

# **CORPORATE SOCIAL RESPONSIBILITY POLICY**

**EASY TRIP PLANNERS LIMITED**

**(CIN – L63090DL2008PLC179041)**

**Regd. Office: 223 FIE Patparganj Industrial Area, Delhi - 110092**

**Last amended by the Board of Directors on 16<sup>th</sup> December, 2021)**

**EASY TRIP PLANNERS LIMITED**  
**Corporate Social Responsibility Policy**  
**(CSR Policy)**

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## **EASY TRIP PLANNERS LIMITED**

### **CORPORATE SOCIAL RESPONSIBILITY POLICY**

**[IN TERMS OF SECTION 135 OF THE COMPANIES ACT, 2013 READ WITH CORPORATE SOCIAL RESPONSIBILITY POLICY RULES, 2014, AS AMENDED]**

#### **1. INTRODUCTION**

Easy Trip Planners Limited is a Listed Company engaged in the business of tourism and travel agents in India or abroad to facilitate tourism and travelling of all kinds by way of issuance of rail/air/sea tickets, hotels, restaurants and lodging accommodation guides.

This CSR Policy [as defined in clause 3(g)] aims to define and establish the Company's Policy framework towards CSR [as defined in clause 3(e)].

#### **2. OBJECTIVES**

The Company recognizes and is committed towards creating common good for all. The Company shall implement its CSR activities to integrate economic, environmental and social objectives with its operations and growth for common good. CSR projects/ programmes/ activities should be beneficial to the society at large and in compliance with the applicable laws. The Company is committed towards making visible and tangible contribution to communities and environment.

The Company shall identify projects/ programmes/ activities both in urban/ rural areas that will improve quality of life.

The broad objectives of this CSR Policy is to:

- (i) elucidate and inform to all Shareholders about the Company's CSR Policy;
- (ii) demonstrate commitment to the common good through responsible business practices and good governance;
- (iii) actively support the country's development agenda to ensure sustainable change;
- (iv) set high standards of quality in the delivery of services in the social sector by creating robust processes and replicable models; and
- (v) engender a sense of empathy and equity among employees of the Company to motivate them to give back to the society.

The CSR Policy shall be implemented in accordance with the provisions of Section 135 of the Act and the Rules made thereunder. It shall apply to all the Corporate Social Responsibilities activities undertaken by the Company in India as per Schedule VII to the Act and any amendments or modifications made thereto.

The Corporate Social Responsibilities activities shall not include activities undertaken by the Company in pursuance of the normal course of its business. Further, projects, programmes or activities that solely benefit the employees of the Company and their families shall not be considered as Corporate Social Responsibilities under this CSR Policy.

### 3. DEFINITIONS

Definitions of some of the key terms used in this policy are given below:

- a) '**Act**' means Companies Act, 2013 read with rules made thereunder, as amended from time to time.
- b) '**Administrative Overheads**' means the expenses incurred by the Company for 'general management and administration' of Corporate Social Responsibility functions in the Company but shall not include the expenses directly incurred for the designing, implementation, monitoring, and evaluation of a particular Corporate Social Responsibility project or programme;
- c) '**Annual Action Plan**' means a plan formulated by the CSR Committee and recommend to the Board, in pursuance of the CSR Policy, which shall include the following:
  - (i) the list of CSR projects or programmes that are approved to be undertaken in areas or subjects specified in Schedule VII to the Act;
  - (ii) the manner of execution of such projects or programmes as specified in the Rules;
  - (iii) the modalities of utilisation of funds and implementation schedules for the projects or programmes;
  - (iv) monitoring and reporting mechanism for the projects or programmes; and
  - (v) details of need and impact assessment, if any, for the projects undertaken by the Company.

- d) **'Board'** means Board of Directors of the Company.
- e) **'Corporate Social Responsibility'** or **'CSR'** means the activities undertaken by a Company in pursuance of its statutory obligation laid down in Section 135 of the Act but shall not include the following:
  - (i) activities undertaken in pursuance of normal course of business of the Company;
  - (ii) any activity undertaken by the Company outside India except for training of Indian sports personnel representing any State or Union territory at national level or India at international level;
  - (iii) contribution of any amount directly or indirectly to any political party under Section 182 of the Act;
  - (iv) activities benefitting employees of the Company as defined in Section 2(k) of the Code on Wages, 2019;
  - (v) activities supported by the Company on sponsorship basis for deriving marketing benefits for its products or services; and
  - (vi) activities carried out for fulfilment of any other statutory obligations under any law in force in India.
- f) **'CSR Committee'** means CSR Committee of the Board.
- g) **'CSR Policy'** means a statement containing the approach and direction given by the Board, taking into account the recommendations of the CSR Committee, and includes guiding principles for selection, implementation and monitoring of

activities as well as formulation of the annual action plan.

- h) **'International Organisation'** means an organisation notified by the Central Government as an international organisation under Section 3 of the United Nations (Privileges and Immunities) Act, 1947, to which the provisions of the Schedule to the said Act apply.
- i) **'Net Profit'** means Net Profit as defined in the Rules.
- j) **'Ongoing Project'** means a multi-year project undertaken by the Company in fulfilment of its CSR obligation having timelines not exceeding three years excluding the financial year in which it was commenced, and shall include such project that was initially not approved as a multi-year project but whose duration has been extended beyond one year by the Board based on reasonable justification.
- k) **'Public Authority'** means Public Authority as defined in the Rules
- l) **'Rules'** mean the Companies (Corporate Social Responsibility Policy) Rules, 2014, as amended from time to time.

Words and expressions not defined in this Policy shall have the same meaning as contained in the Act read with the Rules.

#### **4. CSR COMMITTEE**

In compliance with the requirements of Section 135 (1) of the Act, a CSR Committee has been constituted by the Board. The CSR Committee at all times shall comprise a minimum of 3 directors as members. Subject to the requirements of the Act, the Board may increase or decrease the size of the CSR Committee by passing a resolution.

The Committee may invite such other executive(s)/employees of the Company, professionals, experts and outsiders with relevant experience, as it may consider appropriate in its sole discretion, whether on permanent basis or temporarily, to advise the Committee on the various CSR activities being undertaken/ to be undertaken by the Company.

The CSR Committee shall institute transparent monitoring mechanism for implementation of the CSR activities undertaken by the Company.

#### **4.1 TERMS OF REFERENCE OF THE CSR COMMITTEE**

The CSR Committee shall be responsible for—

- (i) Formulate, recommend and modify/ alter whenever necessary, Corporate Social Responsibility Policy which shall indicate the projects/ programmes/ activities to be undertaken by the Company, as specified in Schedule VII to the Act;
- (ii) Recommend the amount of expenditure to be incurred on the projects/ programmes/ activities referred to in clause (i) above;
- (iii) Institutionalize transparent monitoring mechanism for ensuring implementation of the CSR projects/ programmes/ activities; and
- (iv) Any other activity(ies)/functions, as may be assigned by the Board.

#### **5. CSR ORGANISATION**

The CSR activities shall be undertaken/ executed/ implemented either by the Company itself or through any company established under Section 8 of the Act or a registered public trust or a registered society, registered under Section 12A and 80G of the Income-tax Act, 1961, established by the Company, either singly or along with its holding company/ fellow subsidiary(ies) or other company(ies).

In the event, the Company implements its Corporate Social

Responsibilities activities through any other trust(s), society(ies), company(ies) that is not established by the Company/ its holding company/ fellow subsidiary(ies)/, such trust(s), society(ies), company(ies) shall have (a) registration under Section 12A and 80G of the Income-tax Act, 1961; and (b) an established track record of at least three years in undertaking similar activities and the Company will clearly specify the projects or programmes to be undertaken through these entities, the modalities of utilization of funds on such projects and programmes and the monitoring and reporting mechanism.

The Company will ensure that implementing agency(ies), who agreed to undertake any CSR activity(ies) of the Company, shall have registered itself/ themselves with the Ministry of Corporate Affairs by filing requisite form w.e.f. 1<sup>st</sup> April, 2021.

## **6. CSR ALLOCATION**

The CSR Allocation for a financial year shall include – (a) at least 2% of the average Net Profits of the Company made during three immediately preceding financial years; (b) any income arising there from; (c) surplus arising out of Corporate Social Responsibilities activities; and (d) any contribution specifically received for Corporate Social Responsibilities activities. Further, it is clarified that any surplus arising out of Corporate Social Responsibilities activities shall not form part of the business profits.

The CSR amount may be spent by the Company for creation or acquisition of a capital asset, which shall be held by (a) a company established under Section 8 of the Act, or a Registered Public Trust or Registered Society, having charitable objects and CSR Registration Number under the Rule; or (b) beneficiaries of the said CSR project, in the form of self-help groups, collectives, entities; or (c) a public authority.

The Board shall ensure that the Administrative Overheads shall not

exceed 5% of total CSR expenditure of the Company for the financial year.

In case, the Company spends an amount in excess of requirement provided Section 135(5) of the Act, such excess amount may be set-off against the requirement to spend Section 135(5) of the Act up to an immediate succeeding three financial years provided the same has been approved by the Board and passed a resolution to that effect and the excess amount available for set-off shall not include the surplus arising out of the CSR activities.

In case, the Company fails to spend the prescribed CSR amount in any financial year, the Board shall, in its report under Section 134(3)(o), specify the reasons for not spending the amount and, unless the unspent amount relates to any Ongoing Project, transfer such unspent amount to a Fund specified in Schedule VII to the Act, within a period of six months of the expiry of the financial year.

Further, any amount remaining unspent under Section 135(5) of the Act, pursuant to any Ongoing Project of the Company, fulfilling such conditions as may be prescribed, shall be transferred by the Company within a period of thirty days from the end of the financial year to a special account for that financial year in any scheduled bank to be called the Unspent Corporate Social Responsibility Account, and such amount shall be spent by the Company in pursuance of its obligation towards the Corporate Social Responsibility Policy within a period of three financial years from the date of such transfer, failing which, the Company shall transfer the same to a Fund specified in Schedule VII, within a period of thirty days from the date of completion of the third financial year.

Until a fund is specified in Schedule VII, the unspent CSR amount, if any, shall be transferred by the Company to any fund included in Schedule VII to the Act.

## **7. CSR BUDGET**

The overall amount to be committed towards CSR will be approved by the Board upon the recommendation of the CSR Committee.

## **8. CSR ACTIVITIES**

The Company will undertake its CSR activities in the following areas:

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 employmentenhancing 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 setup bythe Central Government for rejuvenation of river Ganga;
5. protection of national heritage, art and culture including restorationof buildings and sites of historical importance and works of art; setting up public libraries; promotion and development of traditional art andhandicrafts;
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 or Prime Minister's Citizen Assistance and Relief in Emergency Situations Fund (PM CARES Fund) or any other fund set up by the Central Government for socio economic development and relief and welfare of the schedule caste, tribes, other backward classes, minorities and women;
9. 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).
10. Rural development projects including community/ social/ infrastructure creation intended for the general well being of society at large;
11. Slum area development including social infrastructure projects in urban areas aimed at improving the well being and safety of the general public in such urban areas; and

12. disaster management, including relief, rehabilitation and reconstruction activities.

The CSR Committee shall formulate and recommend to the Board, an Annual Action Plan. The details of each of the CSR activities/programmes undertaken during a financial year shall be set-out in the Annual Action Plan. The Board may alter the Annual Action Plan at anytime during a financial year, as per the recommendation of the CSR Committee, based on the reasonable justification to that effect.

The Company shall give preference to the local area and areas around it where it operates, for undertaking/ implementing/ executing/ collaborating for CSR activities.

## **9. IMPLEMENTATION OF CSR ACTIVITIES**

The CSR activities identified by the CSR Committee and approved by the Board shall be implemented in a project mode through implementing agency i.e. EaseMyTrip Foundation or any other agencies as may be necessary, which will entail charting the stages of execution through planned processes, measurable targets, mobilization and allocation of budgets and prescribed timelines. It also involves assigning of responsibility and accountability. Suitable documents/ agreements, if required, shall be entered into with the implementing agencies for the purposes of implementation of the CSR projects. The conditions of grant of amounts for all CSR activities and the break-up of the allocations shall be set-out and evaluated from time to time. The Company may engage international organisations for designing, monitoring and evaluation of the CSR activities as per the CSR policy as well as for capacity building of its own personnel for CSR, if required.

## **10. MONITORING MECHANISM**

The CSR Committee will ensure a transparent monitoring mechanism for ensuring effective implementation of the CSR activities proposed to be undertaken by the Company.

The CSR Committee will ensure that the CSR activities are undertaken in compliance with this CSR Policy and in a project or programme mode with clearly defined project deliverables, implementation schedules, processes and budgets as given in the Annual Action Plan.

The CSR Committee will monitor the projects and programmes to ensure that they are being carried out in compliance with this CSR Policy and the Act. The CSR Committee shall also apprise to the Board of Directors about the progress of CSR project/ programmes/ activities including expenditure incurred by the implementing agency(ies) till the allocated budget is fully utilised.

In case of the Ongoing Project(s), the Board shall monitor the implementation of the project with reference to the approved timelines and year-wise allocation and shall be competent to make modifications, if any, for smooth implementation of the project within the overall permissible time period.

The Board shall satisfy itself that the funds so disbursed have been utilised for the purposes and in the manner as approved by it and the Chief Financial Officer shall certify to the effect.

## **11. ROLE OF THE IMPLEMENTING AGENCIES**

The implementing agencies shall be responsible for:

- (i) Determining the modalities of execution including targets and timelines in consultation with the CSR Committee;
- (ii) Ensuring that implementation of all CSR activities is being carried

on in accordance with the above;

- (iii) Supervising the implementation of the CSR activities and ensuring that the CSR activities are undertaken in compliance with this CSR Policy with clearly defined project deliverables, implementation schedules, processes and budgets;
- (iv) Undertaking impact assessment of the CSR activities, as may be required;
- (v) Maintaining documents and accounts pertaining to all CSR activities of the Company;
- (vi) Keep the CSR Committee updated on Implementation progress of CSR activities; and
- (vii) Assisting the CSR Committee in monitoring of CSR activities and preparation of the annual report on CSR.

## **12. CAPACITY BUILDING**

The Company may build CSR capacities by providing suitable training to its own personnel as well as those of implementing agencies through institutions.

## **13. IMPACT ASSESSMENT**

In case, the Company has average CSR obligation of ` ten crore or more in pursuance of Section 135(5) of the Act, in the three immediately preceding financial years, it shall undertake impact assessment, through an independent agency, of its CSR projects having outlays of ` one crore or more, and which have been completed not less than one year before undertaking the impact study.

The impact assessment reports shall be placed before the Board and shall be annexed to the annual report on CSR.

In order to undertake impact assessment, the Company may incur an amount up to 5% of the total CSR expenditure for that financial year or

` fifty lakh, whichever is less and the same shall be considered as CSR

expenditure for that financial year.

#### **14. DISCLOSURES**

The CSR Committee shall prepare an annual report on CSR, in the format prescribed under the Act and such report shall be included in the Board's report annexed to the financial statements. The report shall be signed by the Chairman of the CSR Committee and Managing Director/ Director of the Company.

The Company shall host the contents of the CSR Policy on its website, if any, in such manner as may be prescribed.

#### **15. AMENDMENTS**

The CSR Committee is empowered to recommend amendments or modifications to the CSR Policy including Annual Action Plan and such changes shall be placed before the Board for approval.

Where the CSR Policy including Annual Action Plan is in variance with the requirements of the Act, the provisions of the Act shall prevail.

#### **16. GENERAL**

In case of any doubt with regard to any provisions of the CSR Policy and also in respect of matters not covered herein, a reference to be made to the CSR Committee or to the Chairman of the CSR Committee. In all such matters, the interpretation and decision of the Chairman of the CSR Committee shall be final.

## **EASY TRIP PLANNERS LIMITED**

### **CORPORATE SOCIAL RESPONSIBILITY ANNUAL ACTION PLAN FOR FY 2021-22**

**[IN TERMS OF SECTION 135 OF THE COMPANIES ACT, 2013 READ WITH CORPORATE SOCIAL RESPONSIBILITY POLICY RULES, 2014, AS AMENDED]**

#### **1. INTRODUCTION**

In terms of the provisions of Section 135 of the Companies Act, 2013 read with the Companies (Corporate Social Responsibility Policy) Rules,2014, as amended from time to time, Easy Trip Planners Limited (the "Company") is undertaking certain Corporate Social Responsibility (CSR) projects/ programmes as specified in Rule 4 of Companies (Corporate Social Responsibility Policy) Rules,2014, as amended. In terms of new provisions of the Companies Act, 2013 read with revised Rules made thereunder as notified by MCA vide its notification dated 22.01.2021, the CSR Committee is required to formulate and recommend an annual action plan for CSR activities to the Board of Directors. The details of each of the CSR activities/ programmes to be undertaken during a financial year is required to be set-out in the Annual Action Plan. Further, the Board may alter the Annual Action Plan at any time during a financial year,as per the recommendation of the CSR Committee, based on the reasonable justification to that effect. Words and expressions not defined in this Annual Action Plan shall have the same meaning as contained in the CSR Policy read with provisions of the Companies Act, 2013 read with the rules made thereunder.

## **2. CSR PROJECTS OR PROGRAMMES**

The Company will undertake the following CSR projects/ programmes through implementing agency “EaseMyTrip Foundation”. This will be reviewed from time to time by the CSR Committee in line with the CSR Policy to meet the overall objectives.

### **(i) CONTRIBUTION TO EASEMYTRIP FOUNDATION**

EaseMyTrip Foundation is a is the Section 8 incorporated by Easy Trip Planners Limited for the purpose of 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.

Implementing Agency: **EaseMyTrip Foundation**

## **3. IMPLEMENTATION SCHEDULE**

The deliverables and monitoring mechanism and implementation schedule for each project is given at **Annexure-A**. The Company would disburse the amount to implementing agency based on the timelines mutually agreed upon and the agency will also submit fund utilization statement at regular interval.

## **4. MONITORING AND REPORTING MECHANISM**

The CSR Committee will ensure a transparent monitoring mechanism for ensuring effective implementation of the CSR activities to be undertaken by the Company.

The CSR Committee will monitor the projects and programmes to ensure

that they are being carried out in compliance with the CSR Policy and the Companies Act, 2013. The CSR Committee shall also apprise to the Board of Directors about the progress of CSR project/ programmes/ activities including expenditure incurred by the implementing agency(ies) till the allocated budget is fully utilised.

## **5. IMPACT ASSESSMENT**

In case, the Company has average CSR obligation of Rupees ten crore or more in pursuance of Section 135(5) of the Act, in the three immediately preceding financial years, it shall undertake impact assessment, through an independent agency, of its CSR projects having outlays of Rupees one crore or more, and which have been completed not less than one year before undertaking the impact study. Since the outlay of the Company for the FY 2020-21 was Rs. 95.00 lakhs only, the provisions of Impact assessment are not applicable to the Company

### MONITORING MECHANISM

S. No.	Program Name	Project Name	Project Details & Major Deliverables	Implementation Schedule FY 2021-22				Monitoring and Reporting Mechanism
				Q1	Q2	Q3	Q4	
1	<b>EaseMyTrip Foundation</b>	<b>EaseMyTrip Foundation</b>	<ul style="list-style-type: none"> <li>• EaseMyTrip Foundation is the Section 8 incorporated by Easy Trip Planners Limited for the purpose of 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.</li> </ul>				✓	<ul style="list-style-type: none"> <li>• Annual Progress Report/ Fund Utilization Certificate</li> </ul>