

FLEETGUARD FILTERS PRIVATE LIMITED (FFPL)
CSR POLICY AND ANNUAL ACTION PLAN FOR THE FINANCIAL YEAR 2024-25

A. SCOPE OF CSR ACTIVITIES

The scope of CSR activities would be as per the provisions made under the Companies Act, 2013, Rules made thereunder and Govt.:

Sr. No.	As per schedule VII of the Companies Act, 2013	Area of initiatives to be undertaken by FFPL
1.	Eradicating hunger, poverty, and malnutrition; promoting health care including preventing 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.	Promotion of healthcare and preventive health care. Blood Donation Health Camps for the underprivileged. Others
2.	Promoting education, including special education, and employment-enhancing vocational skills, especially among children, women, elderly, and the differently abled; and livelihood enhancement projects.	School education and Sponsorship programme for students. Extra-curricular activities for students. To provide educational help to under privileged students.
3.	Promoting gender equality, empowering women, setting up homes and hostels for women and orphans; setting up old-age homes, day-care centers and such other facilities for senior citizens, and measures for reducing inequalities faced by socially and economically backward groups.	Women Empowerment. Care for health and hygiene of rural citizens of India. Community care for senior citizens and orphans.

Sr. No.	As per schedule VII of the Companies Act, 2013	Area of initiatives to be undertaken by FFPL
4.	Ensuring environmental sustainability, ecological balance, protection of flora and fauna, animal welfare, agro forestry, 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	Environmental sustainability Conservation of natural resources. Swatch Bharat Abhiyan. Renewable energy. Waste Management.
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.	Promotion of art and culture.
6.	Training to promote rural sports, nationally recognized sports, Paralympics sports and Olympic sports.	To promote Rural, Paralympic and Olympic Sports.
7.	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.	Contribution to the Prime Minister's CARES Fund.
8.	Rural Development Projects	Infrastructure and sanitation projects.

B. ORGANIZATION SETUP FOR CSR activities

- (i) The CSR Committee constituted by the Board.
- (ii) FFPL Internal CSR Team.
- (iii) Implementation Team.

C. GEOGRAPHICAL COVERAGE

CSR initiatives will be taken up primarily in the districts surrounding the peripheral areas/ impact zones of FFPL's offices, plants & units, which may be referred to as Local Areas. Managing Director and/or President of the Company are authorised to allow projects to be carried out beyond the above areas.

D. BUDGET AND EXPENDITURE

- (i) The CSR and Sustainability budget expenditure shall be fixed in accordance with the provisions of the Act, Rules, and the Guidelines.
- (ii) The budget expenditure shall not be less than 2% of the average net profits of the company during the three immediately preceding financial years. Here, net profit means net profit as defined in Companies (Corporate Social Responsibility Policy) Rules, 2014. For FY 2024-25, the CSR Budget is around Rs. 82.50 Million.
- (iii) Budget Allocation for FY 2024-25 is estimated as follows:

Focus Area	Proposed Amount (Rs. Million)
Education	30
Health and Safety	21.65
Environment	10
Local Community Infrastructure Development	20
Admin	0.85
Total	82.50

E. PLANNING:

- (i) Baseline/ need assessment survey will be carried out prior to the selection of any CSR activity.
- (ii) With a view to have a baseline data and to ascertain basic needs/ requirements of the people and the area, the FFPL Internal and Implementation Team will ensure conducting of a Survey based on which requisite schemes/projects will be identified for implementation.
- (iii) FFPL will endeavor, at all times, to build and develop the skills of its internal and implementation team and enhance the level of CSR awareness within the organization.
- (iv) While identifying the CSR projects/activities, emphasis will be given on in-house planned projects, proposals from District Administration/local Govt. body/public representatives etc.
- (v) FFPL Internal Team will scrutinize all such projects and schemes as received from various quarters before carrying out the same.
- (vi) If needed, the company may interact with the Government Organizations/Agencies for finalization of Schemes, etc. Concerned District authorities may also be contacted before taking up CSR activities in local areas.

F. EXECUTION AND IMPLEMENTATION METHODOLOGY

- (i) FFPL may also collaborate with non-government organizations, other companies for undertaking projects or programs or CSR activities.
- (ii) The external implementation partner will be identified following the due procedure in this regard.
- (iii) Preferably, executing agencies having strong credentials like good track record, relevant experience, recommendation by Govt. / other PSUs etc. shall be engaged for undertaking CSR works.
- (iv) Every project will specify the implementation schedule indicating the starting date, date of completion, likely benefits, etc.
- (v) For the purchase of materials, medical equipment and supply of other material connected with CSR activities, the relevant procedures of the company will be followed from time to time.
- (vi) CSR works executed through contractors shall adopt the same procedure as followed for award of contracts for other FFPL works.

- (vii) NGOs / Voluntary Organizations /Trusts/Society means and requires:
 - (a) A permanent office / address in India.
 - (b) Members of such agency should be predominantly Indian citizens.
 - (c) Certificate of Registration as per Societies“ Registration Act 1860 or under the Public Trust Act 1950 or non-profit making Company under the provisions of the Companies Act.
 - (d) A valid Income Tax Exemption Certificate of 12AA, 80G etc, wherever applicable.
 - (e) Minimum 3 (Three) financial years of sustained experience duly certified with Audit reports and Annual Reports from the competent authorities.

G. MONITORING MECHANISM

- (i) The CSR Internal Team shall be responsible for monitoring CSR activities at every stage.
- (ii) The company shall also form an Implementation team at operational areas to monitor the CSR work and submit reports to the FFPL CSR Internal Team on a timely basis.
- (iii) The prime duty of the Implementation team would be to provide necessary help and assistance to the FFPL CSR Internal team in identification, finalization, implementation, and monitoring of various activities/ schemes/ projects/ programmes under CSR.
- (iv) As monitoring of activities is of paramount importance, the FFPL CSR Internal team will keep a watchful eye on the implementation and periodically review progress of the work.

H. REPORTING/DOCUMENTATION/TRANSPARENCY

- (i) FFPL CSR Team shall, after completion of the project, hand over to the user.
 - (ii) An undertaking will be taken from the stakeholders, that the assets will be utilized for the purpose they have been created and shall also be maintained properly and efficiently.
 - (iii) Evaluation of all projects will be done objectively with respect to the intended outcomes.
 - (iv) The policy on CSR and the activities carried out under it, also be uploaded on the website of the Company.
 - (v) The impact made by the CSR activities will be quantified to the best possible extent.
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Composition of CSR Committee of Fleetguard Filters Private Limited

Sr. No.	Name of the Committee Member	Designation
1.	Mr. Niranjan Kirloskar	Chairman of the Committee
2.	Mr. Ajay Kirtane	Member
3.	Ms. Avani Shah	Member