



CORPORATE SOCIAL RESPONSIBILITY (CSR) POLICY

1. APPLICABILITY

- This policy, which encompasses the company's philosophy for delineating its responsibility as a corporate citizen and lays down the guidelines and mechanism for undertaking socially useful programmes for the welfare and sustainable development of the community at large, is titled as the "KAPSTON'S CSR POLICY".
- This policy shall apply to all CSR initiatives and activities taken up by "Kapston Services Limited", for the benefit of different segment of the society.

2. CSR VISION STATEMENT AND OBJECTIVE

VISION

Corporate Social Responsibility is the commitment of the Company to improve the quality of life of the workforce and their families and the community & society at large. The Company believes in undertaking business in such a way that it leads to overall development of all stake holders and Society.

OBJECTIVE

- i. Ensure an increased commitment at all levels in the organisation, to operate its business in an economically, socially & environmentally sustainable manner, while recognising the interests of all its stakeholders.
- ii. To directly or indirectly take up programmes that benefit the communities in and around its work centre and results, over a period of time, in enhancing the quality of life and economic wellbeing of the local people.
- iii. To generate, through its CSR initiatives, a goodwill for KAPSTON and help reinforce a positive and socially responsible image of KAPSTON as a corporate entity.

3. RESOURCES

For achieving its CSR objectives through implementation of meaningful and sustainable CSR programmes, KAPSTON will allocate 2% of the average net profit during the immediately preceding 3 years, as its Annual CSR Budget.

Any unspent amount will be carried to next year and will be added to the allocated funds for that year.

4. KEY FOCUS AREAS

- i. Eradicating hunger, poverty and malnutrition, [“promoting health care including preventive health care”] and sanitation [including contribution to the Swach 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. promoting gender equality, empowering women, setting up homes and hostels for women and orphans; setting up old age homes, day care centres and such other facilities for senior citizens and measures for reducing inequalities faced by socially and economically backward groups.
- iv. 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].
- v. protection of national heritage, art and culture including restoration of buildings and sites of historical importance and works of art; setting up public libraries; promotion and development of traditional art and handicrafts;
- vi. measures for the benefit of armed forces veterans, war widows and their dependents;
- vii. training to promote rural sports, nationally recognised sports, paralympic sports and olympic sports.
- viii. contribution to the prime minister's national relief fund or any other fund set up by the central govt. for socio economic development and relief and welfare of the schedule caste, tribes, other backward classes, minorities and women;
- ix. contributions or funds provided to technology incubators located within academic institutions which are approved by the central govt.
- x. rural development projects.
- xi. slum area development.

KAPSTON may take up any activities from the list mentioned above and such activities should be recommended by the CSR Committee and the Board of Directors may act in accordance with the recommendation of CSR Committee.

5. IMPLEMENTATION

- i. CSR programmes will be undertaken to the best possible extent within the defined ambit of the identified area.
- ii. The time period or duration over which a particular programme will be spread, will be depend on its nature, extend of coverage and the intended impact of the programme.
- iii. Project activities identified under CSR are to be implemented by the CSR Committee and employees of KAPSTON nominated for the purpose and if found necessary by specialised agencies.
- iv. KAPSTON will incur the amount towards the Key Focus Areas.
- v. KAPSTON will also contribute to
 - a) Companies Established under Section 25 of the Companies Act,1956 or under Section 8 of Companies Act,2013; or
 - b) Charitable Institutions; or
 - c) Agencies involved in community development programme.

6. CONSTITUTION OF CSR COMMITTEE

The Company shall constitute a Committee of Directors named as CSR Committee with atleast three Directors out of which at least one Director shall be an Independent Director.

The CSR Committee shall institute a transparent monitoring mechanism for implementation of the CSR Projects or programs, or activities undertaken by the Company.

The functions of the CSR Committee shall be as follows:

- a) Identification of Key Focus Areas for undertaking CSR activities;
- b) Goal setting;
- c) Allocations of funds;
- d) Approving Expenditure;
- e) Taking expert advice from outside consultants; and
- f) Monitoring the implementation of CSR Programmes;

7. POWERS FOR APPROVAL

- i. CSR programmes as may be identified by each internal team, Functional People, work center / corporate office will be required to be put up to the CSR Committee of the Board at the beginning of each financial year.
- ii. For meeting the requirements arising out of immediate and urgent situations the Board may consider the same by circular resolution in terms of the empowerment accorded to them by the CSR Committee.
- iii. Any allocation of expenditure on CSR activities needs to be approved by the Board of Directors followed by the CSR Committee.

8. MONITORING AND FEEDBACK

- i. To ensure effective implementation of the CSR programmes undertaken, a monitoring will be put in place by the CSR Committee. The progress of CSR programmes under implementation will be reported to CSR Committee on a monthly basis.
- ii. Designated employees will also try to obtain feedback from beneficiaries about the programmes.
- iii. Appropriate documentation of the KAPSTON'S CSR Policy, annual CSR activities, executing partners and expenditure entailed will be undertaken on a regular basis.
- iv. CSR initiatives of the Company will also be reported in the Annual Report of the Company.

9. GENERAL

- i. In case of any doubt with regard to any provisions of the policy and also in respect of matters not covered herein, a reference to be made to CSR Committee. In all such matters, the interpretation and decision of the CSR Committee shall be final.
- ii. Any or all provisions of the CSR Policy would be subject to revision/amendment in accordance with guidelines on the subject as per the provisions of Companies Act,2013.
- iii. Surplus arising out of the CSR Projects or Programs or activities shall not form part of business profit of the Company.
- iv. The Company reserves the right to modify, cancel, add, or amend any of these Rules.
