

DTDC Express Limited

(Formerly Known as DTDC Courier and Cargo Limited)

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CORPORATE SOCIAL RESPONSIBILITY (CSR) POLICY

Introduction

At **DTDC Express Limited (Formerly Known as DTDC Courier and Cargo Limited)** ("DTDC"), the Corporate Social Responsibility (CSR) has been an integral part of the way we have been doing our business. The Company's CSR initiatives has played pivotal role in improving the lives of the communities and society at large and in & around our operations with an objective to energize, involve and enable them to realize their potential. This has also enabled us to fulfill our commitment to be a socially responsible corporate citizen.

The Board of Directors (the "Board") of **DTDC Express Limited (Formerly Known as DTDC Courier and Cargo Limited)** (the "Company"), has adopted the following policy with regard to Corporate Social Responsibility as defined below, effective 1st April, 2015. The Board will review and may amend this policy from time to time.

I. Objective

The main objective of DTDC CSR policy is

- to lay down guidelines to make CSR a key business process for sustainable development of the society.
- to directly/indirectly undertake projects/programs which will enhance the quality of life and economic well-being of the communities and society at large.
- To generate goodwill and recognition among all stake holders of the company.

II. OUR RESPONSIBILITIES

A) Towards our communities

We will involve communities surrounding our operations to bring about a positive change in their lives through holistic, sustainable and integrated development.

B) Towards our Customers

We will build gainful partnerships with the customers to understand their needs and provide right , timelines , Quality delivery and service solutions. We will adopt and actively encourage the best and fair business practices and shall endeavour to build solid bonds with them.

C) Towards our Business Partners

We will support our suppliers to cultivate ethical and fair business practices and give preference over other to those who demonstrate this.

D) As a Corporate Citizen

We reaffirm our commitment to conduct our business with wide network, better delivery and customer's satisfaction.

E) Responsibilities toward our Employees

We will foster a work culture with high ethical principles and standards and encourage our employees to perform with total integrity, commitment and ownership. We will do all we can to support their professional growth and recognize high achievers.

We will continue to raise the bar of our OH&S standards and guidelines. We recognize that our employees and contractors deserve to work in safe and healthy work environment and will make it our responsibility to ensure zero harm to people.

III. CSR mainstay

CSR activities at DTDC shall be carried out through

1. SHRI SUBHASISH CHAKRABORTY FOUNDATION (SSCF) –

Shri Subhasish Chakraborty Foundation (SSCF) is a non-profit making trust promoted by DTDC Courier and Cargo Limited. SSCF was established in 14th October, 2011 for the following objects:-

- (a) To help children who pursue education and who are from the economically weaker sections of the society.
- (b) To establish maintain and run schools, colleges and /or any other educational institutions or to render financial assistance or any other kind of help for the schools, colleges, educational institutions which are engaged in imparting education to children from economically weaker sections of the society.
- (c) To establish and / or render assistance to Institutes which are engaged in imparting education in "Employment oriented" courses, so that children/students from economically weaker sections of the society can become self reliant.
- (d) To help organizations / NGOs who are engaged in maintaining "Orphanages".
- (e) To render assistance / give medical and to people from economically weaker sections of the society.

- (f) To help or render assistance – financial or otherwise to young widows so as to ensure that they are gainfully engaged and can become independent.
- (g) To render assistance to old aged people to render a life of dignity and also to help them in the case of health and other needs.
- (h) To function as a Non-communal Trust and as a secular organization.
- (i) To acquire and maintain the movables and immovable properties for achieving and said objects.
- (j) To advance any other objects of general public utility.

2. Contribution / donation made to such other Organization / Institutions as may be permitted under the applicable laws from time to time.

3. Directly by the Company for fulfilling its responsibilities towards various stakeholders.

IV. CSR Activities:-

The scope of the CSR activities of the Company will cover the following areas but not limited to the same and may extend to other specific projects/ programs as permitted under the law from time to time.

Sr. No.	Area
1a.	Eradicating hunger, poverty and malnutrition
1b.	Promoting health care including preventive healthcare and sanitation
2	Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly, and the differently abled and livelihood enhancement projects;
3	Women Empowerment and Facilities for Senior Citizens
4	Promotion and protection of art & culture
5	Training to promote rural sports, nationally recognised sports, paralympic sports and Olympic sports;
7	Rural development projects

V. Exclusion from CSR

The following activity shall not form part of the CSR activities of the Company:-

1. The activities undertaken in pursuance of normal course of business of a company.
2. CSR projects/programs or activities that benefit only the employees of the Company and their families.
3. Any contribution directly/indirectly to political party or any funds directed towards political parties or political causes.
4. Any CSR projects/programs or activities undertaken outside India.

VI. CSR Committee

CSR Committee shall be formed as per the applicable laws and the committee shall be responsible for the implementation/monitoring and review of this policy and various projects/activities undertaken under the policy. The CSR Committee shall submit periodical reports to the board of directors.

VII. CSR Spend/Sources of Funding

The committee shall endeavour to spend at least 2% of the average net profit during the preceding 3 financial years on CSR activities as enumerated above. The allocation of the fund shall be made as follows:-

1. Shri Subhasish Chakraborty Foundation - such amount as may be sanctioned by the Board of Directors based on their annual budget. The amount sanctioned by the Board of DTDC will have to be utilised for the projects/programs as specified by the CSR committees of DTDC. The unspent amount, if any, at the close of the Financial year shall be retained by SSCF and shall be spent only on specified projects/programs.

2. Others – as decided by the CSR Committee based on the evaluation of specific project/activities.

Any surplus arising out of the contribution made for CSR Activities shall not form part of the business profit of the Company and redeployed for such activities

VIII. Implementation

Project /programs covered under CSR activities shall be implemented by

a) Shri. Subhasish Chakraborty Foundation

b) Any other institutes, NGOs, Government, Semi-government, autonomous bodies, trusts etc. However, any such projects/ program to be undertaken through this entities shall have an established track record of 3 years of undertaking such projects/programs.

The time period/duration of each project/programs shall depend on its nature, extend of coverage and intended impact of such activity.

IX. Monitoring & Reporting

The CSR Committee will be responsible for the monitoring CSR activities and report to the Board from time to time.

The CSR Committee has the powers to:

1. Seek monitoring and implementation report from the Organizations Receiving funds.
2. Delegate a designated company official to co-ordinate with the Organization receiving funds to inspect the activities undertaken and ensure information in a timely manner.

The following processes will be followed:

(a) Activities and Budget

The activities and budgets for CSR will be presented in detail to the Committee for the following:

- SSCF Budget and Activities

Additionally, the Committee may empower the CEO and CFO to spend such amount as they think appropriate for some other strategic CSR contingencies that may arise during any financial year. The amount spent as above shall be put up for ratification of the Committee at its next meeting and shall report to the Board accordingly

(b) Continuous Monitoring

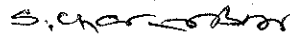
- The Committee Members will receive in a prescribed format, a quarterly report of CSR spend;
- A presentation on the progress of the CSR projects / activities will be made to the Committee by the CSR Executives at the Committee meetings held from time to time;

- An annual presentation will be made to the Committee which will also includes the details of the projects / activities planned for the next year and its respective budgets The Board of Directors of DTDC shall review the implementation of CSR every six months.

X. Disclosures

The Annual Report of the Company include a section on CSR outlining the CSR Policy, CSR committee, CSR initiatives undertaken by Company, the CSR spend during the financial year and other information as required by the prevailing law.

For DTDC EXPRESS LIMITED
(Formerly Known as DTDC Courier & Cargo Ltd)



Subhasish Chakraborty
Chairman & Managing Director