

GUJARAT GAS LIMITED
(GGL)
CSR POLICY DOCUMENT

Title and applicability

1. Gujarat Gas Limited has developed its CSR policy in accordance with section 135 of the Companies Act 2013 and the Companies (Corporate Social Responsibility) rules 2014 thereof.
2. The Policy shall apply to all CSR projects/programmes undertaken by the Company across its working geographies. (In compliance with provisions of Schedule VII of The Companies Act, 2013)

Vision Statement : Corporate Social Responsibility

As a socially responsible corporate GGL will promote sustained and inclusive growth in the society, especially the communities it operates in, through its business practices and social initiatives. The Company shall strive to remain ahead of the law in pursuit of environment protection and natural resource conservation.

Corporate Social Responsibility Objectives

The Company will: contribute positively towards sustainable and inclusive growth of the society with a focus on tribal, vulnerable and marginalized populations by:

1. be committed to promoting livelihoods in the rural areas of it's operation
2. being committed towards enhancing the socio economic wellbeing of the local community around its operations
3. be committed to imparting skill trainings for making youth employable (especial focus to the rural tribal youth)
4. follow responsible business practices across its operations
5. promoting (crèche/ pre-school) education among migrant children in city migrant colonies
6. Environment and its conservation awareness in schools across its operational areas.
7. Build organizational capabilities and have an effective organization structure to ensure implementation of its CSR policy and programmes
8. Partner with Government, local NGOs, and business partners to achieve its CSR goals
9. Ensuring environmental sustainability, ecological balance, protection of flora and fauna and animal welfare

CSR Budget

1. The Board of Company shall ensure that in each financial year the Company spends at least 2% of the average net profit made during the three immediate preceding financial years.
2. As per section 135(5) and section 134(3) (0), the Company will report reasons for under spending of the allocated CSR budget of the current financial year.

Validity of CSR policy

1. The Company CSR Policy amended by the Board on 18/11/2016.
2. The CSR policy may be amended as required.

Thematic areas

The Company CSR programmes will be identified, implemented and modified as per the CSR policy.

The thematic areas of the Company's CSR programmes will include:

S. no.	Thematic area	Details	Location	Implementation mechanism
1	Community Development	<ul style="list-style-type: none"> • GGL is committed to raising/improving the standard of living of the local community by providing access to environmental education, health, sanitation, and environment care (green parks) in the areas around its operations. • GGL will identify needs of the people prior to developing and implementing the programmes. 	Geographies where GGL works namely Ankleshwar, Bharuch, Surat Vapi and Bhavnagar	<ul style="list-style-type: none"> • Through support of NGO/ relevant Government agency • The work will be monitored by CSR Team • Direct contribution to implementing Government agency
2	Skill Training	<ul style="list-style-type: none"> • GGL is committed to strengthening the employment capabilities of marginalised populations across the country. • It will adopt ITIs and improve quality of training, strengthen course curricular, and provide infrastructure support. • GGL will promote the culture of safety. • GGL will enhance employment opportunities for those trained in automobile trade by linking them with its contractor network, wherever possible 	Across the Geographical areas as above	<ul style="list-style-type: none"> • Through support of NGO/ relevant Government agency • The work will be monitored by CSR Team • Direct contribution to implementing Government agency
	Promoting	<ul style="list-style-type: none"> • GGL will focus on the 	Across	<ul style="list-style-type: none"> • Through support of

	Education	migrant tribal labour communities and their children on education <ul style="list-style-type: none"> Promoting environmental awareness in Gujarat 	locations	NGO/ relevant Government agency <ul style="list-style-type: none"> The work will be monitored by CSR Team Direct contribution to implementing Government agency
	Preventive Health care/ Hygiene Education/ Nutrition		Across locations	<ul style="list-style-type: none"> Through support of NGO/ relevant Government agency The work will be monitored by CSR Team Direct contribution to implementing Government agency
	Environment/ sustainability		Across locations	<ul style="list-style-type: none"> Through support of NGO/ relevant Government agency The work will be monitored by CSR Team Direct contribution to implementing Government agency
	Culture Heritage		Across locations, Ahmedabad and Gandhinagar	<ul style="list-style-type: none"> Through support of NGO/ relevant Government agency The work will be monitored by CSR Team Direct contribution to implementing Government agency
3	Community support & Environmental sustainability	GGL is committed to the standard of living of the local community by providing necessary support, including supply of gas at free of cost, to crematories and other social projects in the areas around its operations and other	Geographies where GGL works namely various districts in Gujarat, DNH, Thane and other cities	Through support of NGO / relevant Government agency The work will be monitored by GGL Team Direct contribution to implementing Government agency or to NGO

GGL CSR Governance Structure

Board

CSR Committee

PCA (CSR Team)

Implementing partners as decided by the CSR Committee from time to time

Roles and Responsibilities

The Board:

The Board of Company will be responsible for:

- constituting the CSR Committee with defined composition and tenure through a Board resolution.
- approve the CSR policy as formulated by the CSR Committee through a Board resolution.
- ensure that every financial year funds committed by the Company for CSR activities are utilized effectively.
- disclose in the Annual Report as per clause (0), sub section (3) of section 134 the Companies Act, the names of CSR Committee members, the content of the CSR policy and ensure annual reporting of its CSR activities on the Company's website.
- ensure yearly reporting of CSR activities to the Ministry of Corporate Affairs, Government of India, as per the prescribed format.

CSR Committee:

- I. Composition of the CSR committee:** The Board level committee on CSR consists of the following members.

S. No.	CSR Committee Member	Designation/Category
1	Smt. Sunaina Tomar, IAS	Chairperson
2	Shri K. D. Chatterjee	Member
3	Shri Jal Patel	Member

In case any of the Committee members are not able to continue in this role, prior to the close of his/her tenure, the Company shall instate another Board member in his/her place such that the composition of the Committee is not altered.

II. Responsibility of the CSR committee:

- approve activities to be undertaken in CSR as per Schedule VII of the Companies Act 2013.
- recommend to the Board the CSR expenditure to be incurred by the Company.
- regularly monitor the implementation of the CSR policy through programmes and projects.
- review the CSR policy as need be to modify it.

CSR Team

I. Composition of the CSR Team: The Company's existing PCA department, will act as the CSR Coordinating Team. The team will be headed by the Director PCA.

II. Responsibility of the CSR Team:

- central coordinating point for documentation and reporting of all CSR activities.
- interface with various organisation units to ensure effective implementation CSR programmes, in line with the programme and budget targets of the year.
- reporting to the CSR committee.
- plan annual budgets for CSR activities.
- any other activities that may be required to effectively delivery of the CSR programmes.

GGL Monitoring and Reporting Framework

- The Company will enhance its monitoring and evaluation mechanism that will ensure every programme has:
 1. Clearly defined objectives (developed out of existing societal needs that are determined through baselines/studies/research), targets and time lines.
 2. a robust progress monitoring system
 3. Undertake impact assessments as per the evaluation plan.
 4. a reporting framework and system in aligned with the requirements of the Act.

Programme and Budget monitoring

- CSR spends will be closely monitored. Funds shall be released against verified utilizations as per programmes/projects approved at the beginning of the year. This may be done through monthly field visits, comprehensive documentation, and regular interaction with beneficiary communities.
- CSR spends will be audited.

- at the beginning of the year the expected outcomes, outputs and inputs will be clearly defined for each CSR programme.
- Internal and external agencies shall undertake periodic assessment of the programme while it is being implemented. At the end of the project a third party shall undertake an impact assessment of the project.

Documentation

- In compliance with section 134 of the Act, the Company shall undertake the following:
 - Documentation of CSR projects and programmes.
 - Create a repository of case studies and good practices.
 - Periodic reporting CSR Committee of the Board.
 - External reporting on CSR will include:
 - Annual Business Responsibility Report following the SEBI Report format on annual basis.
 - Updated information on corporate website (quarterly basis).
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