



# CORPORATE SOCIAL RESPONSIBILITY POLICY

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# CORPORATE SOCIAL RESPONSIBILITY POLICY

## AVI-OIL INDIA PRIVATE LIMITED CORPORATE SOCIAL RESPONSIBILITY POLICY

### 1. Preamble

AVI-OIL INDIA PRIVATE LIMITED ('AVI-OIL' or 'the Company') has been an adopter of Corporate Social Responsibility (CSR) Initiative. Along with sustained economic performance, environment and social stewardship is also a key factor for holistic business growth. AVI-OIL was established in 1993 as a Private Limited Company. The Company's activities at present involve manufacturing and selling of lubricating oils and greases, both mineral and synthetic. It now aims at providing a dedicated approach to the Community development and also to fulfil its CSR commitments. AVI-OIL intends to initiate working towards removing malnutrition, improving healthcare Infrastructure and supporting education. AVI-OIL aims to make a difference among local communities. The AVI-OIL Philosophy focus has always been to contribute to the sustainable development of the society and environment, and to make our planet a better place for future generations.

### 2. Objective

AVI-OIL is committed to conduct its business in a socially responsible, ethical and environmentally friendly manner and to continuously work towards improving quality of life of the communities in and around its Operational area.

### 3. Focus Areas

The CSR activities will be focussed on the below broad theme with a goal to improve overall socio economic indicator of Company's area of operations:

- 3.1 Promoting education and sports.
- 3.2 Promoting health care, sanitation and make safe drinking water available.
- 3.3 Promoting employment and livelihood through training and vocational skill development.
- 3.4 Ensuring Sustainable Environment.
- 3.5 Promoting Community Development Projects.
- 3.6 Livelihood opportunities through various modes.



#### 4. Undertaking CSR Activities

CSR Activities will include projects or programs or initiatives relating to those specified in Schedule VII of the Companies Act 2013, excluding activities undertaken in pursuance of normal course of business. Components of CSR activities would include modalities of execution, implementation schedule, modalities of utilisation of funds, and monitoring mechanism.

The projects and programs will be executed either or by:

- a) AVI-OIL itself in partnership with local bodies, government, various NGO partners, service provider and others, whichever feasible,
- b) Through a Registered Trust or Registered Society or a Company established by the Company, shareholding Companies, Subsidiary or Associate Company,
- c) Contribution to the Corpus of a Trust/ Society, whereas the trust and society is created exclusively to undertake the CSR activities and the Corpus is created to undertake the activities as defined under the Companies Act 2013.

#### 5. Location of CSR Efforts

The CSR committee will decide on the locations for CSR activities.

#### 6. CSR Committee

As per Section 135 of the Companies Act, 2013, AVI-OIL has constituted a Corporate Social Responsibility Committee (CSR Committee) consisting of the following members:

S. No.	Name	Designation	Position in Committee
1	Mr. R. Suresh	Director	Chairman
2	Mr. D. C. Shroff	Director	Member
3	Mr. D. Sothi Selvam	Director	Member
4	Ms. Monika Garg	Company Secretary	Secretary



In order to assist the CSR Committee, the CSR activities of AVI-OIL will be planned, monitored and evaluated by the following members of the CSR Sub Committee:

S. No.	Name	Designation
1	Mrs. Monika Garg	Chief Financial Officer and Company Secretary
2	Mr. Pankaj Kumar Poddar	Assistant General Manager (HR & IR)
3	Mr. Kamal Kumar	Manager (Purchase)
4	Mrs. Bhavna Srivastava	Finance Support Coordinator

## 7. Functions of the CSR Committee

The CSR Committee shall;

- formulate and recommend to the Board of Directors the CSR Policy which shall indicate the activities to be undertaken by AVI-OIL from time to time;
- recommend the amount of expenditure to be incurred on the activities referred to in clause (a); and
- monitor the Corporate Social Responsibility Policy of AVI-OIL from time to time.

## 8. Project, Planning and Implementation

- A base line study of the community in the local area and areas in which AVI-OIL operates together with AVI-OIL's core competencies and employees' engagement opportunities will be conducted before initiating any project/programme;
- AVI-OIL will partner with other implementing organizations like civil societies, NGO's, academic and training institutions, Government and other corporate bodies for project implementation, facilitation and for maximizing impact on a more sustainable scale;
- A detailed due diligence of competent implementing partners will be conducted by AVI-OIL to assess the credentials and past performance of work by the organization;
- Based on the findings of the base line study, a project will be developed defining the goals, objectives, project interventions, time lines, resources, roles and responsibilities of the community and the implementing partner;
- All projects will have Key Performance Indicators (KPI's) to measure the progress towards the projects goals and objectives;
- The project will enumerate the tangible and intangible outcome in relation to KPI's. The outcome will be specific, measurable, achievable, relevant and time bound;



- g) Every project will specify a stipulated time frame for all activities, their sequence and interdependence;
- h) The project will define the beneficiary group as per the goals and objectives of the base line study.
- i) A periodic assessment of the project's relevance, performance, efficiency and impact will be made as per the plan for monitoring and evaluation.

## 9. **CSR Committee and Board Reporting**

The CSR Sub Committee will prepare a half yearly report of all projects undertaken by AVI-OIL and present the same to the CSR Committee for review. The CSR Committee will, after the review, present the report to the Board of Directors. AVI-OIL's annual report will include the CSR report in the prescribed format as per the Companies Act, 2013 read with the Companies (Corporate Social Responsibility Policy) Rules, 2014.

## 10. **Effective Date**

This policy is effective from April 01, 2016.

## 11. **Contact**

For queries relating to the CSR policy, please write at: [csr@avi-oil.com](mailto:csr@avi-oil.com).

