

Corporate Social Responsibility (CSR)

1. CSR in India

Companies Act 2013, Section 135 and Companies (Corporate Social Responsibility Policy) Rules, 2014 has laid down the framework and modalities of carrying out CSR in India.

2. Our approach towards CSR

To serve community, alignment with Legal framework of India in line with DB Schenker's Vision and commitment to Society.

3. Scope of the Policy and Targeted Sector

The scope of the Policy is limited to Schenker India Pvt. Ltd. and overall, in line with company's strategy and vision.

Our CSR Strategic Intent

- Education and Skilling to boost Employability
- Humanitarian Relief
- Sustainability in Health & Environment
Plus Employee Volunteering

4. CSR Committee

4.1 Constitution of CSR Committee: CSR Committee is constituted at Strategy level with Senior Management Team comprising:

CSR Committee

- CEO - Ms. Kinjal Pande (Approving Authority for CSR Budget)
- Chief People Officer (CPO) , Ms. Jyotsana Saxena (Chairperson of the committee)
- Chief Financial Officer, Mr. Mayur Gandhi
- Director - Finance and Accounts, Mr. Ajay Sehgal
- Sr. Director – Logistics, Mr. Shrichand Chimnani
- Chief Commercial Officer - Mr. Hitendra Mankani
- Branch Director, South – Mr. Amit Chaturvedi
- Director-Legal, Risk Management and Compliance - Ms. Payal Khanna

4.2 Powers of the Committee

- Formulate and approval of CSR Policy
- Selection of CSR activities as per Act and in line with overall Vision
- Selection of NGOs / working partners for CSR activities
- Approval of the CSR Budget and Overhead budget related to CSR activities
- Spend the allocated CSR amount on the CSR activities
- Create transparent monitoring mechanism for CSR activities
- CSR reporting and monitoring of CSR Policy from time to time
- Ensure that the surplus arising out of CSR projects or programs, or activities shall not form part of the business profit of a company

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- Chairperson of the CSR committee shall be the final authority for any approval / recommendation regarding the selection and approval of NGOs, CSR activities, and CSR Budget spent.
- NGOs approved by Chairperson will not be subject to any further vendor selection process.

4.3 CSR Committee Charter:

- Frequency of CSR Committee Meeting: Once in a Year / When required by Management
- Medium of the Meeting - Face-to-Face / VCON / Con-call / E-mail
- Agenda of the Meeting – Review of CSR Program, Projects, Budget, Expenditure, Reports, etc.

5. CSR Budget /CSR Spend

5.1 Constituents of eligible CSR Expenditure:

The CSR expenditure shall include all expenditure to CSR activities approved by the CSR Committee on the activities stated under Schedule VII of the Act (Annexure I).

5.2 Failure to spend the CSR Money

In case the Company fails to spend the targeted amount in that particular financial year, the Committee shall file a report in writing to Management / records specifying the reasons for not spending the amount. Surplus arising out of the CSR initiatives shall not form part of the business profits of the Company.

5.3 Internal process for approval of CSR spends and Payments

- CSR committee will finalize the overall budget to be spent project-wise for the entire year. This budget will be subject to approval of CEO.
- Within the approved project wise budget payments shall be released to the NGOs / Partners by approval of chairperson of the CSR committee.
- Upon approval of chairperson, Finance department will release the payments.

6 Internal process for NGO identification:

NGOs will be identified by CSR execution Team and approved by CSR committee/Chairperson following the verification of credentials based on checklist as stated in Annexure – II of the Policy.

7 Maintenance of Records.

- Corporate P&O will maintain the overall records.

8 Investment on marketing/visibility for CSR

- Any aids/equipment/items/material/etc. (like books, bags, useful items, etc.) meant for beneficiaries and directly related to the project objectives, which can be classified as CSR activity can be spend in the range of 10 to 20% of the overall approved project budget after approval from Chairperson of the CSR committee.
- For Marketing of CSR initiatives which are purely for building brand image of the company can be spend in the range of 2% to 5% of the overall project value as approved by Chairperson of the CSR committee.

9 CSR Initiative

9.1 Approved initiatives/areas from Govt got CSR activities are mentioned in Annexure – I of Policy.

9.2 Annual CSR Plan to be released by CSR committee.

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9.3 Disqualifying Activities for CSR

- Activities exclusively for the benefit of employees and their families are not covered under CSR.
- Activities undertaken in pursuance of the normal course of business of the company are not CSR.
- Only CSR activities within India can be taken into consideration for CSR spend.

9.4 Display of CSR Policy of Schenker India Pvt. Ltd will be done on Intranet.

10 Monitoring Mechanism

- Regular review of Projects by CSR Program Management Team with NGOs/Partners

11 CSR Reports and MIS

- CSR progress to be shared with Management
- Regular review of the projects by CSR committee
- Annual filing of CSR Report for records signed by CSR committee.

12 Policy Review & Future Amendment

The Committee shall annually review its CSR Policy from time to time and make suitable changes as may be required and submit the same for the approval of the CEO of the Company.

13 Annexure

- I - List of Activities approved under CSR
- II - Checklist for Verification of NGO