



# HTL Logistics India Pvt. Ltd.

## HUMAN RESOURCE POLICY & PROCEDURE

<b>POLICY NO. 014 / 2020</b>		<b>REGION - INDIA</b>
		<b>Effective Date: January 2020</b>
<b>TITLE</b>	<b>HTL Group – CORPORATE SOCIAL RESPONSIBILITY</b>	
<b>COVERAGE</b>	Applicable to all employees of HTL group hereinafter referred to as ‘Company’	

<b>1.</b>	<b>DEFINITION</b>	<p>Our Corporate Social Responsibility (CSR) company policy outlines our efforts to give back to the world as it gives to us</p> <p><u>CSR under Companies Act</u></p> <p>Corporate Social Responsibility (CSR) assumes significance as it permits companies to engage in projects or programs related to activities related to social welfare and improvement enlisted under the terms of Companies Act, 2013. There is an element of flexibility in company activities by allowing them to select their preferred CSR engagements that are in agreement with the overall CSR policy of the company.</p>
<b>2.</b>	<b>SCOPE</b>	<p>1.1 This CSR Policy focuses HTL Group’s philosophy for social responsibilities and lays down the guidelines and mechanism for undertaking projects, programs and activities towards the betterment of the society. The company aims to contribute to the sustainable development of the society and environment and to make a better place for future generations.</p>
<b>3.</b>	<b>OBJECTIVE</b>	<p><b>CSR Policy intends to:</b></p> <ul style="list-style-type: none"> <li>• Strive for economic development that positively impacts the society.</li> <li>• Embrace social responsibility for the Company’s actions and encourage a positive impact through its activities on Education, hunger, poverty, malnutrition, environment, communities and the society.</li> </ul>
		<p><b>Role of Board of Directors:</b></p> <p>The qualifying company shall be necessitated to comprise a committee (CSR Committee) of the Board of Directors (Board) comprising of 3 or more directors.</p> <p>The board of directors have a significant role in the functioning of CSR activities:</p>

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		<ul style="list-style-type: none"> <li>• Approval of the CSR policy</li> <li>• Ensuring the implementation of the policy</li> <li>• Disclosure of the contents of CSR policies related to its report.</li> <li>• Ensuring that statutory specified amount is spend by the company with reference to CSR activities and notifying that there is no penalty occurred if the particular amount is not spent on CSR activities, there by identifying the reason for such short spending.</li> </ul>
4.		<p><b>CSR COMMITTEE:</b></p> <ul style="list-style-type: none"> <li>• The CSR Committee will formulate and recommend to the Board, a policy which will specify the activities to be undertaken (CSR Policy) along with suggesting on the location for the activities to be conducted; there by also responsible for recommending any subsequent changes/ modification to the policy</li> <li>• Advocate the amount of expenditure to be incurred on the activities referred and monitor the CSR Policy related to the company.</li> <li>• The Board will take into account the recommendations made by the CSR Committee and support the CSR Policy of the company</li> </ul>
5.		<p><b>GOVERNANCE BY THE REGISTERED SOCIETY/ TRUST:</b></p> <p>The Company through a registered trust or a registered society can undertake CSR activities as per the provisions of the Companies Act, 2013. Accordingly, the registered society/ trust will work closely with the CSR committee with the support of the Board for implementing the CSR activities.</p> <p>The registered society/ trust will assist the CSR committee in identifying the areas of CSR activities, programs and execution of initiatives as per the defines guidelines. The registered society/ trust will also assist the CSR committee and the Board in reporting the progress of deployed initiatives and making necessary reports on periodical basis.</p>

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### OBJECTIVES:

In accordance with the requirements under the Companies Act, 2013, the objective of the CSR policy is to lay down the guidelines for the company to make CSR a business process for sustainable development of the society. The policy aims to enhance and implement the society welfare measures by the company in a structured manner on short term and long-term basis with a vision of making HTL Group to act as a Good Corporate Citizen.

Areas that are covered as part CSR activities are:

### EDUCATION:

Promoting education, including special education and employment-enhancing vocational skills especially among children, women, elderly and the differently abled, and livelihood enhancement projects; monetary contributions to academic institutions for establishing endowment funds, chairs, laboratories, etc., with the objective of assisting students in their studies

### HEALTH CARE AND WELLBEING:

- Preventive and promote health care and sanitation and making available safe drinking water through mobile medical vans etc
- Nutritional supplements to lactating mothers, children, adolescent girls and pregnant women.
- Donating medical infrastructure to local hospitals and primary health centers
- Health awareness campaigns on serious/chronic diseases.
- Organizing periodic health and blood donation camps at various locations

### ENVIRONMENT:

Ensuring environmental sustainability, ecological balance, protection of flora and fauna, animal welfare, agro-forestry, conservation of natural resources and maintaining the quality of soil, air and water.

### RURAL DEVELOPMENT PROJECTS:

Strengthening rural areas by improving accessibility, housing, drinking water, sanitation, power and livelihoods, thereby creating sustainable villages.

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		<p><b>EMPOWERMENT:</b></p> <p>Promoting gender equality and empowering women; setting up homes, hostels and day care centers for women and orphans; setting up old age homes and such other facilities for senior citizens; and adopting measures for reducing inequalities faced by socially and economically backward groups.</p> <p><b>SELF-EMPLOYMENT:</b></p> <p>Creating self and gainful employment opportunities to the young and Women by organizing training programs for self-development</p> <p><b>POVERTY ALLEVIATION:</b></p> <p>To monitor and evaluate poverty reduction policies by empowering the poor to improve their access to livelihood opportunities</p>
6.		<p><b>MONITORING MECHANISM</b></p> <ul style="list-style-type: none"> <li>• To ensure effective implementation of the CSR projects, programmes and activities undertaken in terms of this CSR Policy, the progress of each programme and activity will be reported to the CSR Committee on a monthly/quarterly basis, with all requisite documentation by the registered trust/society.</li> <li>• A quarterly report on implementation shall be submitted to the Board by the CSR Committee.</li> </ul>

**Last Review: January 2022**

**Next Review: December 2023**