

Corporate Social Responsibility Policy

1. Corporate Social Responsibility Policy (CSR Policy) is a statement containing the approach and direction given by the Board of a company, taking into account the recommendations of its CSR Committee, and includes guiding principles for selection, implementation and monitoring of activities as well as formulation of the annual action plan.
2. The Board here by approved the following policy taking into account the recommendations of the CSR committee:-
 - (A) **Approach and Direction:**

The CSR activities to be undertaken by the Company in areas or subjects as recommended by the CSR Committee after satisfying itself that the activities do not include:

 - (i) activities undertaken in pursuance of normal course of business of the company;
 - (ii) Any activity undertaken by the company outside India.
 - (iii) contribution of any amount directly or indirectly to any political party;
 - (iv) activities benefitting employees of the company;
 - (v) activities supported by the companies on sponsorship basis for deriving marketing benefits for its products or services;
 - (vi) activities carried out for fulfilment of any other statutory obligations under any law in force in India.
 - (B) **Guiding Principles of Selection:**

While selecting the programme or project by the company:

 - (i) Preference should be given to the local areas around where it operates to the extent of at least 75% of the CSR expenditure required to be incurred.
 - (ii) The beneficiaries group or Village Panchayat or concerned educational institutions should be ready to hold and maintain the asset or installations in good condition.
 - (C) **Implementation and monitoring:**
 - (i) Once the CSR activity is finalized, the team of the unit engaged in supervising the activity should make a schedule for implementation. Unless it is a multi-year ongoing project, the entire CSR activities should be fully implemented before the close of the financial year.
 - (ii) For monitoring, the team implementing the projects or programs should forward monthly report to the unit head. Unit head will

review and send a Quarterly Report for monitoring by the Board including photographs and assessment of impact of the projects or programs.

(D) **Annual Plan:**

The Annual Plan should include the projects, programmes or contribution in connection with activities as mentioned below:

- (i) Eradicating hunger, poverty and malnutrition, promoting preventive health care and sanitation (including contribution to the Swachh Bharat Kosh set-up by the Central Government for the promotion of sanitation) and making available safe drinking water;
- (ii) Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly and the differently abled and livelihood enhancement projects;
- (iii) Ensuring environmental sustainability, ecological balance, protection of flora and fauna, animal welfare, agroforestry, conservation of natural resources and maintaining quality of soil, air and water including contribution to the Clean Ganga Fund set-up by the Central Government for rejuvenation of river Ganga;
- (iv) Rural development projects; and
- (iv) Disaster management, including relief, rehabilitation and reconstruction activities including Covid-19.

Impact assessment of CSR activities, particularly, ongoing projects, will be assessed.

The administrative expenditure on general management and administration of CSR activities will not exceed 5% of the total expenditure to be incurred on the CSR activities in a financial year.
