

CORPORATE SOCIAL RESPONSIBILITY (CSR) POLICY
PITNEY BOWES INDIA PRIVATE LIMITED

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CORPORATE SOCIAL RESPONSIBILITY (CSR) POLICY

1. INTRODUCTION

The concept of Corporate Social Responsibility (CSR) has gained prominence from all avenues. Organizations have realized that government alone will not be able to get success in its endeavor to uplift the downtrodden of society. The concept of CSR has been looked upon as closely linked with the principle of sustainable economic development, which requires the organizations to make decisions not only based on financial factors but also on immediate and long term social & environmental consequences of their activities. Ministry of Corporate Affairs has notified Section 135 of the Companies Act, 2013 and Schedule VII thereto along with the Companies (Corporate Social Responsibility Policy) Rules, 2014 (hereinafter “CSR Rules”), effective April 01, 2014, including any amendments thereto from time to time. This Corporate Social Responsibility Policy (hereinafter “CSR Policy”) of Pitney Bowes India Private Limited (“the Company” or “PBI”) has been prepared pursuant to Section 135 of the Companies Act, 2013 and the CSR Rules and any amendments thereto from time to time. This CSR policy should serve as the referral document for all CSR-related activities at PBI.

This policy intends to promote a unified and strategic approach to CSR across the Company by incorporating under one ‘Rise for Good’ umbrella the diverse range of its philanthropic giving, identifying select constituencies and causes to work with, thereby ensuring a high social impact.

2. PHILOSOPHY

Our core value statement, “We do the right thing, the right way,” sets the tone for how we interact with our stakeholders. We are committed to treating our clients, business partners, co-workers and communities where we live and work with fairness, honesty, respect and integrity. Every day, we demonstrate our commitment to corporate responsibility through the way we conduct business. Our culture of integrity is fundamental to our success and has been throughout our history. We hold employees responsible for adhering to company policies and values as well as local laws and regulations.

We at Pitney Bowes conduct our operations in an environmentally responsible manner. Sustainability encompasses both the design of our products and services and our manufacturing, packaging and distribution practices.

3. FOCUS AREAS

In accordance with the requirements under the Companies Act, 2013, PBI CSR activities, amongst others, will focus on:

- **HUNGER, POVERTY, MALNUTRITION AND HEALTH:** Eradicating extreme hunger, poverty and malnutrition, promoting preventive healthcare and sanitation and making available safe drinking water.
- **EDUCATION:** Promoting education, including special education and employment-enhancing vocational skills especially among children, women, elderly and the differently abled, and livelihood enhancement projects.
- **RURAL DEVELOPMENT PROJECTS:** Strengthening rural areas by improving accessibility, housing, drinking water, sanitation, power and livelihoods, thereby creating sustainable villages.
- **GENDER EQUALITY AND EMPOWERMENT OF WOMEN:** Promoting gender equality and empowering women; setting up homes, hostels and day care centers for women and orphans; setting up old age homes and such other facilities for senior citizens; and adopting measures for reducing inequalities faced by socially and economically backward groups.
- **ENVIRONMENTAL SUSTAINABILITY:** Ensuring environmental sustainability, ecological balance, protection of flora and fauna, animal welfare, agro-forestry, conservation of natural resources and maintaining the quality of soil, air and water.
- **NATIONAL HERITAGE, ART AND CULTURE:** Protecting national heritage, art and culture including restoration of buildings and sites of historical importance and works of art; setting up public libraries; promoting and developing traditional arts and handicrafts.
- **ARMED FORCES:** measures for the benefit of armed forces veterans, war widows and their dependents, [Central Armed Police Forces (CAPF) and Central Para Military Forces (CPMF) veterans, and their dependents including widows];
- **PROMOTE SPORTS:** training to promote rural sports, nationally recognised sports, paralympic sports and olympic sports
- **CONTRIBUTION TO FUNDS:** contribution to the prime minister's national relief fund or Prime Minister's Citizen Assistance and Relief in Emergency Situations Fund (PM CARES 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;
- **CONTRIBUTIONS:** (a)Contribution to incubators or research and development projects in the field of science, technology, engineering and medicine, funded by the Central Government or State Government or Public Sector Undertaking or any agency of the Central Government or State Government; and

(b) Contributions to public funded Universities; Indian Institute of Technology (IITs); National Laboratories and autonomous bodies established under Department of Atomic Energy (DAE); Department of Biotechnology (DBT); Department of Science and Technology (DST); Department of Pharmaceuticals; Ministry of Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homoeopathy (AYUSH); Ministry of Electronics and Information Technology and other bodies, namely Defense Research and Development Organisation (DRDO); Indian Council of Agricultural Research (ICAR); Indian Council of Medical Research (ICMR) and Council of Scientific and

Industrial Research (CSIR), engaged in conducting research in science, technology, engineering and medicine aimed at promoting Sustainable Development Goals (SDGs).]

- **RURAL DEVELOPMENT PROJECTS**
- **SLUM AREA DEVELOPMENT:** 'Slum area' shall mean any area declared as such by the Central Government or any State Government or any other competent authority under any law for the time being in force.
- **DISASTER MANAGEMENT:** disaster management, including relief, rehabilitation and reconstruction activities.

4 UNDERTAKING CSR ACTIVITIES

The CSR Internal Working and Monitoring Team would assist in implementation and monitoring of the CSR projects/initiatives. The actual implementation of various initiatives will be broad-based with the involvement of various employees/units or through implementing agencies like NGOs, Trusts, Societies, Section8/Section25 Companies, or through collaborative projects with other corporates. In case of an implementing agency being a 'not for profit' organization, the entity should typically have not less than three years of experience in implementing projects in the respective area.

PBI will undertake its CSR activities, approved by the CSR Committee, through following ways :-

- 4.1 Directly by PBI.
- 4.2 Through NGOs/Voluntary Organizations/Trusts
- 4.3 Through concerned State/District Authorities such other entity/organization as approved by the CSR Committee. The surplus arising out of the CSR activities, projects or programs shall not form part of the business profit of the Company.

5 CSR FUNDS

The amount for the purpose of aforesaid CSR activities would include the following:

- 5.1 2% (two per cent) of the average net profits before tax of PBI made during immediately preceding 3 (three) financial years;
- 5.2 any income arising therefrom
- 5.2 surplus arising out of CSR activities carried out by PBI and such surplus will not be part of business profit of PBI.

6 LOCATION OF CSR EFFORTS

The CSR activities shall be undertaken at such locations within India as decided by the CSR Committee from time to time, provided that the preference shall be given to the local areas and areas around it where it operates.

7 GOVERNANCE

Overall governance of Corporate Social Responsibility and approving of the CSR policy will be the responsibility of the CSR Committee of the Board. The CSR Internal Working and Monitoring Team of the company will be responsible for administering and executing the policy. As the company's CSR activities evolve further, the policy may be revised with the approval of the CSR Committee of the Board.

8 CORPORATE SOCIAL RESPONSIBILITY (CSR) COMMITTEE

8.1. Constitution

Pursuant to the provisions of Section 135 of the Act, the Board of Directors shall constitute the Corporate Social Responsibility (CSR) Committee. The Members of CSR shall be appointed by the Board of Directors of the Company which must consist of at least two or more Directors. Accordingly, the constitution of CSR Committee formed by Pitney Bowes India Private Limited is as follows:

S. No.	Name of the member	Designation in committee	Designation in Pitney Bowes India Private Limited
1	Venkat Rao	Member	Director
2	Arun Shankaran Kutty	Member	Director

8.2. Functions and Powers of Committee

To effectively implement the objectives of the Company with respect to CSR, the Committee is vested with the following functions and powers:

- a. Formulate CSR Policy and recommend the same to the Board of Directors of the Company for approval
- b. Recommend CSR activities as stated under Schedule VII of the Act
- c. Approve to undertake CSR activities, if necessary, in collaboration with PBI group companies/other Companies/firms/NGOs etc., and to separately report the same in line with the CSR Rules
- d. Recommend the CSR Budget
- e. Spend the allocated CSR amount on the CSR activities once it is approved by the Board of Directors of the Company in accordance with the Act and the CSR Rules
- f. Create transparent monitoring mechanism for implementation of CSR initiatives in India
- g. Submit the Reports to the Board in respect of the CSR activities undertaken by the Company

- h. Monitor CSR Policy from time to time
- i. Monitor activities/charter of Internal Working and Monitoring Group (WG) who are authorized to ensure that the CSR activities of the Company are implemented effectively
- j. Authorize executives of the Company to attend the CSR Committee Meetings, if necessary
- k. To ensure legal and regulatory compliance from a CSR viewpoint
- l. To ensure reporting and communication to stakeholders on the company CSR projects/initiatives.

8.3. Meetings of the Committee

For smooth functioning of the Committee, the members shall meet as below to discuss such matters and to take such decisions as may be necessary;

- a. The CSR Committee shall hold at least one meetings in a year.
- b. The members of the Committee may mutually agree between them regarding time and place for the said meetings.
- c. The quorum for the CSR Committee Meeting shall be one-third of its total strength (any fraction contained in that one-third be rounded off as one) or two members, whichever is higher.
- d. The Members of the Committee may participate in the meeting either in person or through video conferencing or other audio visual means as may be convenient.

9 CSR ANNUAL ACTION PLAN

The CSR Committee shall formulate and recommend to the Board, an annual action plan which is a yearly plan of CSR activities that would be placed before the Board of Directors of the Company based on recommendation of its CSR Committee in pursuance of its CSR policy, which shall include the following, namely:-

- a) Each year budget for CSR activities shall be as decided by the board of the directors.
- b) The actual budget shall be based on the CSR programmes planned and approved for that year.
- c) the list of CSR projects or programmes that are approved to be undertaken in areas or subjects specified in Schedule VII of the Act ;
- d) the manner of execution of such projects or programmes;
- e) the modalities of utilisation of funds and implementation schedules for the projects or programmes;
- f) monitoring and reporting mechanism for the projects or programmes; and
- g) details of need and impact assessment, if any, for the projects undertaken by the company.
- h) All projects undertaken by the company will be approved/ratified by the CSR Committee of the Board

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

10 REPORTING AND PUBLICATION OF CSR POLICY

As per the CSR Rules, the contents of the CSR Policy shall be included in the Directors' Report and the same shall be displayed on the Company's website, if any.

11. ORGANIZATIONAL MECHANISM / SUPERVISION

- 11.1 A separate Internal Working and Monitoring Team of CSR within company headed by a senior person with suitable back ground and reporting directly to the MD or a Director nominated by MD shall deal with all activities related to CSR. The team may also hire consultants with required competency and experience from time to time for identified projects to be in-charge of implementation of the projects.
- 11.2 A suitable Trust / Registered society may also be established to implement specific Project / Activity. In the managing body of such Trust / Society at least 50% representation shall be from Pitney Bowes India.
- 11.3 The Company may take up the projects directly or through any of the reputed NGOs or any other agency / respective district authorities as may be decided with the approval of MD.
- 11.4 The CSR Committee and CSR team would play a significant role in ensuring that the CSR policy is embedded across the company operations and the CSR initiatives are in line with the policy.

12 AUDIT

All CSR activities and expenses made thereon will be subject to audit by the Company's auditors / Independent auditors i.e. firm of Chartered Accountants.

13 MONITORING MECHANISM

13.1 An Internal Working and Monitoring Team comprising of employees of the Company will be set up to ensure effective implementation and monitoring of the projects approved by the CSR Committee from time to time.

13.2 Reporting by Internal Working and Monitoring Team

The Internal Working and Monitoring Team will report / give feedback to the CSR Committee for all CSR projects undertaken.

The Internal Working and Monitoring Team shall submit reports to the CSR Committee of the Company at least once in six months on the progress of the various projects approved by the Committee and entrusted to the Group for implementation and monitoring.

14. POLICY REVIEW AND FUTURE AMENDMENT

The administration of the CSR Policy of the Company and the execution of identified CSR projects, programs and activities under it shall be carried out under the control and overall supervision of an internal monitoring group formed for this purpose.

Further, the Board of Directors may revise/ amend this CSR Policy based on the recommendations of the CSR committee or to bring the same in line with the guidelines or amendments issued from time to time by Government on the subject.