

**Company: Embassy Property Developments  
Private Limited**

**Policy: Corporate Social Responsibility**

**Version: 1.0**

**Maintained By: Chairperson - Board**

**Communication: Public**

## **I. CSR POLICY**

This CSR Policy encompasses Embassy Property Developments Private Limited's (EPDPL) philosophy for social responsibilities and lays down the guidelines and mechanism for undertaking projects, programs and activities towards such responsibilities.

Embassy Property Developments Private Limited is part of EMBASSY GROUP and is engaged in the business of Real estate development and related activities

## **II. VISION STATEMENT AND OBJECTIVE**

1. The CSR Policy sets out EPDPL commitment towards ensuring that our activities extend beyond business and include initiatives and endeavours for the benefit and development of the community and society. The CSR Policy lays down guidelines for undertaking programmes geared towards social welfare activities or initiatives. Through this CSR Policy, we propose to adopt the CSR Activities mentioned below.
2. In alignment with the above vision, EPDPL, through the CSR Activities, will endeavor to enhance value creation in the society and in the community, through its services, conduct and initiatives, so as to promote sustained growth for the society and community, in fulfilment of its role as a socially responsible corporate.
3. This CSR Policy has been framed in accordance with the applicable provisions of the Companies Act 2013 and the rules issued thereunder.
4. The objective of this CSR Policy is to:
  - (i) Outline projects, programs and activities to be undertaken by EPDPL;
  - (ii) Specify the modalities of execution of such projects, programs and activities;
  - (iii) Monitor the process to be followed for such projects, programs and activities;
  - (iv) Directly or indirectly take up programs that benefit the communities in and around its work centers and results, over a period of time, in enhancing the quality of life and economic well-being of the local populace; and
  - (v) Generate community goodwill for EPDPL and help reinforce a positive and socially responsible image, through our CSR Activities.

## **III. CSR COMMITTEE**

1. The CSR Committee has been constituted in accordance with the provisions of the Act applicable to the private limited company. The Company Secretary shall be the secretary to the Committee. The CSR Committee may invite other experts/ invitees as per its requirements.
2. The CSR Committee shall be responsible for:
  - (i) Formulating the CSR Policy, including the CSR Activities and their budgets as well as recommendation of any subsequent change/ modification to the CSR Policy;
  - (ii) Institute an implementation and monitoring mechanism for CSR Activities;
  - (iii) Periodically updating the Board on the progress being made in the planned CSR Activities;
  - (iv) Providing a responsibility statement in the Board's report.

#### **IV. GROUP CSR LEADERSHIP TEAM (CSR Cell)**

The CSR Cell of the EMBASSY GROUP will be constituted to assist the CSR Committee with the implementation and impact assessment of the CSR initiatives.

##### **Role of the CSR Cell**

The CSR Cell shall be responsible for:

- (i) Identifying CSR Activities at the directions of the Board and the CSR Committee;
- (ii) Undertaking impact assessment of the CSR Activities;
- (iii) Determining the modalities of execution including targets and timelines in consultation with the CSR Committee;
- (iv) Timely implementation of the CSR Activities approved by the Board in compliance with the applicable provisions of the Act and CSR Rules;
- (v) Providing periodic reports to the CSR Committee on implementation as well as assessment carried out through field visits and feedback sessions; and
- (vi) Any other assistance as may be required by the Board and the CSR Committee in relation to implementation of the CSR Activities.

#### **V. PROJECTS, PROGRAMS AND ACTIVITIES**

1. EPDPL has identified the following focus areas of intervention:
  - (i) Supplementing & Improving the quality of Education in government/ government aided/ under-served schools
  - (ii) Building infrastructure for government/ government aided/ under-served schools
  - (iii) Healthcare including preventive Healthcare facilities
  - (iv) Sustainable infrastructure for the society
2. The criteria for selecting schools/ areas where the CSR Activities will be carried will, inter-alia, comprise of the following:
  - (i) The school should be a government/ government aided/ under-served schools
  - (ii) Readiness on the part of the school management, local authorities and the community to accept and give their full support.
  - (iii) Healthcare is to be targeted towards the needy individuals.
3. The CSR cell shall make the necessary recommendation to the CSR committee (viz. data collection, survey, quotations and costs involved etc.). For this purpose, the CSR Committee may also approach external consultants for necessary assistance as it may deem fit at such costs as may be approved by the Board.
4. The CSR Cell shall undertake sufficient due diligence of each of the CSR Activity before it is recommended.
5. Based on the recommendations of the CSR Committee, the Board shall approve the following:

- (i) The specific CSR Activities that should be undertaken from time to time;
  - (ii) The amount of the CSR Expenditure on each of the CSR Activity; and
  - (iii) Whether the CSR Activities will be undertaken directly or through an implementing agency or in collaboration with any other companies, including by availing services of any NGOs and record reasons for the same.
6. Activities undertaken in pursuance of the normal course of EPDPL business shall not be considered towards CSR Expenditure.

## **VI. CSR EXPENDITURE AND ALLOCATION**

1. The CSR spend shall be as per the requirements of the Companies Act 2013. The entities may in compliance with the provisions of the Act and the CSR Rules, including notifications and clarifications issued thereunder received funds from its parent company for the CSR Expenditure.
2. The Board shall approve the allocation of the CSR Expenditure on the CSR Activities and, to the extent possible, shall give priority to the local areas wherever EPDPL has its operations.

## **VII IMPLEMENTATION**

1. Baseline survey would be conducted by the implementing agency and annual reviews shall be undertaken to ascertain the progress.
2. The Board along with the CSR Committee and the CSR Cell shall be responsible for implementation of this CSR Policy.
3. We may undertake the CSR Activities either ourselves or through other qualifying Non-government organizations ("**NGOs**") or agencies. The projects, programs or activities identified by the CSR Committee and approved by the Board shall be implemented in a project mode through the CSR Cell which will entail charting the stages of execution through planned processes, measurable targets, mobilization and allocation of budgets and prescribed timelines. It also involves assigning of responsibility and accountability. Suitable documents / agreements shall be entered into with NGOs and the other agencies for the purposes of implementation of the CSR Activity, in case the CSR Activity is proposed to be implemented through the third party agencies. The conditions of grant of amounts for all CSR Activities and the break-up of the allocations shall be set out and evaluated from time to time.
4. To the extent feasible, a project based accountability approach to stress on the long term sustainability of CSR Activities shall be adopted, and the indicative action plan and implementation schedule (timelines) for the projects, programs and activities shall be adopted.

## **VIII MONITORING MECHANISM**

1. To ensure effective implementation of the CSR projects, programmes and activities undertaken in terms of this CSR Policy, the progress of each such project, programme and activity will be reported to the CSR Committee on a monthly/quarterly basis, with all requisite documentation.
2. A quarterly report on implementation shall be submitted to the Board by the CSR Committee.
3. The CSR Committee will conduct impact studies on a periodic basis, through independent professional third parties/professional institutions.

4. The CSR Committee shall also try to obtain feedback from the beneficiaries of the CSR projects, programmes and activities. If considered necessary, the effectiveness of the various programs/ activities undertaken under the CSR Policy may be got evaluated through external agencies for providing the required feedback and inputs to formulate and improve the programs in future.

#### **IX. IMPACT ASSESSMENT**

1. Regular and interactive feedback sessions shall be conducted at all levels including with other NGOs through which CSR Activities are being undertaken as well as the respective beneficiaries of all the CSR Activities undertaken by us..
2. Field visits shall be conducted at regular intervals to ensure effective implementation.
3. Proper documentation shall be done in an MIS format to record key observations of such feedback sessions and field-visits.
4. If deemed necessary by the CSR Committee, the effectiveness of the various programs/ activities undertaken under the CSR Policy may be evaluated through external agencies and reports shall be prepared pursuant to such evaluation.

#### **X. REPORTING**

1. The CSR Committee shall maintain proper minutes of all its meetings.
2. The CSR Committee shall prepare an annual report on CSR with such information and particulars as may be required by the Act and such report shall be included in the Board's report annexed to the financial statements.
3. The Board's report shall include an annual report on CSR containing such details as may be prescribed from time to time under the Act and the CSR Rules.
4. The Board will be responsible to ensure that the statutory requirements as may be prescribed from time to time under the Act and the CSR Rules are complied with.

#### **XI. GENERAL**

1. Any surplus arising out of the CSR projects/programs or activities shall not form part of the business profits of the qualifying EPDPL company.
2. All administrative expenses, including expenditure on wages and salaries, tours and travels, and training and development of personnel deputed on CSR Activities would be borne from CSR funds. However, the expenditure in a financial year for building CSR capacities of the personnel as well as the implementing agencies shall not exceed 5% (five per cent.) of total CSR Expenditure in such financial year.
3. If it is observed that any CSR Activity taken up for implementation is found not properly implemented, the CSR Committee may, with approval of the Board, may discontinue funding the project at any time during the course of implementation and use such funds for any other project.
4. The CSR Committee shall have the power to clarify any doubts or rectify any anomalies that may exist in connection with the effective execution of this CSR Policy.

#### **XII OTHERS**

1. The CSR Committee is empowered to amend or modify the CSR Policy and such changes shall be placed before the Board for its approval. The Board may subject to compliance with

applicable law, at any time approve or alter, amend or modify the CSR Policy, as it deems fit to comply with the statutory obligation to undertake the CSR Activities.

**Adopted on 21<sup>st</sup> September, 2017**

  
**Narpat Singh Choraria**  
**Director**