

Topic	Corporate Social Responsibility Policy
Base Policy	Version 1.0
Revision	
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Approval date	30 September, 2014

CSR Policy for Hexaware Technologies

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About Hexaware

Hexaware Technologies Limited (hereinafter referred to as “Hexaware” or “the company”) is engaged in information technology, business process outsourcing and consulting services to over 200 clients globally. The company is listed amongst the Top 20 Indian IT Services organization per NASSCOM industry rankings. The company provides multiple service offerings to its clients across various industries comprising travel, transportation, hospitality, logistics, banking, financial services, insurance, healthcare, manufacturing and consumer services. Founded in 1990, Hexaware today maintains state-of-the-art development centers – six in India (Mumbai, Chennai, Pune, Nagpur, Coimbatore and Bengaluru), one each in San Francisco, Atlanta, New Jersey, Mexico and Singapore and employs more than 9500+ professionals globally.

1. Policy Statement

The vision of Hexaware encapsulate its Corporate Social Responsibility (CSR) ethos and places its stakeholders at the centre of its operations..

In pursuance of its vision of inculcating good corporate citizenship, Hexaware will engage in strategic philanthropic programs to improve the quality of life of under-served, disadvantaged and marginalized communities.

The company will comply with Section 135 of the Companies Act, 2013 for CSR activities.As part of Hexaware’s obligations towards CSR, it will implement impact-driven projects that address critical social, environmental and economic needs of the sections of the society.

Hexaware will endeavor to build and maintain transparent and lasting relationships with its stakeholders through timely and transparent communication.

Hexaware’s CSR vision is guided by the company’s core values:

- *We ensure customer satisfaction by adding value and honoring commitments at all times.*
- *We build transparent lasting relationships and stand for integrity and mutual trust.*
- *We encourage an entrepreneurial attitude and instill in our employees the desire to excel.*
- *We embrace and respect diversity while working together as One Hexaware.*
- *We foster a learning environment and nurture innovative thinking*
- *We are committed to building shareholder value and maintaining high standards of corporate governance.*
- *We strive to be an eco-friendly organization*

Hexaware seeks to be the preferred IT partner to its customers through excellence in service and demonstrating leadership in CSR.

2. Objectives of the Policy

The objectives of this policy are:

- (a) To set forth the company's Corporate Social Responsibility Policy for its India operations as stipulated in the Section 135 of the Companies Act, 2013 and the rules thereof
- (b) To identify and formulate the broad areas the company shall pursue towards fulfilling its CSR obligations
- (c) To serve as a guiding document to plan, identify, implement and monitor CSR initiatives

3. Scope of the Policy

This policy is applicable to all regular employees and trainees across business units at all locations of Hexaware in India.

4. Thrust areas of CSR

The company has adopted a structured approach to manage its CSR obligations. The company's CSR will be aligned to Schedule VII of the Companies Act 2013 with a focus on education, environment, health and sanitation, sports, art and culture, disaster relief and rural development.

- ◆ **Education:** Hexaware seeks to promote education and vocational training through its CSR projects. Several challenges remain in delivery of education and access to employment opportunities. In order to bring about development, enabling access to education for the underprivileged sections of the society and enhancing employability of under-served remains a prime area of the company's CSR focus.
- ◆ **Environment:** The company's ethos places special emphasis on issues of environmental conservation and consciousness. Its efforts include establishing its ecological footprint, creating awareness and promoting ecological activities.
- ◆ **Health and sanitation:** While access to healthcare and sanitation remains an important indicator of development, lack of access to proper medical facilities plagues many parts of rural and urban India. Hexaware seeks to promote healthcare through its CSR projects.
- ◆ **Sports, Arts and Culture:** The company aims to promote sports primarily among children and the lesser privileged sections of the society. The CSR will also focus on reviving and promoting arts and culture in India through suitable interventions.
- ◆ **Natural Calamities and Disaster Relief:** The company will support projects and partners to deliver essentials such as food, water, shelter, and other measures such as rebuilding communities to assist disaster relief in the case of natural calamities or disasters.
- ◆ **Rural Development:** Majority of India's population lives in rural areas and still remains untouched from the recent development and economic progress in India. The company

aims to promote and support projects focusing on improving the lives of people in the rural areas.

only those projects that are over and above the normal course of business, that do not benefit only the company's employees and their families, are treated as CSR projects within the realm of Section 135 of the Companies Act 2013.

5. Governance Structure

The company has constituted a robust and transparent governance structure to oversee the implementation of the CSR Policy. The structure and responsibilities have been described below.

a. CSR Committee of the Board

Hexaware has constituted a CSR (CSR) Committee of the Board to oversee the implementation of CSR in the company as per requirements of Section 135 of the Companies Act, 2013. The Committee is composed of five Directors all being non-Executive Directors and the Chairman, being an Independent Director. The Committee will be ultimately responsible for the implementation of this policy. The Committee will report to the Board of Directors.

Responsibilities of the CSRC

- Formulate Hexaware's CSR Policy and recommend to the Board, which shall indicate the activities to be undertaken by the company as specified in Schedule VII of the Companies Act 2013, and the notifications thereof
- Recommend the CSR expenditure to the Board of Hexaware, for approval; entitled to recommend a higher amount than that specified in the Companies Act 2013 based on financial and other considerations
- Provide strategic direction to CSR initiatives in alignment with the Policy
- Institute a transparent monitoring mechanism for implementation of CSR projects
- Monitor the CSR Policy of the company from time to time
- Meet at a periodicity it deems fit to review the progress

b. CSR Steering Committee

The CSR Committee of the Board shall be supported by the Steering Committee for CSR at the Company Level. The Steering Committee sets and drives the CSR agenda for the company.

The Steering Committee comprised of the following members:

1. Mrs. Amberin Memon, Chief People Officer
2. Mr. Nilay Jhala, AVP KAU APAC
3. Mr. Wilfred Almeida, AVP, Travel - Europe & Apac
4. Mr. Srinivasan Panchapakesan, Senior Vice President, JAVA DELIVERY

5. Mr. Atul Hindlekar Assistant Vice President, Travel America
6. Mr. Milind Pakle, Head Risk Management
7. Mr. Ramadoss Ganesan, Head – Administration, Chennai
8. Mr. Stanley George, Associate Vice-President, HR Business Partner
9. Mr. Riten Gosar, Senior Manager – Corporate Finance

The Committee is chaired by the Chief People Officer and reports to the CSR Committee of the Board. The membership to the Committee will be reviewed every three years.

Responsibilities of the Steering Committee

- Set goals on CSR for the company in line with overall objectives
- Identify business opportunities and synergies to leverage CSR
- Meet periodically with a minimum quorum of 50%

To support the Steering Committee, location-specific CSR Working Teams are constituted with representation from Human Resources/ Admin, Hexaware’s Location Funsters-Head and a Business Unit Head. These Teams are responsible for recording data and maintaining documentation for projects, liaising with implementing agency and monitor, track and update data management systems regularly. The Teams will provide periodic updates to the Steering Committee on the status of the projects.

6. CSR Budget

- The budget for CSR projects shall be recommended by the CSR Committee of the Board and approved by the Board of Hexaware as per the requirements laid out in the Section 135 of the Companies Act 2013. The total budget proposed for the CSR projects covered under this policy shall be 2% of the average net profits of Hexaware made during the three immediately preceding financial years; where the ‘net profit’ is calculated as mentioned in Section 135 of the Companies Act 2013 for CSR Spend. The Committee is entitled to recommend a higher amount than that specified in the Companies Act 2013 based on financial and other considerations.

7. CSR Projects

A. CSR Project Lifecycle

CSR projects are strategically planned and managed at Hexaware. Following are the different stages of the project:

a. Project identification

The projects will be prioritised and suggested based on suitable qualifiers by the Steering Committee and presented to the CSR Committee for approval. The projects must be aligned

to at least one of the thrust areas of CSR. Additionally, for those projects classified as CSR, the projects must conform to the requirements of the Section 135 of the Companies Act 2013. The projects that are located in proximity to the areas where the company operates and where there is a greater scope for employee volunteering would be accorded preference for approval

b. Budget of the project

The Steering Committee is responsible for evaluating the budgetary requirements of the project, and recommend to the CSR Committee.

c. Implementation

The Steering Committee in consultation with the Working Team shall formulate a plan of action for the approved projects that specify details of the project including activities to be undertaken, period of implementation, budget plan, project governance and expected results.

The company may implement the CSR projects in one or more of the following modes or by way of a combination thereof:

- i. Directly by the company as projects
- ii. Through a registered trust or registered society or Company established under section 8 of the Companies Act 2013
- iii. Collaborate with other Companies for undertaking projects jointly.

d. Monitoring

The Steering Committee along with the working team of a specific project and program managers/ owners will be responsible for monitoring of the approved projects through appropriate mechanisms such as site visits, review meetings and progress reports.

To ensure the transparency and efficiency of the implementation process, mechanisms to track data and monitor projects will be established. These projects will be evaluated against the milestones defined as per the plan of action and reviewed by the Steering Committee on a quarterly basis.

e. Reporting

The CSR committee, based on reports presented by the Steering 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.

The CSR Committee shall also submit a responsibility statement to the Board that the implementation and monitoring of the CSR policy is in compliance with the approved policy of the Company.

B. Partner Qualifications

Where CSR programs are awarded to implementation agencies, the company will ensure that they are a Registered Trust, Society or a Section 8 Company. The company will conduct due diligence on potential partner agencies to ensure that they have clearly explained mission and vision, do not have a conflict of interest in working with Hexaware, have appropriate documentation such as audit reports, annual reports and registration forms as per 80G/12A. The company will also consider reputation risks in selecting a partner agency.

C. Treatment of Surpluses

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

8. Notification

The CSR Policy shall be displayed on the website of the Company, on approval of the Board. The Steering Committee should notify the employees about the policy from time to time. The policy will be displayed permanently on the company's intranet enabling every employee to access, be aware and contribute to the policy and drive actions going forward. The new employees shall be informed about the policy by the HR department at the time of on boarding.

9. Amendments to the Policy

This policy will be reviewed annually by the CSR Committee to check the effectiveness and impact of the policy. The CSR Committee has the right to amend or modify this policy in whole or in part, at any time, as deemed necessary. Any amendments or modifications will be suitably notified to all stakeholders.

Annexure

A. List of CSR Projects planned for the FY 2015

S. No.	Project Name	Description	Area of Intervention	Status Ongoing/ New	Start and End Dates	Implementation	Schedule VII Tag
1.							
2.							

B. CSR Project Proposal Form

Company:

Date:

Title:

Proposed By:

Focus Area:

Description:

Project time-frame (one-time only, short term, long term or ongoing):

Timeline for completion:

Estimated Budget:

Schedule VII tag:

Implementation Partners, if any:

Due diligence of implementation partners:

Area of implementation:

Benefits for Hexaware:

For Evaluation and Approval

Feedback and Comments:

Date:

Approved Budget:

Approved Project Timeline:

Approved Implementation Agency:

CSR Committee

Board of Directors