

## SKN'S CORPORATE SOCIAL RESPONSIBILITY (CSR) POLICY

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## 1. CSR in SKN

SKN's is highly committed for the development of weaker sections of society and way forward, SKN has been providing foods, cloths, Shelter, Medicals on time to time at Delhi and NCR region for more than 2 years through "Vijay Laxmi Welfare Trust" a registered charitable trust, led by its Promoters and their relatives. SKN through this trust has upgraded its CSR activities to cover a larger section of society and included to provide support to the downtrodden, needy and marginalized citizens and also to create social infrastructure for their sustenance and also contributed in other trusts.

## 2. SKN CSR PHILOSOPHY

SKN is committed for well-being of all stakeholders. It is committed to bring equilibrium in life of every sections of society and making effort to maintain ecological balances in the area of operation and taking all efforts to rebuild/ replenish, the natural resources used and create a positive environment for bringing various entities / organizations working in the domain of protecting environment, developing well-being of human resource, providing education, self- employment to the Orphans, health and safety to the marginalized sections of society, to work jointly with SKN for the overall growth and well-being of society and environment.

## 3. SKN CSR VISION STATEMENT AND OBJECTIVE

SKN through its CSR initiatives will continue to enhance value creation not in the society and in the community in which it operates but across the nation through its services, conduct and initiatives, so as to promote a sustained growth for the society and community, in fulfillment of its role as a Socially Responsible Corporate, with environmental concern. The objective of SKN CSR policy is

- To ensure an increased commitment at all levels in the organization to operate its business in an economically, socially & environmentally sustainable manner, while recognizing the interests of all its stake holders.
- To take initiatives, directly or in association with other organizations / persons and organizing programs that benefits the communities in and around its area of operation or beyond, over the period of time in terms of enhancing the quality of life and economic well- being of the local general public.
- To generate through this CSR initiatives, a community goodwill for SKN and help reinforce a positive & socially responsible image of SKN as a corporate entity.

## 4. ALLOCATION OF FUNDS: -

The Board of Directors of SKN will allocate adequate funds for its Annual CSR budget to achieve the CSR objectives through implementation of meaningful and sustainable CSR programs and also to fulfill statutory requirements. Within the overall approval given by the Board, the CSR Committee constituted by the Board of Directors will decide the amount to be made towards the following expenditure heads, on year-to-year basis.

- a) Contribution towards corpus of Vijay Lakshmi Welfare Trust or any other trust
- b) Need identification, impact assessment and sponsorship of CSR events / publications;
- c) Allocation of budget where CSR activities are concentrated.
- d) Such other area where CSR committee feels appropriate.

## 5. IDENTIFICATION OF THRUST AREAS AND STRATEGIC INITIATIVES

For the purpose of focusing its CSR efforts in a continued and effective manner, the following area may be identified;





1. To work for needy/ in capable /weaker persons to help them in all possible facilities manners to provide them i.e. food. Shelter, cloths, medical, entertainment etc.
2. To provide education lower to higher level, self- employment to the orphans in habited the trust.
3. To start health clinic/ hospital, family welfare center, mobile van with up-to-date ambulance and emergency medical program in / out side of the trust.
4. To adopt village, town for the development of poor, needy in capable person of all ages group for the benefit of the public at the large with help of local government.
5. To provide legal medical aid and assistance to the needy / in capable people.
6. To generate the required awareness for launching and mobilizing the people movements for eco-friendly environment, green and clean India.
7. To create of sense of brotherhood cooperation, mutual harmony, love and affection among the general public.
8. To work for promotion and welfare of the senior citizen and all such other activities.
9. To work for consumer rights protection of human rights providing legal assistance to poor people.
10. To provide and distribute blankets, drugs, woven clothing's, quality of cotton, woven silk or other varieties of clothes or other articles of necessary and facilities for poor and patients.
11. To open, establish, maintain more old age home/ orphanage asylum/settlor homes of all ages group of people.
12. To open establish maintain medical center, medical camps, blood donation camps etc of all group of people.
13. To launch and promote the health programs of all age groups.
14. To work for the uplift of handicapped/ blinds physically disabled of all age groups to provide proper treatment and all other possible help.
15. To such other things / acts/ activities which are necessary and which may be incidental or conducive to the attainment of any of the objects for the trust.
16. To publish education and medical books / charts, illustration, journals, magazines periodically and other publication on different subject and in different language for the promotion of the aims and objects also to make films documentary or otherwise for the benefit of public at range.

The budget allocation for the above activities in respect of each financial year can be approved by the CSR committee which shall be within the overall all approval given by the board.

SKN will dovetail its CSR activities in a manner that it facilitates the fulfillment of the national Plan goals and objectives as well as the Millennium Development Goals so as to ensure gender sensitivity, skill enhancement, entrepreneurship development and



employment generation by co-creating value with local institutions / people. Activities related to sustainable development will form a significant element of the total initiatives of the CSR.

**6. IMPLEMENTATION PROCESS: -**

The CSR programs will be undertaken by Vijay Lakshmi Welfare trust under supervision of CSR committee. All programs to the best possible shall be within the defined ambit of the identified "Thrust Area".

The time period / duration over which a particular program will be spread, will depend upon its nature, extent of coverage and intended impact of the program.

Program which involves considerable financial commitment and are undertaken on time frame of 2 to 4 years, will be considerable as "flagship programs" and is accorded enhanced significance. By and large, it may ensure that at least 70% of the CSR programs are executed in an around the area adjoining SKN area of operations.

Project activities identified under CSR are to be implemented by specialized agencies, which could include- voluntary organizations, formal or informal elected local bodies such as panchayats, institutes/ academic institutions, trusts, self-help groups, govt./ semi-Govt./ autonomous organizations, Mahila Mandals, professional consultancy organization etc.

**7. IDENTIFICATION OF PROGRAMS:-**

Powers for approvals: -

CSR programs as may be identified, by company shall be placed before the Vijay Lakshmi Welfare Trust at the beginning of each financial year.

The consideration of Vijay Lakshmi Welfare trust shall be placed before the CSR committee in the first meeting held in the beginning of financial year for its approval.

The CSR Committee will recommend the proposal to the Board for their approval.

For meeting the requirements arising out of immediate & urgent situations, Director is authorized to approve proposals in terms of the empowerment accorded to him by the CSR committee.

**8. Areas of CSR activities**

CSR work being focused to the surrounding area of operation of the company specially within the range of 100 km from business operation.

**9. Power for approvals**

CSR programme shall be placed before the **Vijay Lakshmi Welfare Trust** at the beginning of each financial year.

Consideration of **Vijay Lakshmi Welfare Trust** shall be placed before the CSR committee in the meeting held in FY for approval.

CSR committee will recommend the proposal to board for approval.

**10. MEETING OF CSR COMMITTEE**

The CSR committee shall meet at such place and time as may be mutually agreed to among the members or as and when required. Besides the physical meeting, CSR committee may hold meeting on video conferencing or tele-conference or any other similar mode.





#### 10.1 Notice of meetings and list of business

Notice of not less than 7 (seven) clear working days from the date of posting, containing date, time and place of every meeting, (together with list of business to be conducted at the meeting) shall be given / circulated to each member of the committee present in India, either by hand or by fax or by mail, whatsoever is convenient.

Notice period may be reduced to one day/ or waived off provided consent of all committee members are recorded in writing.

#### 10.2 Quorum for CSR committee

No business shall be transacted at the meeting of committee unless at least two members are present.

#### 10.3 Secretary of CSR Committee

The secretary of Company shall be secretary of CSR committee.

#### 10.4 Resignation

Members of CSR committee may resign his office by a letter, in writing to the chairman of the Committee and his office shall fall vacant from date on which his resignation has been accepted by the committee. In case chairman of the office resigns his office he will address a letter to senior most, other than himself, of the remaining member of the committee and his resignation will be effective on an acceptance by such senior most member.

Further, any member of the committee shall cease to be the member of the committee, moment on which he cease to be member of the Board of Directors of the Company.

Company secretary shall place the resignation of the member of the committee before the next committee meeting or shall inform to all the members of the committee as soon as possible for their information and necessary decision.

#### 10.5 Disposal of business

Every question considered at the committee meeting shall be decided by majority of votes of the members present and voting. In the event of equality of votes, the Chairman shall exercise his casting vote; provided that chairman may, if think fits, direct that any question shall be decided by circulation of necessary papers to the members present in India and by securing their opinion in writing. Any such question shall be decided in accordance with the opinion of the majority of members received within a time limit allowed and, if the opinion is equally divided, the opinion of the Chairman shall prevail.

Provided further that any member may request that question referred to the members by circulation for an opinion be considered at the committee meeting and thereupon, the chairman may, and if the request is made by not less than two members, shall direct that it can be so considered.

#### 10.6 Minutes of Meeting

The secretary shall be responsible for drafting and maintain minutes of CSR committee; Draft minutes of CSR committee shall be circulated to the members of the committee for their input. The Board of Directors shall be updated periodically about the decision taken by CSR Committee on various CSR Projects.



Each minutes of CSR committee shall be placed before the Board for their noting. Each page of every minute's books shall be initialed or signed and last page shall be dated and signed by the chairman of the said meeting or the chairman of the next meeting. Once the minutes are signed by the Chairman, it shall be conclusive evidence of proper meeting.

#### 10.7 Resolution without meeting

A resolution shall be valid and effectual as if it had been passed at the meeting of committee duly called and constituted, if it is passed by circulation by affirmative vote by majority of members.

#### 10.8 Sitting fees

No sitting fees shall be paid to any members who are present in the meeting unless chairman decides in every meeting.

### 11. **Monitoring & feedback**

To ensure the effective implementation of CSR Program undertaken at location a monitoring mechanism will be put in place by the head office and progress report be submitted to finance head on periodically basis.

