

# Business Responsibility Report

## SECTION A: GENERAL INFORMATION ABOUT THE COMPANY

1.	<b>Corporate Identity Number (CIN) of the Company</b>	L99999MH1994PLC082802
2.	<b>Name of the Company</b>	Balaji Telefilms Limited
3.	<b>Registered address</b>	C-13, Balaji House, Dalia Industrial Estate, Opp. Laxmi Industrial Estate, New Link Road, Andheri-West Mumbai- 400053, Maharashtra, India
4.	<b>Website</b>	<a href="http://www.balajitelefilms.com">www.balajitelefilms.com</a>
5.	<b>E-mail id</b>	<a href="mailto:simmi.bisht@balajitelefilms.com">simmi.bisht@balajitelefilms.com</a>
6.	<b>Financial Year reported</b>	2019-20
7.	<b>Sector(s) that the Company is engaged in (industrial activity code-wise)</b>	<ul style="list-style-type: none"> <li>Motion picture, video and television programme activities - NIC Code 591</li> </ul>
8.	<b>List three key products/services that the Company manufactures/provides (as in balance sheet)</b>	Sale of service: <ul style="list-style-type: none"> <li>commissioned television programs</li> <li>internet programs</li> <li>sale &amp; licensing of movies</li> <li>sale of television programs/movie concept rights</li> <li>Event Management</li> </ul>
9.	<b>Total number of locations where business activity is undertaken by the Company</b>	Operations of the Company are carried out in various studios located in Mumbai as the Company is engaged in the business of Media & Entertainment.

## SECTION B: FINANCIAL DETAILS OF THE COMPANY

1.	<b>Paid up Capital</b>	₹ 20,22,60,886/-
2.	<b>Total Turnover</b>	₹ 57,662.80/- lacs
3.	<b>Total profit after taxes (INR)</b>	₹ 5,786.94/- lacs
4.	<b>Total Spending on Corporate Social Responsibility (CSR) as percentage of profit after tax (%)</b>	The total spend on CSR for 2019-20 is Rs. 54.62 lacs which is more than 2% of average net profits of the last three financial years.
5.	<b>List of activities in which expenditure in 4 above has been incurred</b>	The details forms part of CSR Report appended as Annexure III to Board's Report

## SECTION C: OTHER DETAILS

- Does the Company have any Subsidiary Company/ Companies?**

As on March 31, 2020 the Company has 4 subsidiary companies.
- Do the Subsidiary Company/Companies participate in the BR Initiatives of the parent company? If yes, then indicate the number of such subsidiary company(s)**

The Subsidiary Companies participate in the Business Responsibility initiatives to the extent applicable to them.
- Do any other entity/entities (e.g. suppliers, distributors etc.) that the Company does business with, participate in the BR initiatives of the Company? If yes, then indicate the percentage of such entity/entities? [Less than 30%, 30-60%, More than 60%]**

The Company's BR Policies/initiatives does not apply to vendors/ suppliers and they are not directly involved with the Business Responsibility initiatives of the Company.

## SECTION D: BR INFORMATION

## 1. Details of Director/Directors responsible for BR-

## (a) Details of the Directors responsible for implementation of the BR policy

- **DIN:** 00005124  
**Name:** Mrs. Shobha Kapoor  
**Designation:** Managing Director
- **DIN:** N.A.  
**Name:** Mrs. Simmi Singh Bisht  
**Designation:** Group Head Secretarial

- **DIN:** N.A.

**Name:** Mr. Sanjay Dwivedi

**Designation:** Group Chief Financial Officer

## (b) Details of the BR head

Sr. No.	Particulars	Details
1.	DIN (if applicable)	00005124
2.	Name	Mrs. Shobha Kapoor
3.	Designation	Managing Director
4.	Telephone Number	022- 40698000
5.	E-mail id	<a href="mailto:simmi.bisht@balajitelefilms.com">simmi.bisht@balajitelefilms.com</a>

## 2. Principle-wise [(as per National Voluntary Guidelines (NVGs)] BR Policies

## (a) Details of compliance (Reply in Y/N)

No.	Questions	P1	P2	P3	P4	P5	P6	P7	P8	P9
1.	Do you have a policy/ policies for	Y	Y	Y	Y	Y	Y	Y	Y	Y
2.	Has the policy being formulated in consultation with the relevant stakeholders?	Y	Y	Y	Y	Y	Y	Y	Y	Y
3.	Does the policy conform to any national / international standards? If yes, specify? (50 words)	The policy has been prepared in compliance with the applicable laws and Industry standards.								
4.	Has the policy being approved by the Board? Is yes, has it been signed by MD/ owner/ CEO/ appropriate Board Director?	The policy has been approved by the Board of Directors and signed by Mrs. Shobha Kapoor, Managing Director of the Company.								
5.	Does the company have a specified committee of the Board/ Director/ Official to oversee the implementation of the policy?	Y	Y	Y	Y	Y	Y	Y	Y	Y
6.	Indicate the link for the policy to be viewed online?	Yes The policy is available at Company's website at <a href="http://www.balajitelefilms.com/pdf/BTL_Policy_Business%20Responsibility%20Report.pdf">http://www.balajitelefilms.com/pdf/BTL_Policy_Business%20Responsibility%20Report.pdf</a>								
7.	Has the policy been formally communicated to all relevant internal and external stakeholders?	Yes								
8.	Does the company have in-house structure to implement the policy/ policies.	Managing Director shall have the authority to oversee the implementation of this Policy. The Group Chief Financial Officer and Group Head Secretarial shall be responsible for implementing the policy and may take support of such functional heads and internal and external experts, which they may deem fit, for the effective implementation of the Policy.								



No.	Questions	P1	P2	P3	P4	P5	P6	P7	P8	P9
9.	Does the Company have a grievance redressal mechanism related to the policy/ policies to address stakeholders' grievances related to the policy/ policies?*	Yes								
10.	Has the company carried out independent audit/ evaluation of the working of this policy by an internal or external agency?	The Policies are evaluated by Board of Directors in accordance with applicable laws whenever required.								

\*\* The Whistle Blower Policy overseen by the Audit Committee of the Board of Directors of the Company and Prevention of Sexual Harassment Policy is being overseen by Internal Complaints Committee (ICC) and Apex Committee constituted under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The grievance, if any, arising out of Whistle Blower Policy and Prevention of Sexual Harassment Policy is being redressed by the respective committees which oversee them.

(b) If answer to the question at serial number 1 against any principle, is 'No', please explain why: (Tick up to 2 options)

No.	Questions	P1	P2	P3	P4	P5	P6	P7	P8	P9
1	The company has not understood the Principles									
2	The company is not at a stage where it finds itself in a position to formulate and implement the policies on specified principles									
3	The company does not have financial or manpower resources available for the task									
4	It is planned to be done within next 6 months									
5	It is planned to be done within the next 1 year									
6	Any other reason (please specify)									

NA

### 3. Governance related to BR

- (a) Indicate the frequency with which the Board of Directors, Committee of the Board or CEO to assess the BR performance of the Company. Within 3 months, 3-6 months, Annually, More than 1 year

The assessment of BR performance is done on an ongoing basis by the Managing Director and Senior Management of the Company.

- (b) Does the Company publish a BR or a Sustainability Report? What is the hyperlink for viewing this report? How frequently it is published?

The BR report is available at the website of the Company and may be accessed at the link [http://www.balajitelefilms.com/pdf/BTL\\_Policy\\_Business%20Responsibility%20Report\\_2019-2020.pdf](http://www.balajitelefilms.com/pdf/BTL_Policy_Business%20Responsibility%20Report_2019-2020.pdf).

### SECTION E: PRINCIPLE-WISE PERFORMANCE

**Principle 1: Businesses should conduct and govern themselves with Ethics, Transparency and Accountability**

1. Does the policy relating to ethics, bribery and corruption cover only the company?

The Company has in place Whistle Blower Policy which has adequate control measures in place to address issues relating to ethics, bribery, corruption etc.

Though the Company's policies currently do not apply to external stakeholders, the Company follows zero tolerance on any acts of bribery, corruption etc.

- How many stakeholder complaints have been received in the past financial year and what percentage was satisfactorily resolved by the management? If so, provide details thereof, in about 50 words or so.

As mentioned in the Corporate Governance Report, 15 complaints were received from investors during FY 2019-20, of which all 15 have been resolved.

**Principle 2: Businesses should provide goods and services that are safe and contribute to sustainability throughout their life cycle**

- List up to 3 of your products or services whose design has incorporated social or environmental concerns, risks and/or opportunities.

Nil, as the Company is engaged in the business of Media and Entertainment

- For each such product, provide the following details in respect of resource use (energy, water, raw material etc.) per unit of product(optional): (a) Reduction during sourcing/production/ distribution achieved since the previous year throughout the value chain? (b) Reduction during usage by consumers (energy, water) has been achieved since the previous year?

Significant measures are taken by the Company to reduce energy consumption by using energy-efficient computers and by purchasing energy efficient equipment. We purchase computers, laptops, air conditioners etc. that meet environmental standards, wherever possible and regularly upgrade old equipment with more energy-efficient equipment. Currently, we use Light Emitting Diode (LED) fixtures to reduce the power consumption in the illumination system.

Since, the Company is not involved in any manufacturing activity, the reporting on use of energy, water, raw material etc. is not applicable.

- Does the company have procedures in place for sustainable sourcing (including transportation)? If Yes, what percentage of your inputs was sourced sustainably?

The Company maintains healthy relationship with its vendors, suppliers etc.

- Has the company taken any steps to procure goods and services from local & small producers, including communities surrounding their place of work? If

yes, what steps have been taken to improve their capacity and capability of local and small vendors?

The Company endeavours to procure goods and services from local & small producers, including communities surrounding their place of work as far as possible.

- Does the company have a mechanism to recycle products and waste? If yes what is the percentage of recycling of products and waste (separately as <5%, 5-10%, >10%). Also, provide details thereof, in about 50 words or so.

The Company is not involved in any manufacturing activity and hence there is no consequent discharge of waste and effluents.

**Principle 3: Businesses should promote the wellbeing of all employees**

- Please indicate the Total number of employees: 103
- Please indicate the Total number of employees hired on temporary/contractual/casual basis: 31
- Please indicate the Number of permanent women employees: 18
- Please indicate the Number of permanent employees with disabilities: 1
- Do you have an employee association that is recognized by management?  
Yes, Maharashtra Rajjarashtriya Kamgar Sangh (INTUC), Mumbai
- What percentage of your permanent employees is members of this recognized employee association? 41%
- Please indicate the Number of complaints relating to child labour, forced labour, involuntary labour, sexual harassment in the last financial year and pending, as on the end of the financial year. NIL
- What percentage of your under mentioned employees were given safety & skill up-gradation training in the last year?

The Company had Health Camp & Health Talk program which was held for all Employees on February 20, 2020 and Self Defence program was held on March 06, 2020 for Women's Day with 26 participants.



**Principle 4: Businesses should respect the interests of, and be responsive towards all stakeholders, especially those who are disadvantaged, vulnerable and marginalized**

**1. Has the company mapped its internal and external stakeholders?**

The Company has mapped its internal and external stakeholders, the major/key categories include (i) Central and State Government (ii) Regulatory Authorities (iii) Financial Institutions (iv) Banks (v) Employees (vi) Professional Service Providers (vii) Board of Directors and Senior Management (viii) Viewers (ix) Vendors/ Suppliers & Service Providers (x) Industry Associations.

The process of mapping of stakeholders is an ongoing exercise and are updated on regular basis.

**2. Out of the above, has the company identified the disadvantaged, vulnerable & marginalized stakeholders.**

Yes

**3. Are there any special initiatives taken by the company to engage with the disadvantaged, vulnerable and marginalized stakeholders. If so, provide details thereof, in about 50 words or so.**

The Company takes conscious efforts to engage with its stakeholders. The details of the engagement with such stakeholders has been laid out in the CSR report of the Company in the Board's Report forming part of Annual Report.

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

**1. Does the policy of the company on human rights cover only the company or extend to the Group/Joint Ventures/Suppliers/Contractors/NGOs/Others?**

As a responsible organization, the Company has policy in place to protect and safeguard human rights which is applicable to its subsidiary companies.

**2. How many stakeholder complaints have been received in the past financial year and what percent was satisfactorily resolved by the management?**

No complaints were received on violation of any human rights during the financial year 2019-20.

**Principle 6: Business should respect, protect, and make efforts to restore the environment**

**1. Does the policy related to Principle 6 cover only the company or extends to the Group/Joint Ventures/Suppliers/Contractors/NGOs/others.**

The Company is conscious for the environmental issues. It encourages its employees, subsidiaries and other associates to safeguard and protect the environment.

**2. Does the company have strategies/ initiatives to address global environmental issues such as climate change, global warming, etc? Y/N. If yes, please give hyperlink for webpage etc.**

Since the Company is not engaged in manufacturing activity, it is a non-pollutant Company. However it has a deep concern for the protection and sustainability of environment.

**3. Does the company identify and assess potential environmental risks?**

No, the Company being in the business of media and entertainment does not involve any manufacturing activity.

**4. Does the company have any project related to Clean Development Mechanism? If so, provide details thereof, in about 50 words or so. Also, if Yes, whether any environmental compliance report is filed?**

No, the Company being in the business of media and entertainment does not involve any manufacturing activity.

**5. Has the company undertaken any other initiatives on - clean technology, energy efficiency, renewable energy, etc. Y/N. If yes, please give hyperlink for web page etc.**

No, the Company being in the business of media and entertainment does not involve any manufacturing activity. However, its ensures that due importance is given to energy efficiency.

**6. Are the Emissions/Waste generated by the company within the permissible limits given by CPCB/SPCB for the financial year being reported?**

N.A.

7. Number of show cause/ legal notices received from CPCB/SPCB which are pending (i.e. not resolved to satisfaction) as on end of Financial Year.

NIL

**Principle 7: Businesses, when engaged in influencing public and regulatory policy, should do so in a responsible manner**

1. Is your company a member of any trade and chamber or association? If Yes, Name only those major ones that your business deals with:

1. Indian Motion Pictures Producers Association 2. Indian Film & TV Producers Council 3. The Film & Television Producer Guild of India

2. Have you advocated/lobbied through above associations for the advancement or improvement of public good?

The Company has been active in various business associations and advocates on various issues for better viewer experience.

**Principle 8: Businesses should support inclusive growth and equitable development**

1. Does the company have specified programmes/ initiatives/projects in pursuit of the policy related to Principle 8? If yes details thereof.

The details of CSR initiatives taken by the Company during the financial year are appended as Annexure III of Board’s report, which form part of this Annual Report.

2. Are the programmes/projects undertaken through in-house team/own foundation/external NGO/ government structures/any other organization?

The details of CSR initiatives taken by the Company during the financial year are appended as Annexure III of Board’s report, which form part of this Annual Report.

3. Have you done any impact assessment of your initiative?

Yes

4. What is your company’s direct contribution to community development projects-Amount in INR and the details of the projects undertaken.

The details of CSR initiatives taken by the Company during the financial year are appended as Annexure III of Board’s report, which form part of this Annual Report.

5. Have you taken steps to ensure that this community development initiative is successfully adopted by the community? Please explain in 50 words, or so.

Adequate steps are taken to ensure that community development initiatives of the Company are successfully adopted by the community

**Principle 9: Businesses should engage with and provide value to their customers and consumers in a responsible manner**

1. What percentage of customer complaints/ consumer cases are pending as on the end of financial year.

One complaint has been filed against the Company.

2. Does the company display product information on the product label, over and above what is mandated as per local laws?

N.A.

3. Is there any case filed by any stakeholder against the company regarding unfair trade practices, irresponsible advertising and/or anti-competitive behaviour during the last five years and pending as on end of financial year. If so, provide details thereof, in about 50 words or so.

None

4. Did your company carry out any consumer survey/ consumer satisfaction trends?

No