



Institute of Neurosciences, Kolkata (I-NK) Corporate Social Responsibility (CSR)*

INTRODUCTION:

The Corporate Social Responsibility (CSR) has been an integral part of the way we have been doing our business since inception. This has also enabled us to fulfill our commitment to be a socially responsible corporate citizen. Institute of Neurosciences, Kolkata (I-NK) will devote resources, in the manner recommended by its CSR Committee and approved by its Board of Directors in accordance with the provisions of law for fulfilling the aforesaid objective in the manner laid out in Schedule VII to the Companies Act, 2013, with particular stress on areas around which the Company operates.

Pursuant to section 135 of the Companies Act, 2013, and Companies (Corporate Social Responsibility Policy) Rules, 2014 every Company having net worth of Rs.500 crore or more or turnover of Rs.1,000 crore or more or net profit of Rs.5 crore or more during any financial year shall constitute a Corporate Social Responsibility Committee ('CSR Committee') and the CSR Committee shall formulate and recommend policy.

Constitution of Corporate Social Responsibility Committee:

The Board of Directors of the Company shall constitute a Corporate Social Responsibility Committee of the Board ("CSR Committee") consisting of three or more directors.

Corporate Social Responsibility Policy-- Objectives

The Company will support or undertake measures by established and reputed agencies and Non-Government Organisations, Central and State Governments and other agencies or the Company itself, for :

- Promoting healthcare including preventive healthcare.
- Providing basic awareness on Healthcare & hygiene
- Promoting sanitation and making available safe drinking water including contribution to the Swach Bharat Kosh set up by the Government
- Slum areas development
- ensuring environmental sustainability, ecological balance, protection of flora and fauna, animal welfare, agroforestry, conservation of natural resources and maintaining quality of soil, air and



water including contribution to the Clean Ganga Fund set-up by the Central Government for rejuvenation of river Ganga ;

- Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly and the differently abled and livelihood enhancement projects.
- Promotion of education relating to culture
- Promoting gender equality and empowerment of women
- Promoting setting up of homes for women and orphans, old age homes, day care centres and such other facilities for senior citizens
- Disaster Management, including relief, rehabilitation and reconstruction activities

Exclusion from CSR:

The following activity shall not form part of the CSR activities of the Company:-

- Activities undertaken in the normal course of business of the Company or only for benefit of the employees and their families shall not qualify as CSR under this Policy. However, if employees and their families get benefits by an activity which is largely meant for the outside community or society, then such activity, if otherwise qualified, will count as a CSR activity.
- Any contribution directly/indirectly to political party or any funds directed towards political parties or political causes.
- Any CSR projects/programs or activities undertaken outside India.
- Expenses incurred by the Company for one off events such as marathons / awards / charitable contribution / advertisement / sponsorships of TV programs etc.
- Other contributions / expenses not recognized under the Act / Rules as amended or modified, from time to time.

Process of Implementation

1. The Company shall implement the CSR activities either on its own or in partnership with the government, not for profit organizations, Trusts, Societies or / Section 8 Companies / Agencies established / registered to carry on the CSR activities as defined under the Rules.
2. The Company may collaborate or pool resources with other companies to undertake CSR activities.
3. The Company may if necessary will set up dedicated Committees for implementation of CSR projects. The Committees managing CSR projects will be authorized to sign Memorandums of Understanding (MOUs)/Agreements with the implementing partners after taking required approvals.



4. CSR support may be provided to only deserving cases of people who are in dire need for medical support (belonging to the weaker strata of society) and they shall be eligible to receive Health care support in form of remission of charges after proper scrutiny of such request for medical help.

Board's Rights and Responsibilities:

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

- i. To approve the CSR Policy after taking into account the recommendations made by the CSR Committee.
- ii. 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.
- iii. To ensure annual reporting of CSR Policy and activities to the appropriate governmental authority as mandated by applicable law.
- iv. The Board shall approve the CSR policy and oversee that identified work is duly undertaken and in each financial year at least 2% of average net profit of preceding three financial years is spent effectively.
- v. To Ensure that the administrative overheads are not more than 5% of the total CSR Expenditure.
- vi. To Ensure that the funds so disbursed have been utilized for the purposes and in the manner as approved by Board / CSR Committee and the Chief Financial Officer shall certify to that effect.
- vii. To Approve for transfer of unspent CSR Amount if any in accordance with the law.
- viii. 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.

The CSR Committee shall -

1. Formulate and amend, time to time, this CSR Policy and recommend the same to the Board of Directors of the Company for approval and adoption of activities to be undertaken by I-NK as per Schedule VII.
2. Recommend the amount of expenditure to be incurred on the activities; and
3. To monitor the implementation of CSR activities in terms of the CSR Policy from time to time and seek the reports on the progress of CSR activities undertaken by the Company. .
4. Formulate an Annual Action plan and recommend to the Board.

The Annual Action Plan shall include:

- 4.1. List of CSR projects or programs that are approved to be undertaken by the Company (as per Schedule VII)
- 4.2. Manner of Execution of such projects or programs;



4.3. Monitoring and Reporting Mechanism for the projects or programs.

4.4. The details of need and impact assessment, if any for the projects undertaken

If at any time, it is logistically difficult for the Committee to meet for approval of every proposal, the Secretary/CFO of the Company may send all proposals which are received in between meetings for approval of the Committee by circulation.

The Board has the power to alter the Annual Action plan anytime during the Financial year on a recommendation made by the CSR Committee based on reasonable justification given.

The CSR Committee has the powers to:

- Seek monitoring and implementation report from the Organisations receiving funds.
- Delegate a designated company official to co-ordinate with the Organisation receiving funds to inspect the activities undertaken and ensure information in a timely manner.

The CSR Committee shall place before the Board, a draft annual report on CSR activities as per the specified format, in the First Board Meeting of the following year for Board's review and finalization. The Board shall include in its report to the shareholders, the annual report on CSR activities as per the format specified under the Rules.

CSR BUDGETING AND EXPENDITURE

A specific budget is to be allocated for CSR activities and spending on CSR activities shall not be less than 2% of the average net profits of the Company made during the three immediately preceding financial years, in pursuance of this policy.

In case Company fails to spend such amount, the Board shall specify the reasons for not spending the amount.

The administrative overheads spend by the Company should be less than or equal to 5% of total CSR expenditure of the Company for the financial year.

In case of any surplus arising out of CSR projects the same shall not form part of business profits of the Company.

The surplus out of CSR activities shall be ploughed back into the same projects or shall be transferred to the Unspent CSR Account within a period of six months of the expiry of the financial year.



Company spends an amount in excess of requirement, such excess amount may be set off against the CSR spending requirement up to immediate succeeding three financial years subject to the conditions that –

- a) The excess amount shall not include the surplus arising out of CSR activities.
- b) Board shall pass a resolution.

The Company will establish an accounting system to ensure project wise accounting of CSR spend.

Special Unspent CSR Account

A special bank account, called an Unspent CSR Account for each financial year to be opened by the Company in any scheduled bank. The account shall be credited with following

- i. Any amount remaining unspent pursuant to any ongoing project, undertaken by a Company in pursuance of its CSR Policy shall be transferred by the Company in the unspent CSR Account within a period of thirty days from the end of the financial year
- ii. The amount transferred to the unspent CSR account 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.
- iii. Any surplus amount from CSR Project which is discontinued or completed.

For ongoing projects if the Company fails to spend the amount within a period of three financial years, the amount shall be transferred to a Fund specified in the Act and rules made there under, within a period of thirty days from the date of completion of the third financial year.

Display of CSR activities on its Website

The composition of CSR Committee, and CSR Policy and Projects approved by the Board will be displayed on the company's website, for public access.

Amendments to the policy

The Board of Directors, either on its own or as per the recommendations of CSR Committee, can amend this Policy, as and when required. The decision of the Board of Directors on all matters, relating to this Policy, shall be final and binding upon all concerned. This Policy is subject to continuous review and updates in accordance with the guidelines on the subject as may be issued from Government, from time to time.



Compliance with Companies Act, 2013

Our Corporate Social Responsibility policy conforms to the Section 135 of the Companies Act, 2013 on Corporate Social Responsibility as spelt out by the Ministry of Corporate Affairs, Government of India.

*This Policy was last amended on 8TH August, 2022.