

Corporate Social Responsibility (CSR) Policy

HRM_MND_CSR_PPL01

Policy Effective Date: 18th August '14

Our People



PRIDE.PASSION.PERFORMANCE

Corporate Human Resource Group
HCL Infotech Ltd.
E- 4, Sector 11
Noida

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Document Control Information

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1.1 Revision History:

Rev. No.	Date	Prepared by	Approved by	Released by	Significant changes
1.0	18 th August'14	Human Resources	CSR Committee	Human Resources	Initial issue
2.0	27 th March, 2017	Human Resources/Sec retarial Department	Board	Human Resources/Sec retarial Department	Deletion of mandatory requirement of holding meeting of CSR Committee

1.2 Policy Ownership and Review Frequency:

S.No	Ownership	Minimum Review Frequency	Last Reviewed	Remarks
1.	CSR Committee	As and when required	27 th March, 2017	-

2 Introduction

Corporate Social Responsibility at Digilife Distribution and Marketing Services Limited is inspired by vision of National transformation with strong commitment to sustainable growth. The company has created business models to connect communities with technologies, alongside delivering long term share holder value.

The company shall put conscious efforts to design and implement CSR programs that positively impact communities. The company believes that creating shared value with stakeholder and communities would enable drivers of growth.

Our guiding principle is "Creating tomorrow's enterprise together".

3 Our Approach

Digilife Distribution and Marketing Services Limited shall use following channels to drive its CSR initiatives:

- **Education & Skill development** : provide & facilitate quality of education to underprivileged children through the use of Information Communication Technology (ICT)
- **Community Development**: provide ICT support to health care, health awareness programs, support to integrated child development and support project in and around manufacturing facility
- **Environment** : work towards sustainable sanitation and environment conservation
- **Special Projects** : Awareness Programs on Financial Inclusion for rural communities not covered under banking ambit

4 Policy Details

- 4.1.1 The company is committed to preserve environment in and around its operational jurisdiction.
- 4.1.2 The company is committed to implement corporate social responsibility programs at touch points where we operate. This is for ensuring the long term sustainability of such interventions.
- 4.1.3 The company supports organizations / institutions engaged in building linkages with local, regional and rural communities & markets.
- 4.1.4 The company is committed to align its corporate social responsibility with communities and institutions so as to contribute in sustainable development by adopting innovations and technologies for improving health care, education and financial inclusion.
- 4.1.5 The company is committed to engage in affirmative action interventions expanding skill development & vocational trainings, so as to generate livelihoods for disadvantaged sections of society.
- 4.1.6 The company shall align and integrate the corporate social responsibility programs with the business process of the company and make them outcome oriented.
- 4.1.7 The company shall sustain and continuously improve standards of environment, health and safety through collective endeavor of the company and the employees at all levels.

- 4.1.8 The company shall endeavor to spend a minimum of 2% of the average net profits on corporate social responsibility programs. The corporate social responsibility corpus would also include any income arising from the corporate social responsibility activities and any surplus arising out of such activities.
- 4.1.9 The company declares that any surplus arising out of activities related to corporate social responsibility will not be accounted as business profits.

5 CSR Committee Membership and Organization

- 5.1.1 The Committee shall be appointed by and will serve at the discretion of the Board. The Committee shall consist of no fewer than three (3) members with at least one (1) member being an Independent Director of the Board.
- 5.1.2 The members of the CSR committee shall be appointed by the Board.
- 5.1.3 The members of the committee shall meet as and when the Company is required to incur expenditure on the CSR activities in future. Minutes of the meeting shall be submitted to the Board.

6 Committee Responsibilities and Authority

- 6.1.1 Every year, the CSR committee shall place, a CSR plan delineating the CSR programmes to be carried out during the financial year and the specified budgets thereof for the Board's approval.
- 6.1.2 The Board will consider and approve the CSR plan with any modification that may be deemed necessary.
- 6.1.3 The CSR committee shall assign the task of implementation of the CSR plan within specified budgets and timeframes to CSR operations team.
- 6.1.4 The CSR operations team shall carry out such CSR programmes as determined by the CSR committee within the specified budgets and timeframes and report back to the CSR committee on the progress thereon at pre-defined frequency.
- 6.1.5 The CSR committee shall review the implementation of the CSR programmes once a quarter and issue necessary directions from time to time to ensure orderly and efficient execution of the CSR programmes in accordance with this Policy.
- 6.1.6 At the end of every financial year, the CSR Committee shall submit its report to the Board.
- 6.1.7 The committee shall review and reassess the adequacy of this charter annually and recommend any proposed changes to the Board for approval.

Note: The above is required only if the Company is required to incur expenditure on the CSR activities.

7 Record Generation/Retention

Record name	Record generation responsibility	Retention period	Retention medium	Storage location	Disposal responsibility
Corporate Social Responsibilities (CSR) activity proofs	CSR team	5 years	Hard Copy & Soft Copy	Finance Department	CSR team

7.1 List of documents to be retained

- Corporate Social Responsibility Policy
- Planning matrix– year 2014-15
- Progress Report against planned matrix
- Expenditure Records
- Minutes of Meetings

The list is not all inclusive & the committee shall maintain such records as found suitable & necessary