



July 26, 2024

To  
The Manager  
The Department of Corporate Services  
BSE Limited  
Floor 25, P. J. Towers,  
Dalal Street, Mumbai – 400 001

To  
The Manager  
The Listing Department  
National Stock Exchange of India Limited  
Exchange Plaza, Bandra Kurla Complex,  
Bandra (East), Mumbai – 400 051

**Scrip Code: 539450**

**Scrip Symbol: SHK**

Dear Sir/ Madam,

**Sub: Business Responsibility and Sustainability Report for Financial Year 2023-24**

Pursuant to Regulation 34(2)(f) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed Business Responsibility and Sustainability Report for Financial Year 2023-24, which also forms part of the Annual Report of the Company.

The same is available on the website of the company at <https://keva.co.in/investor-updates/#92-226-fy-2023-2024-annual-reports-annual-reports>.

You are requested to take the same on record.

Thanking you,

Yours faithfully,

**For S H Kelkar and Company Limited**

**Rohit Saraogi**  
**Company Secretary & Compliance Officer**

*Encl: As above*



**S H Kelkar and Company Limited**

Lal Bahadur Shastri Marg, Mulund (West), Mumbai - 400 080. Tel: +91 22 6606 7777

Regd. Office: Devkaran Mansion, 36, Mangaldas Road, Mumbai - 400 002. (INDIA)

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CIN No. L74999MH1955PLC009593

# Business Responsibility and Sustainability Report

## SECTION A: GENERAL DISCLOSURES

### I. Details of the listed entity

|   |   |
|---|---|
| 1. Corporate Identity Number (CIN) of the Listed Entity   | L74999MH1955PLC009593   |
| 2. Name of the Entity   | S H KELKAR AND COMPANY LIMITED  |
| 3. Year of Incorporation  | 01/07/1955  |
| 4. Registered office address  | Devkaran Mansion, 36 Mangaldas Road, Mumbai -400002   |
| 5. Corporate address  | S H Kelkar and Company Limited, LBS Marg, Mulund (West), Mumbai - 400080  |
| 6. E-mail   | <a href="mailto:investors@keva.co.in">investors@keva.co.in</a>  |
| 7. Telephone  | + 91 22 6606 7777   |
| 8. Website  | <a href="http://www.keva.co.in">www.keva.co.in</a>  |
| 9. Financial year for which reporting is being done   | 2023-24   |
| 10. Name of the Stock Exchange(s) where shares are listed   | BSE Limited (BSE)<br>National Stock Exchange of India Limited (NSE)   |
| 11. Paid-up Capital   | ₹ 138.42 crore  |
| 12. Name and contact details (telephone, email address) of the person who may be contacted in case of any queries on the BRSR report  | Nikita Dedhia<br>Assistant Company Secretary<br><a href="mailto:investors@keva.co.in">investors@keva.co.in</a><br>+ 91 22 6606 7777                             |
| 13. Reporting boundary<br>Are the disclosures under this report made on a standalone basis (i.e., only for the entity) or on a consolidated basis (i.e., for the entity and all the entities which form a part of its consolidated financial statements, taken together). | The disclosures under this report are made on standalone basis for S H Kelkar and Company Limited and includes locations where Company has operational control. |
| 14. Name of assurance provider  | Assurance is not mandatory and therefore assurance on the report is not carried out for the financial year 2023-2024.   |
| 15. Type of assurance obtained  | Not Applicable  |

### II. Products/services

#### 16. Details of business activities (accounting for 90% of the turnover):

| S. No. | Description of Main Activity | Description of Business Activity   | % of Turnover of the Entity (FY 2023-24) |
|--------|------------------------------|--|--|
| 1.     | Fragrances and Flavours      | Manufacture, supply and export of fragrances and flavours including aroma & natural ingredients. | 100%                                     |

#### 17. Products/Services sold by the entity (accounting for 90% of the entity's Turnover)

| S. No. | Product/Service                            | NIC Code | % of Total Turnover Contributed |
|--------|--|----------|---------------------------------|
| 1.     | Fragrances, Aroma Ingredients and Flavours | 20119    | 100%                            |

### III. Operations

#### 18. Number of locations where plants and/or operations/offices of the entity are situated:

| Location                   | Number of operational locations | Number of offices | Total |
|----------------------------|---------------------------------|-------------------|-------|
| National                   | 1                               | 5                 | 6     |
| International <sup>^</sup> | -                               | -                 | -     |

<sup>^</sup> The international operations are carried out by the Company through its subsidiary companies and are outside the reporting boundary of this report.

## 19. Markets served by the entity:

### a. Number of locations

| Locations                          | Number                          |
|------------------------------------|---------------------------------|
| National (No. of States)           | 28 states & 8 Union Territories |
| International (No. of Countries) ^ | 11 Countries                    |

^ The international operations are carried out by the Company through its subsidiary companies and are outside the reporting boundary of this report.

### b. What is the contribution of exports as a percentage of the total turnover of the entity?

In the financial year 2023-24, 3.10% of turnover was from exports outside India.

### c. A brief on types of customers

S H Kelkar and Company Limited (SHK/Company) is the largest Indian-origin Fragrance & Flavour Company in India. It has a long-standing reputation in the fragrance industry and has been developed with more than 100 years of experience. Its fragrance products and ingredients are used as a raw material in personal wash, fabric care, skin and hair care, fine fragrances and household products. Its flavour products are used as a raw material by producers of baked goods, dairy products, beverages and pharmaceutical products. The Company has a diverse and large client base including leading national and multinational FMCG companies, blenders of fragrances & flavours and its producers.

## IV. Employees

### 20. Details as at the end of Financial Year:

#### a. Employees and workers (including differently abled):

| S. No.           | Particulars                    | Total (A)  | Male       |               | Female     |               |
|------------------|--------------------------------|------------|------------|---------------|------------|---------------|
|                  |                                |            | No. (B)    | % (B / A)     | No. (C)    | % (C / A)     |
| <b>Employees</b> |                                |            |            |               |            |               |
| 1.               | Permanent (D)                  | 437        | 302        | 69.10%        | 135        | 30.90%        |
| 2.               | Other than Permanent (E)       | -          | -          | -             | -          | -             |
| <b>3.</b>        | <b>Total employees (D + E)</b> | <b>437</b> | <b>302</b> | <b>69.10%</b> | <b>135</b> | <b>30.90%</b> |
| <b>Workers</b>   |                                |            |            |               |            |               |
| 4.               | Permanent (F)                  | 166        | 166        | 100%          | -          | -             |
| 5.               | Other than Permanent (G)       | -          | -          | -             | -          | -             |
| <b>6.</b>        | <b>Total employees (F + G)</b> | <b>166</b> | <b>166</b> | <b>100%</b>   | <b>-</b>   | <b>-</b>      |

#### b. Differently abled Employees:

| S. No.           | Particulars                    | Total (A) | Male     |             | Female   |           |
|------------------|--------------------------------|-----------|----------|-------------|----------|-----------|
|                  |                                |           | No. (B)  | % (B / A)   | No. (C)  | % (C / A) |
| <b>Employees</b> |                                |           |          |             |          |           |
| 1.               | Permanent (D)                  | 2         | 2        | 100%        | -        | -         |
| 2.               | Other than Permanent (E)       | -         | -        | -           | -        | -         |
| <b>3.</b>        | <b>Total employees (D + E)</b> | <b>2</b>  | <b>2</b> | <b>100%</b> | <b>-</b> | <b>-</b>  |

## c. Differently abled Workers:

| S. No.         | Particulars                    | Total (A) | Male    |           | Female  |           |
|----------------|--------------------------------|-----------|---------|-----------|---------|-----------|
|                |                                |           | No. (B) | % (B / A) | No. (C) | % (C / A) |
| <b>Workers</b> |                                |           |         |           |         |           |
| 1.             | Permanent (D)                  |           |         |           |         |           |
| 2.             | Other than Permanent (E)       |           |         |           |         |           |
| 3.             | <b>Total employees (D + E)</b> |           |         |           |         |           |

There are no differently abled workers

## 21. Participation/Inclusion/Representation of women

| Category                       | Total (A) | No. and percentage of Females |           |
|--------------------------------|-----------|-------------------------------|-----------|
|                                |           | No. (B)                       | % (B / A) |
| Board of Directors             | 8         | 2                             | 25%       |
| Key Management Personnel (KMP) | 2         | 0                             | -         |

## 22. Turnover rate for permanent employees and workers

|                     | FY 2023-24 |        |       | FY 2022-23 |        |       | FY 2021-22 |        |       |
|---------------------|------------|--------|-------|------------|--------|-------|------------|--------|-------|
|                     | Male       | Female | Total | Male       | Female | Total | Male       | Female | Total |
| Permanent Employees | 10%        | 11%    | 10%   | 12%        | 30%    | 17%   | 5%         | 13%    | 7%    |
| Permanent Workers   | 2%         | -      | 2%    | 1%         | -      | 1%    | 3%         | -      | 3%    |

## V. Holding, Subsidiary and Associate Companies (including joint ventures)

## 23. (a) Names of holding / subsidiary / associate companies / joint ventures

| S. No. | Name of the holding / subsidiary / associate companies / joint ventures (A) | Indicate whether holding/ Subsidiary/ Associate/ Joint Venture | % of shares held by listed entity | Does the entity indicated at column A, participate in the Business Responsibility initiatives of the listed entity? (Yes/No) |
|--------|---|--|-----------------------------------|--|
| 1      | Keva Fragrances Private Limited   | Subsidiary   | 100%                              | No   |
| 2      | Keva Flavours Private Limited   | Subsidiary   | 99%                               | No   |
| 3      | Keva Ventures Private Limited   | Subsidiary   | 100%                              | No   |
| 4      | Creative Flavours & Fragrances S.p.A.                                       | Step down subsidiary   | 17%                               | No   |
| 5      | Keva Europe BV  | Subsidiary   | 100%                              | No   |
| 6      | Keva Fragrance Industries Pte. Ltd  | Subsidiary   | 100%                              | No   |
| 7      | NuTaste Food and Drink Labs Private Limited                                 | Step down subsidiary   | 80%                               | No   |
| 8      | Amikeva Private Limited   | Step down subsidiary   | 70.48%                            | No   |
| 9      | PT SHKKEVA Indonesia  | Step down subsidiary   | 99.75%                            | No   |
| 10     | Anhui Ruibang Aroma Company Ltd   | Step down subsidiary   | 90%                               | No   |
| 11     | Keva UK Ltd   | Step down subsidiary   | 100%                              | No   |
| 12     | Keva Italy Srl  | Step down subsidiary   | 100%                              | No   |
| 13     | Provier Beheer BV   | Step down subsidiary   | 100%                              | No   |
| 14     | Holland Aromatics BV  | Subsidiary of step-down subsidiary                             | 100%                              | No   |
| 15     | Keva USA Inc  | Subsidiary   | 100%                              | No   |

## VI. CSR Details

24. (i) Whether CSR is applicable as per section 135 of Companies Act, 2013: (Yes/No) – Yes

(ii) Turnover (FY 2023-24) in INR - ₹ 940.67 crore

(iii) Net worth (FY 2023-24) in INR – ₹ 773.71 crore

## VII. Transparency and Disclosures Compliances

25. Complaints/Grievances on any of the principles (Principles 1 to 9) under the National Guidelines on Responsible Business Conduct:

| Stakeholder group from whom complaint is received | Grievance Redressal Mechanism in place (Yes/No) (If Yes, then provide web-link for grievance redress policy) | FY 2023-24                                 |  |   | FY 2022-23                                 |  |   |
|---|--|--|--|---|--|--|---|
|   |  | Number of complaints filed during the year | Number of complaints pending resolution at close of the year | Remarks   | Number of complaints filed during the year | Number of complaints pending resolution at close of the year | Remarks   |
| Communities                                       | Yes  | -  | -  | -   | -  | -  | -   |
| Investors (other than shareholders)               | Yes  | -  | -  | -   | -  | -  | -   |
| Shareholders                                      | Yes  | 4  | 0  | The compliants received from shareholders were addressed. Details of the compliants received can be referred to in Corporate Governance Report. | -  | -  | -   |
| Employees and workers                             | Yes  | -  | -  | -   | -  | -  | -   |
| Customers   | Yes  | 105  | 0  | All Complaints were closed by the end of the year   | 151  | -  | All Complaints were closed by the end of the year |
| Value Chain Partners                              | Yes  | -  | -  | -   | -  | -  | -   |
| Other (please specify)                            | -  | -  | -  | -   | -  | -  | -   |

Link for Grievance Redressal Policy: <https://keva.co.in/investor-updates/#92-178-policies>

Note: Complaints listed under Customers represent Vendors.

## 26. Overview of the entity's material responsible business conduct issues

Please refer below material responsible business conduct and sustainability issues pertaining to environmental and social matters that present a risk or an opportunity to your business, rationale for identifying the same, approach to adapt or mitigate the risk along-with its financial implications, in the following format:

| S. No | Material issue identified     | Indicate Risk/ Opportunity | Rationale for identifying the risk / opportunity   | In case of risk, approach to adapt or mitigate   | Financial implication of the risk or opportunity (Indicate positive/ negative implications)  |
|-------|-------------------------------|----------------------------|--|--|--|
| 1     | GHG Emissions                 | Risk                       | Given that SHK manufactures fragrances, the processes consumes electricity and other fuels, thereby resulting in GHG emissions. With increasing regulations on GHG emissions, there may be a direct impact on the Company.   | To mitigate these risks, SHK has implemented a Solar Energy project at their manufacturing plants, lowering CO2 emissions as compared to the use of conventional energy sources.<br><br>At Company's Vashivali manufacturing unit, SHK has replaced the boiler's fuel source with a briquette boiler equipped with a dust collector. This upgrade has not only eliminated particulate discharge but also reduces CO2 emissions compared to traditional boiler systems. | <b>Negative:</b><br>• Taxes on fossil fuels<br><b>Positive:</b><br>• Reduction of GHG emissions<br>• Increased trust and credibility from stakeholders   |
| 2     | Energy Management             | Risk                       | SHK's manufacturing processes require electricity and fuel, posing potential risks from high energy consumption. This could lead to higher costs, regulatory issues, and damage to reputation.   | SHK has taken steps to reduce power consumption at Vashivali factory by setting up a 360kWh Solar PV power plant.<br><br>This project will produce 6,20,500 kWh of energy annually, and has helped reduce costs.<br><br>This project has helped reduce 30% of our electric power requirement.  | <b>Negative:</b><br>• Increased costs on higher energy consumption<br><b>Positive:</b><br>• Increased trust and credibility from stakeholders<br>• Effective energy management can lead to significant cost savings  |
| 3     | Water & Wastewater Management | Risk                       | SHK's manufacturing operations utilize water and generate wastewater. Inadequate water management could lead to higher water consumption and increased expenses. Ineffective wastewater treatment poses risks such as contamination of surrounding areas and environmental degradation, impacting water quality. | SHK has installed a rainwater harvesting at its Vashivali plant, to collect rainwater on site. This has helped harvest close to 5,000- 5,500 kilo liters of water year-on-year.<br><br>As a result of the implementation of a Multi-effect Evaporator (MEE) and Reverse Osmosis (RO) facility, the Company's Vashivali facility has Zero Liquid Discharge.   | <b>Negative:</b><br>• Increased costs due to higher water consumption<br><b>Positive:</b><br>• Effective management of water thereby reducing the overall water consumption<br>• Reduction in costs from better water management<br>• Effective treatment of wastewater reducing the impact on the environment and surroundings. |

| S. No | Material issue identified          | Indicate Risk/ Opportunity | Rationale for identifying the risk / opportunity  | In case of risk, approach to adapt or mitigate   | Financial implication of the risk or opportunity (Indicate positive/ negative implications)   |
|-------|------------------------------------|----------------------------|---|--|---|
| 4     | Human Rights & Community Relations | Opportunity                | SHK sees Human Rights and Community Relations as an opportunity to strengthen its brand reputation, foster trust, and garner support from internal employees and the broader community. Streamlining and improving Human Rights procedures and policies can cultivate a positive work environment. By engaging in local communities through philanthropy, volunteerism, and environmental stewardship, SHK demonstrates its dedication to social responsibility and sustainability. | SHK has a Human Rights Policy addressing steps and processes to help employees in all stages of the employee lifecycle. Necessary trainings and employee engagement activities are conducted throughout the year.<br><br>As a part of CSR programs, SHK focuses on environmental sustainability, conservation of energy, child education and empowerment, rural development, equipping and upgradation of educational infrastructure with the aim of providing an improved and advanced education system, supporting visually challenged people through perfumery trainings and employability. | <b>Positive:</b> <ul style="list-style-type: none"> <li>Community relations will enhance a Company's reputation, attracting customers and investors, and improving brand loyalty, leading to increased revenue and market share.</li> <li>Human Rights processes can help gain the trust of Employees and Workers.</li> </ul>   |
| 5     | Workforce Health & Safety          | Risk                       | As SHK's manufacturing processes involve handling of chemicals there may be a risk to worker's health and safety, if not handled properly.  | SHK conducts training for all its employees on Health and Safety. The Code of Conduct also emphasizes on the Health and Safety measures for all the employees and workmen.<br><br>SHK also has a dedicated EHS policy that is committed towards occupational health, safety and environment protection.  | <b>Negative:</b> <ul style="list-style-type: none"> <li>Risks related to employee well-being</li> </ul> <b>Positive:</b> <ul style="list-style-type: none"> <li>Increased awareness and training on Health and Safety aspects will have a positive impact by reducing the overall number of safety related incidents.</li> </ul>  |
| 6     | Supply Chain Management            | Risk                       | As SHK is reliant on many raw materials from different suppliers, Risks may arise due to supply chain disruption, moderate supplier performance and sustainability practices of suppliers, and geo-political challenges.  | SHK has a dedicated Policy towards Sustainable Supply Chain and Responsible Sourcing Policy.<br><br>All aspects of Environmental, Social and Governance (ESG) be complied by suppliers.<br><br>SHK assesses its suppliers' manufacturing to ensure all aspects of quality and timely delivery of products.<br><br>Alternate Supply of Raw Materials, supported by Innovation, Backward Integration and Operational Efficiency.   | <b>Negative:</b> <ul style="list-style-type: none"> <li>Delays in production due to substandard supply chain management.</li> </ul> <b>Positive:</b> <ul style="list-style-type: none"> <li>Increased awareness and compliance from suppliers will help towards creating a Sustainable Supply Chain. This will help reduce delays from suppliers, increased quality of products and better management of ESG issues in the supply chain.</li> </ul> |

## SECTION B: MANAGEMENT AND PROCESS DISCLOSURES

This section is aimed at helping business demonstrate the structures, policies and processes put in place towards adopting the NGRBC Principles and Core Elements.

| Disclosure Questions   | P1 | P2 | P3 | P4 | P5  | P6 | P7 | P8 | P9   |
|--|----|----|----|----|-----|----|----|----|--|
| <b>Policy and management processes</b>   |    |    |    |    |     |    |    |    |  |
| 1. a. Whether your entity's policy/policies cover each principle and its core elements of the NGRBCs. (Yes/No)   |    |    |    |    | Yes |    |    |    |  |
| b. Has the policy been approved by the Board? (Yes/No)   |    |    |    |    | Yes |    |    |    |  |
| c. Web Link of the Policies, if available  |    |    |    |    |     |    |    |    | <a href="https://keva.co.in/investor-updates/#92-178-policies">https://keva.co.in/investor-updates/#92-178-policies</a>  |
| 2. Whether the entity has translated the policy into procedures. (Yes / No)  |    |    |    |    | Yes |    |    |    |  |
| 3. Do the enlisted policies extend to your value chain partners? (Yes/No)  |    |    |    |    | Yes |    |    |    |  |
| 4. Name of the national and international codes/ certifications/ labels/ standards (e.g., Forest Stewardship Council, Fairtrade, Rainforest Alliance, Trustee) standards (e.g., SA 8000, OHSAS, ISO, BIS) mapped to each principle.  |    |    |    |    |     |    |    |    | <ul style="list-style-type: none"> <li>• ISO 9001</li> <li>• SEDEX Verified</li> <li>• ISO 14000</li> <li>• ISO 45000.</li> <li>• HALAL certification</li> </ul>   |
| 5. Specific commitments, goals and targets set by the entity with defined timelines, if any.   |    |    |    |    |     |    |    |    | Sustainability and Environmental protection is a priority for SHK. The company is dedicated to advancing ESG (Environmental, Social, and Governance) activities. As an initial initiative, SHK has begun measuring its Scope 1 and Scope 2 emissions, implementing waste management strategies, and optimizing resource allocation across its sites in India. Additionally, for the current year, SHK has calculated the carbon footprint of three key products as part of its commitment to environmental stewardship and sustainability. |
| 6. Performance of the entity against the specific commitments, goals and targets along-with reasons in case the same are not met.  |    |    |    |    |     |    |    |    | SHK has taken up monitoring of Scope 1 and Scope 2 emissions, waste management, and resource consumption.  |
| <b>Governance, leadership, and oversight</b>   |    |    |    |    |     |    |    |    |  |
| 7. Statement by director responsible for the business responsibility report, highlighting ESG related challenges, targets and achievements (listed entity has flexibility regarding the placement of this disclosure):   |    |    |    |    |     |    |    |    |  |
| <p>To improve the standard of living in the communities it serves, the Company is dedicated to incorporating environmental, social, and governance (ESG) principles into its operations. By strengthening the health, safety, and environmental implications of products throughout their lifecycles, it abides by the principles of product stewardship. We are conscious that our actions have an impact on local communities, ecologies, and geographies. We behave in a manner that befits a responsible corporate citizen. Our products are designed to be of the highest quality and we assume active responsibility in ensuring all safety and regulatory standards. The effects on the environment include topics such as waste management, nature &amp; biodiversity, and resources (energy &amp; water). We have pledged to reduce its emissions. Company has adopted policies for biodiversity, health, safety, governance and environment. The Company is dedicated to using ethical business practices that are good for the community, the workforce, and human capital. It offers workers and employees with good, safe and healthy working conditions.</p> |    |    |    |    |     |    |    |    |  |



| Disclosure Questions   | P1   | P2 | P3 | P4 | P5 | P6 | P7 | P8 | P9 |
|--|--|----|----|----|----|----|----|----|----|
| <b>8. Details of the highest authority responsible for implementation and oversight of the Business Responsibility policy/policies</b>   | The Chief Executive Officer (CEO) is the highest authority responsible for implementation and oversight of the Business Responsibility policies, alongwith the recommendations of Board and Committees. Head of EHS/Head of HR are also responsible and assist for implementation. |    |    |    |    |    |    |    |    |
| <b>9. Does the entity have a specified Committee of the Board/ Director responsible for decision making on sustainability related issues? (Yes / No). If yes, provide details.</b> | Yes, The CEO who is also a member of the Board of the Company is responsible for decision making on sustainability related issues.   |    |    |    |    |    |    |    |    |

**10. Details of Review of NGRBCs by the Company:**

| Subject for Review   | Indicate whether review was undertaken by Director / Committee of the Board/Any other Committee   |    |    |    |    |    |    |    |    | Frequency (Annually/Half yearly/ Quarterly/ Any other- please specify) |    |    |    |    |    |    |    |    |
|--|---|----|----|----|----|----|----|----|----|--|----|----|----|----|----|----|----|----|
|  | P1  | P2 | P3 | P4 | P5 | P6 | P7 | P8 | P9 | P1   | P2 | P3 | P4 | P5 | P6 | P7 | P8 | P9 |
| Performance against above policies and follow up action  | Performance against above mentioned policies and follow up action is reviewed by the Board of Directors and the management of the Company. The frequency of these reviews is as and when required or whenever an update is required due to change in applicable laws. |    |    |    |    |    |    |    |    |  |    |    |    |    |    |    |    |    |
| Compliance with statutory requirements of relevance to the principles, and, rectification of any non-compliances | The Company complies with all the applicable statutory requirements and rectifies, non-compliance, if any. This is reviewed by the Audit Committee. Frequency is as per the statutory requirements.   |    |    |    |    |    |    |    |    |  |    |    |    |    |    |    |    |    |

| 11. Has the entity carried out independent assessment/ evaluation of the working of its policies by an external agency? (Yes/No). If yes, provide the name of the agency. | P1   | P2 | P3 | P4 | P5 | P6 | P7 | P8 | P9 |
|---|--|----|----|----|----|----|----|----|----|
|   | As a part of the oversight of the internal financial controls, the Management and the Board reviews the adherence to the policies. Internal Audit assists with the above.  |    |    |    |    |    |    |    |    |
|   | Internal audits review the policies on a periodic basis and evaluate working of the same and assess the adequacy and effectiveness in terms of best practices followed by other organizations of repute. SHK has taken up audits of from IMS, SEDEX on Sustainable parameters. External safety audit (DISH) was also conducted for its manufacturing location at Vashivali. The Company will take up independent assessment in the coming years. |    |    |    |    |    |    |    |    |

**12. If answer to question (1) above is "No" i.e. not all Principles are covered by a policy, reasons to be stated:**

| Disclosure Questions  | P1 | P2 | P3 | P4 | P5 | P6 | P7 | P8 | P9 |
|---|----|----|----|----|----|----|----|----|----|
| <b>1. The entity does not consider the principles material to its business (Yes/No)</b>   | NA |    |    |    |    |    |    |    |    |
| <b>2. The entity is not at a stage where it is in a position to formulate and implement the policies on specified principles (Yes/No)</b> |    |    |    |    |    |    |    |    |    |
| <b>3. The entity does not have the financial or/human and technical resources available for the task (Yes/No)</b>                         |    |    |    |    |    |    |    |    |    |
| <b>4. It is planned to be done in the next financial year (Yes/No)</b>  |    |    |    |    |    |    |    |    |    |
| <b>5. Any other reason (please specify)</b>   |    |    |    |    |    |    |    |    |    |

## SECTION C: PRINCIPLE WISE PERFORMANCE DISCLOSURE

This section is aimed at helping entities demonstrate their performance in integrating the Principles and Core Elements with key processes and decisions. The information sought is categorized as “Essential” and “Leadership”. While the essential indicators are expected to be disclosed by every entity that is mandated to file this report, the leadership indicators may be voluntarily disclosed by entities who aspire to progress to a higher level in their quest to be socially, environmentally, and ethically responsible.

### Principle 1: Businesses should conduct and govern themselves with integrity, and in a manner that is Ethical, Transparent and Accountable

#### Essential Indicators

#### 1. Percentage coverage by training and awareness programmes on any of the Principles during the financial year

| Segment                                  | Total number of training and awareness programmes held | Topics / principles covered under the training and its impact  | % of persons in respective category covered by the awareness programmes |
|--|--|--|---|
| <b>Board of Directors</b>                | <b>6</b>   | The Board of Directors of the Company (including its committees) have during the year, spent time training on range of topics related to business, regulations, the economy, and environmental, social, and governance aspects.  | 100%  |
| <b>KMP</b>                               | <b>1</b>   | <ul style="list-style-type: none"> <li>• Code of conduct</li> <li>• Prevention of Sexual Harassment</li> <li>• Anti-Bribery and Anti-Corruption</li> </ul>   | 100%  |
| <b>Employees other than BoD and KMPs</b> | <b>15</b>  | <ul style="list-style-type: none"> <li>• Health &amp; Safety</li> <li>• 5S awareness</li> <li>• IMS /EMS Audit awareness</li> <li>• Workplace safety</li> <li>• Fire fighting</li> <li>• Governance</li> <li>• Anti -Bribery</li> <li>• Posh Awareness</li> <li>• Soft Skills</li> </ul> | 94%   |
| <b>Workers</b>                           | <b>13</b>  | <ul style="list-style-type: none"> <li>• Health &amp; Safety</li> <li>• 5S awareness</li> <li>• Workplace safety</li> <li>• Fire fighting</li> <li>• Governance</li> <li>• Anti -Bribery</li> <li>• Posh Awareness</li> <li>• Soft Skills</li> </ul>                                     | 94%   |

2. **Details of fines / penalties /punishment/ award/ compounding fees/ settlement amount paid in proceedings (by the entity or by directors / KMPs) with regulators/ law enforcement agencies/judicial institutions, in the financial year, in the following format (Note: the entity shall make disclosures on the basis of materiality as specified in Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and as disclosed on the entity’s website):**

| Monetary        |                 |   |                 |                   |  |
|-----------------|-----------------|---|-----------------|-------------------|--|
|                 | NGRBC Principle | Name of the regulatory/ Enforcement agencies/ judicial institutions | Amount (In INR) | Brief of the Case | Has an appeal been preferred? (Yes/No) |
| Penalty/ Fine   |                 |   |                 |                   |  |
| Settlement      |                 |   | Nil             |                   |  |
| Compounding fee |                 |   |                 |                   |  |

| Non-Monetary |                 |   |     |                   |  |
|--------------|-----------------|---|-----|-------------------|--|
|              | NGRBC Principle | Name of the regulatory/ Enforcement agencies/ judicial institutions |     | Brief of the Case | Has an appeal been preferred? (Yes/No) |
| Imprisonment |                 |   |     |                   |  |
| Punishment   |                 |   | Nil |                   |  |

3. **Of the instances disclosed in Question 2 above, details of the Appeal/ Revision preferred in cases where monetary or non-monetary action has been appealed.**

Not Applicable.

4. **Does the entity have an anti-corruption or anti-bribery policy? If yes, provide details in brief and if available, provide a web-link to the policy.**

SHK has in place Anti-Corruption Policy. The Policy applies to directors, officers, employees at all levels, as well as to the agents, representatives, and other associated persons. The Policy defines responsibilities of the management, employees and detailed processes for managing any issues of corruption. <https://keva.co.in/investor-updates/#92-178-policies>

5. **Number of Directors/KMPs/employees/workers against whom disciplinary action was taken by any law enforcement agency for the charges of bribery/ corruption.**

During the year and previous year, there are no directors/KMP/employees/workers against whom disciplinary actions was taken by any agency in view of bribery/corruption.

6. **Details of complaints with regard to conflict of interest:**

During the year under review and in previous year, there have been no complaints received in relation to issues of Conflict of Interest of the Directors and KMP.

7. **Provide details of any corrective action taken or underway on issues related to fines / penalties /action taken by regulators/ law enforcement agencies/ judicial institutions, on cases of corruption and conflicts of interest.**

Not Applicable

**8. Number of days of accounts payables ((Accounts payable\*365) / Cost of goods/services procured) in the following format:**

|                                     | FY 2023-24 | FY 2022-23 |
|-------------------------------------|------------|------------|
| Number of days of accounts payables | 168 days   | 169 days   |

**9. Open-ness of business**

**Provide details of concentration of purchases and sales with trading houses, dealers, and related parties along-with loans and advances & investments, with related parties, in the following format:**

| Parameter                              | Metrics  | FY 2023-24 | FY 2022-23 |
|--|--|------------|------------|
| Concentration of Purchases             | a. Purchases from trading houses as % of total purchases                                 | 16.9%      | 20.8%      |
|  | b. Number of trading houses where purchases are made from                                | 58         | 57         |
|  | c. Purchases from top 10 trading houses as % of total purchases from trading houses      | 88.1%      | 91.4%      |
| Concentration of Sales                 | a. Sales to dealers / distributors as % of total sales                                   | 14.2%      | 14.8%      |
|  | b. Number of dealers / distributors to whom sales are made                               | 1389       | 1528       |
|  | c. Sales to top 10 dealers / distributors as % of total sales to dealers / distributors  | 33.6%      | 32.7%      |
| Share of Related Party Transactions in | a. Purchases (Purchases with related parties / Total Purchases)                          | 27.6%      | 39.4%      |
|  | b. Sales (Sales to related parties / Total Sales)  | 23.9%      | 28.2%      |
|  | c. Loans & advances (Loans & advances given to related parties / Total loans & advances) | 77.4%      | 75.6%      |
|  | d. Investments (Investments in related parties / Total Investments made)                 | 97.7%      | 93.6%      |

**Leadership Indicators****1. Awareness programmes conducted for value chain partners on any of the Principles during the financial year:**

SHK conducts sessions for agents to update them on products and help them resolve their queries, if any. SHK provides training to farmers with regards to cultivation of crops for essential oils. SHK has an internal audit team for vendor assessment. They assess vendors' manufacturing units for various categories and guide them for mitigating the findings.

**2. Does the entity have processes in place to avoid/ manage conflict of interests involving members of the Board? (Yes/ No) If Yes, provide details of the same.**

Yes, SHK has a Policy for Management of Conflict of Interest involving Promoters, Directors, Key Managerial Personnel and Senior Leadership Team. The Policy acts as a guide to determine Conflict of Interest and outlines the process to deal with the same. Link - <https://keva.co.in/investor-updates/#92-178-policies>

## Principle 2: Businesses should provide goods and services in a manner that is Sustainable and Safe

### Essential Indicators

1. **Percentage of R&D and capital expenditure (capex) investments in specific technologies to improve the environmental and social impacts of product and processes to total R&D and capex investments made by the entity, respectively.**

|                | FY 2023-24   | FY 2022-23 | Details of improvements in environmental and social impacts   |
|----------------|--------------|------------|---|
| <b>R&amp;D</b> | <b>16.1%</b> | 15.3%      | R&D investments are mainly focused to minimize environmental impact and optimize use of resources through efficient management. The Company invests towards enhancing its research capabilities for development of new molecules with better biodegradability profile |
| <b>Capex</b>   | <b>4.6%</b>  | 6.5%       | The capex investments are mainly focused towards conservation of energy and resources through installation of energy efficient systems, investments in low-carbon technologies and equipments; employee health & safety; and improvement in production processes.     |

2. **Does the entity have procedures in place for sustainable sourcing? (Yes/No) b. If yes, what percentage of inputs were sourced sustainably?**

Yes. The Company engages with the farmers across the country to encourage cultivation of aromatic oils. The Company offers trainings to farmers and also provides them with aromatic plants for cultivation. The Company has adopted a Policy towards Sustainable Supply Chain and Responsible Sourcing which identifies different standards and processes of Sustainability that should be adopted by all Suppliers.

3. **Describe the processes in place to safely reclaim your products for reusing, recycling and disposing at the end of life, for (a) Plastics (including packaging) (b) E-waste (c) Hazardous waste and (d) other waste .**

- Processes to safely manage and handle waste material include: There is no process to reclaim Plastic waste or E-waste.
- Non-Hazardous Waste: Non-hazardous waste generated through cartons, etc., are recycled through authorized vendors. Hazardous Waste: Discarded Drums/Barrels are recycled through authorized vendors.
- Other Wastes: Canteen and garden waste at the Vashivali plant are treated in a food machine. The food machine converts the waste into manure within 24 hours which processes upto 75 kgs of waste per day thereby converting it into 7.5kgs of manure. This manure is used to nourish the plants within the factory premises.

4. **Whether Extended Producer Responsibility (EPR) is applicable to the entity's activities (Yes / No). If yes, whether the waste collection plan is in line with the Extended Producer Responsibility (EPR) plan submitted to Pollution Control Boards? If not, provide steps taken to address the same.**

Yes. SHK is registered with Central Pollution Control Board ('CPCB') for Extended Producer Responsibility (EPR) as an importer for disposal of plastic waste generated from packaging.

### Leadership Indicators

1. **Has the entity conducted Life Cycle Perspective / Assessments (LCA) for any of its products (for manufacturing industry) or for its services (for service industry)? If yes, provide details in the following format?**

To track the overall product emissions, SHK conducted product carbon footprint assessment for 3 of its key fragrance products. Boundary of life cycle assessment was from cradle to gate. Through this assessment, the Company has identified opportunities for optimizing supply chain for carbon foot print reduction.

2. **If there are any significant social or environmental concerns and/or risks arising from production or disposal of your products / services, as identified in the Life Cycle Perspective / Assessments (LCA) or through any other means, briefly describe the same along-with action taken to mitigate the same.**

None.

**3. Percentage of recycled or reused input material to total material (by value) used in production (for manufacturing industry) or providing services (for service industry).**

At present SHK does not use any recycled or reused input material in its production process.

**4. Of the products and packaging reclaimed at end of life of products, amount (in metric tonnes) reused, recycled, and safely disposed of.**

There are no reclaimed products neither any packaging is collected at the end of life of products.

**5. Reclaimed products and their packaging materials (as percentage of products sold) for each product category.**

At present, SHK does not use any reclaimed products or packaging materials for any of its products.

**Principle 3: Businesses should respect and promote the well-being of all employees, including those in their value chains**

**Essential Indicators**

**1. a. Details of measures for the well-being of employees:**

| Category                              | % of employees covered by |                  |             |                    |             |                    |             |                    |             |                     |             |
|---------------------------------------|---------------------------|------------------|-------------|--------------------|-------------|--------------------|-------------|--------------------|-------------|---------------------|-------------|
|                                       | Total<br>(A)              | Health Insurance |             | Accident Insurance |             | Maternity Benefits |             | Paternity Benefits |             | Day Care Facilities |             |
|                                       |                           | Number<br>(B)    | %<br>(B/A)  | Number<br>(C)      | %<br>(C/A)  | Number<br>(D)      | %<br>(D/A)  | Number<br>(E)      | %<br>(E/A)  | Number<br>(F)       | %<br>(F/A)  |
| <b>Permanent employees</b>            |                           |                  |             |                    |             |                    |             |                    |             |                     |             |
| Male                                  | 302                       | 302              | 100%        | 302                | 100%        | NA                 | NA          | 302                | 100%        | 302                 | 100%        |
| Female                                | 135                       | 135              | 100%        | 135                | 100%        | 135                | 100%        | NA                 | NA          | 135                 | 100%        |
| <b>Total</b>                          | <b>437</b>                | <b>437</b>       | <b>100%</b> | <b>437</b>         | <b>100%</b> | <b>135</b>         | <b>100%</b> | <b>302</b>         | <b>100%</b> | <b>437</b>          | <b>100%</b> |
| <b>Other than Permanent employees</b> |                           |                  |             |                    |             |                    |             |                    |             |                     |             |
| Male                                  | -                         | -                | -           | -                  | -           | -                  | -           | -                  | -           | -                   | -           |
| Female                                | -                         | -                | -           | -                  | -           | -                  | -           | -                  | -           | -                   | -           |
| <b>Total</b>                          | <b>-</b>                  | <b>-</b>         | <b>-</b>    | <b>-</b>           | <b>-</b>    | <b>-</b>           | <b>-</b>    | <b>-</b>           | <b>-</b>    | <b>-</b>            | <b>-</b>    |

**b. Details of measures for the well-being of workers:**

| Category                            | % of Workers covered by |                  |             |                    |             |                    |            |                    |            |                     |             |
|-------------------------------------|-------------------------|------------------|-------------|--------------------|-------------|--------------------|------------|--------------------|------------|---------------------|-------------|
|                                     | Total<br>(A)            | Health Insurance |             | Accident Insurance |             | Maternity Benefits |            | Paternity Benefits |            | Day Care Facilities |             |
|                                     |                         | Number<br>(B)    | %<br>(B/A)  | Number<br>(C)      | %<br>(C/A)  | Number<br>(D)      | %<br>(D/A) | Number<br>(E)      | %<br>(E/A) | Number<br>(F)       | %<br>(F/A)  |
| <b>Permanent workers</b>            |                         |                  |             |                    |             |                    |            |                    |            |                     |             |
| Male                                | 166                     | 166              | 100%        | 166                | 100%        | -                  | -          | -                  | -          | 166                 | 100%        |
| Female                              | -                       | -                | -           | -                  | -           | -                  | -          | -                  | -          | -                   | -           |
| <b>Total</b>                        | <b>166</b>              | <b>166</b>       | <b>100%</b> | <b>166</b>         | <b>100%</b> | <b>-</b>           | <b>-</b>   | <b>-</b>           | <b>-</b>   | <b>166</b>          | <b>100%</b> |
| <b>Other than Permanent workers</b> |                         |                  |             |                    |             |                    |            |                    |            |                     |             |
| Male                                | -                       | -                | -           | -                  | -           | -                  | -          | -                  | -          | -                   | -           |
| Female                              | -                       | -                | -           | -                  | -           | -                  | -          | -                  | -          | -                   | -           |
| <b>Total</b>                        | <b>-</b>                | <b>-</b>         | <b>-</b>    | <b>-</b>           | <b>-</b>    | <b>-</b>           | <b>-</b>   | <b>-</b>           | <b>-</b>   | <b>-</b>            | <b>-</b>    |

|   | FY 2023-24 | FY 2022-23 |
|---|------------|------------|
| Cost incurred on well-being measures as a % of total revenue of the company | 0.17%      | 0.28%      |

## 2. Details of retirement benefits.

| Benefits | FY 2023-24   |  |  | FY 2022-23   |  |  |
|----------|--|--|--|--|--|--|
|          | No. of employees covered as a % of total employees | No. of workers covered as a % of total workers | Deducted and deposited with the authority (Y/N/N.A.) | No. of employees covered as a % of total employees | No. of workers covered as a % of total workers | Deducted and deposited with the authority (Y/N/N.A.) |
| PF       | 100%   | 100%   | Y  | 100%   | 100%   | Y  |
| Gratuity | 100%   | 100%   | Y  | 100%   | 100%   | Y  |
| ESI      | -  | -  | -  | -  | -  | -  |
| Others   | -  | -  | -  | -  | -  | -  |

## 3. Accessibility of workplaces: Are the premises / offices of the entity accessible to differently abled employees and workers, as per the requirements of the Rights of Persons with Disabilities Act, 2016? If not, whether any steps are being taken by the entity in this regard.

Yes. The Company has provisions for disabled employees at its offices and manufacturing facilities.

## 4. Does the entity have an equal opportunity policy as per the Rights of Persons with Disabilities Act, 2016? If so, provide a web-link to the policy.

Yes, the Company has a strong commitment to providing equal opportunities of employment and non-discrimination in all processes including, but not limited to, recruiting, hiring, promotion and termination. A dedicated Equal Opportunity Policy is available at - <https://keva.co.in/investor-updates/#92-178-policies>

## 5. Return to work and Retention rates of permanent employees and workers that took parental leave:

| Gender       | Permanent employees |                | Permanent Workers   |                |
|--------------|---------------------|----------------|---------------------|----------------|
|              | Return to work rate | Retention rate | Return to work rate | Retention rate |
| Male         | 100%                | 100%           | -                   | -              |
| Female       | 100%                | 100%           | -                   | -              |
| <b>Total</b> | <b>100%</b>         | <b>100%</b>    | -                   | -              |

## 6. Is there a mechanism available to receive and redress grievances for the following categories of employees and workers? If yes, give details of the mechanism in brief.

|                                       |  |
|---------------------------------------|--|
| <b>Permanent Workers</b>              | Yes, the Company has formalized a Grievance Redressal Policy that forms a transparent and fair redressal system. This Policy acts as a mechanism and is accessible to all employees and workers.. The Policy clearly lays out the process to be followed by an employee/worker to raise a grievance. More details can be found in this <a href="https://keva.co.in/investor-updates/#92-178-policies">https://keva.co.in/investor-updates/#92-178-policies</a> . |
| <b>Other than Permanent Worker</b>    |  |
| <b>Permanent Employees</b>            |  |
| <b>Other than Permanent Employees</b> |  |

## 7. Membership of employees and worker in association(s) or Unions recognized by the listed entity:

| Category                         | FY 2023-24   |  |             | FY 2022-23   |  |             |
|----------------------------------|--|--|-------------|--|--|-------------|
|                                  | Total employees / workers in respective category (A) | No. of employees / workers in respective category, who are part of association(s) or Union (B) | % (B / A)   | Total employees / workers in respective category (C) | No. of employees / workers in respective category, who are part of association(s) or Union (D) | % (D / C)   |
| <b>Total Permanent Employees</b> | <b>437</b>   | <b>0</b>   | <b>0</b>    | <b>387</b>   | <b>0</b>   | <b>0</b>    |
| Male                             | 302  | 0  | 0           | 279  | 0  | 0           |
| Female                           | 135  | 0  | 0           | 108  | 0  | 0           |
| <b>Total Permanent Workers</b>   | <b>166</b>   | <b>166</b>   | <b>100%</b> | <b>170</b>   | <b>170</b>   | <b>100%</b> |
| Male                             | 166  | 166  | 100%        | 170  | 170  | 100%        |
| Female                           | -  | -  | -           | -  | -  | -           |

There is no restriction for employees and workers to be a member of any association or Unions.

## 8. Details of training given to employees and workers:

| Category                   | FY 2023-24 |                               |             |                      |             | FY 2022-23 |                               |             |                      |               |
|----------------------------|------------|-------------------------------|-------------|----------------------|-------------|------------|-------------------------------|-------------|----------------------|---------------|
|                            | Total (A)  | On Health and Safety Measures |             | On Skill Upgradation |             | Total (D)  | On Health and Safety Measures |             | On Skill Upgradation |               |
|                            |            | No. (B)                       | % (B/A)     | No. (C)              | % (C/A)     |            | No. (E)                       | % (E/D)     | No. (F)              | % (F/D)       |
| <b>Permanent Employees</b> |            |                               |             |                      |             |            |                               |             |                      |               |
| Male                       | 302        | 302                           | 100%        | 302                  | 100%        | 279        | 279                           | 100%        | 279                  | 100%          |
| Female                     | 135        | 135                           | 100%        | 135                  | 100%        | 108        | 108                           | 100%        | 108                  | 100%          |
| <b>Total</b>               | <b>437</b> | <b>437</b>                    | <b>100%</b> | <b>437</b>           | <b>100%</b> | <b>387</b> | <b>387</b>                    | <b>100%</b> | <b>387</b>           | <b>100%</b>   |
| <b>Permanent Workers</b>   |            |                               |             |                      |             |            |                               |             |                      |               |
| Male                       | 166        | 166                           | 100%        | 166                  | 100%        | 170        | 170                           | 100%        | 83                   | 48.82%        |
| Female                     | -          | -                             | -           | -                    | -           | -          | -                             | -           | -                    | -             |
| <b>Total</b>               | <b>166</b> | <b>166</b>                    | <b>100%</b> | <b>166</b>           | <b>100%</b> | <b>170</b> | <b>170</b>                    | <b>100%</b> | <b>83</b>            | <b>48.82%</b> |

Note: Training on skill upgradation includes both soft skill and functional skills. These trainings are imparted on an individual basis or group basis by respective functional heads.

## 9. Details of performance and career development reviews of employees and worker:

| Category         | FY 2023-24<br>Current Financial Year |            |             | FY 2022-23<br>Previous Financial Year |            |             |
|------------------|--------------------------------------|------------|-------------|---------------------------------------|------------|-------------|
|                  | Total (A)                            | No. (B)    | % (B/A)     | Total (C)                             | No. (D)    | % (D/C)     |
| <b>Employees</b> |                                      |            |             |                                       |            |             |
| Male             | 302                                  | 302        | 100%        | 279                                   | 279        | 100%        |
| Female           | 135                                  | 135        | 100%        | 108                                   | 108        | 100%        |
| <b>Total</b>     | <b>437</b>                           | <b>437</b> | <b>100%</b> | <b>387</b>                            | <b>387</b> | <b>100%</b> |



| Category                 | FY 2023-24<br>Current Financial Year |            |             | FY 2022-23<br>Previous Financial Year |            |             |
|--------------------------|--------------------------------------|------------|-------------|---------------------------------------|------------|-------------|
|                          | Total (A)                            | No. (B)    | % (B/A)     | Total (C)                             | No. (D)    | % (D/C)     |
| <b>Permanent Workers</b> |                                      |            |             |                                       |            |             |
| Male                     | 166                                  | 166        | 100%        | 170                                   | 170        | 100%        |
| Female                   | -                                    | -          | -           | -                                     | -          | 100%        |
| <b>Total</b>             | <b>166</b>                           | <b>166</b> | <b>100%</b> | <b>170</b>                            | <b>170</b> | <b>100%</b> |

Note: Employees who have joined on or before January 01, 2024 are eligible to participate in Annual Performance Review. However, career development reviews are done for all.

#### 10. Health and safety management system:

**a. Whether an occupational health and safety management system has been implemented by the entity? (Yes/ No). If yes, what is the coverage of such a system?**

Yes. The Company is strongly committed to ensuring workplace safety and maintaining a healthy environment for all employees. In line with this, the Company has formalized an Environment, Health and Safety Policy that is applicable to all its employees. This policy is a clear demonstration of management's commitment to our employee's health and safety. It outlines the responsibilities of the employer and employee to ensure occupational health and safety and provides details on preventive measures. The policy covers commitment to Environment, Health and Safety; imparting proper training; continuously improving Company's operations; and conducting proactive risk assessment.

The Company has also completed ISO 14001:2015, ISO 45001:2015, ISO 9001:2015 audit for its manufacturing facilities.

**b. What are the processes used to identify work-related hazards and assess risks on a routine and non-routine basis by the entity?**

Hazards and risks to workers' safety and health are identified and assessed on an ongoing basis. Preventive and protective measures have been implemented in the following order of priority:

1. Eliminate the hazard/risk.
2. Control the hazard/risk at source, through the use of engineering controls or organizational measures.
3. Minimize the hazard/risk by designing safe work systems, which include administrative control measures; and where residual hazards/risks cannot be controlled by collective measures, management has also provided appropriate personal protective equipment (including clothing) and has implemented measures to ensure its use and maintenance.

These Risks are reviewed on a regular basis by the Company. The Company ensures that the best practices in Health and Safety are adopted.

**c. Whether you have processes for workers to report the work-related hazards and to remove themselves from such risks.**

Yes, The Company has processes for its employees and workers to identify and report on work-related hazards and the subsequent steps to mitigate them. In addition, the Company trains all its employees and workers with occupational health and safety modules. These training modules cover aspects of the methodology to identify work-related hazards, analyse the risks associated with it and take subsequent steps to mitigate them. During the safety and emergency evacuation drills, employees are trained in dealing with emergency situations and demonstrations are given to equip the employees with right procedure of reporting work-related hazards and the steps to remove themselves from such situations.

**d. Do the employees/ workers of the entity have access to non-occupational medical and healthcare services?**

Yes, all employees and workers have access to non-occupational medical and healthcare services. At Company's premises there is a dedicated first aid room to treat any minor injuries.

**11. Details of safety related incidents, in the following format:**

| Safety Incident/Number  | Category            | FY 2023-24 | FY 2022-23 |
|---|---------------------|------------|------------|
| Lost Time Injury Frequency Rate (LTIFR) (per one million-person hours worked) | Employees & Workers | 0          | 0          |
| Total recordable work-related injuries  |                     |            |            |
| No. of fatalities   |                     |            |            |
| High consequence work-related injury or ill-health (excluding fatalities)     |                     |            |            |

For the reporting year FY 2023-2024 there have been no safety related incidents

**12. Describe the measures taken by the entity to ensure a safe and healthy workplace.**

Measures taken by the Company to ensure a safe and healthy workplace are:

- Regular health and safety trainings to tackle any potential hazards
- Periodic medical check-ups for employees
- Use technology and safety measures
- Periodical testing of equipments

**13. Number of complaints on the following made by employees and workers:**

|                    | FY 2023-24            |                                       |         | FY 2022-23            |                                       |         |
|--------------------|-----------------------|---------------------------------------|---------|-----------------------|---------------------------------------|---------|
|                    | Filed during the year | Pending resolution at the end of year | Remarks | Filed during the year | Pending resolution at the end of year | Remarks |
| Working Conditions |                       |                                       |         |                       |                                       |         |
| Health and Safety  |                       | Nil                                   |         |                       | Nil                                   |         |

**14. Assessments for the year:**

| Aspect                      | % of your plants and offices that were assessed (by entity or statutory authorities or third parties)   |
|-----------------------------|---|
| Health and safety practices | 100% (By Safety/IMS Audits, Hazards spotting by the Safety committee, Mock Drills, DISH Audit, Legal Compliance Inspections, Monitoring Measuring and Calibration of Equipment) |
| Working Conditions          | 100% (By Safety/IMS Audits, Legal Compliance Inspections, Monitoring Measuring and Calibration of working areas)  |

**15. Provide details of any corrective action taken or underway to address safety-related incidents (if any) and on significant risks / concerns arising from assessments of health & safety practices and working conditions.**

There are no Health and Safety related findings from any of the above audits conducted. Hence, there is no corrective action taken or needed.

**Leadership Indicators****1. Does the entity extend any life insurance or any compensatory package in the event of death of (A) Employees (Y/N) (B) Workers (Y/N).**

Employees – Yes

Workers – Yes

**2. Provide the measures undertaken by the entity to ensure that statutory dues have been deducted and deposited by the value chain partners.**

The Company ensures that all statutory dues have been deducted and deposited in a timely manner by the value chain partners basis the agreements/contracts/purchase orders.

**3. Provide the number of employees / workers having suffered high consequence work related injury / ill-health / fatalities (as reported in Q11 of Essential Indicators above), who have been rehabilitated and placed in suitable employment or whose family members have been placed in suitable employment:**

Not Applicables.

**4. Does the entity provide transition assistance programs to facilitate continued employability and the management of career endings resulting from retirement or termination of employment? (Yes/ No)**

Yes, the Company ensures to provide transition assistance programs to facilitate continued employability to few of its employees who retire.

**5. Details on assessment of value chain partners:**

SHK has its own Internal Audit Team for Vendor Assessment. This team covers various categories during their audit including Premise and Facilities, Material storage, Contingency management plan; Operations, Workspace arrangement, maintenance, calibration, carryover and rework; Quality, Environment, OH&S under ISO, certifications; Quality control, assurance and improvement, contaminants control; Packaging, labelling, shipping, personnel, training, ESG, etc. The Company also ensures to assess whether the agricultural activities conducted by the farmers are in line with the assistance and training techniques provided to them for manufacture of essential oils and related products.

**6. Provide details of any corrective actions taken or underway to address significant risks/concerns arising from assessments of health and safety practices and working conditions of value chain partners.**

Based on the assessment done by the Company's Internal Audit team, an Opportunity report is issued based on the findings. The report mentions ways to address the risks and opportunities associated with any risk/concern. Regular checks are conducted by the team to check whether the risks/concerns highlighted are addressed as per the mutually agreed timelines. As per the Assessment of the Value chain partners, the team comes up with the audit score and reports them internally.

**Principle 4: Businesses should respect the interests of and be responsive to all its stakeholders**

**Essential Indicators**

**1. Describe the processes for identifying key stakeholder groups of the entity.**

The Company has mapped its internal and external stakeholders. This includes Employees, Customers, Investors, Government and regulatory authorities, Local community, Shareholders, and Suppliers.

## 2. List stakeholder groups identified as key for your entity and the frequency of engagement with each stakeholder group:

| Stakeholder Group                      | Whether identified as Vulnerable & Marginalized Group (Yes/No) | Channels of communication (Email, SMS, Newspaper, Pamphlets, Advertisement, Community Meetings, Notice Board, Website), Other  | Frequency of engagement (Annually/ Half yearly/ Quarterly / others – please specify) | Purpose and scope of engagement including key topics and concerns raised during such engagement  |
|--|--|--|--|--|
| Government and Regulatory Authorities  | No   | <ul style="list-style-type: none"> <li>Industry Bodies/Forums</li> <li>Corporate Presentations/ Reports</li> <li>Written/Email Communication</li> <li>One-to-One Meetings</li> </ul>   | Ongoing-throughout the year  | <p><b>Purpose and scope of engagement</b></p> <p>a. Regulatory Compliance</p> <p><b>Key topics raised during the engagement</b></p> <p>a. Compliance monitoring and reporting</p> <p>b. Policies</p> <p>c. Regulations related to Product Safety and Quality</p> <p>d. Regulations related to welfare</p>  |
| Employees and Workers                  | No   | <ul style="list-style-type: none"> <li>Review meets</li> <li>Townhall meetings</li> <li>Learning and development initiatives</li> <li>Company's in house Portal</li> <li>Discussions with senior leaders</li> <li>Engagement initiatives/offsites</li> </ul>   | Ongoing-throughout the year  | <p><b>Purpose and scope of engagement</b></p> <p>a. Collaboration</p> <p>b. Employee Well-being</p> <p>c. Improving work efficiency</p> <p><b>Key topics raised during the engagement</b></p> <p>a. Compensation and Benefits</p> <p>b. Work-life balance</p> <p>c. Training programs for enhancing their knowledge and skills</p>   |
| Customers                              | No   | <ul style="list-style-type: none"> <li>Corporate website</li> <li>Toll-free number</li> <li>Digital platforms</li> <li>Social media</li> <li>Customer relationship managers</li> <li>Customer satisfaction surveys</li> <li>Advertising</li> <li>Knowledge seminars and events</li> </ul>  | Ongoing-throughout the year  | <p><b>Purpose and scope of engagement</b></p> <p>a. Understanding customer needs and preferences</p> <p>b. Customer feedback</p> <p><b>Key topics raised during the engagement</b></p> <p>a. Product features and specifications</p> <p>b. Product quality</p>   |
| Suppliers/ Business Partners & Vendors | No   | <ul style="list-style-type: none"> <li>Online one-to-one meeting with management</li> <li>Product/process trainings for new and old partners</li> <li>Industry Speak and Product</li> <li>Team meets for product updates</li> <li>Channel partner meets</li> <li>Conferences and Forums</li> <li>Written communications</li> </ul> | Ongoing-throughout the year  | <p><b>Purpose and scope of engagement</b></p> <p>a. Quality of products provided by suppliers</p> <p>b. Supplier's pricing structure</p> <p>c. Supplier's capacity and delivery capabilities</p> <p>d. Supplier assessments</p> <p><b>Key topics raised during the engagement</b></p> <p>a. Supplier's quality control procedures</p> <p>b. Product delivery time frame</p> <p>c. Compliance with laws and regulations</p> <p>d. Supplier assessments w.r.t. environmental and ethical standards</p> |

| Stakeholder Group        | Whether identified as Vulnerable & Marginalized Group (Yes/ No) | Channels of communication (Email, SMS, Newspaper, Pamphlets, Advertisement, Community Meetings, Notice Board, Website), Other   | Frequency of engagement (Annually/ Half yearly/ Quarterly / others – please specify) | Purpose and scope of engagement including key topics and concerns raised during such engagement   |
|--------------------------|---|---|--|---|
| Investors & Shareholders | No  | <ul style="list-style-type: none"> <li>Annual General Meetings</li> <li>Conferences</li> <li>Investor and Analyst meets</li> <li>Conference calls</li> <li>Annual Report</li> <li>Investor Presentations</li> <li>Press Release</li> <li>Business Updates</li> <li>Website</li> </ul> | Ongoing- throughout the year   | <p><b>Purpose and scope of engagement</b></p> <ol style="list-style-type: none"> <li>Respond to their concerns and inquiries</li> <li>Company's financial performance</li> <li>Corporate strategy and governance</li> <li>Sustainability practices</li> </ol> <p><b>Key topics raised during the engagement</b></p> <ol style="list-style-type: none"> <li>Company's financial results, year-on-year performance</li> <li>Corporate strategy updates</li> <li>Innovation and key investments</li> <li>Corporate Governance</li> <li>Sustainability practices including the Company's approach to ESG issues, and Human Rights policies</li> </ol> |
| Communities              | Yes   | <ul style="list-style-type: none"> <li>CSR initiatives</li> <li>Empowerment programs</li> </ul>   | Ongoing- throughout the year   | <p><b>Purpose and scope of engagement</b></p> <ol style="list-style-type: none"> <li>Identify Community needs</li> <li>Programs for community</li> </ol> <p><b>Key topics raised during the engagement</b></p> <ol style="list-style-type: none"> <li>Identify marginalized groups for their well-being.</li> <li>CSR activities</li> </ol>   |

### Leadership Indicators

**1. Provide the processes for consultation between stakeholders and the Board on economic, environmental, and social topics or if consultation is delegated, how is feedback from such consultations provided to the Board.**

The Company's Management engages with its various Stakeholders in a consistent and systematic manner to understand their concerns and assess their requirements, respond to their needs, and resolve their concerns in the most effective manner.

**2. Whether stakeholder consultation is used to support the identification and management of environmental, and social topics (Yes / No). If so, provide details of instances as to how the inputs received from stakeholders on these topics were incorporated into policies and activities of the entity.**

Yes, the Company conducts a survey and assessments with its key stakeholders (employees, suppliers, investors, and society) to identify material issues. Regular engagement with various stakeholders ensures that expectations are identified in a timely manner and are addressed responsibly.

**3. Provide details of instances of engagement with, and actions taken to, address the concerns of vulnerable/ marginalized stakeholder groups.**

The Company's CSR activities focuses on the disadvantaged, vulnerable and marginalized segments of the society. All CSR programs are aligned to the CSR Policy of the Company. Critical focus areas of Company's CSR mandate include education, women empowerment, addressing hunger, poverty, nutrition and health, environmental sustainability. More details of CSR can be accessed in the Annual Report under CSR section.

Apart from this, the Company also sources some of the raw materials from farmers. The Company provides support on growing crops for fragrances and essential oils to these farmers. This helps provide livelihood for vulnerable/ marginalized stakeholder groups.

## Principle 5: Businesses should respect and promote human rights

### Essential Indicators

1. Employees and workers who have been provided training on human rights issues and policy(ies) of the entity, in the following format:

| Category               | FY 2023-24 |  |             | FY 2022-23 |  |             |
|------------------------|------------|--|-------------|------------|--|-------------|
|                        | Total (A)  | No. of employees / workers covered (B) | % (B/A)     | Total (C)  | No. of employees / workers covered (D) | % (D/C)     |
| <b>Employees</b>       |            |  |             |            |  |             |
| Permanent              | 437        | 437                                    | 100%        | 387        | 387                                    | 100%        |
| Other than permanent   | -          | -                                      | -           | -          | -                                      | -           |
| <b>Total Employees</b> | <b>437</b> | <b>437</b>                             | <b>100%</b> | <b>387</b> | <b>387</b>                             | <b>100%</b> |
| <b>Workers</b>         |            |  |             |            |  |             |
| Permanent              | 166        | 166                                    | 100%        | 170        | 170                                    | 100%        |
| Other than permanent   | -          | -                                      | -           | -          | -                                      | -           |
| <b>Total Workers</b>   | <b>166</b> | <b>166</b>                             | <b>100%</b> | <b>170</b> | <b>170</b>                             | <b>100%</b> |

Note: Training on Human Rights and Policies includes an internal awareness sessions and discussions. Such sessions are not tracked as these are internal discussions and the policies are deployed on the website and internal portal for employee's self-awareness.

2. Details of minimum wages paid to employees and workers, in the following format

| Category         | FY2023-24  |                       |         |                        |             | FY-2022-23 |                       |         |                        |             |
|------------------|------------|-----------------------|---------|------------------------|-------------|------------|-----------------------|---------|------------------------|-------------|
|                  | Total (A)  | Equal to minimum wage |         | More than minimum wage |             | Total (D)  | Equal to minimum wage |         | More than minimum wage |             |
|                  |            | No. (B)               | % (B/A) | No. (C)                | % (C/A)     |            | No. (E)               | % (E/D) | No. (F)                | % (F/D)     |
| <b>Employees</b> |            |                       |         |                        |             |            |                       |         |                        |             |
| <b>Total</b>     | <b>437</b> | -                     | -       | <b>437</b>             | <b>100%</b> | <b>387</b> | -                     | -       | <b>387</b>             | <b>100%</b> |
| Male             | 302        | -                     | -       | 302                    | 100%        | 279        | -                     | -       | 279                    | 100%        |
| Female           | 135        | -                     | -       | 135                    | 100%        | 108        | -                     | -       | 108                    | 100%        |
| <b>Workers</b>   |            |                       |         |                        |             |            |                       |         |                        |             |
| <b>Total</b>     | <b>166</b> | -                     | -       | <b>166</b>             | <b>100%</b> | <b>170</b> | -                     | -       | <b>170</b>             | <b>100%</b> |
| Male             | 166        | -                     | -       | 166                    | 100%        | 170        | -                     | -       | 170                    | 100%        |
| Female           | -          | -                     | -       | -                      | -           | -          | -                     | -       | -                      | -           |

3. a. **Details of remuneration/salary/wages, in the following format:**

**Median remuneration / wages**

(₹ in crores)

|                                  | Male   |   | Female |   |
|----------------------------------|--------|---|--------|---|
|                                  | Number | Median remuneration/ salary/ wages of respective category | Number | Median remuneration/ salary/ wages of respective category |
| Board of Directors (BoD)         | 6      | 0.15  | 2      | 0.10  |
| Key Managerial Personnel         | 2      | 3.01  | 0      | -   |
| Employees other than BoD and KMP | 300    | 0.11  | 135    | 0.09  |
| Workers                          | 166    | 0.08  | 0      | 0   |

b. **Gross wages paid to females as % of total wages paid by the entity, in the following format:**

|   | FY 2023-24 | FY 2022-23 |
|---|------------|------------|
| Gross wages paid to females as % of total wages | 23.76%     | 25.84%     |

4. **Do you have a focal point (Individual/ Committee) responsible for addressing human rights impacts or issues caused or contributed to by the business? (Yes/No)**

Yes. The Company has adopted a Grievance Redressal Policy to develop and maintain an effective, timely, fair and equitable grievance handling system which is easily available and offered to all employees. Based on the nature of the complaints, the Point of Contacts (PoCs) shall be assigned to receive and acknowledge the complaints accordingly.

Channels through which the complaints can be registered

Hotline Number: + 91 22 6606 7777

Email: [contactus@keva.co.in](mailto:contactus@keva.co.in)

5. **Describe the internal mechanisms in place to redress grievances related to human rights issues.**

The Company has a Grievance Policy that provides details on the processes and procedures to be followed to redress all employee's grievances. The redressal mechanism has been designed to protect the confidentiality of aggrieved employees and provide redress in a timely and effective manner.

6. **Number of Complaints on the following made by employees and workers:**

|                                   | FY 2023-24            |                                       |         | FY 2022-23            |                                       |         |
|-----------------------------------|-----------------------|---------------------------------------|---------|-----------------------|---------------------------------------|---------|
|                                   | Filed during the year | Pending resolution at the end of year | Remarks | Filed during the year | Pending resolution at the end of year | Remarks |
| Sexual Harassment                 |                       | NIL                                   |         |                       | NIL                                   |         |
| Discrimination at workplace       |                       |                                       |         |                       |                                       |         |
| Child Labour                      |                       |                                       |         |                       |                                       |         |
| Forced Labour/Involuntary Labour  |                       |                                       |         |                       |                                       |         |
| Wages                             |                       |                                       |         |                       |                                       |         |
| Other human rights related issues |                       |                                       |         |                       |                                       |         |

**7. Complaints filed under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, in the following format:**

|   | FY 2023-24 | FY 2022-23 |
|---|------------|------------|
| Total Complaints reported under Sexual Harassment on of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH) | NIL        | NIL        |
| Complaints on POSH as a % of female employees / workers   |            |            |
| Complaints on POSH upheld   |            |            |

**8. Mechanisms to prevent adverse consequences to the complainant in discrimination and harassment cases.**

The Company is committed to prohibiting discrimination, retaliation or harassment of any kind against any employee who reports under the Whistle Blower Policy or participates in the investigation. The Whistle Blower Policy, Code of Conduct, and Grievance Redressal Policy holds a strong commitment to protect the identity of the complainant and maintain confidentiality through each stage of investigation.

**9. Do human rights requirements form part of your business agreements and contracts? (Yes/No)**

These requirements are covered in the Supplier Code of Conduct.

**10. Assessments of the year**

| Aspects                     | % of your plants and offices that were assessed (by entity or statutory authorities or third parties) |
|-----------------------------|---|
| Child labour                |   |
| Forced labour               |   |
| Sexual harassment           | 100%  |
| Discrimination at workplace |   |
| Wages                       |   |

**11. Provide details of any corrective actions taken or underway to address significant risks/concerns arising from the assessments at Question 10 above.**

No concerns were raised from the assessments, hence there are no corrective actions taken or needed.

**Leadership Indicators**

**1. Details of a business process being modified/introduced as a result of addressing human rights grievances/complaints.**

No such grievances/complaints have been reported on Human Rights violations.

**2. Details of the scope and coverage of any Human rights due diligence conducted.**

During the year, the Company has not conducted Human Rights Due Diligence. However, the Company covers protection of Human Rights through various assessments conducted.

**3. Is the premise/office of the entity accessible to differently abled visitors, as per the requirements of the Rights of Persons with Disabilities Act, 2016?**

Yes, all premises and offices are accessible to differently abled visitors.



#### 4. Details on assessment of value chain partners:

Upholding Human Rights is critical to the Company's business. Internal vigilance is maintained to ensure the prevention of discrimination and conduct of operations in a fair and transparent manner.

The Company considers factors related to the workplace and amenities offered by the Vendor to its employees during the vendor assessments, which aid in determining the well-being of those employees.

#### 5. Provide details of any corrective actions taken or underway to address significant risks/concerns arising from the assessments at Question 4 above.

Nil

### Principle 6: Businesses should respect and make efforts to protect and restore the environment

#### Essential Indicators

#### 1. Details of total energy consumption (in Joules or multiples) and energy intensity:

| Parameter   | Unit   | FY 2023-24   | FY 2022-23   |
|---|--|--------------|--------------|
| <b>From renewable sources (in gigajoules)</b>   |  |              |              |
| Total electricity consumption (A)   | GJ   |              |              |
| Total fuel consumption (B)  | GJ   | -            | -            |
| Energy consumption through other sources – Solar (C)  | GJ   | 1,442        | 1,528        |
| <b>Total energy consumption from renewable sources (A+B+C) (GJ)</b>   | <b>GJ</b>  | <b>1,442</b> | <b>1,528</b> |
| <b>From non - renewable sources (in gigajoules)</b>   |  |              |              |
| Total electricity consumption (D)   | GJ   | 6,464        | 4,152        |
| Total fuel consumption – DG Sets, Diesel from Company Owned vehicles (E)  | GJ   | 1,503        | 18,288       |
| Energy consumption through other sources – Total fuel consumption - DG Sets, Diesel from Company Owned vehicles , Diesel and Furnace Oil for Boiler (E) | GJ   | 25,905       | 18,303       |
| Total energy consumption from non - renewable sources (D+E+F) (GJ)  | GJ   | 33,872       | 40,743       |
| Total energy consumption (A+B+C+D+E+F) (GJ)   | GJ   | 33,872       | 42,325       |
| Energy intensity per rupee of turnover<br>(Total energy consumption in GJ/ Revenue from operations)   | GJ/Cr (INR)  | 38           | 48           |
| Energy intensity per rupee of turnover adjusted for Purchasing Power Parity (PPP) (Total energy consumed / Revenue from operations adjusted for PPP)    | GJ/Cr adjusted for PPP<br>PPP for India is taken as 22.4 for FY 24 & 22.17 for FY23<br>Source: IMF | 1.69         | 2.16         |
| Energy intensity in terms of physical output  | -  | -            | -            |
| Energy intensity (optional) – the relevant metric may be selected by the entity   |  |              |              |

We have reduced Furnace Oil consumption as compared to last year

**Note: Indicate if any independent assessment/ evaluation/assurance has been carried out by an external agency? (Y/N)  
If yes, name of the external agency.**

There is no Independent Assessment done.

2. Does the entity have any sites / facilities identified as designated consumers (DCs) under the Performance, Achieve and Trade (PAT) Scheme of the Government of India? (Y/N) If yes, disclose whether targets set under the PAT scheme have been achieved. In case targets have not been achieved, provide the remedial action taken, if any.

Not Applicable.

3. Provide details of the following disclosures related to water

| Parameter  | Unit   | FY 2023-24    | FY 2022-23    |
|--|--|---------------|---------------|
| <b>Water withdrawal by source (in kiloliters)</b>  |  |               |               |
| (i) Surface water  | KL   | 33,365        | 34,336        |
| (ii) Groundwater   | KL   | -             | -             |
| (iii) Third party water (Municipal water supplies)   | KL   | -             | -             |
| (iv) Seawater / desalinated water  | KL   | -             | -             |
| (v) Others   | KL   | -             | -             |
| <b>Total volume of water withdrawal (in kiloliter) (i + ii + iii + iv + v)</b>   | <b>KL</b>  | <b>33,365</b> | <b>34,336</b> |
| <b>Total volume of water consumption (in kiloliter)</b>  | <b>KL</b>  | <b>33,365</b> | <b>34,336</b> |
| <b>Water intensity per Cr. rupee of turnover</b> (Water consumed / turnover)   | KL/Cr (INR)  | 35.47         | 39.03         |
| Water intensity per rupee of turnover adjusted for Purchasing Power Parity (PPP)<br>(Total water consumption / Revenue from operations adjusted for PPP) | KL/Cr adjusted for PPP<br>PPP for India is taken as 22.4 for FY 24 & 22.17 for FY23<br>Source: IMF | 1.58          | 1.76          |
| Water intensity in terms of physical output  | -  | -             | -             |
| <b>Water intensity</b> (optional) – the relevant metric may be selected by the entity  |  |               |               |

SHK has an approval from the irrigation department for withdrawal of Surface water.

**Note: Indicate if any independent assessment/ evaluation/assurance has been carried out by an external agency? (Y/N) If yes, name of the external agency.**

4. Provide the following details related to water discharged:

| Parameter  | Unit | FY 2023-24 | FY 2022-23 |
|--|------|------------|------------|
| <b>Water discharge by destination and level of treatment (in kilolitres)</b> |      |            |            |
| (i) Surface water  | KL   |            |            |
| No treatment   | KL   |            |            |
| With treatment – please specify the level of treatment                       | KL   |            |            |
| (ii) Ground water  | KL   |            |            |
| No treatment   | KL   |            |            |
| With treatment – please specify the level of treatment                       | KL   |            |            |
| (iii) Sea water  | KL   |            |            |
| No treatment   | KL   |            |            |
| With treatment – please specify the level of treatment                       | KL   |            |            |

| Parameter  | Unit      | FY 2023-24 | FY 2022-23 |
|--|-----------|------------|------------|
| (iv) Sent to third parties                             | KL        |            |            |
| No treatment   | KL        |            |            |
| With treatment – please specify the level of treatment | KL        |            |            |
| (v) Others   | KL        |            |            |
| No treatment   | KL        |            |            |
| With treatment – please specify the level of treatment | KL        |            |            |
| <b>Total water discharged (in kilolitres)</b>          | <b>KL</b> |            |            |

**Note: Indicate if any independent assessment/ evaluation/assurance has been carried out by an external agency? (Y/N)  
If yes, name of the external agency.**

**5. Has the entity implemented a mechanism for Zero Liquid Discharge? If yes, provide details of its coverage and implementation.**

SHK's Vashivali plant is a Zero Liquid Discharge unit. SHK has improved its effluent system by installing a Multi-effect Evaporator (MEE) and Reverse Osmosis (RO) Plant.

**6. Please provide details of air emissions (other than GHG emissions) by the entity, in the following format:**

| Parameter                           | Unit        | FY 2023-24 | FY 2022-23 |
|-------------------------------------|-------------|------------|------------|
| NOx                                 | tones/annum | 0.001      | 1.16       |
| Sox                                 | tones/annum | 0.001      | 0.4178     |
| Particulate matter (PM 10)          | tones/annum | -          | 0.0088     |
| Persistent organic pollutants (POP) | tones/annum | -          | -          |
| Volatile organic compounds (VOC)    | tones/annum | -          | -          |
| Hazardous air pollutants (HAP)      | tones/annum | -          | -          |
| Others – CO                         | tones/annum | 0.0004     | 0.290      |

**Note: Indicate if any independent assessment/ evaluation/assurance has been carried out by an external agency? (Y/N)  
If yes, name of the external agency.**

There is no Independent Assessment done.

**7. Provide details of greenhouse gas emissions (Scope 1 and Scope 2 emissions) & its intensity, in the following format:**

| Parameter  | Unit  | FY 2023-24     | FY 2022-23     |
|--|---|----------------|----------------|
| <b>Scope 1</b>   | <b>Metric tons of CO<sub>2</sub> equivalent</b>           | <b>181.87</b>  | <b>1627.38</b> |
| <b>Scope 2</b>   | <b>Metric tons of CO<sub>2</sub> equivalent</b>           | <b>1285.63</b> | <b>1607.72</b> |
| <b>Total</b>   | <b>Metric tons of CO<sub>2</sub> equivalent</b>           | <b>1467.50</b> | <b>3235.10</b> |
| <b>Total Scope 1 and Scope 2 emissions per rupee of turnover</b> | <b>Metric tons of CO<sub>2</sub> equivalent /Cr (INR)</b> | <b>1.56</b>    | <b>3.72</b>    |

| Parameter  | Unit   | FY 2023-24 | FY 2022-23 |
|--|--|------------|------------|
| <b>Total Scope 1 and Scope 2 emission intensity per rupee of turnover adjusted for Purchasing Power Parity (PPP)</b><br>(Total Scope 1 and Scope 2 GHG emissions / Revenue from operations adjusted for PPP) | Metric tons of CO <sub>2</sub> equivalent /Cr adjusted for PPP<br><br>PPP for India is taken as 22.4 for FY 24 & 22.17 for FY23<br><br>Source: IMF | 0.07       | 0.16       |
| <b>Total Scope 1 and Scope 2 emission intensity in terms of physical output</b>  | -  | -          | -          |
| <b>Total Scope 1 and Scope 2 emission intensity (optional) – the relevant metric may be selected by the entity</b>   |  |            |            |

The Scope 1 and Scope 2 calculations are from the electricity and fuel usage. Further, Scope 1 and 2 calculations are undertaken using guidelines and emissions factors prescribed by globally accepted standards - USEPA guideline, applicable guidelines of GHG Protocol.

**Note: Indicate if any independent assessment/ evaluation/assurance has been carried out by an external agency? (Y/N) If yes, name of the external agency.**

There is no Independent Assessment done.

**8. Does the entity have any project related to reducing Green House Gas emission? If Yes, then provide details.**

Yes, we have replaced the boiler at our manufacturing unit to state-of-the-art bio-based briquette boiler that is fitted with a dust collector, thus eliminating particulate discharge and reducing our CO<sub>2</sub> emissions.

**9. Provide details related to waste management by the entity, in the following format:**

| Parameter   | FY 2023-24    | FY 2022-23    |
|---|---------------|---------------|
| <b>Total Waste generated (in metric tonnes)</b>   |               |               |
| Plastic waste (A)   | 3             | 0             |
| E-waste (B)   | 0             | 0.2           |
| Bio-medical waste (C)   | NA            | NA            |
| Construction and demolition waste (D)   | NA            | NA            |
| Battery waste (E)   | 11.6          | 6.4           |
| Radioactive waste (F)   | NA            | NA            |
| Other Hazardous waste. Please specify, if any. (G)                                      |               |               |
| ETP Sludge & Residue (MT)   | 27            | 78            |
| Discarded Barrels   | 1,373         | 1,100         |
| Other Non-hazardous waste generated (H).  |               |               |
| Corrugated box, Wooden Scrap, MS scrap, Glass (MT)                                      | 123           | 76            |
| <b>Total (A+B + C + D + E + F + G + H)</b>  | <b>1537.6</b> | <b>1260.6</b> |
| Waste intensity per rupee of turnover (Total waste generated / Revenue from operations) | <b>1.63</b>   | <b>1.45</b>   |

| Parameter  | FY 2023-24  | FY 2022-23    |
|--|-------------|---------------|
| Waste intensity per rupee of turnover adjusted for Purchasing Power Parity (PPP)<br>(Total waste generated / Revenue from operations adjusted for PPP)<br>PPP for India is taken as 22.4 for FY 24 & 22.17 for FY23<br>Source: IMF | 0.07        | 0.06          |
| Waste intensity in terms of physical output  |             |               |
| Waste intensity (optional) – the relevant metric may be selected by the entity   |             |               |
| <b>For each category of waste generated, total waste recovered through recycling, re-using or other recovery operations (in metric tons)</b>   |             |               |
| <b>Category</b>  |             |               |
| (i) Recycled   |             |               |
| Corrugated Box, MS Scrap, Wooden scrap, Glass –(MT)  | 123         | 76            |
| Hazardous Waste Discarded Barrels (MT)   | 1,373       | 1,100         |
| E-waste  | 0           | 0.2           |
| (ii) Re-used   |             |               |
| (iii) Other recovery operations  |             |               |
| <b>Total</b>   | <b>1496</b> | <b>1176.2</b> |
| <b>For each category of waste generated, total waste disposed by nature of disposal method (in metric tons)</b>  |             |               |
| <b>Category</b>  |             |               |
| (i) Incineration   | -           | -             |
| (ii) Landfilling   | -           | -             |
| (iii) Other disposal operations  | 41.6        | 84.4          |
| <b>Total</b>   | <b>41.6</b> | <b>84.4</b>   |

Note: We have calculated and updated the total waste from battery and discarded barrels for the current and previous year

**Note: Indicate if any independent assessment/evaluation/assurance has been carried out by an external agency? (Y/N) If yes, name of the external agency.**

There is no Independent Assessment done.

- 10. Briefly describe the waste management practices adopted in your establishments. Describe the strategy adopted by your company to reduce usage of hazardous and toxic chemicals in your products and processes and the practices adopted to manage such wastes.**

Hazardous waste generated is treated by chemical, thermal, biological, physical methods. Chemical methods include ion exchange, precipitation, oxidation and reduction, and neutralization.

- 11. If the entity has operations/offices in/around ecologically sensitive areas (such as national parks, wildlife sanctuaries, biosphere reserves, wetlands, biodiversity hotspots, forests, coastal regulation zones etc.) where environmental approvals / clearances are required, please specify details:**

Not Applicable. The company does not have any offices or manufacturing facility in the vicinity of any ecologically sensitive area.

- 12. Details of environmental impact assessments of projects undertaken by the entity based on applicable laws, in the current financial year:**

Not Applicable. The Company has no operations/offices in/around ecologically sensitive areas..

**13. Is the entity compliant with the applicable environmental law/ regulations/ guidelines in India, such as the Water (Prevention and Control of Pollution) Act, Air (Prevention and Control of Pollution) Act, Environment protection act and rules thereunder (Y/N). If not, provide details of all such non-compliances, in the following format:**

The Company is compliant with all applicable environmental laws/ regulations/ guidelines and there were no non-compliances.

### Leadership Indicators

**1. Water withdrawal, consumption and discharge in areas of water stress (in kilolitres):**

**For each facility/plant located in areas of water stress, provide the following information:**

(i) Name of the area: Nil

(ii) Nature of operations: Nil

(iii) Water withdrawal, consumption and discharge in the following format:

The Company does not withdraw, consume or discharge water in areas of water stress.

**2. Please provide details of total Scope 3 emissions & its intensity, in the following format:**

The Company has calculated its Scope 1 and 2 emissions and has not calculated its Scope 3 emissions.

**3. With respect to the ecologically sensitive areas reported at Question 10 of Essential Indicators above, provide details of significant direct & indirect impact of the entity on biodiversity in such areas along-with prevention and remediation activities.**

The Company has no operations/offices in/around ecologically sensitive areas.

**4. If the entity has undertaken any specific initiatives or used innovative technology or solutions to improve resource efficiency, or reduce impact due to emissions/effluent discharge/waste generated, please provide details of the same as well as outcome of such initiatives, as per the following format:**

| S. No | Initiative Take                                  | Details of Initiative   | Outcome of the initiative  |
|-------|--|---|--|
| 1     | Manual Blending                                  | Residual fragrance oils remaining after production are gathered and are sent to the Effluent Treatment Plant (ETP) as part of the vessel cleaning process.  | Reductions in Chemical Oxygen Demand (COD) load entering the effluent.<br>Decreased consumption of alfofate soap solution.<br>Reduced operational costs of ETP through load reduction. |
| 2     | Green Initiative to reduce calorific value (CV)  | ETP chemical sludge having high CV >2500 cal/gm this results our sludge getting disposed off by incineration method instead of landfilling.<br>Started use to mix 10% lime powder as a stabilizer in ETP sludge to reduce the CV (<2500 cal/gm) | Reduce the incineration sludge by 10.9 MT (i.e. 70% against last FY)   |
| 3     | Green Initiative to reduce Energy consumption    | Air blower removed and addition air provided from ETP's blowers   | Reduce the energy consumption by 19272 Units/Year  |
| 4     | Total Dissolved Solids (TDs) reduction at source | All the washing layers are send to ETP directly for further treatment<br>Segregation of the high TDS washing layer<br>Neutralize the layer by use alkaline & acidic washing layer   | Distilled out high TDS stream by neutralizing - 120 MT in the reporting financial year, i.e. 2023-24   |

**5. Does the entity have a business continuity and disaster management plan? Give details in 100 words/ web link.**

The Company has an established standard disaster management and business continuity plan that guarantees resiliency in business operations and the highest level of safety for employees and assets. The Company makes sure its employees are regularly trained by conducting mock drills and disaster management training for any emergencies. The Company makes sure to adhere to all applicable rules, laws, and standards. The Company has also identified and placed methods for resource allocation, and it constantly analyses client needs by improving internal systems, capabilities, etc.

**6. Disclose any significant adverse impact to the environment, arising from the value chain of the entity. What mitigation or adaptation measures have been taken by the entity in this regard.**

Not Applicable.

**7. Percentage of value chain partners (by value of business done with such partners) that were assessed for environmental impacts.**

Most of the value chain partners are assessed for environmental impacts.

**PRINCIPLE 7 Businesses, when engaging in influencing public and regulatory policy, should do so in a manner that is responsible and transparent**

**Essential Indicators**

**1. a. Number of affiliations with trade and industry chambers/associations.**

SHK, actively participates in various industry and business associations. In total the Company has more than 10 affiliations with trade and industry chambers/associations.

**b. List the top 10 trade and industry chambers/associations (determined based on the total members of such a body) the entity is a member of/affiliated to.**

| S. No. | Name of the trade and industry chambers/associations        | Reach of trade and industry chambers/associations (International/National/State) |
|--------|---|--|
| 1      | IFRA (International Fragrance Association)                  | International  |
| 2      | European Federation of Essential Oils                       | International  |
| 3      | International Federation of Essential Oils and Aroma Trades | International  |
| 4      | FAFAI (Fragrance and Flavours Association of India)         | National   |
| 5      | Quality Circle Forum Of India                               | National   |
| 6      | National Safety Council (NSC)                               | National   |
| 7      | Indian Chemical Council                                     | National   |
| 8      | CHEMEXIL  | National   |
| 9      | Patalganga & Rasayani Industries Association                | State  |
| 10     | Bombay Chamber of Commerce & Industry                       | State  |
| 11     | Mulund Kurla MARG (Mutual Aid Response Group)               | State  |
| 12     | Maharashtra Economic Development Council                    | State  |

**2. Provide details of corrective action taken or underway on any issues related to anti-competitive conduct by the entity, based on adverse orders from regulatory authorities.**

There are no corrective action taken or underway on any issues based on orders from authorities with respect to anti-competitive conduct.

### Leadership Indicators

**1. Details of public policy positions advocated by the entity :**

Nil

**PRINCIPLE 8: Businesses should promote inclusive growth and equitable development**

### Essential Indicators

**1. Details of Social Impact Assessments (SIA) of projects undertaken by the entity based on applicable laws, in the current financial year.**

There are no Projects in the financial year 2023-24 that attracts the requirements of Social Impact Assessment.

**2. Provide information on project(s) for which ongoing Rehabilitation and Resettlement (R&R) is being undertaken by your entity, in the following format:**

There are no projects in the financial year 2023-24 that attracts the requirements of Rehabilitation and Resettlement.

**3. Describe the mechanisms to receive and redress grievances of the community.**

Yes, the Company has formalized a Grievance Redressal Policy that forms a transparent and fair redressal system that is easily accessible to all Stakeholders. The Policy clearly lays out the process to be followed by a Stakeholder to raise a grievance for redressal. More details can be accessed here: <https://keva.co.in/investor-updates/#92-178-policies>

**4. Percentage of input material (inputs to total inputs by value) sourced from suppliers:**

|   | FY 2023-24 | FY 2022-23 |
|---|------------|------------|
| Directly sourced from MSMEs/ small producers                        | 17.1%      | 20.8%      |
| Sourced directly from within the district and neighboring districts | 57.67%     | 68.66%     |

**5. Job creation in smaller towns – Disclose wages paid to persons employed (including employees or workers employed on a permanent or non-permanent / on contract basis) in the following locations, as % of total wage cost**

| Location     | FY 2023-24 | FY 2022-23 |
|--------------|------------|------------|
| Rural        | 3.9%       | 4.3%       |
| Semi-urban   | -          | -          |
| Urban        | 0.2%       | 0.3%       |
| Metropolitan | 95.9%      | 95.4%      |

### Leadership Indicators

**1. Provide details of actions taken to mitigate any negative social impacts identified in the Social Impact Assessments (Reference: Question 1 of Essential Indicators above):**

Not Applicable.

**2. Provide the following information on CSR projects undertaken by your entity in designated aspirational districts as identified by government bodies:**

There are no projects in aspirational districts.

**3. (a) Do you have a preferential procurement policy where you give preference to purchase from suppliers comprising marginalised /vulnerable groups? (Yes/No)**

Yes, SHK does have a procurement preference in place. SHK works with local farmers to obtain some of the raw materials for fragrances. SHK actively takes steps towards training farmers and providing them with support on growing crops for fragrances and essential oils.



**(b) From which marginalised/vulnerable groups do you procure?**

SHK thinks beyond business and undertakes various initiatives to improve the lives of the lower socio-economic sections of the society. The Company takes steps towards procuring raw materials from farmers.

**(c) What percentage of total procurement (by value) does it constitute?**

SHK procures raw materials from farmers in the district and neighboring districts. Most of these farmers are from marginalised /vulnerable groups. Company procures an approximate of 30% of its raw materials from farmers in the district and neighboring districts.

**4. Details of the benefits derived and shared from the intellectual properties owned or acquired by your entity (in the current financial year), based on traditional knowledge:**

Company owns various Intellectual Property based on traditional knowledge. Company has developed 10 molecules and filed various patent applications in respect of molecules, systems and processes.

**5. Details of corrective actions taken or underway, based on any adverse order in intellectual property related disputes wherein usage of traditional knowledge is involved.**

Not Applicable.

**6. Details of beneficiaries of CSR Projects:**

Please share details of CSR activities for the current year.

| S. No. | CSR Project  | No. of persons benefitted from CSR Projects | % of beneficiaries from vulnerable and marginalized groups |
|--------|--|---|--|
| 1      | Sports empowerment by providing sponsorship  | 140   | -  |
| 2      | Supporting school and infrastructure facilities  | 120   | 100%   |
| 3      | Partnering with programmes for empowerment of women and children's education   | 280   | 100%   |
| 4      | Supporting school infrastructure facilities at Vidya Mandir, Kolhapur.   | 500   | 100%   |
| 5      | Engagement of Apprentices  | 70  | 100%   |
| 6      | Infrastructure development - Support for construction of facility centre for villagers   | 250   | 100%   |
| 7      | Infrastructure development - Construction of water tank for villagers in Lohop (PHC)   | 750   | 100%   |
| 8      | Construction of toilets for female students in Janata Vidhyalaya School in Mohopada  | 50  | 100%   |
| 9      | Providing computer for ZP school in Turade   | 50  | 100%   |
| 10     | Shed / upgradation of infrastructure for ZP School at Vashivali  | 50  | 100%   |
| 11     | Upgradation of ZP School - Vashivali gaon  | 75  | 100%   |
| 12     | Books distribution   | 1000  | 100%   |
| 13     | E Class room for Vadgaon ZP School   | 79  | 100%   |
| 14     | Partnering for Climate Shala - a programme to empower children to become advocates for climate action and social justice and to contribute to well - being of our planet | 370   | 100%   |

**PRINCIPLE 9: Businesses should engage with and provide value to their consumers in a responsible manner****Essential Indicators****1. Describe the mechanisms in place to receive and respond to consumer complaints and feedback.**

Yes, the Company has a mechanism in place to receive and respond to consumer complaints and feedback. The Company has formalized a Grievance Redressal Policy that forms a transparent and fair redressal system that is easily accessible. The Policy clearly lays out the process to be followed by any Stakeholder to raise a grievance for redressal. More details can be accessed here: <https://keva.co.in/investor-updates/#92-178-policies>

**2. Turnover of products and/ services as a percentage of turnover from all products/service that carry information about:**

|   | As a percentage to total turnover |
|---|-----------------------------------|
| Environmental and social parameters relevant to the product | NA                                |
| Safe and responsible usage                                  | NA                                |
| Recycling and/or safe disposal                              | NA                                |

Note: Most of the products are directly sold to other businesses. SHK updates all products with Safe and responsible usage information as well as the Material Safety Sheet mentions details with regard to recycling and safe disposal.

**3. Number of consumer complaints in respect of the following:**

|                                | FY 2023-24               |                                   | Remarks  | FY 2022-23               |                                   | Remarks  |
|--------------------------------|--------------------------|-----------------------------------|--|--------------------------|-----------------------------------|--|
|                                | Received during the year | Pending resolution at end of year |  | Received during the year | Pending resolution at end of year |  |
| Data privacy                   | 0                        | 0                                 | NA   | 0                        | 0                                 | NA   |
| Advertising                    | 0                        | 0                                 | NA   | 0                        | 0                                 | NA   |
| Cyber-security                 | 0                        | 0                                 | NA   | 0                        | 0                                 | NA   |
| Delivery of essential services | 0                        | 0                                 | NA   | 0                        | 0                                 | NA   |
| Restrictive Trade Practices    | 0                        | 0                                 | NA   | 0                        | 0                                 | NA   |
| Unfair Trade Practices         | 0                        | 0                                 | NA   | 0                        | 0                                 | NA   |
| Other                          | 105                      | 0                                 | Other includes - Transport, QC, Packing, Dispatch, Blending, Procurement, System, Agent, Customer. | 151                      | 0                                 | Other includes - Transport, QC, Packing, Dispatch, Blending, Procurement, System, Agent, Customer. |

Note: Complaints listed under others represent complaints from Vendors. SHK is a Business-to-Business Company.

**4. Details of instances of product recalls on account of safety issues:**

| Aspect                        | Number | Reason for Recall |
|-------------------------------|--------|-------------------|
| Voluntary recall /Mock recall | 0      | NA                |
| Forced recall                 | 0      | NA                |

Note: There have been no product recalls in the Financial Year 2023-2024.

**5. Does the entity have a framework/policy on cyber security and risks related to data privacy? (Yes/No) If available, provide a web-link of the policy.**

Yes, the Company has a policy on Cybersecurity, Link - <https://keva.co.in/investor-updates/#92-178-policies>.

**6. Provide details of any corrective actions taken or underway on issues relating to advertising, and delivery of essential services; cyber security and data privacy of customers; re-occurrence of instances of product recalls; penalty/action taken by regulatory authorities on safety of products/services.**

Yes. SHK provides information as per the laws of the specific country and the company also conducts survey with regard to consumer satisfaction. There are no issues with respect to advertising, cyber security and data privacy of customers.

**7. Provide the following information relating to data breaches:**

- a. Number of instances of data breaches
- b. Percentage of data breaches involving personally identifiable information of customers
- c. Impact, if any, of the data breaches

There have been no incidents of data breaches in the financial year 2023-2024.

### Leadership Indicators

**1. Channels / platforms where information on products and services of the entity can be accessed (provide web link, if available).**

The Company has a website which provides all necessary information on the products and services. Further details can be found at: <https://keva.co.in/investor-updates/#92-178-policies>

**2. Steps taken to inform and educate consumers about safe and responsible usage of products and/or services.**

SHK provides the Safety data sheets and technical data sheets to all its customers.

**3. Mechanisms in place to inform consumers of any risk of disruption/discontinuation of essential services.**

SHK does not deal with any essential services.

**4. Does the entity display product information on the product over and above what is mandated as per local laws? (Yes/No/Not Applicable) If yes, provide details in brief. Did your entity carry out any survey with regard to consumer satisfaction relating to the major products / services of the entity, significant locations of operation of the entity or the entity as a whole? (Yes/No)**

Yes. SHK provides information as per the laws of the specific country and the company also conducts survey with regard to consumer satisfaction.

**5. Provide the following information relating to data breaches:**

- a. Number of instances of data breaches along-with impact
- b. Percentage of data breaches involving personally identifiable information of customers

There have been no data breaches.