



# **Good & Green CSR Policy**

## Contents

1. Preamble .....	4
2. Purpose.....	4
3. Policy Statement.....	4
4. Scope of CSR activities in GCPL.....	4
4.1 Normal Course of Business.....	5
5. Focus Areas for CSR.....	5
Good & Green .....	5
5.1 Employability.....	5
5.2 Greener India.....	6
5.3 Innovating for Good & Green .....	6
5.4 Brighter Giving.....	7
6. Governance Structure.....	8
6.1 Board-level CSR Committee.....	8
6.1.1 Members.....	8
6.1.2 Responsibilities.....	8
6.2 Management Committee.....	9
6.2.1 Members.....	9
6.2.2 Responsibilities.....	9
6.3 Programme Managers .....	9
6.3.1 Responsibilities.....	9
7. CSR Budget.....	10
8. Project Life-cycle .....	10
8.1 Project Approval.....	10
8.2 Implementation.....	10
8.3 Monitoring .....	10
8.4 Reporting.....	11

9. Partner Qualifications.....	11
10. Treatment of Surpluses.....	11

## **1. Preamble**

At Godrej Consumer Products Limited (GCPL), we are committed to the Godrej Group's 'Good & Green' vision of creating a more inclusive and greener India. Our strategic Corporate Social Responsibility (CSR) projects are aimed at achieving Good & Green goals and have helped us build a reputation of being one of the most socially and environmentally responsible companies in India.

## **2. Purpose**

The key purpose of this policy is to:

- Define what CSR means to us and the approach adopted to achieve our Good & Green goals
- Identify broad areas of intervention in which the company will undertake projects
- Define the kind of projects that will come under the ambit of CSR
- Serve as a guiding document to help execute and monitor CSR projects
- Elucidate criteria for implementation agencies
- Explain the manner in which the surpluses from CSR projects will be treated

## **3. Policy Statement**

Through our Good & Green CSR policy we align our CSR strategy with the Godrej group's Good & Green vision and goals. The policy focuses on addressing critical social, environmental and economic needs of the marginalised / underprivileged sections of the society. We adopt a shared value approach that helps solve these critical problems while strengthening our competitive advantage. The approach aligns our growth with social and environmental impact.

## **4. Scope of CSR activities in GCPL**

As a practice, we classify only those projects that are over and above our normal course of business as CSR. This policy applies to all our CSR projects. On a periodic basis this policy will be reviewed and

updated in line with relevant codes of corporate governance, international standards and best practices.

Furthermore, the policy also fulfills the requirements of the CSR rules as per the Section 135 of the Companies Act, 2013.

#### **4.1 Normal Course of Business**

Our normal course of business is to manufacture home care, personal care and hygiene products for markets in India and abroad. We are the largest home-grown home and personal care company in India. We are constantly innovating to delight our consumers with more exciting, superior quality products at affordable prices. We also give a high priority to comply with the regulatory requirements while keeping up with the industry standards in procurement, manufacturing, technology and safety.

### **5. Focus Areas for CSR**

#### **Good & Green**

By 2020, we aspire to create a more employable Indian workforce, build a greener India, and innovate for 'good' and 'green' products. The Godrej group's Good & Green goals for 2020 are:

#### **5.1 Employability**

*Train 1 million rural and urban youth in skills that enhance their earning potential through employability projects*

India has 600 million people below the age of 25 out of which only 80 million (13%) are employable. Recognising the seriousness of this problem, we have undertaken projects that

focus on capacity and skill building of diverse target groups from rural youth to low-income women to make them employable and improve their earning potential and livelihoods.

## **5.2 Greener India**

*Achieve zero waste to landfill, carbon neutrality, a positive water balance, 30% reduction in specific energy consumption and increase utilization of renewable energy sources through the Greener India projects*

Our endeavor is to prevent the further deterioration of the environment and preserve it for the future generations. The Greener India initiative aims to do this through innovative projects that contribute to achieving the Godrej Group's goals (as in Section 5.2) linked to ensuring environmental sustainability.

## **5.3 Innovating for Good & Green**

Generate a third of our portfolio revenues from 'good' and/or 'green' products and services – defined as products that are environmentally superior or addresses a critical social issue (e.g., health, sanitation, disease prevention) for consumers at the bottom of the income pyramid

We define a 'Good' product/service as one that addresses a critical issue for marginalized sections of the society. The issue addressed could be related to health, hygiene, water, sanitation, housing, education, livelihoods etc. A 'Green' product/service is that which reduces energy, Greenhouse Gas emissions, water or material consumption, eliminates toxic materials or uses recyclable, renewable and/or natural material.

Innovation and societal good form the core of our Research & Development activities. This at times is supplemented by cause-related campaigns that aim at educating the marginalized communities to adopt better habits.

## 5.4 Brighter Giving

We encourage our team members to be a part of our CSR projects. Through Brighter Giving, our structured volunteering programme, we provide volunteering opportunities to our team members to engage in skill-based, longer-term volunteering projects.

Our Good & Green CSR policy contributes to the Group-wide goals by adopting projects in the areas of intervention defined in Schedule VII of the Companies Act, 2013.

Over and above the Good & Green goals, from time to time we undertake additional CSR activities under Schedule VII, such as:

- **Education:** Inclusive and equitable quality education for different age groups and promote life-long learning opportunities for all
- **Environmental sustainability:** Water conservation, clean and renewable energy, reduction of waste to landfill, environmental sustainability, ecological balance, conservation of natural resources and reduction of pollution
- **Relief funds:** Contribute to government relief funds or any other fund for disaster relief and rehabilitation
- **Rural development:** Integrated rural development to improve education, health, livelihoods, and environmental conditions in rural and marginalized geographies
- **Poverty & hunger:** Support poverty and malnutrition projects, promote preventive healthcare and sanitation, safe drinking water
- **Research & technology:** Support to research institutions and technology incubators in Central Government approved academic and research institutions
- **Gender issues:** Support empowerment programmes for girl children, adolescent girls, and women, through education, health and livelihood projects, etc.

- **National heritage:** Protection of national heritage, art and culture
- **Sports:** Promote sports in all forms, geographies and for all groups including (but not limited to) sports for persons with disabilities
- **Armed forces welfare:** support armed forces veterans, war widows and their dependents

## 6. Governance Structure

We have constituted a robust and transparent governance structure to oversee the implementation of our CSR Policy, in compliance with the requirements of Section 135 of the Companies Act, 2013.

### 6.1 Board-level CSR Committee

The CSR governance structure of GCPL will be headed by the Board-level CSR committee.

#### 6.1.1 Members

This committee will report to the Board of the company, and will comprise of

1. Mr. N. B. Godrej
2. Ms. Nisaba Godrej
3. Ms. Tanya Dubash
4. Mr. Vivek Gambhir
5. Mr. Narendra Ambwani (Independent Director)

#### 6.1.2 Responsibilities

- Formulate and update GCPL's CSR Policy, which will be approved by the Board of GCPL
- Suggest areas of intervention to the Board of GCPL
- Approve projects that are in line with the CSR policy
- Put monitoring mechanisms in place to track the progress of each project



- Recommend the CSR expenditure to the Board of GCPL for approval
- Meet twice a year to review the progress made

## **6.2 Management Committee**

The Management Committee is responsible for ensuring the smooth execution of all the CSR projects within the company. The committee will report to the Board-level CSR Committee.

### **6.2.1 Members**

The members will include heads of individual departments.

### **6.2.2 Responsibilities**

- Responsible for the execution of the decisions taken by the Board-level CSR Committees
- Ensure on-ground implementation of projects
- Send periodic reports to the Board-level CSR Committee
- Meet every quarter to review the progress

## **6.3 Programme Managers**

The Programme Manager will be responsible for on-ground implementation of the projects.

### **6.3.1 Responsibilities**

- Evaluate projects as per the framework
- Implement projects based on set targets and action plans
- Regularly monitor the activities
- Send quarterly reports to the Management Committee and Corporate Good & Green team
- Find suitable implementation partners, conduct due diligence and get approval from

- the Board
- Evaluate possible collaborations with other organizations on CSR projects

## **7. CSR Budget**

The total budget for the CSR projects will be decided as a part of the Annual Operating Plans, in accordance with the Good & Green goals and priorities identified for each of the key focus areas by the CSR Committee.

## **8. Project Life-cycle**

At GCPL, CSR projects are strategically planned and managed. Following are the key stages of a project:

### **8.1 Project Approval**

The projects suggested by the Management Committee in consultation with the Corporate Good & Green team and company-level programme managers will be presented for the approval of the Board-level CSR Committee.

### **8.2 Implementation**

The final projects approved by the Board Level CSR Committee will be sent to the individual Programme Managers, who in turn will break down the projects into time-bound targets and action plans. These projects will either be self-implemented, in partnership with an Implementing Agency or in collaboration with another corporates.

### **8.3 Monitoring**

The individual Programme Managers will be responsible for monitoring approved projects, by methods which may include site visits, review meetings, progress reports etc. Online portals have been developed to track data and monitor projects thereby ensuring transparency and efficiency in the

implementation process. Projects will be evaluated against the goals and milestones defined for the project, together with the Implementing Agency (if any). The reports will be submitted to the Management Committee for the quarterly review meetings.

#### **8.4 Reporting**

The Board-level CSR committee, based on reports presented by the Management Committee, will annually publish report on the CSR projects as a part of the Director's report. The report will disclose information in the format as prescribed by the Section 135 of the Companies Act, 2013.

### **9. Partner Qualifications**

If a third party is employed to carry out the implementation of our CSR projects, the Board of GCPL will ensure that they have a clearly explained mission/vision and an established track record of three years in undertaking similar projects or programmes. The implementation agencies should be able to produce their latest audited annual reports and in case of an NGO, they should also be able to produce their registration forms according to 80G/12A.

### **10. Treatment of Surpluses**

Any surplus generated from CSR projects undertaken by us will be tracked and channelized into our CSR corpus. These funds will be further used in development of the CSR projects and will not be added to the normal business profits.