

Adecco CSR Policy

For Adecco India Private Limited

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1. Preamble

At Adecco India Private Limited (AIPL), we are committed to the Adecco Group's CSR Initiative of providing and guiding people towards gaining the skills that improve their employability is a core competence of Adecco Group. The range of our activities is vast and is dictated by local market situations and needs. We took our commitment to support skills development to a new level with the launch of our Win4Youth programme. Win4Youth initiative is to bring to life our four core values: team spirit, customer focus, responsibility, entrepreneurship. Our strategic Corporate Social Responsibility (CSR) initiatives join hands to raise the money for three needy foundations and actively work towards the Goals and have helped us carve out a reputation for being one of the most socially and environmentally responsible companies in India.

2. Purpose

The key purpose of this policy is to:

- Define what CSR means to us and the approach adopted to achieve our goals
- Define the kind of projects that will come under the ambit of CSR
- Identify broad areas of intervention in which the company will undertake projects
- Serve as a guiding document to help execute and monitor CSR projects
- Elucidate criteria for partner implementation agencies
- Explain the manner in which the surpluses from CSR projects will be treated

3. Policy Statement

The CSR Policy focuses on addressing critical social, environmental and economic needs of the underprivileged and deserving sections of the society. Through this policy, we align our CSR strategy with the Adecco group's initiatives. We adopt an approach that integrates the solutions to these problems into the strategies of the company to benefit the communities at large and create social and environmental impact.

4. Scope of CSR activities in AIPL

As a practice, we classify only those projects that are over and above our normal course of business as CSR. This policy applies to all our CSR projects and it will be further reviewed and updated.

4.1 Normal Course of Business

People are the focus of our continued search for excellence in the provision of our principal offerings: temporary staffing, permanent placement, secondment, outsourcing, outplacement, training and consulting. People, whatever their culture or background, all aspire to a better life and a more rewarding future. We inspire individuals and organisations to create greater choice in the world of work, for the benefit of all stakeholders. As the worldwide leader in HR services, we are conscious of our global role of helping to shape tomorrow's workplace for the better. As a company, we are committed to providing quality products to our customers, creating economic value for all our shareholders, and we assign high priority to ensuring that we fulfil all regulatory requirements.

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5. Goals of Adecco

Implementation process: Identification of projects

All projects are identified in a participatory manner, in consultation with the community, literally sitting with them and gauging their basic needs. We recourse to the participatory rural appraisal mapping process. Subsequently, based on a consensus and in discussion with the participating teams, projects are prioritised.

Arising from this the focus areas that have emerged are Education, Health care, Sustainable livelihood, Infrastructure development and espousing social causes.

Activities mentioned in Schedule VII¹ includes

1. Eradicating hunger, poverty and malnutrition, promoting health care (including preventive health care) and sanitation (including contribution to the Swach Bharat Kosh set-up by the Central Government for the promotion of sanitation) and making available safe drinking water.
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. promoting gender equality, empowering women, setting up homes and hostels for women and orphans; setting up old age homes, day care centres and such other facilities for senior citizens and measures for reducing inequalities faced by socially and economically backward groups.
4. ensuring environmental sustainability, ecological balance, protection of flora and fauna, animal welfare, agroforestry, conservation of natural resources and maintaining quality of soil, air and water (including contribution to the Clean Ganga Fund set-up by the Central Government for rejuvenation of river Ganga).
5. protection of national heritage, art and culture including restoration of buildings and sites of historical importance and works of art, setting up public libraries, promotion and development of traditional art and handicrafts.
6. 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;
7. training to promote rural sports, nationally recognised sports, paralympic sports and olympic sports
8. contribution to the prime minister's national relief fund 8[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;
9. (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

¹ As amended from time to time.

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(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).

10. rural development projects
11. slum area development.
12. disaster management, including relief, rehabilitation and reconstruction activities.

A) Education

- Formal and non-formal education, adult education
- Scholarships for girls, merit scholarships and technical education for boys
- Distance education
- Girl child education
- Digital literacy / computer education

B) Health care and family welfare

- Pulse polio programme
- Mobile clinics — doctors' visits
- General and multi-speciality medical camps, reproductive and child health care, supplementary nutrition / mid-day meal projects
- Safe drinking water, sanitation — household toilets, community hospitals
- HIV / AIDS, cancer, TB awareness and prevention camps
- Blood donation
- Responsible parenting

C) Social causes

- dowry-less mass marriages
- Insurance schemes
- Culture and sports
- Women empowerment
- Infrastructure development
- Community centres
- Schools in villages
- Health care centres and hospitals
- Roads
- Homes for the homeless
- Rural electrification
- Irrigation and water storage structures

D) Sustainable livelihood

- Self-help groups (microfinance for women and farmers)

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- Integrated agriculture development
- Integrated livestock development
- Watershed management
- Microenterprise development

6. Key focus areas of Good & Green in AIPL

6.1 Greener India

We recognize the fact that in order to truly embed sustainability into our business, it is crucial for us to manage and reduce the environmental impacts of our operations. The Greener India initiative aims to do this through its innovative projects that focus on achieving 5 time-bound goals linked to the Environmental performance of the company.

6.2 Innovating for Good & Green

We define a 'Good' service as one which addresses a critical issue for marginalized sections of Society. The issue addressed could be related to health, hygiene, water, sanitation, housing, education or livelihoods. A 'Green' product/service is that which reduces energy, GHG emissions, water or material consumption, eliminates toxic materials or uses recyclable, renewable and/or natural material. We continuously undertake efforts to develop good and green products or services. Research & Development activities support incubation and innovation.

6.3 Brighter Giving

We place great emphasis on including our employees in CSR initiatives. To this end, Brighter Giving has been launched as a structured employee volunteering programme that provides our employees the flexibility to leverage their skills and volunteer for the cause they are passionate about. A typical Brighter Giving project helps address a non-profit organisation's specific needs.

7. Governance Structure

We have constituted a robust and transparent governance structure to oversee the implementation of our CSR Policy, in compliance with the requirements of Section 135 of the Companies Act, 2013.

7.1 Board Level CSR Committee

At AIPL, our CSR governance structure will be headed by the Board Level CSR committee that will be ultimately responsible for the CSR projects undertaken. The committee will report to our Board of Directors.

7.1.1 Members

- Mr. Ian Lee
- Mrs. Shubha Shridharan
- Mrs. Vincent Lopez Anne Soumya

7.1.2 Responsibilities

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- ✓ Formulate and update our CSR Policy, which will be approved by the Board of AIPL
- ✓ Suggest areas of intervention to the Board of AIPL
- ✓ Approve projects that are in line with the CSR policy
- ✓ Put monitoring mechanisms in place to track the progress of each project
- ✓ Recommend the CSR expenditure to the Board of AIPL who will approve it
- ✓ Meet at least once in a year to review the progress made

7.2 Reporting by the Team

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

8. Execution

The Company shall formulate and execute its CSR Policy under any of the aforesaid initiatives or those stated / amended in the Schedule VII of the Companies Act 2013, through self-execution by an in-house CSR department or with the support of an implementation partner such as local NGOs, etc.

9. CSR Budget

The total budget for the CSR projects will be recommend by the CSR Committee in accordance to the provisions of the Companies Act, 2013.

10. Treatment of Surpluses

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

11. Information dissemination

The Board of Directors of the Company shall disclose the content of this Policy and make the same available on the Company's website.