



## We The People



### Inside “We the People”

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**Dear Colleagues,**

It gives me immense pleasure to meet you all through this platform and I believe this is right forum to share my thoughts as it reaches everyone in the Organisation.

I take this opportunity to thank each one of you for the efforts and contribution to place the NSL Sugars where it is today.

Sugar Industry is with full of challenges and opportunities. Some of these challenges are Government Policies, Sugar Price, Raw material availability & Cane price etc. Most of the time, these challenges become hurdles in our way.

It requires enormous amount of patience and amicability to deal with these challenges from time to time. It is a test of our potential as an Organisation.

NSL Sugars can successfully compensate and overcome these challenges by Team Work and putting all efforts in the areas of Cane Development, H&T Management, Sugar Recovery, Better Planning of O&M and optimization of Manpower.

I am sure each member of NSL family has got very high potential and commitment to achieve the vision of the Company.

Wish everyone and their families all the best.

**K. Ramakoteswara Rao**

**Vice Chairman**

**NSL Sugars & Power Business**



## Koppa Unit

### New year celebrations - 31<sup>st</sup> December'14

We had organized an event to welcome the year 2015 in the night of Dec'14 . Cultural programs , Prize distribution & Dinner were part of the event . All the employees along with their families have took part in the event . Few moments captured .....



### PEP Talk for contract (House Keeping )Workmen – 19.12.14





## Tungabhadra Unit

### New year celebrations - 31<sup>st</sup> December'14

We had organized an event to welcome the year 2015 in the Night of Dec'14. Sports ,Prize distribution & Dinner were part of the event . All the employees along with their families have Took part in the event . Few moments captured .....



### Chemical disaster day was observed on 4.12.14





## Aland Unit



**ಎನ್.ಎಸ್.ಎಲ್. ಶುಗರ್ಸ್ (ಅ) ಘಟಕ -2 ಆಳಂದ**

**ಪೂ || ಭೂಸನೂರ, ತಾ|| ಆಳಂದ ಇವರಿಂದ**

## “ ಉಚಿತ ಆರೋಗ್ಯ ತಪಾಸಣೆ ಶಿಬಿರ ”

**ಸಹಯೋಗದೊಂದಿಗೆ :**

**ದಿನಾಂಕ : 30-12-2014**

**ಕಾರ್ಮಿಕ ಕಲ್ಯಾಣ ಮಂಡಳಿ ಬೆಂಗಳೂರು ಹಾಗೂ ಭೋರುಕಾ ನೇತ್ರಾಲಯ, ಕಲಬುರಗಿ,**

**ಡಾ. ವೆಂಕಟೇಶ ಕಲಾಪುರ**

**ಡಾ. ಯೋಗೇಶ ಬಂಡಗಾರ**

**ಡಾ. ಸಂಜೀವಕುಮಾರ ಪಾಟೀಲ**

**ಡಾ. ಸಂತೋಷ್ ಬಲಖೇಡ**

**ಸಮಯ ಬೆಳಿಗ್ಗೆ : 10 ಗಂಟೆಯಿಂದ ಸಾ.5 ಗಂಟೆಯವರೆಗೆ ಸ್ಥಳ : ಕಬ್ಬು ಅಭಿವೃದ್ಧಿ ವಿಭಾಗ, ಎನ್.ಎಸ್.ಎಲ್. ಶುಗರ್ಸ್, ಭೂಸನೂರ**

A “Free Medical Camp “ was organized in the plant as part of Welfare activities in association with Labor Welfare Board and Bhoruka Eye Hospital at Cane office on 30.12.14 for Farmers, Neighboring villagers, Employees & Workmen.

Dr.Venkatesh Kallapur, Dr.Yogesh Bandgar, Dr.Sanjeev Kumar, Dr.Santhosh Balakhed and RMO.Mr.Mallikarjun were present in the camp as Consultant Physicians .



## Aland Unit

### Safety Training for Security Guards – December'14

Handling fire and precautions – Safety Training was conducted For Security Guards by Mr. Gurling in December '14 in Coal Yard .

Security guards were sensitized on How to handle fire, How to Avoid Fire accidents and Various precautionary methods



We had observed Dr.B.R.Ambedkar 's Mahaparinirvan Diwas (din) and performed Pooja on 05 Dec-14.

All the employees & Mr. Rangaprasad – Unit head have graced the Occasion





## Jay Mahesh Unit

### Safety Training – December '14

Mr. Bhosle, had conducted safety training for workmen in Dec '14



### Inauguration of Sugar Warehouse – 18.12.14

We have performed Pooja to inaugurate a new Sugar Warehouse In Decmber'14 . A new warehouse is built to store the Sugar. This New ware house measures 100X75 mtrs.





## KSL Unit

### New year celebrations - 31<sup>st</sup> December'14

We had organized an event to welcome the year 2015 in the night of Dec'14 . Cultural programs , Prize distribution & Dinner were part of the event . All the employees along with their families have took part in the event . Few moments captured .....



### Achievement Details - Dec'14

Power	Budget (Units)	Actual (Units)
Generation	13948383	15639300
Export	9278786	11650971



## Initiatives

### Employee Development

We all are aware that the role of the Cane team is extremely critical in our business. Cane team procures the raw material required.

To procure quality sugarcane the field staff of the Cane team work very closely with Farmers and guide them to grow quality sugarcane. In the process they need to monitor the cultivation of Sugarcane and generate reports, analyze the crop health and guide the farmer to take necessary steps to ensure the health of the crop.

In order to make this entire process effective, NSL Sugars Ltd had decided to utilize the technology. The Cane Management System is available on mobiles.

All the Field Assistants were given the Tablets through which they can do the following:

- ✓ Visit Reports, Plantation Entry, View and Edit Plantation
- ✓ View and Edit Plot Details, Display Plot Failures
- ✓ New/Edit Plot Failure entry, Display Pest & Disease List
- ✓ Add Pest & Disease for a Plot, View and Edit Village Information
- ✓ View Targets and Achievements , Crop Monitoring Activities
- ✓ Crop Monitoring Details , Display Cutting Order List Plan
- ✓ Cutting Order Request , Display Trip Sheet List
- ✓ View Trip Sheet Details , Display Rainfall List
- ✓ Add Rainfall Details , Add Loan/ Incentive Request
- ✓ Measure Area using GPS



# Initiatives

## Employee Development

**In the first phase all Field Assistants of the**

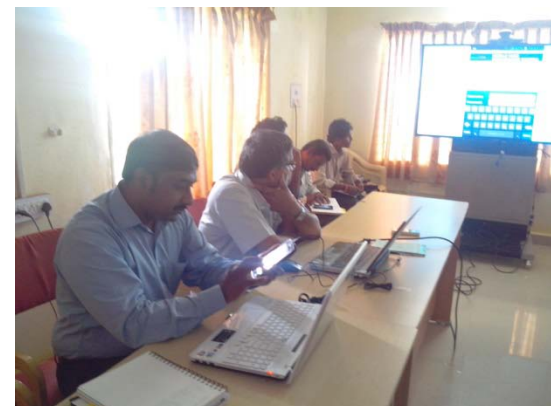
- ✓ **KSL Unit**
- ✓ **TSL Unit**
- ✓ **Jay Mahesh Unit**

**were given the tablets . The tablets will be issued for Field Assistants of Koppa & Aland soon .**

**We have organized , hand s on practice training for all the FAs of all the three units in December'14 . The FAs were trained on every module of CMS (Cane Management System ) .**

**The work shop was received well and now our FAs use technology for effective Crop Monitoring , Generate various reports and Cane Area Development .**

**Few moments captured in the workshop....**





**What is SOP ?**

**A standard operating procedure or SOP is a set of instructions that address the who, what, where and when of an activity and they are meant to be a guide to standardize the activity.**

**As you all are aware that earlier we have already implemented SOP in Koppa Unit. Now in 2<sup>nd</sup> phase we have concluded SOP Implementation in KSL & TSL units in December '14 .**

**SOPs were created for every function in our business and these SOPs must be followed across all the plants. This is to standardize the activities that we carry out in our day to day operations.**

**SOPs were implemented for the following functions:**

- ✓ **HR & Payroll**
- ✓ **Purchase & Inventory**
- ✓ **Finance & Accounts**
- ✓ **Cane Development & Procurement**
- ✓ **Budgeting & MIS**
- ✓ **Compliance Monitoring**
- ✓ **Production planning, Plant Maintenance & Quality Control**



## Initiatives

## SOP Implementation

We have implemented SOPs in both the units in four stages:

- ✓ Awareness work shop
- ✓ Hand holding Sessions
- ✓ Testing phase I
- ✓ Testing phase II

As SOP adherence is a continuous process, we have identified **SOP Champions** to keep the process going. These Champions have taken the responsibility of monitoring the progress of SOP adherence in their respective functions. An audit will be conducted on SOP adherence every quarter hence forth.

We have conducted training for **SOP Champions** in Dec'14 and the following topics were discussed:

- Understand the importance of SOP Implementation
- Understand the SOP Champions' framework
- Understand & list the Roles & Responsibilities of SOP Champions
- Understand the MIS involved in implementing SOPs

Few moments captured in the workshop...

SOP Champions – KSL -5.12.14



SOP Champions–TSL-10.12.14



## Initiatives

## Whistle Blower Policy

### Objective

As a conscious and vigilant organization, NSL Sugars believes in the conduct of the affairs of its constituents in a fair and transparent manner by adopting the highest standards of professionalism, honesty, integrity and ethical behavior.

This policy is formulated to create a fearless environment and provide opportunity to employees to access in good faith, to the committee in case they observe instances of unethical and improper practices, actual or suspected fraud, or any other wrongful conduct in the company and to prohibit managerial personnel from taking any adverse personnel action against those employees.

### Applicability

This policy shall be applicable to all employees of NSL Sugars, third party vendors, consultants, customers etc. operating out of any location of the company.

### Definitions

**Whistleblower:** An employee who exposes or makes a disclosure of the unethical and improper practices within an organization in the hope of stopping it. Unethical and improper practices shall mean:

An act which does not conform to approved standard of social and professional behavior.

An act which leads to unethical business practices

Improper or unethical conduct

Breach of etiquette or morally offensive behaviour etc.



## Initiatives

### **Committee:**

Committee shall mean a committee of NSL Sugars, constituted in accordance with provisions of section 292A of companies Act, 1956 read with clause 49 of Listing Agreement entered into by the company with stock Exchanges. **Committee Team (MD & CEO – Chairman, COO, WTD, CFO, VP-HR)**

### **Protected Disclosure:**

The reporting of any such unethical activity or violation to the committee by a whistle blower as defined above made in good faith would constitute a protected disclosure.

### **Policy guidelines:**

This policy prohibits its employees to take any adverse personnel action against its employees for disclosing in good faith any unethical and improper practices or alleged wrongful conduct committed. Any employee against whom any adverse personnel action has been taken due to his disclosure of information under this policy may approach the committee.

An employee who knowingly makes false allegations of unethical and improper practices or alleged wrongful conduct to the committee shall be subject to disciplinary action in accordance with company rules, policies and procedures. Further, this policy may not be used as a defense by an employee against whom an adverse personnel action has been taken independent of any disclosure of information by him and for legitimate reasons or cause under company rules and policies.

## Initiatives

### Reporting:

Reports of allegations are encouraged to be made in writing. Employees can make protected disclosure to committee, as soon as possible but not later than 30 consecutive days after becoming aware of the same. The complaint can be sent via e-mail to the committee at [wbp@nslsugars.com](mailto:wbp@nslsugars.com) or a written complaint can also be sent to the following address: **Managing Director & CEO, NSL Sugars Limited, NSL ICO, 4<sup>th</sup> Floor, 8-2-684/2/A, Road No. 12, Banjara Hills, Hyderabad -500034**

Whistle Blower may or may not put his/her name to allegations. Concerns expressed anonymously will be investigated as per the decision of the committee depending upon the disclosure made.

If initial enquiry by the committee indicates that the concern has no basis, or it is not a matter to be investigation further under this policy, it may be dismissed at this stage and the decision is documented.

Where initial enquiries indicate that further investigation is necessary, the investigation would be conducted in a fair manner, as a neutral fact-finding process and without presumption of guilt. A written report of the findings would be made.



## Initiatives

### Procedure of Investigation:

The committee shall make a detailed written record of the protected disclosure. The record will include:

Facts of the matter.

Whether the same protected disclosure was raised previously by anyone, and if so, the outcome thereof.

Whether any protected disclosure was raised previously against the same subject

The financial/otherwise loss which has been incurred/would have been incurred by the company

Findings of committee

The recommendations of the committee on disciplinary/other actions/(S).

The committee shall finalize and submit the report to the chairman within 30 days of being nominated/ appointed.

It is the discretion of the committee to inform the whistleblower of the final outcome of the protected disclosure made.

On submission of report, the committee shall discuss the matter with Chairman of the committee

### Reward:

In accordance with the facts and finding on the report giving by whistle blower a suitable reward decided by the committee will be giving to the concerned whistle blower.

## **Protection**

No unfair treatment will be meted out to a whistle Blower by virtue of his / her having reported a protected disclosure under this policy. The company, as a policy, condemns any kind of discrimination, harassment, victimization or any other unfair employment practice being adopted against whistle blower. Complete protection will, therefore, be given to whistle Blower against any unfair practice like retaliation, threat or intimation of termination/suspension of service, disciplinary action, transfer, demotion, refusal of promotion etc.

The company will take steps to minimize difficulties, which the whistle Blower may experience as a result of making the protected disclosure. The identity of the whistle Blower shall be kept confidential. Any other Employee assisting in the said investigation or furnishing evidence shall also be protected to the same extent as the Whistle Blower.

## **Disciplinary Action:**

In case the protected disclosure is proved, as per the findings of the committee, Disciplinary Action may be taken up to and including termination and also ensure preventive measures to avoid re-occurrence of the matter. In case the protected Disclosure is not proved, the matter shall be extinguished.

During the investigation period or at any time thereafter, if any employee is found to be A) retaliating against the complaint B) coaching witness or C) tampering with evidence, then it would lead to severe disciplinary action in accordance with company rules, policies and procedures.

In exceptional cases, where the whistle Blower is not satisfied with the outcome of the investigation and the decision, s/he can make a direct appeal to the chairman of the audit committee.



## Actions Constituting Fraud :

While fraudulent activity could have a very wide range of coverage related to in house Fraud (plant) & Outside Factory Fraud (Cane department) as mentioned below:

### In House Fraud (Related to Plant) :

- Forgery or alteration of any document or account.
- Forgery or alteration of cheque, bank draft or any other financial instrument etc.
- Falsifying records, removing the documents from files and /or replacing it by a fraudulent note etc.
- Utilizing Company funds for personal purposes.
- Irregularity in recording and reporting financial transactions.
- Forgery in sale of scrap items.
- Forgery in weighbridge during weighment of various items.
- Forgery at main gate by giving tempered gate pass to any outside vendor for taking material out from factory premises.
- Forgery in purchase department by doing purchase without taking 3-4 min. quotations & that should be approved through purchase committee.
- Forgery in store department without checking inventory giving indent to purchase new items as per the requirement.
- Forgery in sugar bags stock by tempering recovery which is not matching with the total sugar cane crushing which cause heavy revenue loss to the company.
- Molasses stock position wrong reporting.
- Forgery in sale of Sugar bags.
- Forgery in sale of Molasses.
- Forgery in sale of Bagasse.

- Forgery in sale of Distillery final products.
- Forgery in purchase of big value items related to plant & machinery.
- Deviation of KOP's approved by Management which causes loss of revenue.
- Taking a bribe from outside party for giving contracts as per business requirement.
- Recruitment of candidates by the way of taking bribe from the concerned person or third party.
- Hold the payment of contractor or external party & asking the bribe for releasing the payment.
- Fraud in local Liaisoning & legal activities in terms of money.
- Frauds in preparing the bills for the works in civil, mechanical, electrical etc.
- Fraud in Mess (Mgmt Category) & Canteen (Worker Category) by tempering the records.
- Fraud in purchase of utensils, grocery, daily consumable items etc. required for factory staff & guests.
- Fraud in usage of company vehicle by tempering records from personal usage to official duty.
- Preparation and Submission of TA /DA bills which was not incurred during official duty and producing fake bills and processing payment without bills.
- That Involving negligence in performance of duty and wrongful loss to the company.
- Forgery in deduction i.e. mess, phone usage over & above limit, canteen deduction, salary advance, personal loan & vehicle usage deduction from payroll by tempering records.



- Wilfully causing loss of revenue or reputation of the company in any manner.
- Any other act that falls under the gamut of fraudulent activity and considered as such by the management.

### **Outside Factory Fraud (Related to Cane):**

- Forgery by giving wrong data related to plantation (Ratoon & Plant) and varietal development in farmer's field.
- Forgery by giving wrong distance from field to factory gate for overcharging the transportation charges from company.
- No advance to the farmer or vendor to be giving without proper approval.
- Forgery & deviation in Cane Development activities especially where the subsidy & loan scheme (Seeds, Seedling and other inputs) is announced from factory.
- Finalization of H&T contractors without doing proper documentation & feedback from known sources and deviation in SOP's decided by the Corporate.
- Engagement of contractor by name of employee or their relatives directly or indirectly.
- Fraud in cash transaction related to purchase of cane (Zone & Out Zone) & mobilization of labour.
- Forgery in diesel theft related to H&T contractor.
- Extraneous Matter related to cane supply at factory gate will be as per company policy.
- Any other act that falls under the gamut of fraudulent activity and considered as such by the management.

## Fun Zone



Wife : had your lunch?

Husband : had your lunch?

Wife : i m asking you

Husband : i m asking you

Wife : you copying me.?

Husband : you copying me?

Wife : lets go shopping

Husband : i had my lunch



## Welcome to NSL Family

## December '14

**Mr. Veeresh Kori** has joined us as Sr. Manager (Electrical ) at NSL Sugars Ltd – TSL on 3<sup>rd</sup> Dec'14



**Mr. Yadagiri B** has joined us as Sr. Manager (Cane ) at NSL Sugars Ltd – KSL on 11<sup>th</sup> Dec'14 .



**Mr. Rohit Gupta** has joined us as AGM (Engg ) at NSL Sugars Ltd – Aland on 15<sup>th</sup> Dec'14 .



**Mr. Jaswinder Singh Cheema** has joined us as Sr.GM (Engg ) at NSL Sugars Ltd – Jay Mahesh on 27<sup>th</sup> Dec'14 .





## Inspirational Quote of the Month

If you can't fly run , if you can't run walk , if you can't walk crawl , But by all means keep moving !!!  
- Martin Luther King Jr.

We would appreciate your participation to make it an ongoing process by sharing the required inputs from your respective units for the next edition .

We have plenty of space to high light your initiatives, achievements & contributions.

***Happy Reading....***