

**Matix Fertilisers and Chemicals Ltd.**

**Corporate Social Responsibility Policy**

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## **Chapter 1**

### **Concept**

#### **1.1 Title & Scope:**

- 1.1.1 This policy shall be called 'MFCL Corporate Social Responsibility Policy' or 'MFCL CSR Policy'. It outlines the Company's philosophy and responsibility as a corporate citizen of India and lays down the guidelines and mechanism for undertaking socially useful programmes for welfare & sustainable development of the communities, in and around its area of operations and other parts of the country.
- 1.1.2 This policy shall apply to all Corporate Social Responsibility (CSR) initiatives & activities taken up by the Company at the various locations in India, for the benefit of different segments of the society at large, specifically the deprived and underprivileged.
- 1.1.3 This policy is in compliance with Section 135 of the Companies Act, 2013 and the Companies (Corporate Social Responsibility Policy) Rules, 2014 (the Rules).

#### **1.2 CSR Vision Statement & Guiding Principles:**

- 1.2.1 In alignment with the vision of the company, MFCL, through its CSR initiatives, will continue to enhance value creation in the society and in the communities in which it operates, through its products, services, conduct & initiatives, so as to promote sustainable growth for the society and community with environment concern, in fulfillment of its role as a Socially Responsible Corporate. The goal of the CSR projects//Programmes of the Company is to improve quality of life of people and build lasting social capital.
- 1.2.2 Towards this commitment, the company shall:
  - a) Promote sustainable farming practices to boost crop productivity in rural India through its soil testing facilities and other advisory services.
  - b) Ensure availability and sustainable management of water and sanitation for all.
  - c) Take up wide range of welfare activities mainly focusing on economically, socially, and environmentally sustainable development of underdeveloped villages.
  - d) Work towards improving the quality of life by capacity building of the communities for making them employable /self- sustainable.
  - e) Build lasting social capital through CSR initiatives in the field of infrastructure, healthcare, education, skill development and other social welfare measures for the communities residing in the vicinity of its plants and other places in India.

## **Chapter 2**

### **Strategy**

- 2.1 MFCL will implement the CSR initiatives, keeping in mind the well-being of the underprivileged, socially and economically backward sections of the community.
- 2.2 The company will not support the activities which may create dissatisfaction among any section of society or activities disturbing social harmony in any manner.
- 2.3 CSR activities/projects shall be undertaken by MFCL in a systematic and methodological manner as per the CSR Policies and in concurrence with the provisions of Section 135 of The Companies Act 2013.

## Chapter 3

### Resources

#### 3.0 Funding & Allocation Guidelines

In order to achieve its CSR goals, MFCL shall adhere to the following guidelines:

- 3.1 To provide annual corpus equivalent to minimum 2% of average net profits made during the three immediately preceding financial years, as prescribed under the Companies Act, 2013 and the Rules.
- 3.2 CSR budget would be spent only on CSR activities.
- 3.3 Any unspent/unutilized CSR allocation of a particular year will be carried forward to the following year, i.e., **the CSR budget will be non-lapsable in nature.**
- 3.4 Salaries paid by MFCL to the regular CSR staff as well as employees, who render their services for CSR will be part of administrative overheads of the CSR expenditure and should be restricted to threshold percentage allowed under the Act.
- 3.5 MFCL may allocate the CSR Funds, if required, as per the guidelines issued by Govt. / Department of Fertilisers from time to time.

## **Chapter 4**

### **Implementation**

- 4.1. CSR programmes will be undertaken by the Plant, Corporate Office and Marketing offices of MFCL to the best possible extent within the defined ambit of the identified thrust areas.
- 4.2 It may be ensured that majority of the programmes are executed in and around the areas adjoining MFCL Plant/Corporate & State offices/Marketing territories.
- 4.3 CSR Programmes shall be implemented with active participation of the local community, wherever possible, and if required, in consultation with the State Government/local administration/district administration. CSR Programmes may also be synergized with the schemes undertaken by the State Government, District Administration, Local Administration as well as Central Government Departments.
- 4.4 CSR projects will be identified on the following basis:
  - a) Need identification studies by the Company, professional institutions/ agencies.  
Receipt of proposals or requests from District Administration, Local representative/Civic Bodies/Citizen forums / voluntary organizations, Registered Trusts or Societies etc.
- 4.5 All the CSR Projects/Programmes should be outlined as per the following:
  - a) Objectives of the Programme
  - b) Baseline survey- It would give the basis on which the outcome of the programme would be measured.
  - c) Implementation schedules - Timelines for milestones of the programme.
  - d) Responsibilities and deliverables
  - e) If a single CSR project has a cumulative spend of Rs. 1 Crore or more and has a timeline beyond 1 year, the outcomes of the project must be assessed through an impact assessment survey conducted by an independent agency.
- 4.6 Approving Authority
  - a) MFCL CSR Officers will put forward the Annual CSR Plan or individual proposal as per the Company's CSR policy to the CSR Management Committee.
  - b) CSR Management Committee – After review, CSR Management Committee will put forward the CSR Annual Plan to the Management for approval to place before the Board level CSR Committee and subsequently, it will be placed before Board of Directors of the Company for approval. The plan will list down the CSR activities, budget allocated, objectives, mode of implementation and other details if required.
  - c) Board of Directors - Board of Directors after, considering, the recommendations made by the Board level CSR Committee, approves the annual CSR plan, as it may consider appropriate.

## **Chapter 5**

### **Executing Agency**

#### **5.1 Executing Agency/Partner:**

MFCL will seek to identify suitable agencies/groups for implementation of its approved CSR annual plan.

CSR Projects/Programmes will be implemented through:

- i) Community based organizations whether formal or informal having its identity as an entity.
- ii) Chosen local bodies such as Panchayats
- iii) Voluntary Agencies (NGOs) registered as Societies under Societies Act.
- iv) Institutes/Academic Organizations recognized by UGC/Central Government
- iv) Trusts, Missions registered as non-political, no-religious societies under Societies Act.
- v) Registered Self-help Groups.
- vi) Government, Semi-Government, and autonomous Organizations
- ix) Mahila Mandals / Samitis recognized by Government Departments
- x) Contracted agencies for civil works
- xi) Professional Consultancy Organizations having experience of execution of such projects.

Note – All of the above entities, association, bodies, organization must have a Bank Account & Pan No. and other relevant credentials and all the transactions to be done through the banking system.

#### **5.2 Criterion for identifying Executing Agency:**

- While identifying programmes, Unit, Corporate Office, CMO, State Office will also identify the external agency who would execute the said programme. In case, the programme is executed by NGO/voluntary organization, the following minimum criteria need to be ensured. Besides, the credentials of the agency must be evaluated thoroughly before execution of CSR activities:
  1. The NGO/Agency has a permanent office/address in India.
  2. The NGO is a registered society under Societies Registration Act.
  3. Possesses a valid Income Tax Exemption Certificate.
  4. The antecedents of the NGO/Agency should be verified and confirmed.

## Chapter 6

### Identification of Thrust Areas

**CSR activities shall be undertaken in the following identified area with reference to Schedule VII of Companies Act, 2013 Act.**

- 6.1. Eradicating hunger, poverty and malnutrition, promoting health care including preventive health care and sanitation including contribution to the Swachh Bharat Kosh set-up by the Central Government for the promotion of sanitation and making available safe drinking water.
- 6.2. Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly, and the differently abled and livelihood enhancement projects.
- 6.3. 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.
- 6.4 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.
- 6.5. 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 arts and handicrafts.
- 6.6. Measure for the benefit of armed force veterans, war widows and their dependents, Central Armed Police Forces (CAPF) and Central Para Military Forces (CPMF) veterans, and their dependents including widows;
- 6.7. training to promote rural sports, nationally recognized sports, Paralympic sports and Olympics sports;
- 6.8. contribution to the Prime Minister's National Relief Fund or Prime Minister's Central Assistance and Relief in Emergency Situations Fund (PM CARES Fund) or any other fund set up by the Central Government for socio-economic development and relief and welfare of the Scheduled Castes, the Schedule Tribes, other backward classes, minorities and women.
- 6.9.(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.  
(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).

6.10. rural development projects.

6.11. Slum area development. (**'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.

6.12. Disaster management, including relief, rehabilitation, and reconstruction activities.

## Chapter 7

### **Monitoring and Feedback**

- 7.1 CSR Management Committee shall periodically monitor the progress of CSR projects/activities in line with the annual plan as approved by the Board. CSR Management Committee will update the Status of the ongoing project to the Management periodically.
- 7.2 To ensure effective implementation of the CSR programmes undertaken at each Unit/State Office, a monitoring mechanism will be put in place by the CSR Management Committee. The progress of annual CSR plan under implementation at Unit, Corporate Office, CMO and State Office will be reported to the CSR Management Committee on a monthly basis.
- 7.3 In case a project or programmes is implemented directly by the Company, the CSR personnel shall monitor the progress thereof through periodical site visits, progress reports, ground-level feedback, and other suitable methodology.
- 7.4 In case a project or programme is implemented through external agency, the progress is monitored through periodic reports with supporting documents pertaining to the expenses incurred on different activities.
- 7.5 Plant, Corporate Office, CMO and the State office may obtain feedback from beneficiaries about the programmes.
- 7.6. Appropriate documentation of the MFCL CSR Policy, annual CSR activities, executing partners, and expenditure entailed will be undertaken on a regular basis and the same will be available in the public domain like company website.
- 7.7. Annual CSR report containing CSR activities, expenditure and mode of implementation will also be shared in the Annual Report of the company.

**Chapter 8**

**General**

- 8.1. In case of any doubt with regard to any provision of the policy and also in respect of matters not covered herein, guidance to be sought from Corporate Office-Mumbai.
- 8.2. Any or all provisions of the CSR Policy would be subject to revision/amendment in accordance with the guidelines on the subject as may be issued from Government, from time to time.
- 8.3. The Company reserves the right to modify, cancel, add, or amend any of these Rules.

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