



**CORPORATE SOCIAL RESPONSIBILITY POLICY**

(Amended w.e.f. 25<sup>th</sup> May, 2021)





**Corporate Social Responsibility Policy**

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Original Policy adopted	Effective from 26 <sup>th</sup> October, 2017
1 <sup>st</sup> Amendment	Effective from 25 <sup>th</sup> May, 2021



## **Resins and Plastics Limited ("RPL")**

### **Corporate Social Responsibility Policy**

#### **1. CSR PHILOSOPHY AND BACKGROUND**

The society at large is battling numerous challenges ranging from poverty, malnutrition, environmental degradation, poor healthcare and global warming. The Corporate Social Responsibility Policy focuses on using the capabilities of businesses to improve lives and contribute to sustainable living, through contribution to communities and the society. CSR is defined as the integration of business operations and values, whereby the interests of all stakeholders including investors, customers, employees, the community and the environment are reflected in the company's policies and actions.

This policy demonstrates our commitment to Corporate Social Responsibility through which we aim to align our business values, purpose and strategy with the needs of the society as a whole in which the Company operates, whilst embedding such responsible and ethical principles into everything we do.

#### **2. OBJECTIVES**

The objective of this CSR Policy is to lay down guiding principles for proper functioning of CSR activities towards steps for sustainable development of the society.

Objectives of this CSR Policy would include the following.

- Directly or join hands to take up programs that benefit the communities and results, over a period of time, in enhancing the quality of life and economic well-being of the needy populace.
- To generate, through its CSR initiatives, a community goodwill for the Company and help reinforce a positive and socially responsible image of RPL as a corporate citizen.
- To contribute towards human welfare, social upliftment and economic growth.

#### **3. DEFINITIONS**

- (a) **"Act"** means the Companies Act, 2013 read with Rules including the Companies (Corporate Social Responsibility Policy) Rules, 2014 as may be amended from time to time.
- (b) **"Administrative Overheads"** means the expenses incurred by the Company for 'general management and administration' of Corporate Social Responsibility functions in the Company but shall not include the expenses directly incurred for the designing, implementation, monitoring, and evaluation of a particular Corporate Social Responsibility project or program.



- (c) **“Agency”** means group of volunteers, citizen forums, elected local body, panchayats, institute, schools, hospitals, help centers, governments, government organizations, authorities, welfare board, labour union, care centers, medical aid centers, orphan houses, social activist, mahila mandals, society, individual and companies; who are involved in activities of benevolent, generous, social upliftment, wellbeing and development of deprived class of people or activities similar to CSR Activities, Non-Government Organization, Charitable Trust, Foundation, institute, schools, hospitals, forum and/or other organization or persons of repute, which are doing activities of; philanthropic, benevolent, charitable and for well-being of society at large and needy class of people; without motive of profit and having good track record of atleast three years and approved by the CSR Committee.
- (d) **“Board”** means Board of Directors of the Company for the time in force.
- (e) **“Company”** or **“RPL”** means Resins and Plastics Limited.
- (f) **“Corporate Social Responsibility” (CSR)** means the activities undertaken by a Company in pursuance of its statutory obligation laid down in Section 135 of the Act in accordance with the provisions contained in these rules, but shall not include (i) activities undertaken in pursuance of normal course of business of the Company (ii) any activity undertaken by the Company outside India except for training of Indian sports personnel representing any State or Union territory at national level or India at international level (iii) contribution of any amount directly or indirectly to any political party under Section 182 of the Act (iv) activities benefitting employees of the Company as defined in clause (k) of Section 2 of the Code on Wages, 2019 (29 of 2019) (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.
- (g) **“CSR Committee”** or **“Committee”** means “Corporate Social Responsibility Committee” of the Directors of the Company, as may be constituted by the Board and as may subsist from time to time.
- (h) **“CSR Policy”** or **“this Policy”** means 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 implementation and monitoring of activities as well as formulation of the annual action plan.
- (i) **“CSR Activities & Programs”** includes activities as described in this Policy, activities prescribed under the Schedule VII of the Act and/or any other permitted activities as may be prescribed under the Act.



(j) **"Net profit"** means the net profit of a company as per its financial statement prepared in accordance with the applicable provisions of the Act, but shall not include the following, namely: -

(i) any profit arising from any overseas branch or branches of the company, whether operated as a separate company or otherwise; and

(ii) any dividend received from other companies in India, which are covered under and complying with the provisions of section 135 of the Act: Provided that in case of a foreign company covered under these rules, net profit means the net profit of such company as per profit and loss account prepared in terms of clause (a) of sub-section (1) of section 381, read with section 198 of the Act;

(k) **"Ongoing Project"** means a multi-year project undertaken by a Company in fulfilment of its CSR obligation having timelines not exceeding three years excluding the financial year in which it was commenced, and shall include such project that was initially not approved as a multi-year project but whose duration has been extended beyond one year by the board based on reasonable justification.

Terms not defined hereinabove shall have the same meaning as ascribed to them under the Companies Act, 2013 and the relevant rules made thereunder.

#### **4. APPLICABILITY AND EFFECTIVE DATE OF THE POLICY**

This CSR Policy has been developed in consonance to Section 135 of the Companies Act, 2013 and Rules notified thereunder. This Policy shall apply to all CSR Programs undertaken by the Company in India.

This CSR Policy shall apply to the Company. The Policy will be applicable to its Subsidiary / Associate Company, if so decided by the Board of respective Subsidiary / Associate Company.

The CSR Committee had approved the Original Policy in its meeting held on 26<sup>th</sup> October, 2017 and the Board had approved it in its meeting held on the same day.

The CSR Committee of the Company had recommended and the Board has approved this revised Policy at their respective Meetings held on 21<sup>st</sup> May, 2021 and 25<sup>th</sup> May, 2021 to incorporate the requirements of the applicable laws. This revised Policy shall come into effect from 25<sup>th</sup> May, 2021. This Policy will supersede the provisions of the earlier Policy adopted by the Company on 26<sup>th</sup> October, 2017.



## **5. EXTENT OF CSR ACTIVITIES AND CSR PROGRAMS**

### **5.1 Area of CSR Activities**

RPL's Initiatives towards CSR and CSR Programs would be relating to the activities as prescribed under Schedule VII to the Companies Act, 2013. While the Company's focus on CSR efforts will be in the local areas and areas around where it operates, the Company may also undertake projects where societal needs are high or in special situations such as in the case of natural disaster etc.

### **5.2 Thrust Areas**

The CSR Committee has presently identified the following thrust areas around which the Company shall be focusing its CSR initiatives and channelizing the resources on a sustained basis:

1. Healthcare & hygiene
2. Education & Vocational Skills or Training
3. Social Projects in the local area around our Taloja MIDC plant / Ankleshwar plants
4. Providing sanitation facilities, waste disposal systems and toilets
5. Contributions or funds provided to Technology Incubators located within academic institutions which are approved by Central Government.

## **6. CSR FUNCTIONARIES**

### **6.1 CSR Committee**

The CSR Committee shall comprise of Directors including Independent Directors of the Company as may be constituted and / or reconstituted by the Board of the Company from time to time as per the applicable law. The CSR Committee shall play important and guiding role in the CSR Activities. Role and terms of reference of the CSR Committee includes the following.

- a) To formulate and recommend to the Board, a Corporate Social Responsibility Policy which shall indicate the activities to be undertaken by the Company in the areas or subject, specified in Schedule VII.
- b) To recommend the CSR projects or programs or activities and amount of expenditure to be incurred thereon for the approval of the Board.
- c) To provide oversight and guidance on CSR performance and monitor compliance with the CSR policy, commitments and the applicable CSR provisions.
- d) To formulate and recommend to the Board, an annual action plan including the modalities of utilisation of CSR funds and implantation schedules for the projects or programs, monitoring and reporting mechanism for the projects or programs and details of need and impact assessment for the projects undertaken by the Company.
- e) To monitor the Corporate Social Responsibility Policy of the Company from time to time.



- f) To implement CSR projects or programs or activities as approved by the Board in a timely and efficiently manner.
- g) To institute a transparent monitoring mechanism for effectively implementation of the CSR projects or programs or activities of the Company.
- h) To perform functions as may be necessary from time to time under the Act or as may be assigned to it by the Board from time to time in relation to the CSR activities.

The CSR Committee may regulate its own procedures and shall meet as and when required and also when the Board requests for the same.

The Committee may seek attendance of Department Heads and obtain relevant data, details and analysis as it may deem necessary. The Committee may also take the experts' advice wherever they deem necessary in discharge of their duty.

## 6.2 Board of Directors

The functions of the Board relating to CSR of the Company includes approving of CSR Policy, constitution of CSR Committee, approve resources for CSR Programs and annual action plan, review the performance and impact of CSR programs, overall monitoring of CSR Activities including ongoing project(s) so as to satisfy itself that the CSR funds have been utilized for the purposes and in the manner as approved by it, compliance with statutory disclosures & reporting and other matters as mentioned in this Policy and as per applicable provisions of the law.

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

The Board shall ensure that the CSR activities are undertaken by the Company itself or through a Company established under Section 8 of the Act, or a registered public trust or a registered society, registered under Section 12A and 80 G of the Income Tax Act, 1961 (43 of 1961), established by the Company, either singly or along with any other Company **OR** a Company established under Section 8 of the Act or a registered trust or a registered society, established by the Central Government or State Government **OR** any entity established under an Act of Parliament or a State legislature **OR** a Company established under Section 8 of the Act, or a registered public trust or a registered society, registered under Section 12A and 80G of the Income Tax Act, 1961, and having an established track record of at least three years in undertaking similar activities.



## **7. IMPLEMENTATION OF CSR PROGRAMS**

### **7.1 Identification of CSR Programs**

The CSR Activities of the Company shall be carried out as per this Policy. The Company will undertake the CSR Activities through one or more methods as may be suitable from time to time out of following.

- a) Recommendations from the CSR Committee and Board of Directors.
- b) Receipt of proposals or requests from NGOs, social activists, schools, hospitals, care centers, organizations, unions, organization, registered trust, registered society, Section 8 Company and persons involved in philanthropic and generous tasks.

### **7.2 CSR Programs directly by the Company**

- (a) CSR committee will identify, review and finalize the CSR Programs keeping in view the location, present circumstances and needs of class of population, prospective beneficiaries, resource requirement, program duration, coverage and fund requirement. CSR Committee shall make its recommendation to the Board.
- (b) CSR committee will identify CSR Programs as may be suitable in the vicinity or surrounding area or local region where the Company operates.
- (c) CSR Programs shall be carried out as per the recommendation / approval of the Board of the Company.
- (d) A Company may engage international organization(s) for designing, monitoring and evaluation of the CSR projects or programs as per this CSR policy as well as
- (e) for capacity building of its own personnel for CSR.

### **7.3 CSR Programs through External Agencies**

- (a) The CSR Programs which needs considerable financial commitments, sizable coverage and medium to long term time frame, may be considered for implementation through competent NGO / Agencies, including innovative partnership. CSR Committee shall make detailed proposal, review the competence, legal status and background of the NGO / Agencies and recommend the same to the Board with all relevant details including beneficiaries, fund requirement, resources and responsibilities of NGO / Agency, time frame, milestone, implementation schedule, results expected, monitoring and reporting mechanism and measurable outcome.
- (b) The Company may donate appropriate amount to an external NGO(s), Government, Local Administration, registered trust, registered society and / or Section 8 Company which is well established, having valid applicable registration or certificates governed under applicable laws and having good track record of doing CSR Activities.
- (c) The Company may undertake CSR activities through a Section 8 Company established with the object of undertaking various CSR activities.



- (d) In the aforesaid case, the CSR Committee shall specify the CSR Activities, CSR Programs to be undertaken through above mentioned organization, modalities of utilization of funds, monitoring and reporting mechanism.

#### **7.4 Joint efforts for CSR Programs**

The Company may also collaborate with other companies for undertaking projects or programs or CSR activities in such a manner that the CSR committees of respective companies are in a position to report separately on such projects or programs in accordance with the applicable Rules.

#### **7.5 Volunteering by Employees:**

The Company shall encourage its employees for volunteering with a spirit of serving and sharing with community. Employees will be encouraged to participate in Company's CSR activities by volunteering with NGO/CSR partners etc.

### **8. RESOURCES**

The Company shall spend 2% of the average net profits of the Company during the immediately preceding three financial years or such amount as may be required by the statutory provisions towards the CSR Activities as may be recommended by the CSR Committee and approved by the Board.

CSR expenditure will include all expenditure incurred by the Company on CSR Programs undertaken in accordance with the approved Annual Action Plan. The surplus, if any arising out of the CSR Projects or Programs shall not form part of the business profit of the Company and shall be dealt with in accordance with the applicable CSR Provisions. Likewise, any excess amount spent on CSR activities may be set off against the requirement to spend in the succeeding financial years in accordance with the applicable CSR Provisions. In the event, the Company creates or acquires capital asset out of the CSR spend, such capital asset will be dealt with in terms of the applicable CSR Provisions.

If the Board determines, CSR Corpus may be created by allocating appropriate amount every year as may be suggested by the CSR Committee and approved by the Board. Such CSR Corpus will be used to meet the fund requirements of CSR Programs. The CSR Committee may allocate fund in such proportion as it thinks fit for long term and short term CSR Programs.



## 9. MONITORING, REPORTING AND DISCLOSURE

The administration of this CSR policy and the execution of identified CSR projects, programs and activities under it shall be carried out under the overall superintendence and guidance of an internal monitoring group formed for this purpose:

The internal monitoring group shall comprise of:

1	Shri. Rupen Choksi	Managing Director
2	Smt. Sunita Satpalkar	Chief Financial Officer
3	Shri. Mrunal Khebade	Factory Manager- Taloja
4	Shri. Jitendra Mehta	Plant Manager- Ankleshwar

The internal monitoring group shall submit its report every six months to the CSR committee.

CSR Programs, activities and other aspects of this Policy shall also be reviewed and monitored periodically by the CSR Committee as it deems fit.

Monitoring also includes field visit, comprehensive documentation and interaction with beneficiary community.

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

The Annual Report on CSR activities undertaken by the Company shall be prepared for the approval of the Board as per the statutory requirement. Necessary details about CSR Activities of the Company shall be disclosed in the Annual Report of the Company.

As and when the Company reaches an average CSR obligation of ten crore rupees or more in pursuance of sub-section (5) of Section 135 of the Act, in the three immediately preceding financial years, it shall undertake an impact assessment, through an independent agency, of its CSR projects having outlays of one crore rupees or more, and which have been completed not less than one year before undertaking the impact study.

Accordingly, the impact assessment reports, if applicable shall be placed before the Board and shall be annexed to the Annual Report on CSR.

The Board of a Company shall satisfy itself that the funds so disbursed have been utilized for the purposes and in the manner as approved by it and the Chief Financial Officer or the person responsible for financial management shall certify to the effect.

Unspent CSR amount, if any, shall be dealt with by the Company as per the applicable CSR Provisions.



## **10. REVIEW AND AMENDMENT(S) IN THE POLICY**

Amendments from time to time to the CSR Policy, if any, shall be considered by the Board of Directors based on the recommendations of the CSR Committee.

The CSR Committee may issue the guidelines, procedures, formats, reporting mechanism and manual in supplement for effective implementation of this Policy.

In case of any amendment(s), clarification(s), circular(s) etc. issued by the relevant government authorities, not being consistent with the provisions laid down under this Policy, then such amendment(s), clarification(s), circular(s) etc. shall prevail upon the provisions hereunder and this Policy shall stand amended accordingly from the effective date as laid down under such amendment(s), clarification(s), circular(s) etc.

