

### CORPORATE SOCIAL RESPONSIBILITY POLICY

#### **A. COMPANY PHILOSOPHY FOR CSR POLICY:**

Companies Act, 2013 had formally introduced the Corporate Social Responsibility to the dashboard of the Indian Companies. This Corporate Social Responsibility Policy (“**the CSR Policy**”) has been framed by Matrix Moon Private Limited (**‘the Company’**) in accordance with the Section 135, Schedule VII of the Companies Act, 2013 and CSR Rules issued by the Ministry of Corporate Affairs.

The Concept of Corporate Social Responsibility is all about the growth of an organization keeping in view the protection of social and environmental concerns affecting the community at large. CSR at the Company is all about supporting those areas of society which are necessary to be empowered and supported.

The management of the Company expresses its willingness and support to the concept of CSR, is legal framework and shall be abided to it.

#### **B. OBJECTIVES:**

The main objective of CSR Policy is to lay down the guidelines for the Company to make CSR as one of the key focus areas to adhere to Companies’ global interest in environment and society that focuses on making a positive contribution to society through effective impact and sustainable development programs.

#### **C. SCOPE AND COVERAGE**

The CSR policy of the Company shall be applicable to all project/programmes/activities undertaken by the Company as a part of CSR. The policy is in line with the applicable provisions of the Companies Act, 2013 and Rules made thereunder.

#### **D. CSR COMMITTEE**

The Company had constituted a CSR Committee (**‘the Committee’**) in the meeting of its Board of Directors which governs and monitors CSR activities of the Company. The Composition of the Committee is optimum as required under the Act comprising of 2 (Two) Directors.

Accordingly, Constitution of Committee formed by Matrix Moon Private Limited is as follows:

Sr. No.	Name of Member	Designation in Committee	Designation in Company
1.	Mr. Chandrakant Garje	Member	Director
2.	Mr. Abhinav Garje	Member	Director

Board of Directors of the Company may re-constitute the Committee, as and when required to do so, by following the sections, sub-sections, rules, regulations, notifications issued or to be issued, from time to time, by the Ministry of Corporate Affairs or the Central Government of India. The Committee shall exercise powers and perform the functions assigned to it by the Board of Directors of the Company pursuant to section 135 of the Companies Act, 2013 and CSR Rules notified with regard thereto.

## **E. FUNCTIONS AND POWERS OF COMMITTEE**

To effectively implement the objectives of the Company with respect to CSR, the Committee is vested with the following functions and powers:

- i. Formulate CSR Policy and recommend the same to the Board of Directors of the Company for approval;
- ii. Recommend CSR activities as stated under Schedule VII of the Act;
- iii. Approve to undertake CSR activities, if necessary, in collaboration with group companies/other Companies/firms/NGOs etc., and to separately report the same in line with the CSR Rules;
- iv. Recommend the amount of expenditure to be incurred on the activities;
- v. Recommend the CSR Budget;
- vi. Spend the allocated CSR amount on the CSR activities once it is approved by the Board of Directors of the Company in accordance with the Act and the CSR Rules;
- vii. Create transparent monitoring mechanism for implementation of CSR initiatives in India;
- viii. Submit the Reports to the Board in respect of the CSR activities undertaken by the Company;
- ix. Monitor CSR Policy from time to time;

- x. Monitor activities/charter of Internal Working and Monitoring Group (WG) who are authorized to ensure that the CSR activities of the Company are implemented effectively;
- xi. Formulation of Annual Action Plan;
- xii. Authorize executives of the Company to attend the CSR Committee Meetings, if necessary;

## **F. MEETINGS OF THE COMMITTEE**

- The CSR Committee shall hold meetings as and when deemed necessary.
- The members of the Committee may mutually agree between them regarding time and place for the said meetings.
- The quorum for the CSR Committee Meeting shall be one-third of its total strength (any fraction contained in that one-third be rounded off as one) or two members, whichever is higher.
- The Members of the Committee may participate in the meeting either in person or through video conferencing or other audio-visual means as may be convenient.

## **G. CSR EXPENDITURE**

The CSR Committee shall also recommend the amount of expenditure to be carried out for the project identified as per the policy to the Board of Directors. The Board of Directors shall on recommendations of the CSR Committee approve the budget as per the provisions of the Companies Act, 2013 read with rules made thereunder.

Any surplus generated out of the CSR activities not to be added to the normal business profits of the Company.

## **H. LIST OF CSR PROJECTS / PROGRAMS:**

The Company will identify certain projects which are then will be shortlisted and finalized by the CSR Committee and approved by the Board. The following is the list of CSR projects or programs which the Company may undertake as per the Schedule VII of the Companies Act, 2013.

- 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.

- Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly and the different abled and livelihood enhancement projects.
- 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 forced by socially and economically backward groups.
- 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].
- 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;
- 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];
- training to promote rural sports, nationally recognised sports, paralympic sports and olympic sports;
- contribution to the prime minister's national relief fund [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;
- 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
- 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).]

- rural development projects;
- slum area development;
- disaster management, including relief, rehabilitation and reconstruction activities;

## **I. OUR APPROACH TO IMPLEMENTATION**

The implementation of the activities under the policy shall be undertaken by the Company and it includes:

- i. Collaborating with various organisation, which are registered as a Trust or a section 8 company under the Companies Act, 2013 or Society or NGOs or any other form of entity incorporated in India that specialise in the aforesaid activities.
- ii. Contribution to various funds such as:
  - 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.
  - Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly and the different abled and livelihood enhancement projects.
  - 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 forced by socially and economically backward groups.

- iii. Collaborating or pooling resources with other companies to undertake aforesaid CSR activities.

## **J. FUNDING OF CSR ACTIVITIES**

Funding of CSR activities implies disbursement of the allocated budget for the CSR activities. The disbursements for the CSR Activities can be in several instalments or ad-hoc or one-time depending upon the nature and requirement of the project or activity as the case may be. The terms and conditions of disbursements shall be as agreed upon between the Company and the entity implementing the project.

## **K. FAILURE TO SPEND THE CSR MONEY**

If the Company fails to spend the required amount in a particular financial year, it is the duty of the Committee to submit a report in writing to the Board of Directors specifying the reasons for not spending the amount, which in turn shall be reported by the Board of Directors in their Annual Report pertaining to that particular Financial Year.

As stated above, surplus, if any, arising out of the CSR projects or programs or activities shall not form part of the business profit of the Company.

## **L. REPORTING BY INTERNAL WORKING AND MONITORING TEAM**

The internal working and monitoring team will report / give feedback to the CSR Committee for all CSR projects undertaken.

The internal working and monitoring team shall submit reports to the CSR Committee of the Company at least once in six months on the progress of the various projects approved by the Committee and entrusted to the Group for implementation and monitoring.

## **I. POLICY REVIEWS AND FUTURE AMENDMENT**

The administration of the CSR Policy of the Company and the execution of identified CSR projects, programs and activities under it shall be carried out under the control and overall supervision of an internal monitoring group formed for this purpose.

Further, the Board of Directors may revise/ amend this CSR Policy based on the recommendations of the CSR committee or to bring the same in line with the guidelines or amendments issued from time to time by the Ministry of Corporate Affairs and / or Central Government on the subject.

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