Policy: IBS Corporate Social Responsibility

Purpose: IBS Software Vision and Policy Document for CSR initiatives

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CSR – Corporate Social Responsibility
EC – Executive Chairman

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References

NIL

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1. Context

The core values of IBS Software namely, Commitment, Integrity, Passion, Precision and Respect for the Individual, are the guiding stars which mould IBSians in all spheres of their personal and professional lives and these values help every IBSian to remain committed to building an ecosystem that is at its contributing best.

IBS Software believes that the future of a society, a country and the world at large is in the hands of its youth. Reaching out to underprivileged children and giving them the best possible education, primary health care and good standard of living will help them grow into responsible citizens.

Corporate Social Responsibility (CSR) initiatives of IBS Software are aimed at moulding IBS Software and its people to remain committed to contributing to the society not only financial resources far above the statutory obligations, but also its manpower time, expertise, management and technology best practices for the development of the society and communities IBSians dwell and operate in.

2. Objectives

a) To provide ample opportunities for children from the underprivileged/economically backward sections of the society, thus enabling them to develop to their full potential and become contributing citizens of tomorrow.

b) To think beyond business objectives and build an ecosystem that is safe, nurtures innovation and promotes inclusive growth and development.

3. Vision

To continually and meaningfully contribute to the overall development of children in the society by providing them sound education, best health care, safe environment, and good standard of living leading to productive livelihoods.

4. Focus Areas

a) Education and health care for children linked to attractive livelihood opportunities in future

b) Healthcare and livelihoods for women/mothers so they can contribute effectively to their child's welfare

c) Making safety, road safety to be specific, an essential part of education and living

5. Guiding principles

a) Highest degree of integrity and transparency shall be maintained in all activities of CSR

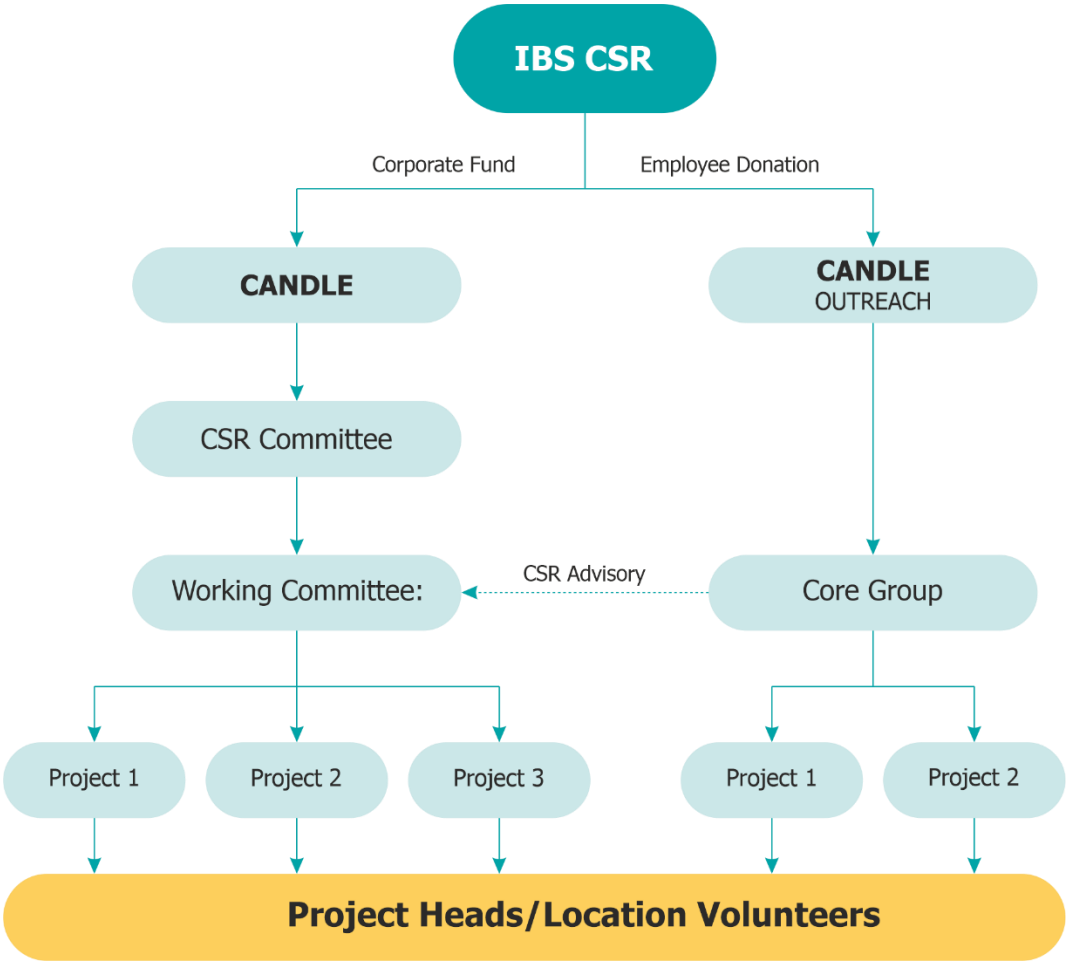
b) All CSR initiatives shall follow the law of land without any discrimination of race /religion /caste /creed /ethnicity

c) All CSR projects shall be totally inclusive and accessible to deserving beneficiaries, giving equal opportunities and without any bias

d) IBS Software shall not partner with any organization, which has any discriminating selection criteria

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6. CSR Organisation



6.1 CSR committee

The composition of the CSR Committee shall be as required under Companies Act, 2013. Executive Chairman of the IBS Software Board of Directors shall be the Chairman of the Committee.

6.2 Working committee

The Working Committee is appointed by the CSR Committee. This shall consist of executive as well as advisory members, who are primarily accountable for successful budgeting, evaluation, resource mobilization and timely execution of all approved CSR projects.

6.3 Project heads

These are full time CSR professionals or IBSians on medium term deputation spearheading CSR projects and accountable for meeting all the metrics/deliverables of the projects. They will focus on all the major short, medium

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and long-term projects done either directly by IBS Software or in partnership with other Not-for-Profit organizations.

6.4 CSR Advisory

Members of the Core group of Candle Outreach shall serve as the CSR Advisory. Apart from contributing volunteering and domain consulting time for large CSR projects, this team shall also mobilize volunteer time and individual financial contributions for small one-off projects.

7.Funding

2% of IBS' (IBS Software, India entity) average net profit of the preceding three financial years shall be utilized for CSR initiatives. (Net profit to be calculated in accordance with the provisions of Section 198 of Companies Act, 2013)

8. Project evaluation and implementation

a) Evaluation of all CSR initiatives shall be undertaken directly by IBS Software, as well as through various agencies including registered trusts/ societies or companies or autonomous bodies/government departments appointed by IBS Software

b) A due diligence of the organization/cause shall be conducted to assess

i. The likely project impact and its alignment with the IBS Software CSR objectives

ii. Track record of the organization/cause

iii. Competence and integrity of the management team

iv. Fund allocation on the programs and its reach to the beneficiaries

c) A detailed project plan shall be made with all the critical outcomes/metrics and milestones identified and an MoU signed with the partner organization, linking mutual responsibilities and outcomes to progressive funding

9. Project monitoring and feedback

To ensure transparency and effective implementation of the CSR programs undertaken, the following monitoring mechanism shall be instituted

a) Monthly/Quarterly Progress Report

b) Site Visits

c) Documentary evidence including photographs, films and videos

d) Fund utilization certificates and financial audit

e) Constant tracking and review of the actual vs. targeted outcomes/metrics/ project goals/impact/ beneficiary delight

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10. Reporting

Board of Directors' Report for every Financial Year shall include

a) CSR Annual Report containing details of the CSR projects implemented

b) Working Committee's Responsibility Statement that confirms that the implementation and monitoring of the projects is in compliance with the CSR Policy and the CSR Objectives

c) Report stating the reason for not utilizing the funds allocated, if any

11. Operating Model

a) Prepare the annual budgets for each financial year, highlighting the projects that need to be run and the associated financials.

b) Identify and recommend various projects to the CSR Committee for approval. CSR Committee recommends expenditure/projects as per Section 135 (3) (b) and Rule 2 C and Rule 7 of CSR Rules

c) Based on approval, Working Committee shall launch the projects

d) Prepare the high level plan and constitute a project team to run/manage the projects

e) Coordinate internal and external communication to build awareness and support for the cause

f) Monitor the projects and report progress to the CSR Committee

12. Financial Model

a) CSR shall operate with an annual budget that shall detail the available budget for CSR initiatives, preparedat the start of every financial year

b) CSR shall have monthly contributions accrued through corporate, individual and other organizational contributions

c) CSR shall always operate within the approved corporate budgets

d) All expenses shall be accounted and presented to the CSR Committee for approval on a periodic basis

13. Success Criteria

IBS' CSR initiatives shall be considered a success when:

a) There is employee engagement in CSR activities and IBSians actively contribute their time, effort, expertise and management and technology best practices

b) The objectives and targeted outcomes of each of the CSR projects undertaken are met

c) There is a visible difference to the society through its CSR projects

d) IBS Software is able to garner public support and influence public policy through its CSR initiatives

14. Effective Date

Effective from the date of Approval by Board of Directors of IBS Software Private Limited

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Annexure 1 - Candle Brand Guideline

Candle

1. All internal and external communication on IBS' CSR activities shall bear the name **Candle**
2. CSR initiatives funded using employee donations shall be called **Candle Outreach** for internal communication and accounting purposes only
3. The logos, in terms of its font, color, proportion and application shall be used only as prescribed in this document. Any alterations to the same, if required, shall be brought to the attention of the Marketing team. Changes are subject to sole discretion of the Marketing team

Logo





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Annexure 2 – Candle Employee Participation & Engagement

The success of an organization's CSR initiative is solely dependent on the commitment of its people. Rewards and recognition policy of IBS Software extends to its CSR organization as well to encourage participation of its people and to help them understand the importance of societal development and the impact each one of them can create by taking part in Candle activities.

Candle will function like any other Business/Enabling unit of IBS Software and will have the power to declare Spot Awards as well as the Excellence and Debutant awards. These awards will also reflect in the individual's Feed-Forward and will serve as a repository of his/her commitment to the organization's CSR initiatives.

Excellence/debutant awards

Candle Working Committee will have the responsibility to nominate its members for the Excellence/Debutant awards. Award recommendations shall be based on the contribution made by an individual in the CSR projects or as an advisory to the CSR activities. CSR Committee, will have the authority to approve the Excellence and Debutant award winners.

Spot awards

Candle Outreach core group and the Candle Working Committee will have the responsibility to nominate/approve members for the Spot awards. Appreciation received for an individual will be considered as eligible for the Customer Champ award, extraordinary work in a particular CSR project will be eligible for a department/team champ based on the impact it has created.

Internal vacancy notification (IVN)

Candle will announce its decision to take up large CSR projects through an internal communication. Following that an IVN will be circulated for the appointment of a Project Manager. IBSians who have a keen interest in working for social causes and are willing to take up the responsibility can apply for the same. There will be a selection process and the most eligible candidate will be selected. Duration of the CSR project will be announced along with the IVN. The selected candidate will have to work full-time for the CSR project and resume to regular work at the end of the CSR project tenure.

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Annexure 3 – Candle Outreach

Candle Outreach is an employee-funded and employee-managed organization supporting the lesser privileged children in fulfilling their right to good health & nutrition, basic education and a sound standard of living. Candle Outreach also supports medical cases, blood donation needs, conducts events and runs special programs on a regular basis.

Operating Model

a) Venture out in search of individuals/groups/organizations who need support

b) Investigate & identify genuine cases

c) Check out if there is enough finances to support the cause

d) Assess if the support of Candle Outreach would really make a difference

e) Get over 60% consensus from the Candle Outreach core group and support the case

f) Review the beneficiaries (Beneficiaries are given one-time or periodic support extending up to a maximum of 12 months. Every beneficiary is reviewed in the11th month, as is done for a new case, and decision revised.)

Financial Model

Candle beneficiary support and its operations shall be managed by the contributions of IBS Software employees with an aim to contribute

a) 70% of the monthly contribution on children in supporting their education, health & good living

b) 25% of the contribution in support of medical cases that are found genuine and life saving

c) 5% on administrative expenses incurred events/visits/PR/Communications

Organization

Candle Outreach core group → Candle location volunteer

Candle Outreach Core Group

The administrative group which ensures that candle is managed as per the values, beliefs and vision of IBS Software and its founders. This group manages Candle outreach operations.

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Annexure 4 – Candle Bylaws

a) CSR Committee shall meet at-least once every quarter. Minimum quorum of 2/3rd is required for the meeting. Recommendations need to have 2/3rd approval.

b) CSR Committee shall review the CSR policy and charter as and when required and at least once every year and will make recommendations to the Board for necessary changes.

c) Candle activities shall be focused on India, with specific focus on the regions where IBS Software operates (Kerala, Karnataka & Tamilnadu).

d) All Candle activities shall be abiding the law of land and shall be without any discrimination for race / religion / caste / creed or ethnicity. All IBS Software CSR projects shall be totally inclusive and accessible to all deserving beneficiaries giving equal opportunities and without any bias. IBS Software shall not partner any organization, which has any discriminating selection criteria.

e) Candle activities shall be focused on resolving problems that are deemed as important by the public / state and within the focus areas highlighted.

f) Candle should refrain from carrying out projects / activities that may be termed controversial.

g) To the extent possible, Candle will leverage the IBS Software organization and infrastructure to function (formation of teams, back office support, IT & communication infrastructure, office space etc.)

h) Candle shall refrain from doing mere cheque book charity. Instead most of the projects it funds and support shall be adopted for a medium to long term basis. Candle funds shall be backed up with volunteer support, domain expertise, capacity building, management and technology best practices, pro bono management consulting, etc.

i) To build scale and maximize impact, Candle shall support, partner and build capacity of organizations working for the cause identified, rather than fund individuals. Candle shall fund program expenses, but shall not fund asset creation and acquisition of non-productive assets like land and building.

IBS Software shall adopt a suitable HR policy, which shall encourage, recognize and reward volunteering and consulting by IBS Software employees for Candle projects. The policy shall create CSR opportunities for socially committed employees and high performers for working as medium term Candle project heads or for short durations.

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Annexure 5 – Candle Action Plan for the Year FY25

CSR Project	Location	Area of support	Approved Amount In Lakhs (INR)
Projects implemented through CSR Partners			
Divine Children's Home	Trivandrum	To provide foster care home for children from troubled families & orphans and for their education	6
Grama Jyothi Special School	Trivandrum	To support specially abled children & imparting life skills for survival and self-sustenance	6
National Association for the Blind	Trivandrum	To support Visually and Physically challenged children/youth	6
Divine Providence Home	Trivandrum	To provide housing facilities to poor and physically challenged children	6
Don Bosco Society	Trivandrum	To provide rehabilitation of street children	6
	Kochi		6
MEHAC Foundation	Kochi	To provide healthcare services to mentally challenged rural poor	6
Sandhwanam Home	Kochi	To provide foster care home for children from troubled families & orphans and for their education.	6
VOSARD	Kochi	To provide Healthcare facilities for poor children	6
The Pelican Centre	Kochi	To provide shelter to the underprivileged	6
Hope World Wide	Kochi	To provide shelter to the underprivileged	1.2
Helpline Charitable Trust (Viswas)	Bangalore	To provide foster care home for children from troubled families & orphans and for their education.	4.8
Spastic Society of Karnataka	Bangalore	To provide healthcare and education for mentally and physically challenged children.	4.8
Breakfast Programme (IWC)	Bangalore	To provide breakfast for poor children in government schools	6
Swabodhini Charitable Trust	Chennai	To support specially abled children & imparting life skills for survival and self-sustenance	4
New Project	Chennai	(Project to be identified)	4
Employee Engagement Programmes	Trivnadrum, Kochi, Bangalore and Chennai	To facilitate employee engagement in CSR Projects	8
Total amount allocated for Projects implemented through CSR Partners			92.8

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CSR Project	Location	Area of support	Approved Amount In Lakhs (INR)
Projects implemented directly by IBS Software			
Technical Higher Secondary School	Trivandrum	To provide education to under privileged children	2
Futurepoint	Kochi	Centre of Excellence for Skill Development	150
Total amount allocated for Projects implemented directly by IBS Software			152
Total allocation for FY25			244.8

This plan shall be monitored and changes, if any, shall be proposed to the CSR Committee from time to time. Duration for all the above projects shall be within the financial year. Disbursement of funds for the projects shall be from time to time based on the progress of the project.

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