

**GENERAL DOCUMENT TEMPLATE**

## Corporate Social Responsibility Policy

### Technip India Limited

### General Document Template

(Doc No: TPIL-GEN-GL-002)

Pages modified under this revision: All Pages

The present document or drawing is property of Technip India Ltd.(TPIL) and shall not, under any circumstances, be totally or partially, directly or indirectly, transferred, reproduced, copied, disclosed or used, without its prior written consent, for any purpose and in any way other than that for which it is specifically furnished or outside the extent of the agreed upon right of use.

R1	21.12.2018	Policy Revision	Gautam Dey	Swayantani Ghosh	Prashant Sharma	Board of Directors
R0	04.02.2015	Issued for implementation	Prashant Sharma	Swayantani Ghosh	Prashant Sharma	Board of Directors
		STATUS	PREPARED BY (name & visa)	REVIEWED BY (name & visa)	VERIFIED BY (name & visa)	APPROVED BY (name & visa)
DOCUMENT REVISIONS						

Sections changed in last revision are identified by a vertical line in the right margin

R0: CSR Policy originally approved and adopted by the Board of Directors of TPIL on 04<sup>th</sup> February' 2015

R1: Revision 1: Approved and adopted by the Board of Directors of TPIL on 21<sup>st</sup> December' 2018



## GENERAL DOCUMENT TEMPLATE

---

### Table of Contents

1. Purpose.....	4
2. Objective.....	4
3. CSR Vision.....	4
4. Scope and Applicability.....	4
5. CSR Thrust Areas.....	4
6. Governance.....	7
7. CSR Expenditure.....	9
8. Due Diligence: Selection of Partners.....	10
9. Monitoring and Evaluation of CSR Projects.....	11
10. Policy Guidelines.....	11
11. Definitions.....	11

**GENERAL DOCUMENT TEMPLATE**

---

**Amendment Record**

<b>S. No</b>	<b>Rev. No.</b>	<b>Page No.</b>	<b>Date of Revision</b>	<b>Description</b>
1	R0	All Pages	04.02.2015	Issued for implementation
2	R1	All Pages	21.12.2018	Policy revision

## GENERAL DOCUMENT TEMPLATE

---

### **1. Purpose**

Technip India Ltd.(a subsidiary of TechnipFMC Group)(hereinafter referred to as TPIL) is committed to conduct its business in a socially , ethically and environmentally friendly manner thereby improving quality of life of the communities in its operational areas. The purpose of TPIL's approach to Corporate Social Responsibility (CSR), together with Sustainable Development is to meet the needs of the present without compromising the ability of future generations to meet their own needs. Purpose of this policy is to serve as a guiding document to help plan, execute, monitor and evaluate CSR performance of TPIL's CSR activities in India.

### **2. Objective**

- To demonstrate TPIL's commitment to the social and environmental good including advancing gender diversity through responsible business practices in adherence to ethical corporate governance standards.
- To support the national development initiatives thereby contributing to inclusive growth of the local community wherever we live and work.
- To create a sense of empathy and equity among employees of TPIL thereby motivating them to give back to the society.

### **3. CSR Vision**

Empowering sustainable communities, advancing gender diversity and ensuring environmental responsibility in alignment with our foundational belief of fostering sustainability thereby accelerating inclusive growth of the local community wherever we work and live.

### **4. Scope and Applicability**

TPIL's CSR policy has been developed pursuant to Section 135 of the Companies Act, 2013 and other applicable provisions including any statutory modification or amendment thereto (herein after referred to as the Act in this policy) and in accordance with the Companies (Corporate Social Responsibility Policy) Rules, 2014, , including any statutory modification or amendment thereto (herein after referred to as the Rules) notified by the Ministry of Corporate Affairs, Government of India from time to time.The Policy shall apply to all CSR projects/programs undertaken by TPIL in India as per Schedule VII of the Act.

### **5. CSR Thrust Areas**

TPIL's commitment to CSR will be in accordance with the activities mentioned in the Schedule VII of Section 135 of the Companies Act 2013. TPIL will undertake CSR initiatives in alignment with three pillars of Sustainability as laid down by TechnipFMC Group:

## GENERAL DOCUMENT TEMPLATE

---

- 1) Supporting Communities**
- 2) Advancing Gender Diversity and**
- 3) Respecting Environment**

Apart from this, TPIL's CSR initiatives will also be in line with the respective Sustainable Development Goals against the aforesaid pillars and will be focused around the following key areas of intervention in accordance with the need of the community wherever it operates:

- (i) Improving quality of education with emphasis on girl child.
- (ii) Enhancing employability of youths through vocational training with emphasis on women's economic empowerment.
- (iii) Improving access to affordable healthcare.
- (iv) Ensuring environmental sustainability including promoting access to clean energy.
- (v) Sponsoring relief effort at the location and/or in the vicinity of operational offices, yard or sites of TPIL in India as part of integrated process of planning, organizing, coordinating and implementing measures which are necessary to mitigate the impact or consequences of a disaster due to catastrophe, mishap, calamity or grave occurrence from natural or man-made causes

Above identified list of CSR thematic areas are suggestive and will be subject to availability of duly identified and evaluated projects/programs/activities across the locations. However, these shortlisting will not restrict the allocation of funds to other projects for lack of worthy projects in respective focus areas or geographies. In such case, here is the list of activities which could be considered to spend CSR funds as specified in Schedule VII of the Companies Act 2013 and/or Rules.

- (i) Eradicating hunger, poverty and malnutrition, 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].

## GENERAL DOCUMENT TEMPLATE

---

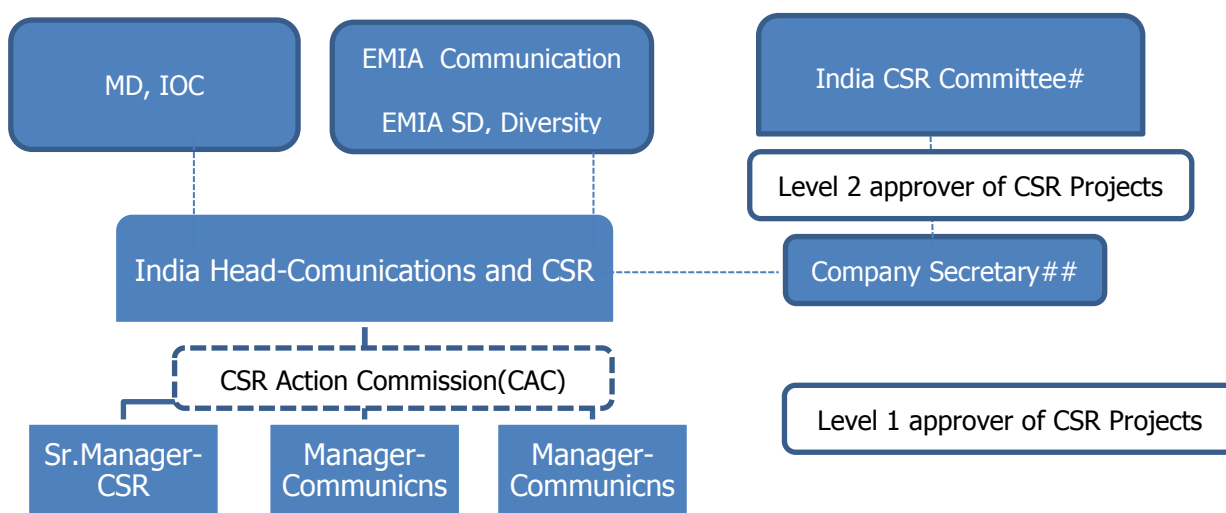
- (v) Protection of national heritage, art and culture including restoration of buildings and sites of historical importance and works of art; setting up public libraries; promotion and development of traditional arts and handicrafts;
- (vi) Measures for the benefit of armed forces veteran, war widows and their dependents;
- (vii) Training to promote rural sports including nationally recognised sports, paralympic sports and Olympic sports;
- (viii) Contribution to the Prime Minister's National Relief Fund or any other fund set up by the Central Government for socio-economic development and relief and welfare of the Scheduled Castes, the Scheduled Tribes, other backward classes, minorities and women;
- (ix) Contributions or funds provided to technology incubators located within academic institutions which are approved by the Central Government;
- (x) Rural development projects
- (xi) Slum area development

## GENERAL DOCUMENT TEMPLATE

### 6. Governance

A robust and transparent two layered governance mechanism has been put in place to govern and review the CSR activities of TPIL in accordance with CSR Rules as prescribed in Section 135 of the Act.

#### 6.1 Structure of India CSR function



#India CSR Committee: Bhaskar Patel, Frederic Baudeau, H.M.Wadhvani and Ashish Agarwal  
##Company Secretary Responsibility: Advisory and Financial Monitoring of Projects in accordance with law

#### 6.2 CSR Committee

TPIL will have a Board Level CSR Committee consisting of three or more Directors out of which one will be an independent director

The role/responsibilities of the CSR Committee include:

- (i) Recommend to the Board, a Corporate Social Responsibility Policy which shall indicate the activities to be undertaken by the company on annual basis across its identified locations as specified in Schedule VII of the Companies Act 2013.
- (ii) Recommend the amount of budgeted expenditure to be incurred on the activities referred to in clause (i) above.

## GENERAL DOCUMENT TEMPLATE

---

- (iii) Monitor the Corporate Social Responsibility Policy of the company from time to time.
- (iv) Institute a transparent monitoring mechanism for implementation of the CSR activities.
- (v) The CSR Committee shall meet as per the requirement to discuss and review the CSR Initiatives. A quorum of two members is required to be present for the proceedings pertaining to implementation of CSR activities.

The Company Secretary shall act as the secretary of the CSR Committee and shall keep a record of the membership of and the dates of any changes to the membership of the CSR Committee. He / She shall be responsible to record the minutes of the meeting.

### **6.3 CSR Action Commission(CAC)**

The CAC shall have members appointed by the CSR Committee and drawn from each for TPIL's India Operation Centres. The composition and term of the CAC members may be reviewed by the CSR Committee once in a financial year. The CAC will be chaired by Head-Communications and CSR.

The role/responsibilities of the CSR Action Commission include:

- (i) Formulate CSR policy to be presented to the CSR Committee.
- (ii) Review the proposals for CSR projects/programs/activities received from various locations and employees. The CAC shall meet as appropriate but not less than once in a quarter.
- (iii) Recommend CSR activities/projects/programs to CSR committee in alignment with CSR vision and Rules.
- (iv) Encourage employee engagement in terms of their participation in CSR projects.



## GENERAL DOCUMENT TEMPLATE

- (v) Responsible for identification and Due Diligence of NGO partners for implementation of approved CSR activities.
- (vi) Responsible for Monitoring, Evaluation and Reporting of CSR activities.
- (vii) Responsible for quarterly review of CSR activities against the incurred CSR expenditure.
- (viii) Appropriate documentation of all CSR Project implementation, annual CSR Activities, Implementation Partners, budget and expenditures shall be complied and presented to the CSR Committee.
- (ix) The CAC shall assist the CSR Committee to prepare reports that are required to be placed before the Board. The format of the Report shall be the format prescribed under the CSR Rules stated hereunder:

S. No	CSR Project or Activity Identified	Sector which the project is covered	Project or Programs 1) Local Areas, 2) Specify the state and district where projects or programs was undertaken	Amount outlay (Budget ) Project or Program wise	Amount spent on Project or Program a)Direct Expenditure b)Overheads	Cumulative Expenditure upto the reporting period	Amount Spent Direct or through Agency	Target Date & Status

All CSR Projects of TPIL will also be reported in the Annual Report of TPIL.

## 7. CSR expenditure

TPIL shall allocate at least 2% of its average net profits before taxes(EBT) of the preceding three years, towards CSR activities to improve the quality of life of the communities.

Primary focus areas for majority of TPIL’s CSR project spend will be in and around the areas wherever it has business operations. Other areas of project spend will be subject to need to respond. Any expenditure incurred on capacity building of its own employee or administrative overheads including expenses pertaining to monitoring and evaluation of CSR projects shall not exceed five percent of the total CSR expenditure of TPIL in a financial year.

CSR expenditure shall include all expenditure pertaining to CSR projects/programs/activities in India approved by the Board level CSR committee on the recommendation of CSR Action

## GENERAL DOCUMENT TEMPLATE

---

Commission, but does not include any expenditure on an item not in conformity with the activities which fall within the purview of Schedule VII of the Act.

Any unspent/unutilized CSR allocation of a particular financial year, will be carried forward to the following financial year and not be added to the normal business profits. These funds will be further used in development of future CSR Projects.

In case the Company fails to spend the above targeted amount in that particular financial year, the Committee shall submit a report in writing to the Board specifying the reasons for not spending the amount which in turn shall be reported by the Board in their Directors' Report for that particular Financial Year.

## **8. Due Diligence: Selection of Partners**

Following set of parameters should be ensured while selecting NGOs/NPOs for execution of CSR projects/programs/activities. The identified partner(NGOs/NPOs) must

- (i) Have a permanent office/address in India;
- (ii) Be a registered society under Societies' Registration Act or a Sec 8 Company or a social enterprise.
- (iii) Have a clean track record of at least three financial years.
- (iv) Have verifiable antecedents and verifiable credentials.
- (v) Duly signed Indemnity declaration stating no relationship with the NGO/NPO partners and hence, no intention to yield business/personal benefits.(in terms of employee proposals or any proposal suggestions)
- (vi) Maintain duly audited annual accounts.
- (vii) Preferably possess a valid Income-tax Exemption Certificate.

Additionally, it must be in line with the group due diligence process and procedures.

While implementing any CSR projects/programs/activities, all possible efforts shall be made to define the following:

- (i) Project Objective
- (ii) Project Rationale
- (iii) Duration of the project
- (iv) Funds required for the project
- (v) Implementation timeline
- (vi) Responsibilities
- (vii) Measurable outcomes and indicators
- (viii) Effective monitoring and evaluation
- (x) Self-sustainability of the project

## GENERAL DOCUMENT TEMPLATE

## 9. Monitoring and Evaluation of CSR Projects

**9.1** Monitoring and Evaluation of CSR projects is integral for achieving the desired quality of project deliverables.

- (i) The CAC will monitor all CSR Activities, including utilization of funds to ensure their effective implementation in accordance with the CSR Rules.
- (ii) The CAC will convene quarterly to review the progress of CSR projects in terms of both outcome assessment and financial monitoring.
- (iii) TPIL , if and as required , will conduct impact assessment of CSR projects on a periodic basis, either on its own or through an independent professional or professional institutions.
- (iv) TPIL will conduct periodic CSR project site visits to ensure the transparency quotient of the undertaken projects.

All CSR Projects of TPINDIA will also be reported in the Annual Report of TPIL.

**9.2** In order to ensure transparency with all the relevant stakeholders , the CSR policy will be uploaded on TPIL’s website, if any along with the following.

- (i) CSR Vision
- (ii) The Composition of the CSR Committee.

## 10. Policy Guidelines

- The CSR policy shall be subservient to the provisions of the Act and Rules.
- Contribution of any amount directly/indirectly to any political party shall not be considered as CSR.
- This CSR policy document will be reviewed from time to time and any changes, if necessary, will be approved by the CSR Committee of the Board.
- CSR Policy (R1) has been reviewed and approved by the Board on 21<sup>st</sup> December, 2018, on recommendation of the CSR Committee and is effective from 22<sup>nd</sup> December, 2018.
- TPIL reserves the right to further review and update, modify, cancel, add, or amend any or all provisions of this CSR Policy when necessary.

## 11. Definitions

Abbreviation / Term	Full Name/ Description
<b>Act</b>	Companies Act, 2013
<b>CAC</b>	CSR Action Commission
<b>CSR Rules</b>	Companies Corporate Social Responsibility Policy) Rules, 2014

## GENERAL DOCUMENT TEMPLATE

---

<b>CSR</b>	Corporate Social Responsibility
<b>EBT</b>	Earning Before Taxes
<b>EMIA</b>	Europe Middle East India Africa
<b>NGO</b>	Non-Governmental Organization
<b>NPO</b>	Non-Profit Organization
<b>TPIL</b>	Technip India Ltd.

END OF DOCUMENT