
	Mangalore Refinery & Petrochemicals Ltd HR Department, CSR Section	Doc # MRPL/CSR/14-15/P.1 Rev.4
	TITLE: MRPL – CSR & SD Policy	

# MRPL CSR AND SD POLICY

## REVISION SCHEDULE

REVISION NO.	REVISION DATE	Reference
0	12/02/2015	194 Board meeting dated 13/02/2015.
<b>1</b>	<b>10/04/2018</b>	<ol style="list-style-type: none"> <li><b>1. 10<sup>th</sup> CSR &amp; SD Committee Meeting dated 30/01/2018-Minutes.</b></li> <li><b>2. 216<sup>th</sup> Board Meeting dated 13/02/2018-Minutes.</b></li> </ol>
<b>2</b>	<b>11/05/2022</b>	<ol style="list-style-type: none"> <li><b>1. 25th CSR &amp; SD Committee Meeting dated 10/05/2022-Minutes.</b></li> <li><b>2. 245th Board Meeting dated 11/05/2022-Minutes.</b></li> </ol>
<b>3</b>	<b>28/10/2022</b>	<ol style="list-style-type: none"> <li><b>1. 27th CSR &amp; SD Committee Meeting dated 27/10/2022-Minutes.</b></li> <li><b>2. 250<sup>th</sup> Board Meeting dated 28/10/2022-Minutes.</b></li> </ol>
<b>4</b>	<b>25/03/2023</b>	<ol style="list-style-type: none"> <li><b>1. 253rd Board Meeting dated 25/03/2023-Minutes.</b></li> </ol>

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## 1.0 PREAMBLE

Mangalore Refinery & Petrochemicals Limited (MRPL) is a Miniratna Schedule A, Central Public Sector Enterprise (CPSE), a group company of Oil & Natural Gas Corporation Limited (ONGC), delivering outstanding performance in Indian hydrocarbon downstream sector year after year. Right from the inception, MRPL has been undertaking Corporate Social Responsibility (CSR) activities under the name “**Samrakshan**”.


Pursuant to the introduction of the Companies Act 2013, followed by release of Company (Corporate Social Responsibility Policy) Rules, 2014 by Ministry of Corporate Affairs & Guidelines on CSR & Sustainable Development (SD) for CPSEs by Dept of Public Enterprises (DPE), MRPL is rededicating itself to ensuring sustainable and equitable development through a well-orchestrated CSR program. The following policy, drafted based on the provisions of the Companies Act 2013, Company (Corporate Social Responsibility Policy) Rules, 2014 & Guidelines on CSR & SD for CPSEs by DPE is a step in that direction.

## 2.0 SHORT TITLE AND APPLICABILITY :

- 2.1 This policy which encompasses the Company’s philosophy for delineating its responsibility as a Corporate Citizen and lays down the guidelines and mechanism for undertaking socially useful programs for the welfare & sustainable development of the community at large, is titled “**MRPL CSR Policy**”
- 2.2 This policy shall apply to CSR initiatives and activities taken up by MRPL in all its offices, in line with Act, Rules & DPE guidelines, for the benefit of different segments of the society & shall come into force, with effect from approval of MRPL Board.

## 3.0 DEFINITIONS :

- 3.1 “Act” means the Companies Act, 2013, published on 30.03.2013, by Ministry of Law & Justice. Relevant copies of the extracts, i.e. Section # 135 & Schedule VII.
- 3.2 “Rule” means the Companies (Corporate Social Responsibility Policy) Rules, 2014, notified by Ministry of Corporate Affairs, on 27.02.2014.

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- 3.3 “DPE Guidelines” means the Guidelines on CSR & SD for CPSEs issued by Dept. of Public Enterprises, effective from 01.04.2014.
- 3.4 “Corporate Social Responsibility ( CSR )” means and includes but is not limited to :
- 3.4.1 Projects or programs relating to activities specified in Schedule VII of the Act;
- or
- 3.4.2 Projects or programs relating to activities undertaken by the Board of Directors of MRPL in pursuance of the recommendation of the CSR committee of the Board as per declared CSR policy of MRPL, subject to the condition that such policy shall cover subjects enumerated in Schedule VII of the Act.
- 3.5 “CSR Section” means the section, under Human Resource (HR) Department, in MRPL looking after CSR activities of MRPL.
- 3.6 “CSR & SD Committee” means the Corporate Social Responsibility & Sustainable Development Committee of the Board referred to in section 135 of the Act.
- 3.7 “The Company” means Mangalore Refinery & Petrochemicals Ltd.


#### 4.0 CSR VISION STATEMENT :

4.1 Vision of the Company is Quote “ *To be a world-class Refining and Petrochemicals Company, with a strong emphasis on Productivity, Customer Satisfaction, Safety, Health and Environment Management, Corporate Social Responsibility and Care for Employees* ” Unquote

4.2 Mission of the Company is as follows :

Quote “

- *Sustain Leadership in energy conservation, efficiency, productivity and innovation.*
- *Capitalize on emerging opportunities in the domestic and international market*
- *Strive to meet customers’ requirements to their satisfaction.*
- *Maintain global standards in health, safety and environmental norms with a strong commitment towards community welfare.*
- *Continuing focus on employee welfare and employee relations.*

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- *Imbibe highest standards of business ethics and values.*

“Unquote

- 4.3 “ The Company through its CSR initiatives, will focus on strong commitment towards welfare of the community in which it operates, through its services, conduct & initiatives, so as to promote growth for the society and community, in its role as a socially responsible Corporate, with environmental concern. “

## 5.0 OBJECTIVE OF THE MRPL CSR Policy :

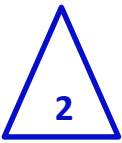
5.1 To ensure an increased commitment at all levels in the organization, to operate its business in an economically, socially & environmentally sustainable manner, while recognizing the interests of all its stakeholders.

5.2 To take up programs that benefit the communities in and around its offices and results over a period of time, in enhancing the quality of life & economic wellbeing of the local populace, with special care and attention to the weaker section of the society.

5.3 To generate through its CSR initiatives, a community goodwill for MRPL and help reinforce a positive & socially responsible image of the Company as a corporate entity.

## 6.0 THE BRAND NAME OF MRPL CSR ACTIVITIES:

The Company’s CSR activities are promoted under the brand name of “Samrakshan” which captures the spirit and commitment of the Company’s CSR policy, that is to “**protect, preserve and promote**” the social, cultural and environmental heritage and wealth, in and around the area of our businesses and to usher in sustainable and equitable development.




The logo of Samrakshan shown above depicts the following:

- a) ONGC –MRPL logo is clearly visible
- b) Regional and National language text is included
- c) On the right side of the CSR logo, the tree represents the ENVIRONMENT, the dots represent the PEOPLE/SOCIETY, and the hands represent MRPL illustrating that MRPL is committed to the well-being of society and the environment.

This logo is displayed in all the CSR projects undertaken by the Company.

## 7.0 FUNCTIONS OF THE CSR SECTION :

- 7.1 “Identify the CSR activities/projects/programs in line with the Section 135 & Schedule VII of the Act, Rule and Guidelines & CSR agenda of the Company”.
- 7.2 Collate CSR Project data and put up to the CSR Committee before the beginning of the relevant financial year to concur and recommend amount of expenditure to be incurred on the CSR activities, identified projects, within the CSR budget available for the FY, computed as per the Act, for the approval of the Board. The proposal will also have the details of activities and unspent carry forward amount if any, of CSR budget of previous financial year, with the justification of why the same could not be spent.
- 7.3 Execute the CSR activities/projects/programs, as per the approval of the Board.

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- 7.4 Monitor the progress of the CSR activities with respect to timelines and quality & provide quarterly progress reports to the CSR committee.
- 7.5 Constitute suitable in-house techno-commercial multi-disciplinary internal committee for supervising & bill certification.
- 7.6 Put up bills duly certified by the techno-commercial committee for approval of payment through competent authority, as per the Delegation of Authority (DoA) of the Company.
- 7.7 Organize impact assessment study through third parties, post completion of the project, to establish efficacy of the project, as well as get feedback for improvement in the future, while taking up similar projects.
- 7.8 Devise a communication strategy for regular information and feedback sharing with key stake holders. Publish relevant information in Companies Intranet, Internet, Press and Media.
- 7.9 Provide information sought by the Ministry & other Statutory Bodies


#### **8.0 FUNCTIONS OF THE CSR & SD COMMITTEE:**

- 8.1 Formulate and recommend to the Board, a Corporate Social Responsibility Policy.
- 8.2 Recommend the amount of expenditure to be incurred on the CSR activities, on yearly basis.
- 8.3 Monitor the CSR activities of the company as per the approved policy from time to time.
- 8.4 To meet minimum once in a quarter and to send a quarterly compliance report to the Board, starting from 1<sup>st</sup> quarter of a financial year.
- 8.5 **To review the individual CSR projects up to ` 1.00 Crore (inclusive of applicable taxes) approved by the Committee of Directors.**
- 8.6 **To review and recommend the individual CSR project costing more than ` 1.00 Crore to the Board for approval.**



#### **9.0 FUNCTIONS OF THE BOARD :**

- 9.1 Approve the CSR Policy based on the recommendations of the CSR committee.
- 9.2 Ensure that the activities included in CSR Policy are undertaken by the company.

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- 9.3 Ensure that activities included by the company in its CSR policy are related to the activities included in schedule VII of the Act.
- 9.4 Ensure that the company spends, in every financial year, at least two per cent of the average net profit of the company made during the three immediately preceding financial years, in pursuance of its CSR Policy.
- 9.5 Under exceptional circumstances, approve carry forward the unspent CSR amount to the next year, based on reasons put up for non-utilisation and proposed plan for utilization in the next year and disclose the same in the Annual Report.




**9.6 To consider and approve individual CSR projects above ₹ 1.00 Core (inclusive of applicable taxes) on the recommendation of CSR & SD Committee.**

#### **10.0 FINANCIAL COMPONENT & CSR BUDGET:**

- 10.1 Budgetary allocation for the CSR activities in every financial year shall be at least 2% of the average net profits of the company made during the three immediately preceding financial years. The “average net profits” shall be calculated in accordance with the provisions of section 198 of the Act or as may be revised from time to time by the Act.
- 10.2 CSR Committee shall recommend the CSR budget, based on the proposal put up by CSR Section. In the proposal, details such as approved CSR budget for the previous year, actual expenditure on CSR in the previous year and the resultant computation for the present year shall be given. Further, CSR budget will include all the activities / projects identified for the year and would be subjected to scrutiny of CSR & SD committee. Projects/activities on Environment and Sustainable Development will not be a part of the CSR budget.
- 10.3 3 years of non-applicability of the criteria such as threshold limits of net-worth, turnover or net profit, mentioned in the Section 135(1) of the Act is required to exit CSR compliance requirements, however the Company would be required to take up CSR activities, if the Company makes profits in any particular year.
- 10.4 The surplus arising out of the CSR projects or programs or activities shall not form part of the business profits of the Company.



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The budget allocated as above, should be spent within the financial year. If due to some reason, the budget of a year remains unutilized, the unspent amount shall be permitted to carry forward to the next financial year, provided the reasons for not utilizing the entire CSR amount in a particular year and the plan(s) for utilizing the unspent amount in the next year is approved by the Board and disclosed in its report made under clause (o) of sub section (3) of section 134 of the Act.

#### **11.0 FOCUS AREAS OF CSR:**

The following are the 5 identified focus areas & activities in broad.


##### **11.1 SHIKSHA SAMRAKSHAN :**

- 11.1.1 Activities that promote education, especially in Anganwadi, Govt and Govt aided schools.
- 11.1.2 Imparting skill development and vocational courses, targeted at unemployed rural youth, particularly women and candidates from SC, ST, OBC& BPL families.
- 11.1.3 Providing infrastructure for setting up additional class rooms, toilets specially for girls, kitchen, Science & Computer Labs, Sports facilities & Extra Curricular activities for overall development of students.
- 11.1.4 Providing nutritious food & clean drinking water, sanitation facilities in Educational Institutions.

##### **11.2 AROGYA SAMRAKSHAN :**

- 11.2.1 Health Care, by way of running Primary Health Centres in rural areas
- 11.2.2 Conducting medical camps in villages.
- 11.2.3 Organising awareness campaigns on HIV, Hepatitis etc.
- 11.2.4 Conducting artificial limb camps.
- 11.2.5 Providing infrastructural help for OHCs, Govt Hospitals.

##### **11.3 BAHUJANA SAMRAKSHAN :**

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- 11.3.1 Infrastructure support to community halls near our operational areas.
- 11.3.2 Women’s empowerment, girl child development, gender sensitive projects.
- 11.3.3 Initiatives for physically and mentally challenged.
- 11.3.4 Initiatives for SC/ST communities
- 11.3.5 "Preparedness and Capacity Building" in Disaster Management
- 11.3.6 Activities in support of the PDF communities in MRPL Rehab colony.

**11.4 PRAKRITI SAMRAKSHAN :**

- 11.4.1 Providing infrastructural support for Drinking water supply to neighbouring villages
- 11.4.2 Supporting clean drinking water & sanitation projects in rural area
- 11.4.3 Water management including ground water recharge.
- 11.4.4 Conducting awareness programs in schools and villages on environment management

**11.5 SANSKRITI SAMRAKSHAN :**


- 11.5.1 Protection of Local historical and cultural artefacts and historical monuments, heritage sites etc.
- 11.5.2 Promotion of local artisans, craftsman, musicians, artists and their art forms etc. for preservation of local heritage, art and culture.

Apart from above, CSR activities advised by Ministry of Petroleum & Natural Gas, from time to time will also be taken up by the Company.

Detailed write up these five focus areas are :

**12.0 IDENTIFICATION OF THE CSR ACTIVITIES :**

- 12.1 CSR Section shall identify the CSR projects / programs for the year, drawn from the above paras, which however when liberally interpreted, shall be broadly limited to the activities allowed under Schedule VII of the Act. However the list of specific activities to be taken up in each Financial Year will be put up each year, while seeking budgetary approvals.

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12.2 CSR section while identifying the CSR activities shall consider & give preference to the suggestion/demands of the key stake holders, especially those who are directly impacted by the company's operations / activities. As per the Act, the company shall give preference to the 'local area' in selecting the location of its CSR activities and the Company shall define the 'local area\*'. Considering the proximity to the Refinery Dakshina Kannada (D.K), is considered as 'local area\*' for the purpose of CSR activities. However the company will give first preference to the Village Panchayath surrounding the Refinery & Raw water pumping area in Sarapady Village, Bantwal Taluk, D.K District, considering the fact that maximum impact of operations on the society & environment is on this area. **\*For local area please refer to para 12.4.**



### 12.3 BROAD GUIDELINES FOR IDENTIFYING CSR ACTIVITIES:

- 12.3.1 Identification of stakeholders (society) and intended beneficiaries of the project. While identifying the project, CSR section will check the following:
  - 12.3.1.1 The relevance of the project, i.e. whether it is integrated with the social and environment concerns, related to the nature and impact of the Company's business and whether it will deliver/contribute to sustainable development of the Company.
  - 12.3.1.2 Adequacy of the proposal for meeting the imminent need of the beneficiary.
  - 12.3.1.3 Whether the activities are philanthropic activities, since mere donations to philanthropic/charity or other organizations would not come under the category of CSR activities.
  - 12.3.1.4 Ensure the activities proposed are not related to the business of the Company or its employees.
- 12.3.2 Preparation of an annual calendar of CSR activities.
- 12.3.3 Monitoring progress and completion of activities /projects up to completion of total commitment from the Company.
- 12.3.4 Every individual Project will have details of execution including timelines.

- 12.3.5 Impact measurement study after the completion of the CSR project, which shall include metrics and methodology to measure the accruing benefits as identified in the baseline study, before taking up the project.
- 12.3.6 Evaluate the benefit and impact on community (what & measurement thereof) on three tiers - immediate, mid-term and long term, that leads to increased social bottom line and thus to Corporate Social Performance.
  - 12.3.6.1 Definition of role of the Company & extent of involvement in the project activity cycle.
  - 12.3.6.2 All CSR activities will come under the 3 UN Global Compact Principles pertaining to Environment, Business and therefore will adopt
    - 12.3.6.3 A precautionary approach to environmental challenges.
    - 12.3.6.4 Undertake initiatives to promote greater environmental responsibility
    - 12.3.6.5 Encourage the development and diffusion of environmentally-friendly technologies.




12.4 Allocation of funds will be in the ratio of 60% in local area, 30% in other parts of Karnataka and 10% in other States in India. Any variation to the above is to be brought to the notice of the CSR/SD Committee.

12.4.1 Company can take up those districts in Karnataka on priority in which it has operation such as retail outlets, depots, terminals and other establishment to be considered as local area.

12.4.1 Area within some suitable radius around which the operations exist can also be considered as local area.

12.5 This clause is deleted.

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- 12.6 The company may take up CSR activities in collaboration with Group Companies and other CPSEs for greater social, economic and environmental impact of their CSR activities / projects.
- 12.7 CSR projects taken up before implementation of Act and Rule and which are ongoing, would remain valid till their completion.

### **12.8 Restrictions/Preferences:**

- 12.8.1 Contribution of any amount directly or indirectly to any political party not to be considered as CSR activities.
- 12.8.2 The CSR projects and programs shall be undertaken within India and the company shall give preference to the local area and areas around it where it operates for spending the amount earmarked for CSR Activities.
- 12.8.3 One off events such as marathons / awards / charitable contributions / advertisement. Sponsorship of TV programs etc would not be qualified as part of the CSR expenditure.
- 12.8.4 Expenses incurred by the Company for the fulfillment of any act / statute of legislations (such as Labour Laws, Land acquisition Act etc) would not count as CSR expenditure.
- 12.8.5 Contribution to the corpus of a Trust / Society / Section 8 Companies will qualify as CSR expenditure as long as (a) the Trust / Society / Section 8 Companies etc is created exclusively for undertaking CSR activities & (b) where the corpus is created exclusively for a purpose directly relatable to a subject covered in Schedule VII of the Act.
- 12.8.6 CSR activities shall not include the activities undertaken in pursuance of the normal course of business of the Company.

### **13 PROCEDURE OF PUTTING UP A PROPOSAL FOR APPROVAL OF EACH CSR ACTIVITY :**

13.1 CSR Section will put up an agenda note, for approval of CSR Budget for the Financial Year.

The proposal will have a write up of each of the project, with details. The CSR Committee will review the same and recommend suitable proposals to the Board for approval of yearly budget and in-principle approval for the activities listed in the proposal.

13.2 Based on in principle approval accorded by Board, CSR Section will put up a formal proposal note for each of the Project. The proposal will capture the following details :

- Brief Description of the CSR project.
- What the project intends to do?
- What are the Project timeline / schedule?
- Who are the targeted beneficiaries?
- How the beneficiaries are going to be benefited?
- What are the metrics for measuring intended benefit?
- How the project will be monitored in terms of physical milestones and social milestones.
- Measuring performance in terms of the intended benefit.
- Financial requirement for undertaking the activity, funding sources (if any other than the Company) and fund requirement timeline.
- % of each project over the total CSR budget for the FY
- Capturing the social benefits to the Company and communication accordingly for enhanced reputation.

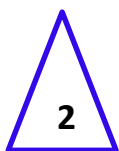


13.3 The approval note for individual CSR project/program/activity as recommended by the CSR & SD committee and approved by the Board, will be put up to the Competent Authority, as per the Delegation of Authority, as tabulated below :

Level No.	Scheme Value (₹)	Approving Authority *
Level 1	Above Rs.50 Lacs	Committee of Directors
Level 2	Up to Rs. 50 lakhs	Any of the Directors

Level 3	Up to Rs. 20 lakhs	CGM/GM in charge of CSR Department
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Note : \* With Financial Concurrence




#### 14.0 Implementation:

- 14.1 The Board shall ensure that the CSR activities are undertaken by the company itself or through:
- (a) a company established under section 8 of the Act, or a registered public trust or a registered society, registered under section 12A and 80 G of the Income Tax Act, 1961 (43 of 1961), established by the company, either singly or along with any other company, or
  - (b) a company established under section 8 of the Act or a registered trust or a registered society, established by the Central Government or State Government; or
  - (c) Any entity established under an Act of Parliament or a State legislature; or

**a company established under section 8 of the Act, or a registered public trust or a registered society, exempted under sub- clauses (iv), (v), (vi) or via of clause (23c) of section 10 or registered under section 12A and approved under 80 G of the Income Tax Act, 1961, and having an established track record of at least three years in undertaking in similar activities.**



- 14.2 (a) Every entity, covered under 14.1 who intends to undertake any CSR activity, shall register itself with the Central Government by filing the form CSR-1 electronically with the Registrar, with effect from the **01st day of April 2021**:
- (b) Form CSR-1 shall be signed and submitted electronically by the entity and shall be verified digitally by a Chartered Accountant in practice or a Company Secretary in practice or a Cost Accountant in practice.
  - (c) On the submission of the Form CSR-1 on the portal, a unique CSR Registration Number shall be generated by the system automatically.
- 14.3 In case of ongoing project, the Board of a Company shall monitor the implementation of the project with reference to the approved timelines and year-wise allocation and shall be competent to make modifications, if any, for smooth implementation of the project within the overall permissible time period".
- 14.4 The CSR Committee shall formulate and recommend to the Board, **an annual action plan** in pursuance of its CSR policy, which shall include the following:
- (a) The list of CSR projects or programmes that are approved to be undertaken in areas or subjects specified in Schedule VII of the Act;
  - (b) The manner of execution of such projects or programmes as specified in 14.1;

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- (c) The modalities of utilisation of funds and implementation schedules for the projects or programmes;
- (d) Monitoring and reporting mechanism for the projects or programmes; and
- (e) details of need and impact assessment, if any, for the projects undertaken by the company: Provided that Board may alter such plan at any time during the financial year, as per the recommendation of its CSR Committee, based on the reasonable justification to that effect.”

14.5 “**Ongoing Project**” means a multi-year project undertaken by a Company in fulfilment of its CSR obligation having timelines not exceeding three years excluding the financial year in which it was commenced, and shall include such project that was initially not approved as a multiyear project but whose duration has been extended beyond one year by the Board based on reasonable justification.

### **15.0 CSR Expenditure**

15.1 The board shall ensure that the administrative overheads shall not exceed five percent of total CSR expenditure of the company for the financial year.

15.2 Any surplus arising out of the CSR activities shall not form part of the business profit of a company and shall be ploughed back into the same project or shall be transferred to the Unspent CSR Account and spent in pursuance of CSR policy and annual action plan of the company or transfer such surplus amount to a Fund specified in Schedule VII, within a period of six months of the expiry of the financial year.

15.3 Where a company spends an amount in excess of requirement provided under sub-section (5) of section 135, such excess amount may be set off against the requirement to spend under sub-section (5) of section 135 up to immediate succeeding three financial years subject to the conditions that-

15.3.1 The excess amount available for set off shall not include the surplus arising out of the CSR activities, if any, in pursuance of 15.2.


15.3.2 The Board of the company shall pass a resolution to that effect.

### **16.0 MONITORING & REPORTING OF CSR ACTIVITIES:**

16.1 CSR Section shall monitor the progress of the CSR activities with respect to timelines and quality & provide quarterly progress reports to the CSR committee.

16.2 Quarterly report: The CSR Committee will ensure the implementation of the projects/programs/activities proposed to be undertaken by the company and monitor the amount being spent on CSR activities. A Quarterly compliance report shall be placed before the CSR committee from the 1<sup>st</sup> Quarter of the financial year, by the CSR Section. As per requirement the CSR committee shall meet every Quarter to discuss on the activities conducted in that quarter.



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16.3 Yearly Directors report shall include a report on CSR from the FY 2014-15. The Board of Directors has to include a report on CSR in their Boards Report as given in the prescribed format at para 20.0 .

**17.0 COMMUNICATION STRATEGY:** With the approval of the Board of Directors, the company shall, disclose the contents of policy and CSR activities of the Company, in its website. CSR Section of the Company will organize regular information and feedback sharing with key stake holders and publish relevant information in Companies Intranet, Internet, Press and Media.

18.0 This policy shall serve as a referral document for planning and selection of the CSR activities of the Company, though whenever in doubt, cross reference to Act is advised to avoid any inconsistencies with the latter.

19.0 This policy will come into effect, upon approval by the Board, based on recommendation by the CSR Committee with or without modification. Revision shall be proposed by CSR Section, based on amendment to the Act or Rule or DPE guideline or due to any practical difficulty, which arises during implementation. Authority to revise the MRPL CSR Policy vests with Board, based on recommendation of CSR / SD Committee.

## **20.0 CSR Reporting**

The Board's Report of a company covered under these rules pertaining to any financial year shall include an annual report on CSR Activities.

Every company having average CSR obligation of ten crore rupees or more in pursuance of subsection (5) of section 135 of the Act, in the three immediately preceding financial years, shall undertake impact assessment, through an independent agency, of their CSR projects having outlays of one crore rupees or more, and which have been completed not less than one year before undertaking the impact study.

A Company undertaking impact assessment may book the expenditure towards Corporate Social Responsibility for that financial year, which shall not exceed **two percent** of the total CSR expenditure for that financial year or fifty lakh rupees, **whichever is higher.**”

Display of CSR activities on its website. - The Board of Directors of the Company shall mandatorily disclose the composition of the CSR Committee, and CSR Policy and Projects approved by the Board on their website, for public access.



### FORMAT FOR THE ANNUAL REPORT ON CSR ACTIVITIES

1. Brief outline on CSR Policy of the Company.

2. Composition of CSR Committee:

Sl. No.	Name of Director	Designation / Nature of Directorship	Number of meetings of CSR Committee held during the year	Number of meetings of CSR Committee attended during the year
1				
2				
3				

3. Provide the web-link where Composition of CSR committee, CSR Policy and CSR projects approved by the board are disclosed on the website of the company.

4 Provide the executive summary along with web-link(s) of Impact Assessment of CSR Projects carried out in pursuance of sub-rule (3) of rule 8, if applicable.

5

a) Average net profit of the company as per sub-section (5) of section 135.

b) Two percent of average net profit of the company as per sub-section (5) of section 135.

c) Surplus arising out of the CSR Projects or programmes or activities of the previous financial years.

d) Amount required to be set off for the financial year, if any.

e) Total CSR obligation for the financial year [(b) + (c) - (d)].

6. a) Amount spent on CSR projects (both Ongoing Project and other than Ongoing Project).  
b) Amount spent in Administrative Overheads.  
c) Amount spent on Impact Assessment, if applicable.  
d) Total amount spent for the Financial Year [(a) + (b) + (c)].  
e) CSR amount spent or unspent for the Financial Year:

Total Amount Spent for the Financial Year.(in Rs.)	Amount Unspent (in Rs)				
	Total Amount transferred to Unspent CSR Account as per sub section (6) of section 135.		Amount transferred to any fund specified under Schedule VII as per second proviso to sub-section (5) of section 135.		
	Amount	Date of Transfer	Name of the Fund	Amount	Date of transfer.

- f) Excess amount for set-off if any:

Sl. No.	Particular	Amount in (Rs.)
(1)	(2)	(3)
i	Two percent of average net profit of the company as per sub-section (5) of section 135	
ii	Total amount spent for the Financial year	
iii	Excess amount spent of the Financial year [(ii)-(i)]	
iv	Surplus arising out of the CSR projects or programmes or activities of the previous Financial Years , if any.	
v	Amount available for set off in succeeding Financial Years [(iii)-(iv)]	

Details of Unspent Corporate Social Responsibility amount for the preceding three Financial Years:

1	2	3	4	5	6	7	8
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Sl. No.	Preceding financial Year(s)	Amount transferred to Unspent CSR Amount under sub-Section (6) of section 135 (in Rs)	Balance Amount in Unspent CSR Account under Sub Section (6) of section 135 (in Rs)	Amount Spent in the Financial year (in Rs)	Amount transferred to a Fund as specified under Schedule VII as per second proviso to sub-section (5) of section 135, if any		Amount remaining to be spent in succeeding Financial Years (in Rs)	Deficiency, if any
					Amount in (Rs)	Date of Transfer		
1	FY-1							
2	FY-2							
3	FY-3							

7. Whether any capital assets have been created or acquired through Corporate Social Responsibility amount spent in the financial Year:

Yes                      No

If Yes, entre the number of Capital assets created /acquired

Furnish the details relating to such asset(s) so created or acquired through Corporate Social Responsibility amount spent in the Financial Year:

Sl. No.	Short particulars of the property or asset(s) [including complete address and location of the property]	Pin-code of the property of asset(s)	Date of creation	Amount of CSR amount spent	Details of entity/ Authority beneficiary of the registered owner		
(1)	(2)	(3)	(4)	(5)	(6)		
					CSR Registration Number, if applicable	Name	Registered address

(All the fields should be captured as appearing in the revenue record, flat no, house no, Municipal office/Municipal Corporation/ Gram Panchayat are to be specified and also the area of the immovable property as well as boundaries).

**8. Specify the reason(s), if the company has failed to spent tow per cent of the average net profit as per sub- section(5) of section135.**

<b>(Chief Executive Officer or Managing Director or Director).</b>	<b>(Chairman CSR Committee)</b>	<b>[Person specified under clause (d) of sub-section (1) of section 380 of the Act] (Wherever applicable).</b>
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**INDICATIVE GUIDELINES ON THE 5 FOCUS AREAS:**

**1.0 SHIKSHA SAMRAKSHAN**

**1.1 Education, including vocational courses and activities that promote education, especially in Govt. and Govt. aided schools.**

Projects on education are to focus on the objective of quality education, particularly in school education to improve levels of functional literacy and support sustained enrolment in the communities around our work place for weaker sections of the society, ie SC/ST/OBC/BPL families/girl child/physically challenged etc. Projects such as providing safe drinking water, toilets especially for girls, health and sanitation etc, will be given preference. The monitoring parameters will be; output – attendance / enrolment figures, outcome; dropout rates, improvement in assessed learning levels compared to pre-project figures.

**1.2 Vocational courses** will focus on employability and its link with livelihoods and sustainable development. Projects on vocational courses will consider the employability in the job market, the requirement of skill sets and courses will be tailored accordingly. CSR projects in this focus area will concentrate on organizing skill development / Vocational Training and other training programs to improve the skills and employability of the weaker sections of the society, ie SC/ST/OBC/BPL families/women/girl child/physically challenged etc.. The monitoring parameters will be; output – figures of youth provided with employability market linked skill development training, outcome - placement of trained youth based on the CSR project delivered training.

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## 2.0 AROGYA SAMRAKSHAN

### 2.1 Health Care.


2.1.1 Medical Camps: Provision of free generic health or specific disease focused screening, counseling and treatment protocol as feasible to the poor and needy sections of the community around our workplace on a periodic basis. The target group may be gender and age neutral for generic health screening and may be stratified based on gender and /age for disease focused screening. Where applicable, the projects may be linked or ride on Medical Institutes, Medical education based / Govt Public Health outreach programs... The objective generally is to provide periodic health screening coverage to the marginalized sections of the society around our work place.

2.1.2 Women oriented health schemes: More focused towards providing maternal and child care to young women in the area. An indicator for the successful implementation of such programs may be gross reduction in Maternal Mortality Rate (MMR) and Infant Mortality Rate (IMR).

2.1.3 Health schemes for elderly people: Specific health schemes targeting the senior citizens and providing the relief measures can be implemented. Another extension of the health based schemes for the elderly may be the maintenance & support of “Old age homes” for the needy and neglected among the elderly, palliative care and specialized geriatric care.

2.1.4 Immunization programs: Immunization programs with the aid of chosen specialists / concerned organizations specializing in this field can be undertaken. Projects in this field are only to help children from the marginalized sections of the society around our work places to get immunization coverage as per Government immunization programs. Projects based on immunization programs need to be designed and carried out with abundant caution.

CSR Section shall exercise to ensure that there is no duplication in payment from any other Govt or non-Govt agencies.

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### **3.0 BAHUJANA SAMRAKSHAN**

#### **3.1 Infrastructure support near our operational areas:**

Only those infrastructure development projects which are not related to our operational requirements directly shall be treated as CSR activity. Rural infrastructure development is to form an important part of CSR activity of the Company, since it is also in tune with the vision & mission of the Company. The emphasis shall be on creation of new and sustainable infrastructure besides working towards improvement of the existing infrastructure.


The basic objective of CSR projects is to augment basic infrastructure facilities like drinking water, sanitation, area electrification, community centre, panchayat ghar, water drains, roads etc, especially in the area dominated by weaker section of the society, such as SC/ST/OBC/BPL families/Old and aged/women/girl child/physically challenged etc. Projects will be identified as per the need and requirement of local administration based on the need assessment survey.

#### **3.2 Women’s empowerment, girl child development, gender sensitive projects:**

CSR Section shall aim at supporting continued enrolment of girl child in school and improving their literacy levels through projects and the assistance to the girl child under MRPL’s scholarship scheme.

CSR Section shall also organize child development programs, women's workshop and Gender Inequality Workshop and entrepreneurship development program for promoting and nurturing skill development of local women to undertake mid day meal scheme for school children, tailoring units, candle-making units etc.

#### **3.3 Initiatives for physically and mentally challenged:**

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CSR activities in this area will focus on projects to improve infrastructure and working of institutions catering to the need of poor physically and mentally challenged people such as homes for physically and mentally challenged people run by Government and other social organizations. It may also include special camps, counseling services and running of appropriate vocational courses for physically and mentally challenged people. The focus could be on mainstreaming physically and mentally challenged people into society through appropriately designed CSR projects.

### **3.4 Initiatives for SC/ST**

Imparting vocational training, support to SC/ST Hostels, provision of basic hygiene amenities, shelter and clothing, conducting medical camps, De-addiction programmers, recognition of their traditional skill sets and cultural wealth to improve their self-esteem and dignity.

CSR section shall ensure that the support and programs mentioned above, will be targeted only to BPL families and no duplication of funding from Govt or other agencies happens.


### **3.5 "Preparedness and Capacity Building" in Disaster Management**

Disaster Preparedness and mitigation shall be addressed through organising seminars, conferences and workshops designed to help create awareness in the Company amongst causal labour and in villages in the disaster radius of MRPL. Industry and academic bodies conducting seminars, conferences and workshops, distributing literature or conducting mass media based awareness programs in these areas will be given preference.

### **3.6 Activities in support of the Project Displaced Family (PDF) communes – MRPL Rehab colony.**

CSR Section shall routinely visit the Rehabilitation Colony set up by the Company and to identify the support in terms of Infrastructural needs, such as drinking water, sanitation, street lighting, maintenance of the roads in the colony, community hall etc. However care shall be exercised, to ensure that there is no duplication of funding on projects, by any other agencies.



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#### **4.0 PRAKRITI SAMRAKSHAN**

##### **4.1 Water management including ground water recharge.**

Need based projects to mitigate the sufferings of villagers located near operational areas and / or other drought prone water scarcity areas particularly facing drinking water problems (both quantity and quality) by technically feasible projects to enhance safe drinking and irrigation water using location appropriate, locally popular technologies such as rain water harvesting, deepening, de-silting / modification of village tanks, creating recharge tube wells with a view to properly utilize rain water in draught prone areas. Traditional rural approaches such as small check dams, step wells etc., could be popularized.

#### **5.0 SANSKRITI SAMRAKSHAN**


##### **5.1 Promotion of artisans, craftsman, musicians, artists etc. for preservation of heritage, art and culture:**

The company shall try to address the growing need for the support & promotion of art, artisans, craft and craftsmen, particularly the not so popular ones and those likely to fade away with time, under the CSR umbrella. CSR Section will focus on the local craftsmen or the people belonging to the tribal belts, near our Refinery area.

There is also urgent need to repackage and redesign the promotional campaigns for the artisans and craftsmen with the help of specialized NGO's involved in these specific areas.

CSR Section will support projects to help set up small scale production facility or providing the financial help to groups approaching to promote the local crafts or help artisans and craftsmen in providing market linkage, so that they have a source of income based on their art / craft products. These projects could be in the form of tie ups with specialized retail chains, bulk purchase of souvenirs by the Company, Group Companies / parent company ONGC etc.,

##### **5.2 Protection of heritage sites, UNESCO heritage monuments etc, Tulu historical and cultural artifacts and Jain historical sites.**

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Dakshina Kannada & Udupi District has a rich cultural and architectural heritage. However, there are hardly any sites/ monuments in this area under the care of Archaeological Survey of India (ASI) despite housing some of the oldest Jain inscriptions, sculptures, visible cultural artifacts of an ancient Tulu civilization and almost lost ancient historical records.

As part of CSR activity, the CSR Section may take up projects for:

- Conservation and restoration of Heritage sites
- Identify and work for the restoration of such sites with the help of the local stakeholders.
- Development of recreational facilities to use heritage sites, which are either not on the tourist map of the country / or not popular so far, to create a source of revenue for the local stakeholders.