



# CORPORATE SOCIAL RESPONSIBILITY (CSR) POLICY

## 1. DEFINITIONS

- 1.1 **Act** means the Companies Act, 2013 and Rules framed thereunder, as amended from time to time.
- 1.2. **Board** means Board of Directors of the Company.
- 1.3 **Directors** mean Directors of the Company.
- 1.4 **Company** means TATA SIA Airlines Limited operating under the brand name "Vistara".
- 1.5 **CSR** means Corporate Social Responsibility.
- 1.6 **CSR Committee or Committee** shall mean the Corporate Social Responsibility and Safety Committee as constituted by the Board of Directors of the Company in accordance with the Act and the Rules made thereunder.
- 1.7 **CSR Policy** shall mean the Corporate Social Responsibility Policy of the Company, which covers the yearly activities undertaken by the Company under the policy and the CSR expenditure thereon.

## 2. CSR MISSION

To operate in a prudent manner so as to **minimize negative impact** to our environment, to proactively use **our skills and expertise**, and leverage **our services** for the benefit of the community through **consistent and targeted actions**.

The aim is to leverage the robust heritage of social service of Company's parent brands, Tata Sons Limited (TATA) and Singapore Airlines Limited (SIA), to make a positive impact on the community in which the Company operates.

## 3. OBJECTIVES OF THE CSR POLICY

- i. To define a framework and budget for CSR activities and initiatives in the Company;
- ii. To designate a CSR committee that will ensure compliance with the guidelines set in the CSR Policy;
- iii. To establish standard operating procedures to monitor the implementation of planned CSR initiatives and to report it in a transparent fashion;
- iv. To outline a governance and auditing mechanism for external parties (NGOs) involved in executing CSR initiatives with the Company.

## 4. CSR COMMITTEE

In terms of section 135 of the Act, the Board of Directors of the Company at its meeting held on March 30, 2016 has constituted a CSR and Safety Committee.

The Committee, inter alia, will be responsible for:

- i. To formulate and recommend to the Board, a CSR Policy which shall indicate the activities to be undertaken by the Company as specified in Schedule VII of the Act and the rules made thereunder.
- ii. Ensuring that the CSR Policy is in compliance with the Act.
- iii. Recommending to the Board the CSR expenditure to be incurred in a financial year.
- iv. Recommending to the Board modifications to the CSR Policy as and when required.
- v. Sharing updates on CSR activities with the Board and for the annual report.
- vi. To monitor the implementation of framework of CSR Policy.
- vii. To carry out any other function as mandated by the Board from time to time and / or enforced by any statutory notification, amendment or modification, as may be applicable, necessary or appropriate for performance of its duties.

## **5. CSR FRAMEWORK**

5.1 The Company shall undertake the activities as recommended by the CSR Committee and approved by the Board in accordance with the provisions of Section 135 of the Act read with Schedule VII and Companies (CSR Policy) Rules, 2014:

- i. Eradicating hunger, poverty and malnutrition, [“promoting health care including preventive health care and sanitation [including contribution to the Swach Bharat Kosh set-up by the Central Government for the promotion of sanitation] and making available safe drinking water.
- ii. promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly and the differently abled and livelihood enhancement projects.
- 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.
- iv. ensuring environmental sustainability, ecological balance, protection of flora and fauna, animal welfare, agroforestry, 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].
- v. 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 art and handicrafts;
- vi. measures for the benefit of armed forces veterans, war widows and their dependents;
- vii. training to promote rural sports, nationally recognised sports, Paralympic sports and Olympic sports

- viii. contribution to the prime minister's national relief fund or any other fund set up by the central govt. for socio economic development and relief and welfare of the schedule caste, tribes, other backward classes, minorities and women;
- ix. contributions or funds provided to technology incubators located within academic institutions which are approved by the central govt;
- x. rural development projects.

5.2 While the Company strive to undertake all or any suitable activity as specified in Schedule VII to the Act, the focus areas of CSR in the Company are:

- i. Children & Education – Promoting secondary level education and a healthy lifestyle in underprivileged children to help achieve their dreams
- ii. Employability skills – Equipping underprivileged children especially girls with useful vocational skills and encourage them to consider career in aviation or related sectors
- iii. Environment & Sustainability – Ensuring sustainability, ecological balance and conservation of natural resources in the environment

5.3 The primary modes of community outreach will be:

- i. Donation and grant-giving
- ii. Employee volunteering
- iii. Voluntary payroll giving
- iv. Providing access to air travel and cargo space

5.4 All CSR initiatives in the Company will be planned keeping in mind the conduciveness of participation by pilots and crew, out-station employees and Company's leaders.

5.5 Platforms of Company's parent brands, such as Tata Engage, will additionally be utilized to partner with them and enable wider outreach of the Company's employees through programmes such as ProEngage and Tata Volunteering Week.

5.6 The primary NGO partners are identified as the Salaam Baalak Trust, Goonj, Akshaya Patra and Give India.

## **6. CSR BUDGET**

A CSR budget shall be prepared for every financial year and submit along-with the main budget if for approval of the Board. The expenditure will be based on the number of CSR initiatives projected and the approximate cost per initiative. The CSR budget will comprise of cost of organizing activities and CSR engagement (including sustainability initiatives such as environment conservation).

## **7. GOVERNANCE**

- i. All NGO partners working with the Company shall undergo a thorough due diligence process to ensure compliance with the regulatory norms being followed in India at present.

- ii. The Company shall follow the listing criteria developed by the Tata Group, which will be used to determine whether or not an organisation is eligible for partnership with the Company. This will include a review of the financial statements, governance mechanism, board members and programme reviews of the potential NGO partner.
- iii. Once an NGO is on board as a partner, the CSR representative of the Company shall undertake periodic visits to the NGOs to keep a check on how funds/donated goods are being utilized.

#### **8. MONITORING, REPORTING AND EVALUATION**

- i. The CSR representative of the Company shall coordinate/ review the implementation of CSR and sustainability initiatives at various areas and report to the Board through the CSR Committee.
- ii. The CSR Committee shall meet on a half yearly basis to monitor the implementation of CSR Policy.
- iii. Updates about activities related to CSR involving employee participation on a Company level will be shared on the internal social networking tool for employees, V-One (Workplace by Facebook).
- iv. Every station in-charge shall submit a quarterly report on the CSR activities to the CSR representative.

#### **9. CSR POLICY REVIEW**

The CSR Policy will be subject to review by the CSR Committee/ Board as may be required from time to time.

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