



## CORPORATE SOCIAL RESPONSIBILITY POLICY

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 programs for welfare and sustainable development of the community at large, is titled as the 'Embio – CSR Policy'. This policy shall apply to all CSR initiatives and activities taken up at the various work-centers and locations of Embio Limited (the Company), for the benefit of different segments of the society, specifically the deprived, underprivileged and differently abled persons.

### Our Vision

In alignment with vision of the Company, the Company, through its CSR initiatives, will continue to enhance value creation in the society and in the community in which it operates, 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, with environmental concern.

### Effective Date

This policy shall be effective from the financial year 2014 - 2015.

### Purpose of the Policy

The following are the broad purposes of this policy

- To define the kind of projects/ activities that will come under the ambit of CSR;
- To identify broad areas of intervention in which the company will undertake projects;
- To serve as a guiding document to help execute and monitor CSR projects;

#### Registered Office

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#### Plant

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## Annual Action Plan, Identification of projects and implementation process

The Committee shall prepare a CSR Annual Action Plan which shall include:

- a. Identified CSR Projects
- b. Manner of execution of such projects or programmes
- c. Modalities of utilizing of funds
- d. Implementation schedules
- e. Monitoring and reporting mechanism for the projects or programmes
- f. Need and impact assessment, if any, for the projects undertaken by the Company

The annual action plan including alteration thereto shall be approved by the Board of Directors upon recommendation by the Committee

The Committee shall ensure that major portion of the CSR expenditure in the Annual Action Plan shall be for the Projects as per CSR objectives. However, there shall not be any preference given to any particular projects for budgetary allocation and it shall be made purely as per the identified CSR Projects on needs basis.

The Company shall undertake activities for economic and social development of communities and geographical areas, particularly in the vicinity of our operations and work centers. Such activities may include:

- Promoting health care including preventive health care and sanitation;
- Promoting education, including special education and employment enhancing vocation skills;
- Empowering women;
- Ensuring environmental sustainability, ecological balance, conservation of natural resources and maintaining quality of soil, air and water;
- Contribution to the Prime Minister's National Relief Fund or any other fund set up by the Central Government;
- Rural development projects; and
- Such other matter as mentioned under Schedule VII of Companies Act, 2013 and as approved by CSR Committee.

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## Mechanism for Monitoring and Reporting

The CSR department will be responsible for regular monitoring & reporting of the CSR programs and provide regular progress report to the CSR Committee of the Board including an annual report on CSR activities in the prescribed format.

The periodic report would indicate:

1. Achievement of the year-to-date in terms of coverage compared to the target, reason for variance, plans to overcome shortfalls if any and support required from the CSR Committee/Board to overcome the shortfalls.
2. Actual year-to-date spends compared to the budget and reasons for variance.
3. In respect of activities undertaken through outside Trust/Society/NGO's/Government recognized funds, etc. there will be mechanism of reporting of progress on each such activities and the amount incurred thereon at the subsequent CSR Committee Meeting.

The Chief Financial Officer or the person responsible for financial management shall certify that the CSR funds so disbursed have been utilised for the purposes and in the manner as approved by it to the effect.

In case of ongoing project, the Board of the Company shall monitor the implementation of the project with reference to the approved timelines and year-wise allocation and shall be competent to make modifications, if any, for smooth implementation of the project within the overall permissible time period.

Further, the composition of the CSR Committee, CSR Policy and Projects approved by the Board shall be displayed on the website of the Company for public access.

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## Budget and allocation

- The Company will allocate not less than 2% of its average net profit made during the three immediately preceding financial years, as its CSR Budget.
- The surplus arising out of the CSR projects or programmes or activities, if any, shall not form part of the business profit of the Company.
- The CSR committee shall recommend management to open a separate account with bank for CSR activities and nominate authorized signatories to operate and to transfer funds in the said bank account.

## Constitution of Corporate Social Responsibility (CSR) Committee

In accordance with Section 135 of Companies Act, 2013 and the rules thereunder, CSR Committee, a sub-committee of the Board of Directors has been constituted comprising Mr. A. T. Vaswani as the Chairman, Mr. M. Devesh, and Mr. Madhusudan G. Rao, as the members of the CSR Committee.

The CSR Committee shall formulate and recommend to the Board, an annual action plan in pursuance of its CSR policy which shall include the following:

- (a) The list of CSR projects or programmes that are approved to be undertaken in areas or subjects specified in Schedule VII of the Act;
- (b) The manner of execution of such projects or programmes as specified in sub-rule (1) of rule 4; (c) the modalities of utilisation of funds and implementation schedules for the projects or programmes;
- (d) Monitoring and reporting mechanism for the projects or programmes; and
- (e) Details of need and impact assessment, if any, for the projects undertaken by the company;

Provided that Board may alter such plan at any time during the financial year, as per the recommendation of its CSR Committee, based on the reasonable justification to that effect.

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