

TAKE Infinity

TAKE's Sustainability Initiative

1st April 2013 - 31st March 2014

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Introduction

TAKE's Sustainability Initiative - TAKE Infinity - is designed with the idea of crafting an organization that will sustain forever. We believe that the involvement of the entire organization is essential to achieve this. Hence, we created a cross-functional team to drive this initiative.

Over the last year, this team has actively participated in assessing our organization's performance on various sustainability metrics. Following this baseline assessment, the team has come up with various initiatives to address gaps identified.

For this year, our focus is on the environment. We plan to create greater awareness about environmental issues amongst our fellow employees. We are also looking to better manage our waste and take a more active role in protecting our natural resources.

As a responsible corporate citizen, TAKE is investing in preventive health, education and sports.

Our IT-Infrastructure team conducted Information Security Awareness week which raised awareness about data privacy and security.

With a view to create greater awareness on human rights, we have created a policy for Prevention of Sexual Harassment in the Workplace. In addition to this, we have conducted training sessions to raise awareness on the issues of sexual harassment throughout the organization.

Our award-winning Human Resources team is working on various employee-focused initiatives. These include Stepathalon – a race around the world – that has all of us racing around our homes and offices.

Finally, the sustainability of our business is dependent on our economic performance. We have recently re-worked our strategy, with a greater investment in the fast-growing Life Sciences business and a greater focus on high-margin areas in the Supply Chain business. With complete confidence in our leadership team and board, we look forward to a successful year ahead.

From the Managing Director's Desk

TAKE Solutions is built on the principles of sustainability. The core values that drive all our actions and decisions are Integrity, Equity with Fairness, Differentiate, Vibrancy & Joy, and Boundaryless Innovation.

Using our values as our guide, we strive to achieve our vision of being a globally recognized and respected market leader in the domain areas of Life Sciences and Supply Chain Management.

We have launched TAKE Infinity, our sustainability initiative, to help us better manage our environmental and social impact in the future. This initiative helps us engage with our stakeholders regularly and hence gives us a better understanding of their priorities. This information feeds into our future strategies and makes us even more relevant to our stakeholders.

Srinivasan H.R.

Vice-Chairman & Managing Director



People Management Practices

Our people are our greatest strength. We have refined and re-refined our people processes to attract and retain the best talent in the business. In the last year, our efforts on this front have been appreciated by various organizations who have

awarded TAKE a total of 28 awards – including the Best Employer Brand Award at the World HRD Conference.

Award 2013-14

- Best Employer Brand @ 22nd World HRD Congress
- 2nd Rank @ Asia's Best Employer Brand Awards
- 9th Rank in IT and Software @ Dream Companies to Work For
- Fun At Work Award

Talent Engagement

Our programs for engagement include Aarambh – our induction program that gives newcomers a perspective into who we are and what we do. Over the year, TAKE a Break, Over a Coffee and TAKE Connect offer TAKEsters the opportunity to

highlight their talents, share knowledge, and just have fun at work!

Career Development, Training & Innovation

Step Up is our career development program. This enables TAKEsters to fast-track their careers and develop relationships across the organization. iTAKE is our innovation program which focuses on leveraging ideas from our people. By promoting innovation within the organization, we also create an environment of learning and growing. Finally, our training programs enable our people to get training in various aspects related to their job and career growth.

Economic Performance

Management Approach

Our economic performance is one of the drivers that moves the organization forward. With this in view, we constantly strive to improve our economic performance, in line with our core values of integrity, differentiate and boundaryless innovation.

It is closely monitored and managed by the Top Management, our Chief Financial Officer and the Finance Team. As a listed entity, we have a fiduciary responsibility to our shareholders to enhance shareholder value. We report on our economic performance regularly to our shareholders and regulators. This information is also available on our website www.takesolutions.com.

Market Presence

Equity with fairness is our core value. Given this, we follow a policy of non-discrimination. We pay our employees fairly as per the market and there is no difference in remuneration between our male and female employees for similar positions.

Procurement Practices

In line with the value of integrity, our procurement practices ensure that we deal with our vendors with integrity and we expect them to adhere to our high standards. Our purchases are all vetted by the Purchase Committee, an independent body that ensures that any purchase made is ethically, environmentally and economically valid.

Environmental Performance

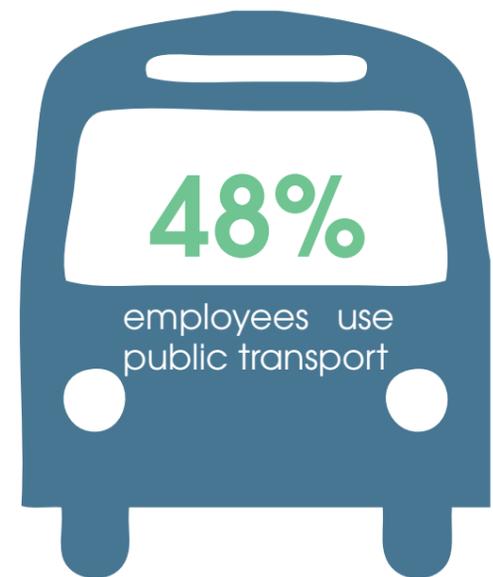
Energy

In line with our value of integrity and boundaryless innovation, we look to manage our energy consumption. Measures have been put in place to ensure that we limit our consumption – these include adopting green technologies and alternatives.

Transport

In order to minimize the environmental impacts of transporting our people to and from work, we encourage our employees to car-pool/ use public transport wherever possible.

We have provided a shuttle from the nearest major train/bus station to and from the premises. We run 6 shuttles in the morning and 6 in the evening. About 1/3rd of our people avail of this service. Additionally, we provide a pick up and drop service for another 1/6th of our people. Thus, we have reduced the environmental burden by ensuring that 48% of our workforce is taking public transport or carpooling.



TAKE encourages employees to use public transport

Social Performance - Labour

Training & Education

With our values of Integrity, Equity with Fairness and Boundarityless Innovation, Differentiation, and Vibrancy & Joy, we ensure that every TAKEster has the opportunity to better himself/herself.

Performance Reviews & Career Development

All of our full-time employees (regardless of gender and level) receive regular performance reviews. Reviews are carried out every October and April based on the balanced score-card principle. Employees do a self-evaluation, followed by evaluation from their direct managers and functional managers. This system spurs on employees to plan their activities for the year, set goals and encourages them to perform to the best of their abilities.

Occupational Health & Safety

In the spirit of Vibrancy & Joy, we believe that a healthy workforce is a happy workforce. As a technology services provider, our work environment is relatively safe and secure. The real health hazards to our people are from stress, repetitive-stress disorders, eye-strain, back-ache and sedentary work. Taking this into account, our initiative Health Watch was initiated. We conduct health camps, check-ups and even have a newsletter to give our people information relevant to their health and well-being.

Equal Opportunity

Equity with fairness is our core value. We are an Equal Opportunity Employer. Our Equal Employment Opportunity Policy gives our views on this topic. We do not discriminate on the basis of race, creed, colour, national origin, nationality, ancestry, age, religion, gender, gender identity, sexual orientation, disability, mental status, veteran status, family status, or any other discriminatory factor recognized by law.

Social Performance - Product Responsibility

IS Policies Defined

- E-mail Policy
- Laptop Policy
- Password Policy
- Departmental Computer Policy
- Internet Access Policy
- Backup & Recovery Policy
- Desktop Laptop Disposal Policy
- Data card wireless Access Policy
- Media Disposal Policy
- Social Networking Policy

TAKE's Policies on Information Security

Customer Privacy

Our clients' data is akin to gold. They place the ultimate faith in us by allowing us access to their data. Given this, and our core value of Integrity, we take great care to ensure that their data is safe in our data centre.

Our Information Security Management Systems policy is to enhance organization security and services minimizing disruptions to our customers or stakeholders through continuous risk assessments and mitigation. Our facilities are ISO270001 certified and we conduct annual internal audits as well. We strive to exceed the customer security needs and legal requirements. Towards this end, we constantly create awareness of our Information Security policies amongst employees and stakeholders.

Social Performance - Human Rights/Society

Non-discrimination

Given our core values of Integrity and Equity with Fairness, we do not discriminate on any basis other than merit. Every TAKEster is treated equally and given every opportunity to thrive and grow in our organization.

This year we introduced a Prevention of Sexual Harassment policy and also conducted trainings to create awareness. Employees are encouraged to talk freely to their managers and escalate any issues through our open door policy.

Anti-corruption

Integrity is our core value. We have a zero-tolerance policy to incidents of corruption. Our code of conduct is applicable to every TAKEster and provides guidance as to the standards we set for our people.

Our code of conduct is available on our website www.takesolutions.com. Besides this, we conduct awareness sessions with our people on a regular basis.

Governance & Ethics

TAKE believes in building long-lasting and mutually beneficial relationships based on integrity, ethics and trust in all aspects of our business. Corporate Governance has long been a high priority for us, both in letter and spirit.

Our commitment to ethical and lawful business conduct is a fundamental value shared by our Board of Directors, Senior Management Personnel and our Employees, and we believe this is critical to our success as a sustainable organization.

Our standards for business conduct provide that each and every employee will uphold ethical and legal standards vigorously as they pursue our financial objectives. We believe that good governance brings about sustained corporate growth and long-term benefits for stakeholders. Our employees have freedom of association, and we trust they will be guided by our values and ethics.

As a publically listed company, we have a board of directors, under whom we have various committees – Audit, Shareholder Grievance, Remuneration and Compensation, Acquisition and Investment, Banking and Borrowing. The senior management team reports to the Managing Director who, in turn, reports to the board.

TAKE Solutions – Corporate Sustainability Policy

TAKE Solutions is committed to being a sustainable business enterprise that creates value for our customers, our investors, our employees, our partners, Society and the Environment. Our core values of: Integrity, Differentiate, Boundaryless Innovation, Vibrancy & Joy, and Equity with Fairness, all guide us along the path of sustainability.

Governance

Every TAKEster is a part of our sustainability initiative. This is spear-headed by a senior-level team with the active involvement of top management.

Economic Sustainability

Our core values of Integrity, Differentiate, and Boundaryless Innovation all ensure that we are an ethical business that constantly strives to differentiate itself in the market through innovation. We will continue to ensure our economic sustainability for our investors through our innovative offerings that create real value for our customers and our customers' customers. Our compensation and policies shall be derived from our core value of Equity with Fairness. As an ethical organization, we will comply with all relevant legislation, regulations and requirements, giving our customers and partners the comfort of doing business with a reliable partner.

Environmental Sustainability

Our core values of Integrity, Boundaryless Innovation, and Equity with Fairness prompt us to recognise that our business has an impact on the environment, and we are committed to minimizing/mitigating this. As a technology company, we will leverage Green Technology and IT, and we will encourage the adoption of green practices in all aspects of our operations.

Social Sustainability

Our core values of Integrity, Vibrancy & Joy, and Equity with Fairness prompt us to be grateful for the support we get from the society and to do everything we can to promote social well-being. We acknowledge the contribution of every TAKEster in our journey, and are committed to promoting their well-being and career. Our customers' trust is sacrosanct, and to maintain this, we commit to ethical marketing practices and ensuring customer satisfaction. TAKE Solutions shall engage in socially beneficial activities that ameliorate our community.

Specific Commitments

Economic	Environment	Social
<ul style="list-style-type: none"> Be an ethical business Invest in innovation to create value for our customers Comply with all legal requirements 	<ul style="list-style-type: none"> Adopt green IT and technology solutions Improve energy efficiency, waste management and water conservation Reduce/mitigate GHG emissions as a part of our operations Comply with all regulatory requirements 	<ul style="list-style-type: none"> Be an employer of choice Promote education and sports in our community Practice ethical marketing Solicit and act on customer feedback to ensure customer satisfaction Comply with all regulatory requirements

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