

2015-16

**Janalakshmi Policies**

Human Capital

Janalakshmi

2015-16

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**Janalakshmi**

**JanaNayak-led Corporate Social Responsibility(CSR) Policy**

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## Document creation revisions

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<b>Effective Date</b>	November 21, 2015

<b>Policy Approval</b>	CHCO
<b>Date</b>	November 21, 2015

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## Background and Purpose of JanaNayak Engagement in Janalakshmi's CSR Program:

- ❖ The Companies Act 2013 encourages corporates to spend a share of their profits on CSR commitments. We started our CSR initiative at Janalakshmi in F.Y. 2014 by supporting Bangalore based NGOs with whom we have had an old association. For F.Y. 2015-16, the CSR Committee has decided to expand the CSR activities throughout India by identifying new partner organisations. JFS Zonal Heads have nominated well-established NGOs in their respective areas in Delhi, Mumbai, Kolkata and Gwalior.
- ❖ The essence of CSR lies in sustainable development which can happen when companies acknowledge their responsibilities towards the society in which they exist. To promote CSR among JanaNayaks, rather than just supporting NGOs, we feel that making JanaNayaks as the owners of the program would go a long way. JFS would like its JanaNayaks to consider CSR as a platform where they can work for the welfare of the community and not necessarily as an initiative of the organisation.
- ❖ In the unique case of JFS, both our vision and the CSR's core idea is the same: to work for the underprivileged sections of our population. A challenge for JanaNayaks is that the work and responsibilities on a daily basis keep them occupied in areas of work, expertise and knowledge. Janalakshmi envisions its JanaNayaks to become active agents of change in society and is therefore initiating the JanaNayak-led CSR program. Through this one of a kind volunteering initiative, we would like to enable our JanaNayaks to go the extra mile and derive satisfaction in work which is beyond their regular jobs. This will help JanaNayaks contribute to society while they continue to work at the company.

## Our Approach:

- ❖ The JanaNayak will identify an individual beneficiary who is in need of financial support. The JanaNayak will contribute Rs. 5,000 and JFS will add to the remaining amount to a maximum of Rs. 20,000, making a total contribution of Rs. 25,000 to the beneficiary.
- ❖ This beneficiary should not be related to the JanaNayak through blood or marriage.
- ❖ The individual beneficiary must be enrolled with an organisation for the specific support that he or she requires. In keeping with the CSR committee's decision to work in the areas of woman and child development, the JanaNayak will have to ensure that the target beneficiary is either a woman or a child.
- ❖ There will be no boundaries in defining the area of care that is required for the beneficiary. It can pertain to health, education, nutrition, shelter and protection. Association with an organisation (e.g. a hospital or a school or an NGO) will help formalize the financial aid which will be rolled out.
- ❖ This process of formalization will be essential for Janalakshmi to carry out due diligence in terms of tracking the beneficiary and authenticating the need for the beneficiary, channelling the funds through a systematic mechanism and monitoring and evaluating the situation at hand. This process will also help the company stay within the guidelines of the Companies Act, 2013.
- ❖ The management will have the authority to turn down a request for financial support under this program if the service cannot be considered apt under the ambit of CSR law, even if there is a need for financial support.

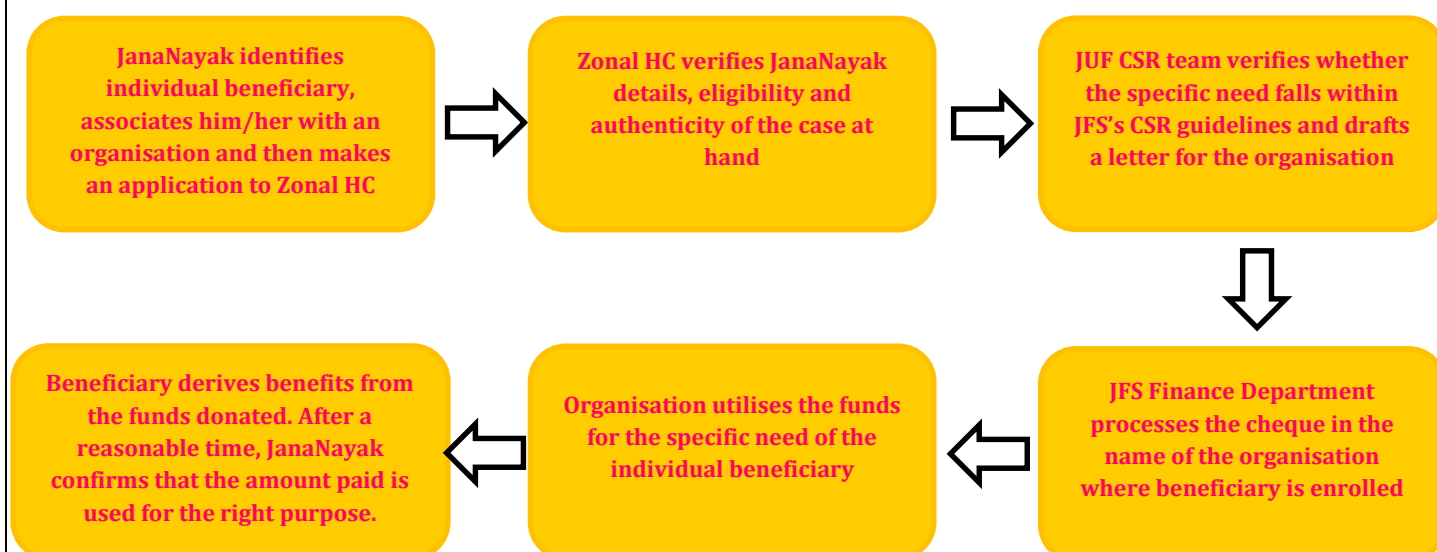
## Eligibility criteria for the JanaNayak to apply for the benefit

- ❖ Any JanaNayak from the Jana Group, at a grade of Manager or above, will be eligible for the program.
- ❖ The JanaNayak should not have resigned from the company at the time of applying for the benefit and during the sanction period.
- ❖ A JanaNayak will be eligible for three such contributions in a financial year. The JanaNayak will have to contribute Rs. 5,000 for every application. The upper limit of the company will remain Rs. 20,000 for every application.

## Criteria to be applied by the JanaNayak for identifying a beneficiary

- ❖ The individual beneficiary should not be related to the JanaNayak through blood or marriage.
- ❖ The individual beneficiary should not be another JanaNayak of the company nor a relative of a JanaNayak.
- ❖ The JanaNayak should ensure that the individual beneficiary has got a specific need for financial assistance.
- ❖ The company trusts that the JanaNayak is making a reasonable attempt to ensure the financial and social condition of the beneficiary before recommending the case to JFS.

## Process involved for the JanaNayak-led CSR Initiative



## Roles and Responsibilities

### ➤ JanaNayak

1. JanaNayak to identify an individual beneficiary and state the reason for making a financial contribution towards that individual.
2. JanaNayak to identify the organisation and a point of contact in the organisation where the individual beneficiary is enrolled. JanaNayak to also ensure that the organisation has an operational bank account

for the company to send the cheque. Payment will be made to the organisation on behalf of the individual beneficiary.

3. JanaNayak to fill the application (Annexure 1) form.
4. JanaNayak to submit the application form to the concerned Zonal Human Capital personnel. JanaNayak to provide the following documents for verification purpose:
  - a) **One recent photograph of the beneficiary**
  - b) **Scanned copy/photocopy of ITR/80 G Certificate, if available (not compulsory)**

**Note:** Form 80 G enables the JanaNayak to claim Income Tax rebate. If the JanaNayak makes a payment to an organisation that does not have a Form 80G, he/she will not be able to claim tax rebate.

### ➤ Zonal HCs

1. To ensure that at the time of the application the JanaNayak is not serving a notice period.
2. To discuss the case with the concerned JanaNayak and make a reasonable preliminary assessment.
3. To confirm the existence of the organisation where the individual beneficiary is enrolled by speaking to the point of contact over the phone and by checking their Website.
4. To sign off by filling the space provided for the Zonal HC in the online application form after carrying out the above mentioned verification process and sending the form to the CSR Coordinator at JUF for final approval and payment.

### ➤ JUF CSR team

1. The core team for this program (comprising of representatives from JUF, HC and legal departments) to meet and discuss every individual case and ascertain if the specific need of the individual beneficiary falls within the ambit of woman and child development. The core team will also assess whether the case satisfies all other parameters of JFS's CSR policy guidelines.
2. Based on the decision the application will either be approved or rejected.
3. On approval of an application, the team to inform the point of contact in the Finance and Administration department to process the cheque.
4. A letter to be drafted for the organisation where the beneficiary is enrolled to inform the individual beneficiary as well as the organisation about the contribution made by the JanaNayak.
5. To send the cheque along with the letter to the organisation directly by Speed/Registered Post.
6. To inform the Zonal HC, the JanaNayak and his/her line manager through email about the sanction or rejection of the application form. If rejected, the reasons should be mentioned therein.

### ➤ Finance and Administration

1. Point of contact in the department to process the cheque within two working days after receiving information about the application from the JUF CSR team.
2. JanaNayak's contribution of Rs.5000 to be deducted from his/her salary during the same month in one instalment. JFS to contribute the total amount of Rs. 25,000 to the individual beneficiary in one payment. The funds are channelled through the organisation where the beneficiary is enrolled. Zonal HC to inform HC operations to do the needful based on the approval from the JUF CSR team.

## ❖ Steps to be followed by the JanaNayak on approval of the application

1. JanaNayak to ensure that the contribution made has been passed on to the identified individual beneficiary for the specific need by keeping in touch with the organisation and the beneficiary over time. This would enable the JanaNayak to see the impact of the contribution that she or he has made, as a small contribution of the JanaNayak can empower a life.
2. JanaNayak to confirm the same in writing to JUF CSR team within three months from the payment being made to the organisation and to send the receipt of the payment.

## ❖ Points of contact in the different departments involved for carrying out the due diligence:

### Human Capital

#### Zonal Heads

1. Manish Sharma – North Zone
  - [manish.sharma@janalakshmi.com](mailto:manish.sharma@janalakshmi.com)
2. Pragun Thadani - Central Zone
  - [pragun.thadani@janalakshmi.com](mailto:pragun.thadani@janalakshmi.com)
3. Kalpan Desai – West Zone
  - [kalpan@janalakshmi.com](mailto:kalpan@janalakshmi.com)
4. Thrishuli B. – East and South Zones
  - [thrishuli.b@janalakshmi.com](mailto:thrishuli.b@janalakshmi.com)

### Jana Urban Foundation

#### CSR Coordinator

1. Geetanjali Mohanty
  - [geetanjali.mohanty@janafoundation.org](mailto:geetanjali.mohanty@janafoundation.org)

### Finance and Administration

1. Manjunath
  - [manjunath.r01@janalakshmi.com](mailto:manjunath.r01@janalakshmi.com)

### Core Team comprising of representatives from JUF, HC and legal departments

1. K. S. Ramdas
2. Geetanjali Mohanty
3. Thrishuli B
4. Richa Saxena