

Digital Core Technologies

CSR Policy – V 1.0



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1 Preamble

The “Core” purpose of Digital Core Technologies is sustainable growth. Sustainable growth is achieved through inclusion of all stake holders with a long-term vision, responsibility and compassion. For every institution, the “stake holders” are not only the employees, investors, customers/clients and vendors, but includes the whole eco system elements such as the society around us and the environment. We understand the fact that we can sustain only if a conducive eco system is present for us to exist and grow.

Digital Core Technologies achieved fiscal breakeven in 15 months from start of operations, and as a company started booking profits from its business operations. It also started a few social support activities from the second year of its operations. The social responsibility philosophy of the company is well adopted by the employees also personally. As a result, the employees formed a charitable society called SPaCE (Society for Professional and Community Enrichment) in 2016. SPaCE has been extending personal as well as financial support for the most deserving and needy from the society around us, primarily in the area of educational support. The financial source of SPaCE is the voluntary contribution from the members of the SPaCE and the fund allocated by Digital Core Technologies.

By 2020, in 5 years’ time, Digital Core Technologies has grown from a 7 members team to 70 members team and annual turnover has grown from INR 1.2 Crore in FY 2016 to INR 14 Crore in FY 2019. In this context, DCT has adopted this CSR policy (described in this document) as the formal CSR Policy of the company from 2020 onwards.

2 Policy

We will be a responsible business that meets the highest standards of ethics and professionalism.

Digital Core Technologies is committed to contribute to the social well-being and enrichment of the community around us as well as conservation and preservation of our ecological system for the well-being of future generations (a real sustainable growth).

Our company’s social responsibility falls under two categories: **compliance** and **proactiveness**. Compliance refers to our company’s commitment to legality and willingness to observe community values. Proactiveness is every initiative to promote human rights, help communities and protect our natural environment.

- Compliance
 - o Legality

Our company will:

- Respect the law
- Honour its internal policies
- Ensure that all its business operations are legitimate



- Keep every partnership and collaboration open and transparent

- o Business ethics

We will always conduct our business with integrity and respect to human rights. We will promote:

- Safety and fair dealing
- Respect toward the Customers/Clients and Vendors
- Anti-bribery and anti-corruption practices

- Proactiveness

- o Donations and aid

Our company may preserve a budget to make monetary donations. These donations will aim to:

- Support and promote education/ training, for the benefit of rural and economically and socially constrained students and educational institutions.
- Alleviate the hardship of those in need.

- o Volunteering

Our company will encourage its employees to volunteer. They can volunteer through programs organized internally or externally. Our company may also sponsor volunteering events from other organizations.

- o Preserving the environment

Apart from legal obligations, our company will proactively protect the environment. Examples of relevant activities include:

- Re-use and Recycling
- Conserving energy
- Supporting result-oriented re-forestation and conservation activities
- Using environmentally-friendly technologies

- o Learning

We will actively invest in R&D. We will be open to suggestions and listen carefully to ideas. Our company will continuously improve the way it operates.

We will readily act to promote our identity as a socially aware and responsible business. Management will communicate this policy at all levels. The Line Managers in addition to the management, are also responsible for resolving any CSR issues.



3 Execution

As part of the CSR activities, Digital Core Technologies shall undertake activities in the following thrust areas, which are in line with the activities as suggested in the Schedule VII of the Companies act 2013.

- Education
- Environment
- Livelihood and Skill Building
- Facilitate assistance during natural disasters, *as appropriate*.

Digital Core Technologies shall entrust and encourage all its employees for volunteering for effective and fruitful implementation of the CSR initiatives.

The CSR efforts of Digital Core Technologies shall be implemented by:

- o In-house Volunteers co-ordinated by the CSR Facilitation Team
- o SPaCE Society by the employees of the Digital Core Technologies.
- o Any other credible organisations with proven track record of effective execution of relevant Social and environmental -support schemes.

To ensure effective implementation of its CSR activities, Digital Core Technologies shall have the following bodies to take care of the respective responsibilities and tasks associated with its CSR activities.

3.1 The CSR Committee of the Board:

Board of Directors of Digital Core Technologies shall approve the CSR Committee of the Board (hereafter referred as CSR Committee) and shall have minimum 3 Directors as its members.

The CSR Committee will

- o Review and refine CSR policy of the Company and adopt it with approval of the Board of Directors.
- o Monitor, Review and Evaluate CSR initiatives and expenses on a periodic basis.
- o Ensure that Digital Core Technologies follows the policies with 100% compliance with the CSR rules and regulation as applicable.
- o Give necessary guidance to Digital Core Technologies' executives and other team members for implementation and need to be compliance with the government rules as well as the CSR Policy of the company, in all aspects.

3.2 CSR Facilitation Team

CSR Committee shall form a CSR Facilitation team with Senior executives and other employees who are passionate with CSR activities. There shall be 3 to 5 members in this team. This team shall take care of the following responsibilities:

- o During the beginning of a financial Year,
 - o Prepare "Annual CSR Budget and Execution Plan" (CSR_EP) for Digital Core Technologies, compliant with the CSR Policy of the



organization as well as in Compliance with the Government CSR regulations. This shall have the following as its primary contents:

- CSR Budget estimate for the financial year. (This shall be based on the estimated net profit of Digital Core Technologies in its Budget Estimate for the Financial Year applicable).
- Beneficiaries identified for the CSR support activities, especially for the financial beneficiaries. (the list of beneficiaries can be revised based on the need, during the execution period)
- Proposed execution plan including target schedule for the proposed CSR activities and its execution mile stones. The execution plan shall also specify the monitoring mechanism of the funded activities and their success criteria.
- o Review CSR_EP and get approval from the CSR Committee

- o During the Financial year:
 - o Co-ordinate and track the implementation of the CSR_EP. The CSR activities shall be executed as a voluntary activity with participation from among the employees. The CSR_EP shall be the facilitator for all the execution activities.

- o At the end of the financial year, prepare “Annual CSR Execution Report” (CSR_ER). This shall have the following as its primary content:
 - o Summary of all the activities and associated financial expenses, during the year in the Plan Vs Actual format
 - o Details of the activities carried out during the period, list of beneficiaries etc.
 - o Financial balance sheet
 - o Continuation task if any, to be taken care in the succeeding year, this also shall be explained in this report (for the reference of CSR_EP of the succeeding year)

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