harassment without fear of retaliation.



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❖ Investigation Protocol:

A structured process is in place for investigating allegations, ensuring fairness and thoroughness in addressing complaints.

❖ Immediate Action:

Rapid response is guaranteed to any reports of harassment, ensuring prompt action is taken to resolve the issue.

❖ Training and Awareness:

Continuous education for employees and suppliers ensures they are aware of harassment types, prevention methods, and their responsibilities.

❖ Supplier Responsibility:

Suppliers must adhere to MPIPL's anti-harassment standards and ensure their teams operate in a harassment-free environment.

❖ Corrective Actions:

Non-compliance with the policy may lead to corrective actions, such as retraining or even termination of supplier contracts.

❖ Prevention and Awareness:

Ongoing efforts are made to educate all stakeholders on the importance of creating a harassment-free work culture.

❖ Employee Empowerment:

Employees are encouraged to report harassment confidently, knowing their concerns will be treated seriously and without retaliation.

❖ Confidentiality:

The privacy of individuals involved in harassment cases is respected throughout the reporting and investigation processes.

❖ Review and Update:

The policy will be reviewed regularly to ensure it remains effective and relevant to current legal and ethical standards.

❖ Periodic Audits:

Regular audits will be conducted to assess compliance with the anti-harassment policy across MPIPL's supply chain and operations.

❖ Commitment to Continuous Improvement:

MPIPL is dedicated to improving its anti-harassment practices by incorporating feedback and adjusting policies when necessary.



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❖ **Disciplinary action for Policy Violations:**

MPIPL maintains a zero-tolerance policy towards harassment and enforces strict disciplinary actions for violations. Depending on the severity, actions may include warnings, counseling, suspension, or termination. All violations are thoroughly investigated to ensure fairness, aligning with our Sustainability Management System and ESG commitments. We are dedicated to fostering a safe, respectful, and inclusive workplace for all employees.

6. Periodical Review and Update

MPIPL will periodically review this policy to ensure its relevance and effectiveness. Reviews will be conducted:

Annually or as needed in response to legislative changes, incidents, or feedback from suppliers and stakeholders.

After any significant harassment-related incidents, with the goal of refining and improving preventive measures.

Following any regulatory or industry-specific updates regarding harassment or employee rights.

Updates to the policy will be communicated to all suppliers, and the implementation of changes will be monitored to ensure compliance.

7. Supplier Engagement

MPIPL expects its suppliers to:

Incorporate anti-harassment policies that are aligned with the values and principles outlined in this document.

Provide appropriate training to their employees and contractors to prevent harassment.

Encourage a zero-tolerance culture for any form of harassment or discrimination.

Collaborate with MPIPL in addressing and resolving any reported harassment incidents promptly and transparently.

MPIPL may assess supplier adherence to this policy through regular evaluations, audits, and direct engagement.

8. Consequences of Non-Compliance

Failure to comply with this Anti-Harassment Policy may result in:

Corrective actions, including mandatory retraining of staff or other actions deemed necessary.

Suspension or termination of the supplier relationship with MPIPL, depending on the severity of non-compliance.

Legal or financial penalties where applicable, including but not limited to violations of employment laws or human rights regulations.

MPIPL reserves the right to take appropriate legal or contractual actions to safeguard the rights of its employees, suppliers, and stakeholders.



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9. Conclusion

MPIPL strives to create a work environment that is free from harassment and discrimination for all stakeholders. Through the implementation of this Supplier Anti-Harassment Policy, we commit to upholding the highest standards of workplace respect and ethical behavior.

We expect our suppliers to act as partners in promoting a harassment-free culture across the supply chain. By adhering to this policy, MPIPL and its suppliers will continue to foster a positive, inclusive, and productive work environment that supports long-term, sustainable success for all.

10. CSR Objective & Targets

| Objective | Target For 2026 |
|---|-----------------|
| Anti-Harassment Policy among all suppliers | 100% |
| Satisfaction Rate on Supplier Engagement Regarding Anti-Harassment Training | 90% |
| Reducing incidents of harassment in the supply chain | 50% |

11. Reports

| Form No | Name of the record | Retention period |
|-------------------|--------------------|------------------|
| MPIPL/CSRMS/F-380 | CSR report | Two years |

12. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.



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33. NON-DISCRIMINATION POLICY

1. Introduction

MPIPL is committed to providing a safe, respectful, and inclusive working environment for all employees, clients, and stakeholders. Our Non-Discrimination Policy reflects our dedication to promoting equality, fairness, and inclusivity in every aspect of our operations. As a company that designs, manufactures, and supplies printed products, cartons, rigid gift boxes, shipper boxes, labels, stickers, books, and POP (Post Office Protocol), we understand the importance of creating an environment free from discrimination in line with our core values and commitment to environmental, social, and governance (ESG) principles.

2. Objectives

The primary objectives of the Non-Discrimination Policy at MPIPL are:

To ensure equal treatment for all individuals, regardless of race, color, nationality, gender, sexual orientation, age, disability, religion, or any other characteristic protected by law.

To foster an environment that values diversity and inclusion, where every individual has the opportunity to succeed based on their skills, qualifications, and performance.

To create a workplace culture based on mutual respect and understanding.

To support our ESG goals by integrating principles of equality, fairness, and inclusion into our business practices.

3. Responsibility

The responsibility for implementing and enforcing this Non-Discrimination Policy lies with:

Management: Senior management is responsible for ensuring the policy is implemented across all levels of the organization and for setting an example in promoting equality and inclusivity.

HR Department: The Human Resources team is responsible for training employees, providing support for any discrimination-related issues, and ensuring a fair grievance process.

Employees: All employees are expected to understand and adhere to this policy, contributing to a respectful and inclusive work environment. They should also report any instances of discrimination to HR or relevant authorities.



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4. Scope

This policy applies to:

❖ **All Employees:**

This includes full-time, part-time, temporary, and contract employees across all departments and levels.

❖ **Applicants:**

Any individual seeking employment at MPIPL is covered by this policy during the recruitment process.

❖ **Vendors and Suppliers:**

This policy extends to our suppliers, contractors, and business partners who are expected to adhere to similar non-discrimination practices.

❖ **Customers and Stakeholders:**

Our interactions with customers, stakeholders, and the wider community will also reflect our commitment to non-discrimination.

5. MPIPL is committed to providing a workplace free from discrimination, ensuring equal opportunities for all employees, suppliers, and stakeholders regardless of race, gender, age, disability, religion, or any other characteristic. We promote diversity, inclusion, and respect in all our operations, aligning with our core values and ESG principles.

Here are the key components of a Non-Discrimination.

❖ **Equal Opportunity:**

Ensures that all individuals are treated fairly, with equal access to opportunities, regardless of personal characteristics.

❖ **Non-Discrimination in Recruitment:**

Promotes fair hiring processes, free from bias or prejudice, offering equal chances to all applicants.

❖ **Workplace Inclusion:**

Fosters a work culture where diverse backgrounds and perspectives are valued and respected.

❖ **Harassment-Free Environment:**

Establishes a zero-tolerance policy for any form of harassment, ensuring a safe workplace for all.

❖ **Fair Promotion Practices:**

Guarantees that promotion decisions are based on merit and performance, not biased factors.



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❖ **Diversity Training:**

Regular programs designed to raise awareness and educate employees on diversity and inclusivity.

❖ **Inclusive Benefits:**

Ensures all employees have equal access to company benefits, promoting fairness and equality.

❖ **Supplier Accountability:**

Requires suppliers to follow non-discriminatory practices and uphold similar values of inclusivity.

❖ **Reporting Mechanism:**

Provides employees a confidential and safe way to report discrimination without fear of retaliation.

❖ **Complaint Investigation:**

A structured process to investigate and resolve complaints of discrimination promptly and fairly.

❖ **Confidentiality:**

Protects the privacy of individuals who report discrimination, ensuring their identity remains secure.

❖ **Corrective Action:**

Implements appropriate measures to address and resolve instances of discrimination when they occur.

❖ **Legal Compliance:**

Ensures the company complies with all national and international anti-discrimination laws.

❖ **Regular Reviews:**

Conducts periodic reviews of the policy to ensure its relevance and effectiveness in practice.

❖ **Non-Discrimination in Customer Relations:**

Guarantees that all interactions with customers are fair and non-biased.

❖ **Commitment to Equality:**

Reinforces a company-wide dedication to fairness, ensuring all individuals are treated with dignity.

❖ **ESG Integration:**

Integrates non-discrimination principles into the company's broader environmental, social, and governance framework.

❖ **Disciplinary action for Policy Violations:**

MPIPL enforces a strict non-discrimination policy, ensuring all employees are treated with respect and dignity. Violations of this policy, including discriminatory behavior, may result in disciplinary actions such as warnings, mandatory training, suspension, or termination, depending on the severity. We investigate all complaints fairly, aligning with our Sustainability Management System and ESG commitments, ensuring a respectful workplace.



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6. Periodical Review and Update

MPIPL will regularly review this Non-Discrimination Policy to ensure its relevance, effectiveness, and alignment with any changes in applicable laws or regulations. The policy will be updated as necessary to maintain a fair and inclusive environment for all.

❖ Frequency of Review:

The policy will be reviewed at least annually or as required by changes in legal or operational circumstances.

❖ Feedback Mechanism:

Employees and stakeholders are encouraged to provide feedback on the policy to ensure continuous improvement.

7. Supplier Engagement

MPIPL requires all suppliers, contractors, and business partners to adhere to the principles of non-discrimination and equal opportunity. We will engage with suppliers to promote practices that align with our policy by:

Incorporating non-discrimination clauses into our supplier contracts.

Regularly assessing suppliers for compliance with our social responsibility standards, including diversity, equity, and inclusion practices.

Supporting suppliers in creating their own policies that encourage non-discrimination and inclusion.

8. Consequences of Non-Compliance

Failure to adhere to this Non-Discrimination Policy will result in appropriate actions, which may include:

Disciplinary action against employees, up to and including termination of employment.

Termination of contracts or business relationships with suppliers or partners who do not comply with the policy.

Legal action where necessary in cases of severe discrimination or violations of applicable laws.

9. Conclusion

MPIPL firmly believes that the strength of our organization lies in the diverse backgrounds and perspectives of our people. Our Non-Discrimination Policy is an essential element of our overall commitment to creating a work environment that is welcoming and supportive of all individuals. We will continue to strive for fairness, equality, and inclusivity, ensuring that everyone within our organization feels valued and empowered.



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10. CSR Objective & Targets

| Objective | Target For 2026 |
|---|-----------------|
| Workplace culture that celebrates diversity and promotes equal opportunities | 15% |
| Invest in community initiatives that support underrepresented groups | 5% |
| Recruitment process that ensures equal opportunities regardless of race, gender, or background. | 10% |

11. Reports

| Form No | Name of the record | Retention period |
|-------------------|--------------------|------------------|
| MPIPL/CSRMS/F-380 | CSR report | Two years |

12. Review and Update:

This policy will be reviewed annually to ensure its effectiveness and alignment with evolving Organizational needs, industry best practices and various national and global CSR initiatives. Accordingly, it is reviewed on 7th March 2024. The next review will be on 7th March 2025.