

## **AISATS CORPORATE SOCIAL RESPONSIBILITY (CSR)**

### **1. INTRODUCTION**

AISATS endeavors to be a socially responsible company and strongly believes in development which is beneficial for all its stakeholders including customers, shareholders, employees and the society at large. As a Corporate Citizen receiving various benefits out of the society, it is our co-extensive responsibility to pay back in return to the society in terms of helping needy people by providing foods, clothes, etc., keeping the environment clean and safe for the society by adhering to the best industrial practices and adopting best technologies, and so on. It is the Company's intent to make a positive contribution to the society in which the Company lives and operates.

This policy shall be titled as 'AISATS CSR Policy'.

This policy shall apply to all CSR initiatives and activities taken up at all business units and locations of AISATS.

### **2. DEFINITIONS**

In these policy, unless the context otherwise requires,

- a) "Act" means the Companies Act, 2013.
- b) "Annexure" means the annexure appended to this policy.
- c) "Company or AISATS" means 'Air India SATS Airport Services Private Limited'.
- d) "Corporate Social Responsibility (CSR)" means and includes projects or programs relating to activities specified in clause 5 of this policy.
- e) "CSR Committee" means the Corporate Social Responsibility Committee of the Board referred to in clause 8 of this policy.
- f) "Financial Year" shall start from 1st April and end on 1st March of the following year.

### **3. CSR VISION STATEMENT**

The AISATS CSR policy is aligned with its vision that "AISATS recognizes and honours its social and environment responsibilities in the localities where it operates".

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#### 4. OBJECTIVES

The objective of this Policy is to set guiding principles for carrying out CSR activities by the Company and also to set up process of execution, implementation and monitoring of the CSR activities to be undertaken by the Company.

The objectives of this policy are to –

- a. Demonstrate commitment to the common good through responsible business practices and good governance
- b. Actively support the state's development agenda to ensure sustainable change
- c. Set high standards of quality in the delivery of services in the social sector by creating robust processes and replicable models
- d. Engender a sense of empathy and equity among employees of AISATS to motivate them to give back to the society

#### 5. ACTIVITIES

This clause enlists a set of activities that will be undertaken towards the achievement of above mentioned objectives of AISATS CSR policy. These are by no means an exhaustive list and will be reviewed by CSR Committee.

- (i) Eradicating hunger, poverty and malnutrition, 2[“promoting health care including preventive health care”] and sanitation including contribution to the Swach Bharat Kosh set-up by the Central Government for the promotion of sanitation and making available safe drinking water.
- (ii) (promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly and the differently abled and livelihood enhancement projects.
- (iii) promoting gender equality, empowering women, setting up homes and hostels for women and orphans; setting up old age homes, day care centres and such other facilities for senior citizens and measures for reducing inequalities faced by socially and economically backward groups.
- (iv) 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.

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- (v) protection of national heritage, art and culture including restoration of buildings and sites of historical importance and works of art; setting up public libraries; promotion and development of traditional art and handicrafts;
- (vi) measures for the benefit of armed forces veterans, war widows and their dependents, Central Armed Police Forces (CAPF) and Central Para Military Forces (CPMF) veterans, and their dependents including widows]
- (vii) training to promote rural sports, nationally recognised sports, paralympic sports and olympic sports
- (viii) contribution to the prime minister's national relief fund <sup>8</sup>[or Prime Minister's Citizen Assistance and Relief in Emergency Situations Fund (PM CARES Fund)] or any other fund set up by the central govt. for socio economic development and relief and welfare of the schedule caste, tribes, other backward classes, minorities and women;
- (ix) (a) Contribution to incubators or research and development projects in the field of science, technology, engineering and medicine, funded by the Central Government or State Government or Public Sector Undertaking or any agency of the Central Government or State Government; and  
 (b) Contributions to public funded Universities; Indian Institute of Technology (IITs); National Laboratories and autonomous bodies established under Department of Atomic Energy (DAE); Department of Biotechnology (DBT); Department of Science and Technology (DST); Department of Pharmaceuticals; Ministry of Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homoeopathy (AYUSH); Ministry of Electronics and Information Technology and other bodies, namely Defense Research and Development Organisation (DRDO); Indian Council of Agricultural Research (ICAR); Indian Council of Medical Research (ICMR) and Council of Scientific and Industrial Research (CSIR), engaged in conducting research in science, technology, engineering and medicine aimed at promoting Sustainable Development Goals (SDGs).]
- (x) rural development projects]
- (xi) slum area development.

Explanation.- For the purposes of this item, the term 'slum area' shall mean any area declared as such by the Central Government or any State Government or any other competent authority under any law for the time being in force.]

- (xii) disaster management, including relief, rehabilitation and reconstruction activities

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## 6. CONDITIONS

The CSR activities/projects/programs are required to be undertaken in India only and shall not be benefiting only the employees of AISATS and their families but for local community and society at large. The Contribution of any amount directly or indirectly to any political party will not be considered as CSR activity. The CSR activities shall be undertaken by the company, as per its stated CSR Policy, as projects or programs or activities (either new or ongoing), excluding activities undertaken in pursuance of its normal course of business.

Explanations:

- a) Voluntary payments made by the employees of the company shall not be considered as CSR activity/contribution done by the company.

## 7. GUIDING PRINCIPLES

The CSR initiatives of AISATS will be guided by following principles;-

- a) As per laws of Indian Companies Act, 2013, along with the rules, Schedules prescribed thereto and includes any amendments, modifications, alterations, additions or deletions made to it.
- b) AISATS will continue to have ethical business practices building on the existing systems for maintaining transparency and accountability.

## 8. CSR COMMITTEE

- a) The Company constituted a Corporate Social Responsibility Committee of the Board consisting of two (2) directors.
- b) The following shall be the members of the CSR Committee;
  - i) One nominee Director — Air India Ltd;
  - ii) One nominee Director -- SATS Ltd;
  - iii) Chief Financial Officer -- AISATS;
  - iv) Head HR & Admin -- AISATS;

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- c) The CSR committee shall-
  - i) Formulate and recommend to the Board, a CSR policy which shall indicate the activities to be undertaken by the company as specified in clause 5 above;
  - ii) Recommend the amount of expenditure to be incurred on the activities referred to in point (a) as mentioned above;
  - iii) Monitor the Corporate Social Responsibility Policy of the Company from time to time.
  - iv) Be responsible for the compliances of all CSR activities through engagement of experts.
- d) The above committee members may co-opt other senior AISATS management staff to be present in the meeting to advice on CSR policy.
- e) The CSR committee shall meet at least once half yearly and at least 2 such meeting shall be held in every year.
- f) The Company Secretary of the company shall be the secretary of the Committee and to ensure that the Company complies with the GOI CSR requirements.
- g) The Board of the company shall-
  - i) After taking into account the recommendations made by the CSR Committee, approve the CSR Policy for the company and disclose contents of such Policy in its report.
  - ii) Ensure that the activities as are included in CSR Policy of the company are undertaken by the company.

## 9. ALLOCATION OF FUNDS

- a) For achieving its CSR objectives, AISATS will allocate 2% (two percent) of the average net profits of the Company made during the three (3) immediately preceding financial years in pursuance of its CSR Policy.

For the purposes of this policy 'average net profit' shall be calculated as per its financial statements prepared in accordance with the Companies Act, 2013, but excludes;

- i) Any profit arising from any overseas branch or branches of the company, whether or not operated as a separate company or otherwise and;
- ii) Any dividend received from other companies in India complying with CSR provisions, as applicable.

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Net profit" means the net profit of a company as per its financial statement prepared in accordance with the applicable provisions of the Act

- b) The CSR Budget shall be approved by AISATS Board on the basis of recommendation submitted by CSR committee.

Explanations:

- a) For the purposes of this clause "average net profit" shall be calculated in accordance with the provisions of section 198 of the Act.
- b) The surplus arising out of the CSR projects or programs or activities shall not form part of the business profit of the company.

#### 10. CSR EXPENDITURE

CSR expenditure shall include all expenditure including contribution to corpus for projects or programs relating to CSR activities approved by the Board on the recommendation of its CSR Committee, but does not include any expenditure on an item not in conformity or not in line with activities which fall within the purview of point no. 5 as hereinabove mentioned.

The board shall ensure that the administrative overheads shall not exceed five percent of total CSR expenditure of the company for the financial year.

Explanations:

- a) Expenses incurred by the company for the fulfilment of any other Act/Statute of regulations (such as Labour Laws, Land acquisition Act etc.) would not count as CSR expenditure under the Companies Act, 2013.
- b) Salaries paid by the company to regular CSR staff as well as volunteers of the company ( in proportions to the company's time/hours spent specifically on CSR) can be factored into CSR project cost as part of the CSR expenditure.

#### 11. IMPLEMENTATION

- a) The Company must specify the project or programs to be undertaken, the modalities of utilization of funds on such projects and programs and the monitoring and reporting mechanism.

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- b) Companies may build CSR capacities of their own personnel as well as those of their implementing agencies through institutions with established track records of at least 3 FY, but such expenditure shall not exceed 5% of total CSR expenditure of the company in one financial year.
- c) Collaboration with other companies for undertaking CSR activities is permissible provided that the CSR Committees of respective companies are in position to report separately.
- d) CSR programmes shall be undertaken by all business units of AISATS to the best possible extent within the defined ambit as mentioned in clause 5 of this policy.
- e) AISATS shall have a CSR agenda which is internal to the organization and helpful to conduct its business in a socially responsible way by maintaining high level of organisational integrity and ethical behaviour.
- f) AISATS shall take steps to implement their CSR agenda within the organisation though the active involvement of the employees, who are important internal stakeholders. AISATS CSR policy is to promote social and environmental sustainability and to retain the trust and confidence of investors and shareholders by matching its financial performance with equally commendable achievements in non-financial parameters.
- g) Activities which are selected under AISATS CSR policy, should be undertaken by the company in project/programme mode.
- h) One-off events such as marathons / awards / charitable contribution / advertisement / sponsorships of TV programmes etc. would not be qualified as part of CSR expenditure.
- i) While identify projects, the following things need to define ; -
  - Title of the projects;
  - Project Objectives & its summary;
  - Baseline Survey: What are the reliable sources and how we conducted survey;
  - Budget details;
  - Execution plan (with specific time frame) :The schedule of the program needs to be prescribed;
  - In charge Officer: - Responsibilities and policy adherence;
  - Outcome/benefits of the project: - expected results details.
- j) The time period/duration of a project will depend on its scope, nature, area, and expertise.
- k) For spending the amount earmarked for CSR activities, the Company shall give preference to the local area and areas around it where it operates.

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**12. REVIEW AND REPORTING**

- a) To ensure integration of CSR policy, the business units will submit the monthly report on CSR activities to CSR Committee.
- b) Reports on activities/projects/programs implemented shall be submitted to the AISATS CSR Committees in every six months.
- c) CSR Committee will provide a progress report to the AISATS Board on the CSR activities / projects / programs being undertaken by all AISATS Business Units.
- d) An annual report on CSR activities will be prepared by CSR Committee and shall be approved by Board of the Company, containing particulars as specified in Annexure-1.

**13. DISPLAY OF CSR ACTIVITIES ON ITS WEBSITE**

The Board of Directors of the Company shall approve the CSR policy for the company as per this CSR policy and disclose the contents of such policy in its report and the same shall be displayed on the AISATS website.

**14. GENERAL**

The Company reserves the right to modify, cancel, add or amend any of the rules made hereinunder without any prior notification.

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## ANNEXURE -1

### FORMAT FOR THE ANNUAL REPORT ON CSR ACTIVITIES TO BE INCLUDED IN THE BOARD'S REPORT FOR FINANCIAL YEAR COMMENCING ON OR AFTER 1ST DAY OF APRIL, 2020

1. Brief outline on CSR Policy of the Company.
2. Composition of CSR Committee:

Sl. No.	Name of Director Designation	Designation / Nature of Directorship	Number of meetings of CSR Committee held during the year	Number of meetings of CSR Committee attended during the year

3. Provide the web-link where Composition of CSR committee, CSR Policy and CSR projects approved by the board are disclosed on the website of the company.
4. Provide the details of Impact assessment of CSR projects carried out in pursuance of sub-rule (3) of rule 8 of the Companies (Corporate Social responsibility Policy) Rules, 2014, if applicable (attach the report).
5. Details of the amount available for set off in pursuance of sub-rule (3) of rule 7 of the Companies (Corporate Social responsibility Policy) Rules, 2014 and amount required for set off for the financial year, if any



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Sl. No.	Financial Year	Amount available for set-off from preceding financial years (in Rs)	Amount required to be setoff for the financial year, if any (in Rs)
	Total		

6. Average net profit of the company as per section 135(5).

7. (a) Two percent of average net profit of the company as per section 135(5)

(b) Surplus arising out of the CSR projects or programmes or activities of the previous financial years.

(c) Amount required to be set off for the financial year, if any

(d) Total CSR obligation for the financial year (7a+7b- 7c).

8. (a) CSR amount spent or unspent for the financial year:

Total Amount Spent for the Financial Year. (in Rs.)	Amount Unspent (in Rs.)				
	Total Amount transferred to Unspent CSR Account as per section 135(6).		Amount transferred to any fund specified under Schedule VII as per second proviso to section 135(5).		
	Amount	Date of Transfer	Name of the fund	Amount	Date of Transfer

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(b) Details of CSR amount spent against **ongoing projects** for the financial year:

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)		
Sl.N o.	Name of the Proje ct	Item from the list of activiti es in Sched ule VII to the Act.	Local Area (Yes/N o)	Location of the project.		Project duratio n.	Amoun t allocat ed for the project (in Rs.).	Amou nt spent in the curren t financi al Year (in Rs.).	Amount transferr ed to Unspent CSR Account for the project as per Section 135(6) (in Rs.).	Mode of Impleme nta tion - Direct (Yes/No).	Mode of Implementati on - Through Implementin g Agency	
				Stat e	Ddistr i ct						Nam e	CSR Registra ti on number .
1												
2												
3												
	Tot al											

(c) Details of CSR amount spent against other than ongoing projects for the financial year:

Sl.No.	Name of the Project	Item from the list of activities in schedule VII to the Act.	Local Area (Yes/No)	Location of the project.		Amount spent for the project (in Rs.).	Mode of implementation - Direct (Yes/No)	Mode of Implementation - Through Implementing Agency	
				State	District			Name	CSR Registration number.
1									
2									
3									
	Total								

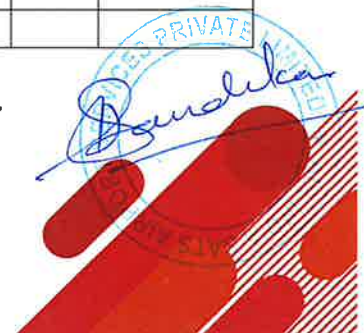
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- (d) Amount spent in Administrative Overheads
- (e) Amount spent on Impact Assessment, if applicable
- (f) Total amount spent for the Financial Year (8b+8c+8d+8e)
- (g) Excess amount for set off, if any

Sl. No.	Particular	Amt (in Rs.)
(i)	Two percent of average net profit of the company as per section 135(5)	
(ii)	Total amount spent for the Financial Year	
(iii)	Excess amount spent for the financial year [(ii)-(i)]	
(iv)	Surplus arising out of the CSR projects or programmes or activities of the previous financial years, if any	
(v)	Amount available for set off in succeeding financial years [(iii)-(iv)]	

9. (a) Details of Unspent CSR amount for the preceding three financial years:

Sl. No.	Preceding Financial Year.	Amount transferred to Unspent CSR Account under section 135 (6) (in Rs.)	Amount spent in the reporting Financial Year (in Rs.).	Amount transferred to any fund specified under Schedule VII as per section 135(6), if any.			Amount remaining to be spent in succeeding financial years. (in Rs.)
				Name of the fund	Amount	Date of Transfer	
1							
2							
3							
	Total						

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(b) Details of CSR amount spent in the financial year for **ongoing projects** of the preceding financial year(s):

(1) Sl. No.	(2) Project ID.	(3) Name of The Project.	(4) Financial Year in which the project was commenced.	(5) Project duration	(6) Total amount allocated for the project (in Rs.).	(7) Amount spent on the project in the reporting Financial Year (in Rs).	(8) Cumulative amount spent at the end of reporting Financial Year. (in Rs.)	(9) Status of the project - Completed /Ongoing.
	<b>Total</b>							

10. In case of creation or acquisition of capital asset, furnish the details relating to the asset so created or acquired through CSR spent in the financial year **(asset-wise details)**.

- (a) Date of creation or acquisition of the capital asset(s).
- (b) Amount of CSR spent for creation or acquisition of capital asset.
- (c) Details of the entity or public authority or beneficiary under whose name such capital asset is registered, their address etc.
- (d) Provide details of the capital asset(s) created or acquired (including complete address and location of the capital asset).

11. Specify the reason(s), if the company has failed to spend two per cent of the average net profit as per section 135(5).

Sd/- (Chief Executive Officer or Managing Director or Director).	Sd/- (Chairman CSR Committee).	Sd/- [Person specified under clause (d) of sub-section (1) of section 380 of the Act] (Wherever applicable).
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## Members of CSR Committee

Sr. No.	Name of the member
1	Mr. Sanjay Sharma
2.	Mr. Kok Khong Seah

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