

Godrej Infotech Ltd.

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CIN : U32100MH1997PLC106135

GITL/HRD/POLICY/2021/02

25th May, 2021

Godrej Infotech Limited

CSR Policy

(Effective from 25th May 2021)



Regd. Office: Pirojshanagar, Vikhroli, Mumbai 400 079, India

GITL/HRD/POLICY/2021/02

25th May, 2021

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1. Preamble

At Godrej Infotech Limited (GITL) hereafter referred to as the Company, we are committed to the Godrej Group's 'Good & Green' vision of creating a more inclusive and greener India. Our strategic Corporate Social Responsibility (CSR) initiatives primarily towards Ensuring Employability Goal and various other projects as specified in Schedule VII of the Companies Act, 2013.

2. Purpose and Policy Statement

The key purpose of this Policy is to:

- Define what CSR means to us and the approach adopted to achieve our Godrej Good & Green goals and endeavors to make marginalized / underprivileged sections of the society employable.
- Identify broad areas of intervention in which the Company will undertake projects
- Define the projects / programmes and specific activities to be undertaken by the Company
- Define the implementation and monitoring process for CSR activities

3. Scope of CSR activities in the Company

We classify CSR projects that are over and above our normal course of business. On a periodic basis this policy will be reviewed and updated in line with relevant codes of corporate governance, international standards and best practices. Furthermore, the policy also fulfils the requirements of Section 135 and Schedule VII of the Companies Act, 2013 (the Act) read with the Companies (Corporate Social Responsibility) Rules, 2014 (the Rules), as amended from time to time.

Normal Course of Business of the Company

Godrej Infotech offers services in the areas of ERP applications covering Microsoft Dynamics, Infor, Oracle solutions and surround applications including Enterprise Asset Management (EAM), Supply Chain Execution (SCE), and Digital solutions & Transformation including Process Automation, Mobility solutions, Business Intelligence (BI), Azure Cloud platform, RPA, IoT and CRM solutions including Microsoft & SFDC.



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4. Focus Areas for CSR

Employability

Train rural and urban youth in skills that enhance their earning potential through employability projects.

Also, we undertake additional CSR activities as specified by Schedule VII of the Act, including, but not limited to:

- **Education:** Inclusive and equitable quality education for different age groups and promote life-long learning opportunities for all.
- **Eradication of hunger, poverty and malnutrition:** Support poverty and malnutrition eradication projects, promote preventive healthcare and sanitation, safe drinking water.
- **Gender Equality:** Support empowerment programs for girl children, adolescent girls and women, through education, health and livelihood projects.
- **Rural development:** Integrated rural development to improve education, health, livelihoods, and environmental conditions in rural and marginalized geographies.
- **Environmental sustainability:** Water conservation, clean and renewable energy, reduction of waste to landfill, environmental sustainability, ecological balance, conservation of natural resources and reduction of pollution.
- **Relief funds:** Contribute to special government relief funds or any other Central Government or State Government fund specifically devoted for disaster relief and rehabilitation.
- **Armed forces welfare:** support armed forces veterans, war widows and their dependents.
- **Research & technology:** Support Central Government approved academic, research institutions and technology incubators.
- **National heritage:** Protection of National heritage, art and culture.



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- **Sports:** Promote sports in all forms, geographies and for all groups including (but not limited to) sports for persons with disabilities.

5. Governance Structure

Our Board oversees the implementation of our CSR Policy, in compliance with the requirements of Section 135 of the Act and the Rules made thereunder. CSR Committee shall be constituted if the CSR liability exceeds the threshold limit of Rs. 50 Lakh or any such amount as may be prescribed from time to time.

5.1 Responsibilities of the Board

- To formulate and update the Company's CSR Policy.
- To approve the CSR budget and review the expenditures.
- To approve projects that are in line with the CSR Policy.
- To oversee monitoring mechanism in place, to track the progress of each project.

5.2 Constitution of Task Forces and their responsibilities

Project specific task forces are constituted for implementation and monitoring of the CSR projects.

Responsibilities of Task Forces

- Be responsible for the execution of the decisions taken by the Board of the Company;
- To ensure on-ground implementation of projects;
- To meet as and when required to review the progress; and
- To submit reports to the Board of the Company for its review.

6. CSR Budget

The total budget for the CSR projects will be decided pursuant to the provisions of Section 135 of the Act read with the Rules as amended from time to time.



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7. Project Life Cycle

The CSR projects are strategically planned and managed. Following are the key stages of a project:

7.1. Project Approval

The projects suggested by the Task force will be presented for the approval of the Board of the Company.

The project can be Annual project or Ongoing project which is a multi-year project undertaken by the Company in fulfilment of its CSR obligation having timelines **not exceeding three years** excluding the financial year in which it was commenced.

7.2. Implementation

Task force will break down the projects into time-bound targets and action plans. These projects will either be self-implemented or implemented by an Implementing Agency or in collaboration with another Corporate.

7.3 Monitoring

The Task force will be responsible for monitoring approved projects, by methods which may include site visits, review meetings, progress reports etc. Projects will be evaluated against the goals and milestones defined for the project, together with the Implementing Agency (if any).

7.4 Reporting

The Board of the Company, based on Reports presented by the Task force, will annually publish a Report on the CSR projects, as a part of the Board's Report. The Report will disclose information in the format as prescribed by Section 135 of the Act and the Rules made thereunder as amended from time to time.

8. Qualification of Implementing Agency

If an Implementing Agency is employed to carry out the implementation of the CSR projects, the Task force will ensure and Board of the Company will review, that they have a clearly explained mission/vision and an established track record of atleast 3 years and demonstrable capabilities for



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undertaking similar projects or programmes. The Implementation Agencies should be able to produce their latest audited Annual Reports and in case of an NGO, they should also be able to produce their registration forms according to Section 80G/12A of the Income Tax Act, 1961 and CSR Registration Number.

9. Treatment of Surpluses

Any surplus generated from CSR projects undertaken by the Company will be tracked and channelized into Company's CSR corpus. These funds will further be ploughed back into the CSR projects and will not be added to the normal business profits.

10. Unspent Amount:

- a) Any amount remaining unspent towards CSR budget to be transferred to a Fund specified under Schedule VII within 6 months from the end of the financial year if it does not relate to any ongoing project.
- b) In case, any amount remaining unspent towards CSR budget relates to any Ongoing Project to be transferred by the Company within a period of thirty days from the end of the financial year to a specified bank account to be called the 'Unspent Corporate Social Responsibility Account' to be opened by the Company in that behalf. Such amount shall be spent by the company in pursuance of its obligation towards the CSR Policy within a period of three financial years from the date of such transfer, failing which, the company shall transfer the same to a Fund specified in Schedule VII, within a period of thirty days from the date of completion of the third financial year.

11. Reporting Requirement:

Chief Financial Officer or the person responsible for financial management shall certify that the CSR funds disbursed towards CSR projects have been utilised for the purposes and manner in which they were approved by the Board.



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12. Any Amendment:

Any subsequent amendment/ modification in the Act and/ or any other laws in this regard shall automatically apply to this Policy.

13. Effective Date

The Board of the Company has approved this policy at its Meeting held on 25th May 2021, being the effective date of this Policy.

