



TELK POLICY FOR CSR

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I. PREAMBLE

A responsible corporate citizen since inception, TELK envisions, "to be the best among India's Power Equipment Manufacturers with an increased share in Global Market".

It is guided by the mission to achieve market leadership and generate surplus to ensure growth by providing quality products and services that delight customers.

TELK endeavours to improve the quality of life in neighbourhood community through various community development initiatives.

II. COMMITMENT FOR CSR

"TELK commits itself to contribute to the society, discharging its corporate social responsibilities through initiatives that have positive impact on society at large, especially the community in the neighbourhood of its operations by improving the quality of life of the people, promoting inclusive growth and environmental sustainability."

III. CSR GUIDING PRINCIPLES

- Strive to improve standard of living of society at large, with preference to local and backward areas.
- Promote inclusive growth by focusing on needs of the deprived, under privileged, neglected and weaker sections of the society especially women, girl child, physically challenged and elderly persons.
- Contribute towards clean and sustainable development by protecting & maintaining the environment (air, soil and water), conserve natural resources, support biodiversity conservation and promote renewable energy.
- Integrate CSR initiatives with State / National Development plans

IV. CSR SCOPE AND COVERAGE

- This Policy for CSR applies to formulation, implementation, monitoring, evaluation, documentation, reporting of CSR activities taken up by TELK anywhere in Kerala.
- This policy does not cover activities undertaken in pursuance of TELK's normal course of business and activities exclusively for benefit of TELK's employees or their family, as the same are not considered as CSR activities.
- This policy is intended to be in conformity with the provisions of Companies Act 2013 and Government of Kerala's Guidelines on CSR, if any. In case of any contradiction between this policy and provisions of the Companies Act, the latter shall prevail.
- Any new provision arising out of amendments to Companies Act, 2013 or rules made there under shall be construed to be a part of this policy.

V. MECHANISM AND PROCESS

Towards fulfilment of its commitments for CSR and implementation of its Policy for CSR mechanism adopted by TELK is as detailed below:

1.0 Structure

The structure will be as described below:

- 1.1 The Board level Corporate Social Responsibility Committee comprising at least three Directors with at least one Independent Director, recommends to the Board for approval, the amount of expenditure to be incurred on the activities and monitor from time to time the Policy for Corporate Social Responsibility approved by the Board.
- 1.2 With a vision "To serve and empower the Physically Challenged and Economically Weaker Sections of Society", TELK will take up projects and programmes addressing niche domains of socio-economic concerns.

2.0 Programme

2.1 CSR programmes that will be undertaken by TELK include activities specified in Schedule VII of the Companies Act 2013 & rules made there under and any other activity for benefit of community at large. An Indicative list of CSR programs / projects envisaged by TELK is given as Annexure-I.

2.2 Focus areas of TELK CSR activities are Health, Education, Social Infrastructure Development, support to Physically Challenged Person (PCPs), and activities contributing towards Environment Sustainability.

Preference for CSR activities is given to local areas (within the district) around TELK's operations, ensuring that majority CSR funds are spent for activities in local areas. However, considering Inclusive Growth & Environment Sustainability and to supplement Government effort, activities are taken up anywhere in the State of Kerala.

3.0 Fund Allocation & Expenditure

3.1 In line with the requirement of the Companies Act 2013, TELK Board will approve the amount to be spent to be calculated in accordance with the provisions of the Companies Act, 2013, for CSR activities.

3.2 Funds allocated are earmarked for CSR programmes / activities approved by CSR Committee. TELK endeavours to fully spend the funds annually allocated for CSR activities / projects.

3.3 Surplus arising out of any CSR & projects/ activities does not form part of business profit of TELK.

4.0 Planning & Implementation

4.1 CSR projects / activities will be undertaken with a view to achieve improvement in living standard of communities. Accordingly, plans will be made to achieve these goals.

4.2 The plans may be dovetailed with specific government programmes to achieve the desired targets. Adequate care will be taken to ensure that there is no duplication of CSR projects with that of government's programmes.

4.3 Participation of Panchayat, Municipality & Other Local Authorities will be encouraged during planning, implementation & monitoring of CSR.

5.0 Monitoring, Evaluation & Reporting

5.1 Monitoring:

Monitoring will be done to ensure timely completion of activities and to achieve deliverables. Regular reviews will be done wherein bottlenecks are identified and remedial measures are taken.

5.2. Evaluation:

Effectiveness of CSR programme will be assessed through both internal and external evaluation.

5.3 Reporting:

CSR activities undertaken by TELK will be disseminated to the stakeholders through Company's Annual Report. These reports are made available in public domain by uploading them on TELK website.

5.4 Communication to Stakeholders:

The Policy for CSR is uploaded on TELK's website and intranet for access to external & internal stakeholders. CSR initiatives will be communicated to stakeholders through local / national print & visual media.



Indicative list of CSR projects/ programs/ activities

Item No	Schedule VII	CSR projects/ programs/ activities
i	Eradicating hunger, poverty and malnutrition, promoting preventive health care and sanitation and safe drinking water	<ul style="list-style-type: none"> • Medical Camps, training/ awareness programs on health, sanitation etc. • Infrastructure / assets for hospitals / PHCs etc • Community toilets, drains etc. • Water supply systems • Supply of drinking water
ii	Promoting education, including special education and employment enhancing vocational skills especially among children, women, elderly and the differently abled and livelihood enhancement projects	<ul style="list-style-type: none"> • Distribution of Scholarships / financial assistance to meritorious students • Infrastructure for education, Skill Development, Industrial Training etc • Vocational trainings
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	<ul style="list-style-type: none"> • Awareness Programmes on Gender Equality • Infrastructure development of orphans, old age etc. • Other measures for reducing inequalities faced by socially and economically backward groups

Item No	Schedule VII	CSR projects/ programs/ activities
iv	Ensuring environmental, ecological balance, protection of flora and fauna, animal welfare, agro-forestry, conservation of natural resources and maintaining quality of soil, air and water.	<ul style="list-style-type: none"> • Activities for protecting & maintaining environment (Air, Soil and Water). • Initiate & support measures to conserve natural resources, optimize usage of renewable energy. • Activities for Biodiversity Conservation, protection of Fauna & Flora & restoring ecological balance. • Promoting Animal Welfare & Agro Forestry. • Awareness programmes.
v	Protection of national heritage, art and culture including restoration of buildings and sites of historical importance and works of arts; setting up public libraries; promotion and development of traditional arts and handicrafts.	<ul style="list-style-type: none"> • Cultural meets. • Programmes for Protection of national heritage. • Protection, promotion and development of traditional arts & culture, handicrafts etc.
vi	Measures for the benefit of armed forces veterans, war widows and their dependents	<ul style="list-style-type: none"> • Activities for the benefit of armed forces veterans, war widows and their dependents
vii	Training to promote rural sports, nationally recognized sports, Paralympics sports & Olympic sports	<ul style="list-style-type: none"> • Rural sports, competitions • Coaching camps, distribution of Sports kit • Promotion of traditional / nationally recognized sports • Sports related infrastructure

Item No	Schedule VII	CSR projects/ programs/ activities
viii	Contribution to PM's National Relief Funds or other similar funds 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;	<ul style="list-style-type: none"> • Relief to victims of Natural Calamities like earthquake, cyclone, drought, fire & flood • Activities for support to welfare of the Scheduled Castes, the Scheduled Tribes, backward classes, minorities and women
ix	Contributions or funds provided to technology incubators located within academic institutions which are approved by the Central Government	<ul style="list-style-type: none"> • Support for technology incubators
x	Rural development projects.	<ul style="list-style-type: none"> • Construction/ Renovation of: <ul style="list-style-type: none"> o Community Centres, Bus shelters o Internal / approach Roads, culverts, etc. o Ponds/ lakes etc. • Renewable energy projects • Strengthening Electrical infrastructure
xi	Slum area development.	<ul style="list-style-type: none"> • Activities for slum area development

Note* Any other activities based on need & requirement of the stakeholders could be taken up in-line with the provision of Companies Act 2013.