



# Corporate Social Responsibility Policy

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## L&T TECHNOLOGY SERVICES LIMITED

**Record of Release**

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## L&T Technology Services Limited

### Corporate Social Responsibility (CSR) Policy Framework

#### CSR Philosophy

L&T Technology Services Limited (LTTS) fosters a culture of caring, trust and continuous learning while meeting the expectations of all stakeholders and society at large. As a responsible Corporate Citizen, the Company contributes towards inclusive growth by empowering communities and accelerating development. Through Company's social investments, LTTS addresses the needs of communities residing in the vicinity by providing facilities, taking sustainable initiatives in the areas of health, education, environment conservation, infrastructure and community development.

The Company's CSR Policy framework details the mechanisms for undertaking various programs in accordance with section 135 of the Companies Act 2013 and the Companies (Corporate Social Responsibility Policy) Rules, 2014 made thereunder for the benefit of the community.

#### CSR Themes

The Company will primarily focus on its CSR programme for the betterment of society which will include the following verticals, –

**Water** – may include but not limited to programmes making clean drinking water available, conservation and purification of water.

**Education** - may include but not limited to providing technical & engineering knowledge and enhance the technical know-how among the students. Supporting differently-abled and other students by providing IT infrastructure support for specific programmes. Promoting education including but not limited to specific programmes on Information Technology, employment enhancing vocational trainings to women and the differently abled people, monetary contribution to academic institutions for providing technical and engineering trainings.



**Health** - may include but not limited to community health centres, mobile medical vans, dialysis centres, general and specialized health camps and outreach programmes, centres for elderly / disabled, support to HIV / AIDS programme. Providing medical equipment's/ technological gadgets to the physically challenged people.

**Skill Development** - may include but not limited to vocational training such as skill building, computer training, women empowerment, support to ITI's, support to specially abled (infrastructure support & vocational training), CSTI's, providing employability skills at project sites, creating training centers. To pursue research and development (R&D) by contributing to the society through development of superior technology and products.

**Innovation and Technology** - Harnessing innovation and Technology driven solutions to address the social needs of Water, Education, Health and Skill Development.

**Sports-** To train and promote sports at basic, club, state, national and international levels for differently / specially abled people as a career and to attain self-confidence / self-sufficiency – eg. Wheelchair tennis, cricket for blind. This will be delivered through credible, experienced NGOs, sports academia / institutions involved in promoting sports across the country for such category of people in the society.

Governance & Technology would be the Key drivers across all these verticals for strengthening systems and processes to achieve measurable results.

## CSR Budget

- The Board of the Company shall allocate at least 2% of the average profit (as required by Companies Act 2013) during the three preceding financial years
- The Company may collaborate or pool resources with other entities to undertake CSR activities
- In case of any surplus arising out of CSR programmes the same shall not form part of business profits of the Company



## CSR - Roles and responsibilities

The CSR Governance structure comprises of the CSR Committee and Board of Directors of the Company

### The Board:

The Board of Directors of the Company will:

- Form a CSR Committee comprising of three Directors
- Approve the CSR Policy of the Company
- Ensure spend of at least 2% of average profit during the three preceding financial years

Disclose the content of the CSR Policy in its report and place the Policy on the Company's website as prescribed under Section 135 of the Companies Act, 2013 read with the Companies (Corporate Social Responsibility Policy) Rules, 2014

- Ensure that the social programs/ projects undertaken are aligned to the CSR Policy of the Company.
- Specify reasons in its report for not spending the earmarked amount in case the Company fails to spend such amount.

### CSR Committee of the Board:

The Board has formed the CSR Committee in accordance with the requirements of the Act.

### Responsibility of the CSR Committee:

The Board has formed the CSR Committee in accordance with the requirements of the Act which shall:

- Formulate and recommend the CSR Policy to the Board for approval
- Monitor the Policy from time to time
- Recommend the Projects / Programs to be undertaken with detail the amount of expenditure to be expended.



- Evolve and Constitute transparent monitoring mechanism for ensuring implementation of the CSR program
- Facilitate effective implementation of CSR policy
- Review periodically, the CSR policy and implementation of programs to achieve desired outcome or Impact for community development.
- Finalise the Annual CSR Report and submit the same to the Board of Directors.

### CSR Programme Implementation

- CSR program/Project will be undertaken by the Company in identified areas. The Company will undertake need assessments as and when required.
- The Company will undertake its CSR activities whether directly as projects/programs/activities or through Registered Trust or by making contributions to the CSR team of the holding Company.
- The time period/duration over which a particular programme will be spread, will depend on its nature, extent of coverage and the intended impact of the programme.
- The Company may enter into partnerships with the government, business partners and communities to create multiplier effect of its social programmes.
- The Company may use the services of internal teams, employee volunteers, expert agencies, consultancy firms etc. wherever required for carrying out base line surveys, guidance on programme design and implementation, impact assessment surveys etc.

### CSR Monitoring and Reporting Framework

The Company has constituted a mechanism to monitor and report the progress of its CSR programmes at various locations. CSR Teams will be responsible for monitoring and implementing the CSR programmes.



The CSR Department & Teams will;

- Receive the projects, analyze their utility and efficacy, and suggest suitable changes / modifications in line with the CSR policy.
- In case Projects / Programs are being planned to be executed through partners, the CSR Team will verify and establish the credibility of such partners.
- Ensure compliance of the Rules/ Regulations/ Law by the partnering agency. Conduct quarterly, six monthly audits and audits once in year of partnering agency.
- Ensure that the partnering agency submits periodic reports to our CSR Department / Team regarding their status of operations.
- Conduct CSR audits once in a year for the Projects / Programs and report discrepancies if any to the CSR Committee
- Conduct mid-course reviews and recommend mid-course corrections if necessitated.
- Monitor progress of the programs closely.
- Prepare annual reports and ensure their timely submission to the CSR Committee.
- Keeps a close eye on the various teams working under it.
- Ensure Publication of the quarterly News Letter “Naya Savera” giving complete insight on the various achievements in the field of CSR during the preceding Quarter.

## CSR Disclosure

The CSR Policy framework will be displayed on the website of the Company. The Board will include in its Board report, a report on the CSR activities in the format specified under the Companies (Corporate Social Responsibility Policy) Rules, 2014.