



HPL Additives Limited

POLICY & PROCEDURE	TITLE: CORPORATE SOCIAL RESPONSIBILITY POLICY		
ALL FUNCTIONS	ISSUE DATE 29 th June, 2023	Effective Date 29 th June, 2023	PROCEDURE NO. HPLA/CORP/POL/001:04

- I. These rules shall be called the Company Corporate Social Responsibility.
- II. These rules shall be effective from **29th June, 2023**.

1. INTRODUCTION

- a) The Corporate Social Responsibility (CSR) Policy of HPL Additives Limited is aligned with its overall commitment to maintaining the highest standards of business performance. The Vision of HPL Additives Ltd is centered on its philosophy of success through innovation, continuous improvement, and excellence. Its vision is supported by its core values: ***Adaptability, Dependability, Teamwork, Speed, Versatility and Caring.***
- b) The Mission of HPL Additives Ltd is to be a financially successful corporation with a global presence through investment in systems, processes, technology, and human assets to ensure high levels of quality, service efficiency, safety and environmental consciousness.
- c) The CSR commitment of HPL Additives Ltd positions its social and environmental consciousness as an integral part of its business plan and its commitment to all its stakeholders including consumers, shareholders, employees, local communities, and the society at large.
- d) The policy has been formulated as per the Section 135 of the Companies Act, 2013 and the rules thereto.

2. POLICY STATEMENT

The CSR Policy of HPL Additives Ltd aims to achieve, consolidate and strengthen Good Corporate Governance including socially and environmentally responsible business practices that balance financial profit with social well being.

3. SCOPE AND OBJECTIVES

- a) HPL Additives Ltd is committed to the well being of the under privilege local communities, and the society at large.
- b) The **geographic scope** of the Company's CSR work includes:
 - i. the immediate surroundings of the plants of the Company
 - ii. the district, town, or city where the plants and Office are located.
 - iii. Other regions of India.
- c) The approach of the company would be oriented to identify and formulate projects in response to felt societal needs in diverse areas falling in the geographic scope mentioned in para 3(b)



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and to implement them with full involvement and commitment in a time bound manner. In addition to being an engaged corporate citizen involved in the identification, planning, designing and monitoring of CSR initiatives.

4. ACTIVITIES

The activities that the Company may undertake shall be (inter alia):

- a) Eradicating hunger, poverty and malnutrition, promoting preventive health care and sanitation and making available safe drinking water;
- b) Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly, and the differently able and livelihood enhancement projects;
- c) Promoting gender equality, empowering women, setting up homes and hostels for women and orphans; setting up old age homes, day care centers and such other facilities for senior citizens and measures for reducing inequalities faced by socially and economically backward groups;
- d) Ensuring environmental sustainability, ecological balance, protection of flora and fauna, animal welfare, agro forestry, conservation of natural resources and maintaining quality of soil, air and water;
- e) Training to promote rural sports, nationally recognized sports, Paralympics sports and Olympic sports;
- f) Contributions or funds provided to technology incubators located within academic institution which are approved by the Central Government.
- g) Rural development projects.

5. AREAS TO EMPHASIZE

The Company has broadly selected five areas of focus under its CSR activities, as under:

Clean Water Drive

- a) Installation of water tanks and RO Plants in rural areas, villages and districts as identified.
- b) Installation of Water Coolers and water Booths.
- c) Civil work for installation of items mentioned in Point a) and b).
- d) Gainful utilization of wastewater from RO plants for plantation etc.
- e) Maintenance of all equipment's installed to provide safe and clean water.

Sanitization

- a) Construction of new Toilets in rural areas, villages and districts as identified.
- b) Repair of old and ruined toilets.
- c) Set up of lavatories and urinal and arrangement of water for toilets.

Health care



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- a) Set up, running and maintenance of health care center.
- b) promoting preventive Health care.
- c) providing medical relief & rehabilitation.
- d) taking care of safety and hygiene of women health.

Education

- a) Promoting education for underprivileged children.
- b) Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly, and the differently abled and livelihood enhancement projects.

Hunger Drive

- a) distribution of food items to the underprivileged.

6. FUNDING & ALLOCATION

For achieving its CSR objectives through implementation of meaningful & sustainable CSR program, the Company will allocate at least 2% of the average net profit of the company made during the three immediately preceding financial year as its annual CSR budget.

Every year, the Company shall make a budgetary allocation for CSR activities/ projects for the year. From the annual CSR Budget allocation, the expenditure will be incurred for CSR programs as mentioned above in point no. 4 and 5.

The Company expects to spend the budgeted amount allocated for CSR activities/ projects planned for each financial year, within that year. If for any reason, the budget of a year remains unutilised, the same would not lapse and would be carried forward to the next year for expenditure on CSR activities, which were planned for implementation in the previous year, but could not be completed due to some reason.

7. CSR COMMITTEE

The Board of Directors of the Company in its meeting held on Nov 24, 2020, has constituted Corporate Social Responsibility Committee comprising of the following directors as members of the Committee:-

- i. Ms. Mona Dugal - Chairperson & Whole-time Director
- ii. Mr. Umesh Anand - Managing Director – Chairman
- iii. Dr. Veena Chaudhary – Independent Director – Member.

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8. ROLE OF COMMITTEE AND BOARD

The CSR Committee will play the following role in fulfilling the Company’s CSR objectives:

- a) Formulation and review of this CSR Policy indicating the activities to be undertaken by the Company towards CSR initiatives and recommend to the Board.
- b) Recommendation of Annual Action Plan and alteration of such plan as and when require.
- c) Recommendation of the amount of expenditure to be incurred on the CSR activities;
- d) Formulation of a transparent monitoring mechanism for ensuring implementation of the projects/ programmes/ activities proposed to be undertaken by the Company or the end use of the amount spent by it towards CSR activities
- e) Monitor and implement this Policy from time to time
- f) Annually report to the Board, the status of the CSR activities and contributions made by the Company
- g) Any other requirements mandated under the Act and Rules issued thereto

Following rights and responsibilities vests with the Board of the Company in connection with the CSR Policy and framework:

- a) To approve the CSR Policy after taking into account the recommendations made by the CSR Committee.
- b) Approval of Annual Action Plan and alteration of such plan as and when require.
- c) To ensure that Company makes mandatory disclosures in the Company’s Annual Reports and website, relating to CSR Committee members, Policy and the activities undertaken.
- d) To Ensure that the funds so disbursed have been utilized for the purposes and in the manner as approved and allocated.
- e) To Approve for transfer of unspent CSR Amount if any in accordance with the law.
- f) In case of an ongoing project, the board shall monitor the implementation of the project with reference to the approved timelines and year-wise allocation and shall be competent to make modification, if any required.

9. IMPLEMENTATION

- a) The CSR activities shall be undertaken by the company, as per its stated CSR Policy as projects or programs or activities.
- b) Our implementation approach is to work primarily through implementing agency (through HPL Foundation)”. CSR Projects can be implemented either directly by HPL additives Limited or by HPL Foundation.
- c) The Board of Directors of the company may decide to undertake its CSR activities approved by the CSR Committee, directly or through a registered trust or a registered society or a company established by the company or its holding or subsidiary or associate company under section 8 of the Act or otherwise:

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- i. If such trust, society or company is not established by the company or its holding or subsidiary or associate company, it shall have an established track record of three years in undertaking similar programs or projects;
 - ii. The company has specified the projects or programs to be undertaken through these entities, the modalities of utilization of funds on such projects and programs and the monitoring and reporting mechanism.
- a) **The process of implementation of CSR programs will involve the following steps:**
- Identification of Program**
Identification of programs at corporate will be done by means of following:
- i. Gather information and requisition of requirement in particular arear\region.
 - ii. Receipt of proposals/requests from districts administration/ Local Government\Local Bodies;
 - iii. Discussions and request from local representatives/Civic bodies/Citizen’s forums, NGOs’
- b) **Powers for Approval**
- i. CSR Programs as may be identified by corporate office and approve by Ms. Mona Dugal, Chairperson & Whole time Director of the Company, is authorized to approve proposals in terms of the empowerment accorded to her.
- c) **Criteria for Identifying Executing Agency**
While identifying programmes if so required, an external agency would be identified to execute the said programme. In case of programme execution by NGOs/ Voluntary organizations the following minimum criteria need to be ensured:
- i. The NGO is a registered society under Societies’ Registration Act’
 - ii. Possesses a valid Income Tax Exemption Certificate;
 - iii. The NGO /Agency has a permanent office/address in India;
- d) **Agreement between HPL Additives Ltd & Executing Agency;**
Once the program is approved by the CSR Committee of the Board, the Company will enter into an agreement with each of the executing/implementing agency.

10. MONITORING AND FEEDBACK

- a) To ensure effective implementation of the CSR programs undertaken by the Company, a monitoring mechanism will be put in place by the CSR Committee. The progress of CSR programs under implementation will be reported to CSR Committee on quarterly basis.
- b) The CSR department at the corporate office will conduct impact studies on a periodic basis, especially on the strategic and high value programs.



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- c) Appropriate documentation of the CSR Policy, CSR activities, executing partners and expenditure entailed will be undertaken on a regular basis and the same will be available in the public domain.
- d) CSR initiatives of the Company will also be reported in the Annual Report of the Company.

11. GENERAL

- a) In case of any doubt with regard to any provision of the policy and also in respect of matters not covered herein, a reference to be made to Corporate CSR Department. In all such matters, the interpretation & decision of the Business Head – Corporate Development shall be final.
- b) Any or all provisions of the CSR policy would be subject to revision/amendment in accordance with the guidelines on the subject as may be issued from Ministry of Corporate Affairs, Govt. of India.
- c) The Company reserves the right to modify, cancel, add or amend any of these rules.

12. DISTRIBUTION DETAILS:

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