

SYMBIOTEC PHARMALAB PRIVATE LIMITED



Corporate Social Responsibility Policy

Our CSR Policy

In a free enterprise, the community is not just another stakeholder in the business but is, in fact the very purpose of its existence. We are committed towards improving the quality of lives of people in the communities in which we operate. We wish to be a company which is respected by people for its commitment towards social causes. At Symbiotec, CSR is not mere an acronym, it is an integral part of the Symbiotec's culture imbibed by one and all involved in the working of the Company.

As a responsible corporate entity of India we aim to achieve this by keeping in mind our corporate philosophy, KYOSEI, which means living and working together for a common good. We would volunteer resources and time to the extent possible towards various social causes.

As a responsible company, we stand committed to the causes of Environment and Education. We would also support employees to contribute and share their time and commitment towards the causes they feel passionate about.

We will operate in a manner that is not only support a good cause and builds a decent image and goodwill among the shareholders and stakeholders, but also minimizes our impact on the environment and helps in replenishing the planet; while lending a helping hand to the community.

Our CSR Vision

Through on a sustainable basis, we actively contribute to the Social, Economic and Environmental Development of the community in which we operate ensuring participation from the community and thereby create my value for the nation. In doing so we build a better & sustainable way of life for the weaker sections of society and raise the country's human development index.

Our CSR Mission

1. Ensuring socio-economic development of the community through different participatory and need- based initiatives in the best interest of the poor and deprived sections of the society so as to help them to become **SELF-RELIANT** and build a better tomorrow for themselves through contributing for better education and skill development.
2. Ensuring environmental sustainability through ecological conservation, regeneration and protection.
3. Promoting Health & Sanitation to build a healthy society.

Our CSR Committee

The committee formed by the Board for undertaking the Corporate Social Responsibility activities is comprised of the following persons:-

1. Mr. Anil Satwani
2. Mrs. Kashish Satwani
3. Mr. Rohit Mantri
4. Mr. Sumit Gupta
5. Mr. Sasi M.N

Responsibility of CSR Committee

The responsibility of the CSR Committee includes:

- Formulating and recommending to the Board of Directors the CSR policy and indicating the activities to be under taken;

- Planning of the activities as per the CSR policy to be under taken and getting them approved by the Board;
- Recommending the amount of expenditure for the CSR activities;
- Updating the Board on the progress as per the CSR Plan formulated by them; and
- Monitoring the CSR policy from time to time.

Our Activities

The CSR activities we pursue will be in line with our stated Vision and Mission, focused not just around our plants and offices, but also in other geographies based on the needs of the communities. As part of our vision, Symbiotec identifies the following activities to be undertaken as CSR activities under its CSR Policy either directly on its own or indirectly through its owned trusts or such other associations or contributing to the eligible and recognised outside associations or partly by one mode and partly by the other mode or any combination thereof.

The focus areas where special community development programmes would be run are:

2. ***Promoting Health care including Preventive Health care and sanitation facility of economic backward class***-through medical camps, health check-ups, provision of medicine & treatment facilities, Promoting sanitation, making available safe drinking water.
3. ***Promoting education-*** our endeavour is to spark the desire for learning and knowledge at every stage through formal schools, quality primary education, girl child education and education for adults. especially among children, women, elderly and the differently abled including:
 - a. Supporting schools with infrastructure like benches, toilets, potable water, fans etc.
 - b. Supporting other educational institutions.
 - c. Improving educational facilities in general.
 - d. Supporting poor and needy children with education subsidy or scholarships.
 - e. Supporting poor and needy children with books and other education materials for better education.

4. ***Ensuring environmental sustainability and ecological balance*** through:

- Plantation drives in schools, villages, our manufacturing units & offices/business premises and other areas in general;
- Protection of flora & environment;
- conservation of natural resources;
- Adoption of wastelands to cultivate plants;
- Promoting biodiversity;
- Promoting alternate energy resources.

➤ ***In addition, the Company has identified the following areas for Community Development :***

- ***Promoting gender equality and empowering women*** including:
 - a. Promoting and providing credit support to women's self-help and joint liability groups;
 - b. Training in vocations pursued by women;
 - c. Setting up homes for women & orphans;
 - d. Setting up hostels for working and student women, day care centres for kids of working women.
- ***Rural Development Projects.***
- ***Employment and livelihood enhancing vocational skills and projects*** including tailoring, beautician, mehendi application, bee keeping, food processing and preservation, vermi-composting and other Life Skill Training and livelihood enhancement projects.
- ***Other Activities***
 - a. Promotion of sports with special focus on training for rural sports, nationally recognised sports, Paralympic sports, Olympic sports;

- b. Contribution in setting up public libraries by providing books etc;
 - c. Reducing inequalities faced by the socially and economically backward groups by supporting the poor and needy through child education & otherwise;
- ***Such other activities as the Board may consider appropriate after consulting the CSR committee.***

Our approach to implementation

We will strive to implement the aforesaid CSR activities on our own to the extent possible. At the same time, we recognize need to work in partnership with other players also. This would include:

1. Collaborating with various organisations, which are registered as a Trust or a section 8 company under the Companies Act, 2013 or Society or NGOs or any other form of entity incorporated in India that specialised in the aforesaid activities.
2. Contribution to various funds which are aligned with our Vision and Mission e.g.
 - Prime Minister's National Relief Fund
 - Any other fund set up by the Central Government for :
 - socio-economic development and relief.
 - for the welfare of Scheduled Castes, the Scheduled Tribes, other Backward classes, minorities and women.
3. Collaborating or pooling resources with other companies to undertake aforesaid CSR activities.
4. Contributing resources for carrying on the above mentioned activities.

CSR Funds

The corpus for the purpose of carrying on the aforesaid activities would include the followings:

- 2% of the average Net Profit made by the Company during immediately preceding three Financial Years.

- Any income arising there from the CSR activities undertaken.
- Surplus arising out of CSR activities carried out by the company and such surplus will not be part of business profit of the company.

Monitoring

The CSR department will provide regular progress report to the CSR Committee of the Board. This report would indicate:

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

The Board shall seek a short progress report from the CSR Committee on a quarterly basis.

Also, the Board Report will include an annual report on CSR containing particulars specified in the Annexure given under the Companies (Corporate Social Responsibility Policy) rules, 2014

Activities excluded under CSR

The following activities shall not be counted and covered under the CSR ambit:

- Activities undertaken in pursuance of its normal course of business;
- Activities carried out as a pre-condition for setting up a business;
- Activities carried out as part of a contractual obligation undertaken by the company;
- Activities carried out in accordance with or in order to comply with any other law;
- Activities that benefit only the employees and their families shall not be considered CSR expenditure, unless the benefit is also available to the general public;
- Activities not in conformity or not in line with the activities which falls outside the purview of this policy;
- CSR spent outside India does not qualify as CSR spent under Section 135 of the Companies Act, 2013; and

- Contribution of any amount to any political party under section 182 of the Companies Act, 2013