

**CORPORATE SOCIAL RESPONSIBILITY POLICY**

**OF**

**FLYJAC LOGISTICS PRIVATE LIMITED**

**Registered Office:**

Ashok Vatika, Vaibhav Apartments,

Sahar Pipe Line Road, Sahar,

Andheri (E), Mumbai 400 099

## CORPORATE SOCIAL RESPONSIBILITY POLICY

### OUR VISION

To provide Total Integrated Logistics Services solution by upholding philosophical values of Customer Delight, Self Development & Social Welfare.

### OUR MISSION

- To be a partner of our customers in building a seamless value chain.
- To build care and competence in networking, communication and personalised service.
- To create opportunities for self-development and excellence.
- To empower and enrol towards social and spiritual development.

### 1. PREAMBLE AND PHILOSOPHY

- a. Flyjac Logistics Private Limited (the “Company”) is committed to conducting its business in socially, environmentally and ethically responsible manner and contribute to the society and environment in which it operates, to be able to contribute to social welfare and directly or indirectly, financially assist people at large to improve their life or condition.
- b. Section 135 of the Companies Act, 2013 (“**Act**”) read with the rules made there under, inter alia, requires (a) the Board of Directors of the company to constitute Corporate Social Responsibility Committee (“**CSR Committee**”) to formulate C
- c. Corporate Social Responsibility Policy of the Company, (b) the Board of Directors to adopt this policy and ensure that the Company spends in every financial year at least 2% of the average net profit [as calculated in the manner described in the said Section 135 and the Companies (Corporate Social Responsibility Policy) Rules, 2014 (“**Rules**”)] in pursuance of the Corporate Social Responsibility Policy of the company, and (c) the Board of Directors to include in the Board’s Report an annual report on CSR containing prescribed particulars.
- d. This Corporate Social Responsibility Policy (“**CSR Policy**”) has been approved by the Board of Directors of the Company at the meeting held on June 30, 2014 based on recommendation of the CSR Committee constituted by the Board of the Company in compliance with Section 135 of the Act.
- e. The CSR Policy may be amended as required by the Board.

### 2. OBJECTIVE

Corporate Social Responsibility is basically a company’s sense of responsibility towards the society and the environment in which it operates. The company has imbibed this philosophy in its governance and has been pursuing CSR activities on regular basis as stated above. The company now has documented this into this CSR Policy to comply with stated requirement of the Act and the Rules.

### 3. PURPOSE

The key purpose of this policy is to:

- Define what CSR means to us and the approach adopted to achieve our goals
- Define the kind of projects that will come under the ambit of CSR
- Identify broad areas of intervention in which the company will undertake projects
- Serve as a guiding document to help execute and monitor CSR projects
- Elucidate criteria for partner implementation agencies
- Explain the manner in which the surpluses from CSR projects will be treated

#### **4. CSR COMMITTEE**

CSR governance structure will be headed by the Board Level CSR committee that will be ultimately responsible for the CSR projects undertaken. The committee will report to our Board of Directors and shall consists of

##### **Members**

Mr. A.V. Ravikumar

\*Mr. J. Shyam Sundar

Company Secretary to the Company shall act as Secretary to the CSR Committee.

##### **Roles and Responsibilities**

- Formulate and update CSR Policy, which will be approved by the Board of the Company
- Suggest areas of intervention to the Board of Company
- Approve projects that are in line with the CSR policy
- Put monitoring mechanisms in place to track the progress of each project
- Recommend the CSR expenditure to the Board of the Company who will approve it
- To report to the Board from time to time the amount spent on CSR and status of CSR activities
- Meet atleast twice a year to review the progress made
- To carry out such requirement as mandated under the Act and the Rules from time to time.

##### **CSR Executive Committee**

The Members of the Committee shall be appointed by the CSR Committee among the employees of the Company, from time to time.

##### **Role of CSR Executive Committee**

- ❖ Selection of a project in accordance with policy framework and guidelines, prepare a project report along with estimated cost and send for the approval of Board Level Committee.
- ❖ Assess the proposals for new CSR initiatives/ Programmes.
- ❖ Allocate resources for implementation of programmes.
- ❖ Submit annual budgetary requirement for CSR activities.

- ❖ Submit report to the CSR Committee on programme implementation updates.
- ❖ Identify and manage partners to implement programmes as required.
- ❖ Training and capacity building of the implementation teams.
- ❖ Any other activities that may be required by the CSR Committee to effectively deliver the CSR programmes.

## **5. CSR ACTIVITIES:**

Schedule VII to the Act specifies the activities which may be undertaken by companies as a part of its Corporate Social Responsibility policy. However, the Company plans to focus on the following activities/projects.

### **(1) Education**

Education is a unique present investment for future. Flyjac earmarks considerable portion of CSR budget for education. In Education, our endeavour is to sponsor schools run by non-profit Charitable Organization founded with a mission of reaching out to the underprivileged and needy for

- giving free education, shelter and healthcare for under privileged children;
- support for education, for those who are in need;
- support elder people, who are left alone for having enjoyable life; and
- building schools for under privileged children & victims of natural calamities.

### **(2) Health**

In Health care our endeavour is

- to conduct eye check up /health check up camps to the under privileged children;
- spread the awareness of eye donation; and
- to conduct blood donation camps.

**(3)** Any other activity as prescribed by the Government under the Act from time to time.

## **6. CSR AMOUNT AND EXPENDITURE**

The company shall ensure that it spends, in every financial year, a minimum of 2% of its average net profits of preceding three financial years computed in accordance with provisions of Section 135 of the Act and the Rules, in pursuance of this CSR Policy. In the event, the Company is unable to spend this amount in any financial year commencing from 2014-15, the Board shall in its report specify the reasons thereof.

## **7. BUDGETS**

A specific budget is allocated for CSR activities. This budget is project driven. The allocation against specific activities is approved by Corporate Social Responsibility Committee.

## 8. UNDERTAKING CSR ACTIVITIES

- The Company may undertake the CSR activities pursuant to this Policy directly through its own personnel at various locations or, if the Board so decides, through any registered trust or registered society or a company established by the Company under Section 8 of the Act or by making contribution to specific funds maintained by the Central/State Government like Prime Minister's National Relief Fund. This provision is not intended to exclude any other mode of undertaking CSR activity available under the Act or the Rules.
- When the trust, society or company as referred above is not established by the Company, then (a) it shall have an established track record of three years in undertaking similar programmes or projects, and (b) the Company has specified the projects or programmes to be undertaken through such entity, the modalities of utilisation of funds on such projects or programmes and the monitoring and reporting mechanism.

## 9. SURPLUS OF CSR PROJECTS

The surplus, if any, arising out of the CSR projects or programmes or activities, shall not form a part of the business profit of the Company and will be ploughed back into the CSR activities.

## 10. ORGANISATIONAL MECHANISM AND RESPONSIBILITIES

**The vision underlines all CSR activities of Flyjac.**

At the Company, Corporate Centre takes on the role of the mentor, while the onus for the successful and time bound implementation of the projects is on the various CSR teams. To measure the impact of the work done, a social satisfaction survey / audit is carried out by an external agency.

## 11. PARTNERSHIPS

Collaborative partnerships are formed with the Government, the District Authorities, the village panchayats, NGOs and other like-minded stakeholders. This helps widen the Company's reach and leverage upon the collective expertise, wisdom and experience that these partnerships bring to the table.

## 12. MONITORING & EVALUATION:

Effectiveness of programme is assessed through a two-tier monitoring mechanism involving external as well as internal evaluation. There is regular monitoring at Units, Regions & Corporate Center with monthly & quarterly reporting. Full fledged internal audit is carried out to ensure effective implementation.

## 13. DOCUMENTATION & COMMUNICATION:

Communication and feedback is a good basis for measuring effectiveness, paves way for new idea generation as well as planning on what next to be done. Communication and feedback is done by means of annual report, internet, brochures and reports put up to the Committee of Board for CSR.

#### **14. INFORMATION DISSEMINATION**

The Company's engagement in this domain is disseminated on its website, annual reports, its house journals and through the media.

#### **15. MANAGEMENT COMMITMENT**

- Our Board of Directors, our Management and all of our employees subscribe to the philosophy of compassionate care. We believe and act on an ethos of generosity and compassion, characterised by a willingness to build a society that works for everyone. This is the cornerstone of our CSR policy.
- Our Corporate Social Responsibility policy conforms to the Corporate Social Responsibility Voluntary Guidelines spelt out by the Ministry of Corporate Affairs, Government of India.

#### **16. POLICY VALIDATION**

This CSR Policy has been approved by the Board of Directors of the Company based on recommendation of the CSR Committee and shall be deemed to have come into force w.e.f. April 1, 2014. All the CSR activities already undertaken by the Company on and after April 1, 2014 that fall under Schedule VII to the Act shall be deemed to be activity undertaken pursuant this Policy.

This Policy will be reviewed as and when so recommended by the CSR Committee. This Policy is subject to provisions of the Act and the Rules and may be suitably amended in case of amendment in the Act and the Rules or otherwise.

#### **17. AMENDMENT**

Any modification/amendment in the CSR policy may be carried out by Board Level CSR Committee with the approval of Board of Directors.

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