



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

**LEEDS LIFE SCIENCES PRIVATE LIMITED  
M-77, 2ND FLOOR, M BLOCK MARKET, GREATER  
KAILASH -2, NEW DELHI -110048**

## CSR BACKGROUND AND PHILOSOPHY

Leeds Life Sciences Private Limited (LLSPL) continuously endeavours to excel as a responsible corporate company by working on both internal and external dynamics of the communities. LLSPL's CSR activities reflect its commitment to create an impact on communities through every project it undertakes. LLSPL firmly believes that in order to succeed, an organization must maintain highest standards of corporate discipline towards all its stakeholders and society.

LLSPL's CSR policy demonstrates its responsibility as a corporate citizen, laying down the guiding principle and course of action to execute its socially effective programmes empowering communities towards its social, cultural, economic and sustainable development.

## CSR VISION

To actively contribute to the social, cultural and economic development of the communities by providing sustainable solutions.

## CONSTITUTION OF CSR COMMITTEE

LLSPL's CSR Committee constitutes the following members from the Board-

S. No.	Name	Status	Designation
1.	Mr. Uday Raj Anand	Director	Chairman
2.	Mr. Shivraj Anand	Director	Member

The CSR Committee will:

1. Frame, govern and review LLSPL's CSR policy periodically.
2. Formulate and recommend an Annual CSR plan to the Board for its approval.
3. Conduct a half-yearly review on the execution of the projects and its achievement against the annual project plans.
4. Recommend ways to execute the projects more efficiently.
5. Ensure to disclose the contents of such policy on the website in the manner prescribed under the Companies Act, 2013.
6. Recommend the CSR budget to the Board
7. Ensure to spend the allocated CSR amount on the CSR activities once approved by the Board of Directors of the Company in accordance with the Act and the CSR Rules.
8. Submit the reports to the Board in respect of the CSR activities undertaken by the Company.

### Procedure for Meetings:

- Meetings of the CSR Committee shall be held at least twice every year.
- Members of the CSR committee can agree mutually regarding the time and place for the said meetings.
- The quorum for a meeting of the committee shall be one-third of its total strength or two directors, whichever is higher.
- Notice of the meeting shall be given in accordance with the provisions of the Companies Act, 2013.

- The Chairman of the Committee may require any officer of the Company or invite any other person to attend the meetings of the Committee.
- Each member shall be entitled to one vote and the decision shall be decided by the majority of votes. In case of an equality of votes, the Chairperson of the meeting has a casting vote
- In cases of emergency, special meetings of the Committee may be called at any time by its Chairman or Company Secretary, who shall inform in advance the members thereof the subject matter for discussions and the reasons for which he considers the calling of such meeting urgently.
- All records including proceedings of all meetings shall be maintained by the Company Secretary of the Company and copies of such record shall be kept in safe custody for future reference.
- The proceedings of all such meetings of the Committee shall be signed by the Chairman of the Committee or the person presiding over such meeting.
- Minutes of the CSR Committee shall be placed before the Board for noting.

This policy has been recommended by the CSR Committee to the board and has been approved thereof.

## **FOCUS AREAS OF ENGAGEMENT**

LLSPL focusses on the following core areas-

### **1. Education**

To provide quality education, training, skill development for improving the quality of living. It includes-

- Setting up and running computer training and development centres
- Augmenting and supporting infrastructure in educational institutions
- Offering scholarships and financial assistance to needy and meritorious students.
- Supporting and promoting co-curricular activities
- To develop and maintain infrastructure of Schools and educational institutions

### **2. Livelihoods**

To upgrade the skills of the community, enhancing avenues for livelihoods by-

- Setting up and running skill development centres
- Sponsoring candidates for skill development and vocational training programmes
- Coaching candidates to appear for entrance examinations of different institutions
- Creating, training and supporting entrepreneurs
- Creating, training and supporting self-help groups

### **3. Agriculture**

To create awareness among farmers about increasing the productivity of land and quality of agricultural produce by

- Building capacities through improved methods of agriculture and other allied sectors
- Supporting farmers with quality inputs, technical know-how and timely information
- Undertaking and supporting research on agriculture and other allied sectors
- Promotion and training of farmers in advanced Agricultural practices
- Development and dissemination of advanced agricultural practices

### **4. Environment**

To promote clean and green environment leading to its sustainability by-

- Undertaking afforestation and plantation activities
- Recharging groundwater levels
- Promoting renewable sources of energy
- Promoting awareness about environmental issues

## **5. Health and Sanitation**

To improve access to health and sanitation facilities leading to healthier communities by -

- Organizing health camps
- Promoting awareness about various health issues
- Providing access to potable drinking water
- Promoting hygiene – constructing and maintaining toilets etc.

## **6. Rural Development**

- Building and maintaining community-based rural infrastructure like roads, drains, rural electrification, water infrastructure, community centres, etc.

## **7. Armed Forces**

- Taking measures to benefit armed forces veterans, war widows and their dependents.

## **8. Sports**

To promote youth development through games and sports by-

- Constructing sports infrastructure
- Setting up and running academies and sports training centres
- Organizing sports tournaments and coaching camps for community
- Supporting sportspersons to participate in state, national and international events
- Offering scholarships and sports equipment's to deserving sportspersons

## **9. Promotion of Intangible Cultural Heritage and Diversity**

To work towards preserving arts and rich intangible cultural heritage of India for its future generation and to create the appreciation of diversity in young minds.

- Preserving and promoting performing arts and culture
- Organizing cultural events
- Undertaking and supporting research on anthropology and ethnicity

## **IMPLEMENTATION STRATEGY**

LLSPL will implement its CSR projects for social, cultural and economic upliftment of the communities through;

1. Direct Engagement – Most initiatives will be conceptualized and executed directly through a team of its professionals.
2. Partnerships/Collaborations – In addition to its direct engagement, in some specific projects LLSPL will partner/collaborate with other organizations who have technical expertise and experience to undertake its various projects in the identified focus areas to attain the maximum outcome.
3. The Committee may appoint implementing agencies for CSR activities and shall allocate funds for the same. The Committee shall ensure that CSR funds are duly spent on CSR activities as specified under Schedule VII and any subsequent amendment thereof and report on the modalities of utilization of funds.
4. a company established under section 8 of the Act, or a registered public trust or a registered society, registered under section 12A and 80 G of the Income Tax Act, 1961 (43 of 1961), established by the company, either singly or along with any other company, and having an established track record of at least three years in undertaking similar activities.

## **FUNDING AND ALLOCATION**

1. LLSPL shall allocate at least 2% of its average net profits of the company made during the 3 immediately preceding financial years, in its CSR projects to sustain and improve a healthy and prosperous environment and to improve the quality of life of the communities it serves.
2. LLSPL may also utilize its products and services as suitable for its CSR activities. Any surpluses arising out of CSR projects or programmes or activities shall be re-deployed back into CSR activities and will not form a part of the business profits of the company.
3. In case at least 2% of average net profit of the last 3 years is not spent in a financial year, reasons for the same to be specified in the CSR report, and unless the unspent amount relates to any ongoing project referred to in sub-section (6) of Section 135 of the Companies Act, 2013, transfer such unspent amount to a Fund specified in Schedule VII, within a period of six months of the expiry of the financial year.
4. Any amount remaining unspent under sub-section (5) of Section 135 of the Companies Act, 2013, pursuant to any ongoing project, fulfilling such conditions as may be prescribed, undertaken by a company in pursuance of its Corporate Social Responsibility Policy, shall be transferred by the company within a period of thirty days from the end of the financial year to a special account to be opened by the company in that behalf for that financial year in any scheduled bank to be called the Unspent Corporate Social Responsibility Account, and such amount shall be spent by the company in pursuance of its obligation towards the Corporate Social Responsibility Policy within a period of three financial years from the date of such transfer, failing which, the company shall transfer the same to a Fund specified in Schedule VII, within a period of thirty days from the date of completion of the third financial year.

## **MONITORING, REVIEW AND EVALUATION**

LLSPL will frame a transparent monitoring mechanism for ensuring effective implementation of its CSR projects. All expenditures incurred and progress of the projects shall be diligently documented. Monitoring mechanisms will include visits, meetings and review of half-yearly progress reports on the CSR initiatives undertaken.

The CSR department will provide regular progress report to the CSR Committee of the Board. This report would indicate:

1. Achievement since last progress report / during the last half-year in terms of coverage compared to the target and reasons for variance.
2. Achievement of the year-to-date in terms of coverage compared to the target, plans to overcome shortfalls if any and support required from the CSR Committee/Board to overcome the shortfalls.
3. Actual year-to-date spends compared to the budget and reasons for variance.
4. In respect of activities undertaken through outside Trust/Society/NGO's etc. there will be mechanism of quarterly reporting of progress on each such activities and the amount incurred thereon.

Monitoring and Review will be a 3 phase process-

1. Local review, dissemination of data by CSR department and implementing agency.
2. CSR department review on the progress, effectiveness, action plans and support required on monthly basis.
3. CSR committee review on half-yearly basis.

## REPORTING FRAMEWORK

S. No.	CSR Project / Activity	Sector	Location	Amount outlay (budget) project or program wise	Amount spent on the project or programs 1. Direct 2. Overheads	Cumulative expenditure up to the reporting period	Amount spent: Direct or through implementing agency	Details of the implementing agency
1.								
2.								
3.								

1. Outline of company's CSR policy – overview of activities to be undertaken and web link to policy and projects/programmes.
2. Composition of the CSR Committee
3. Average net profit for the preceding 3 financial years
4. Prescribed CSR expenditure i.e. 2% of 3 above
5. Financial year spend
  - a) Total to be spent
  - b) Amount unspent, if any
  - c) Details of spend in table
6. In case of underspend, reasons
7. Responsibility statement of CSR committee that policy, implementation and monitoring complies with the CSR objectives in letter and spirit.
8. Signature of the Director