



## **INTERGLOBE AVIATION LIMITED**

# **CORPORATE SOCIAL RESPONSIBILITY POLICY**

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## 1. PREFACE

InterGlobe Aviation Limited (“IndiGo” or the “Company”) as an organization has time and again stood up and contributed in every possible way to fulfill its commitment as a responsible corporate. Though this policy has been formulated and adopted in compliance with the provisions of the Companies Act, 2013 (the “Act”) read with Companies (Corporate Social Responsibility) Rules, 2014 (the “Rules”) to undertake all or any of the activities as set out in schedule VII (as amended from time to time), IndiGo right from its inception is consistently making efforts towards reaching out to the less privileged sections of society and contributing towards their betterment.

Corporate Social Responsibility (CSR) is inculcated in IndiGo’s work culture. IndiGo, India's largest and fastest growing airline stands for three things: on-time performance, affordable fares and hassle-free travel experience. We take pride in serving our customers, associates and society with utmost safety, responsibility and integrity. We consistently endeavor to ensure availability of air travel to masses with affordable fares.

In compliance with the Act and the Rules, the CSR Policy was initially recommended by the CSR Committee and approved by the Board at their respective meetings held on April 01, 2014. This policy was last updated on June 28, 2015 with recommendations and approval from CSR Committee and the Board.

## 2. DEFINITION

*“Board” means the board of directors of InterGlobe Aviation Limited;*

*“Implementation Team” has the meaning as set out in clause 8.2 of this policy;*

*“Management Team” has the meaning as set out in clause 8.1 of this policy;*

*“NGO” has the meaning as set out in clause 8 of this policy.*

Words and expressions used and not defined in this policy but defined under the Act or the Rules shall have the same meanings respectively assigned to them in the Act and the Rules.

## 3. CSR COMMITTEE

The IndiGo’s CSR Committee (the “Committee”) comprised of the following directors as its members.

1. Mrs. Rohini Bhatia, Chairman
2. Dr. Anupam Khanna, Member
3. Mr. Aditya Ghosh, Member

The CSR Committee shall convene its meetings at such intervals and perform such functions in such manner as may be prescribed under the Companies Act, 2013 read with the Companies (Corporate Social Responsibility Policy) Rules, 2014 as amended from time to time. The meetings may be convened either in person or through video conferencing or other audio visual means. The quorum for the Committee meeting will be one-third of its total strength or two members of the CSR Committee, whichever is higher. The Company Secretary of the Company shall act as the Secretary of the Committee.

Members of the Committee shall not be paid any amount towards sitting fee for attending the Committee meetings.

#### **4. GOVERNANCE**

Overall governance, formulation and recommendation of the CSR policy is the responsibility of the CSR Committee and the Management & Implementation Teams are responsible for administering and executing the CSR activities in compliance with this policy under the directions and guidance of the CSR Committee and the Board.

#### **5. CSR PROJECTS & PROGRAMS (“IndiGoReach”)**

IndiGoReach is the title for CSR Projects & Programs of IndiGo. The vision and mission of IndiGoReach is to consistently contribute towards the betterment of under privileged sections of the society for economic prosperity, social development, environmental integrity and sustainable development of the nation.

As a part of IndiGoReach, IndiGo may undertake all or any of the activities as set out in Schedule VII of the Act read with the Rules as amended from time to time and reproduced below.

- (i) 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;
- (ii) promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly, and the differently abled and livelihood enhancement projects;
- (iii) 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;
- (iv) 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 by the Central Government for rejuvenation of river Ganga;
- (v) 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 arts and handicrafts;
  - (vi) measures for the benefit of armed forces veterans, war widows and their dependents;
  - (vii) training to promote rural sports, nationally recognised sports, paralympic sports and Olympic sports;
  - (viii) contribution to the Prime Minister's National Relief Fund or any other fund set up by the Central Government for socio-economic development and relief and welfare of the Scheduled Castes, the Scheduled Tribes, other backward classes, minorities and women;
  - (ix) contributions or funds provided to technology incubators located within academic institutions which are approved by the Central Government;
  - (x) rural development projects;
  - (xi) slum area development;
  - (xii) Any other items or entries as may be notified by the Ministry of Corporate Affairs from time to time.

Adopting one or more activities as set out above, the Management Team shall formulate various programs following the template set out in Annexure 1 for implementing IndiGoReach considering the following guidelines:

**A. Creating awareness and sensitizing employees, associates and customers to become volunteer for CSR activities**

The Management Team shall formulate from time to time various plans and programs for creating awareness among employees, associates and customers of their responsibility towards the society and motivating them for becoming part of the CSR activities. Such programs will include but may not be limited to the following:

- Service day program i.e. a program under which a paid off may be provided to an employee who wishes to carry out any charitable activities;
- Equal / proportionate contribution program i.e. a program under which IndiGo is obliged to contribute equally or in certain proportion for carrying out any charitable activities which are identified under such program;
- Donation program at various occasions such as festival seasons, Daan Utsav, Mother's Day, Women's Day etc. Under this program, the members of the Implementation Team along with volunteer employees may visit an old age home, orphanage, rural areas, slums or other similar area to touch the life and hearts of under privileged people and for bringing happiness on their faces by distributing things like food, sweets, gifts, clothes etc.
- Donation program for donating any assets or other materials owned by the Company which is in a usable condition but needs to be replaced following

the Company policy of maintaining high standards of services being offered to the customers.

For clarity, all expenditure involving outflow of funds in relation to or which are ancillary and incidental to the program formulated under this head will only form part of the CSR expenditure. Further where the program involves donating any existing asset of the Company, the amount which qualifies for CSR expenditure will be the written down value of such asset in the books of accounts with an addition of the amount spent on its refurbishment and transfer.

#### **B. Assistance program during natural calamities / disasters**

IndiGo being an aviation company may have an easy and speedy access to the places where it is difficult for other agencies to reach in the event of natural calamities or disasters. IndiGo should leverage this position and may extend the support and contribution under such situations in any of the following ways as may be approved by the Management Team:

- Supply of food, medicines, drinking water, clothes and other relief material;
- Free / concessional travel tickets for transferring the affected and needy persons to a safe destination;
- Free / concessional cargo transport assistance to various government / non - government agencies who wish to transport relief material for the affected and needy persons at the place of calamity / disaster;
- Waiver of excess baggage fee for passengers carrying relief material;

#### **C. Program for protection of national heritage, art and culture including restoration of buildings and sites of historical importance and works of art**

IndiGo being an aviation company and part of the tourism industry should formulate from time to time, various plans and programs for the protection of national heritage, art and culture including restoration of buildings and sites of historical importance and works of art.

#### **D. Program for promoting education and employment opportunities**

The development of a nation depends upon the development of its people. The Management Team shall formulate from time to time, various plans and programs for promoting education and employment opportunities for the under privileged sections of the society.

#### **E. Program for protecting and maintaining the quality of environment**

The Management Team shall formulate from time to time, various plans and programs for protecting and maintaining the quality of environment.

## **F. Program for women empowerment**

IndiGo believes in providing equal opportunity for growth to women and is committed to contribute towards women empowerment. The Management Team shall formulate from time to time, various plans and programs for women empowerment.

## **G. Program related to any other matter listed in clause 5(i) to (xii) of this policy which could not be included in clause A to F above.**

While formulating the plans and programs, special emphasis should be placed by the Management Team to the areas listed in clause A to F above. However, in case, if the Management Team is of the opinion that any matter not listed in clause A to F above but is listed in clause 5(i) to (xii) and requires immediate attention, then the Management Team has the authority to formulate the requisite plans and programs for carrying out that activity as a part of this CSR policy.

## **H. CSR capacity building**

The Management Team shall allocate 5% of the CSR budget each year for capacity building of the Implementation Team through institutions with establish track records of at least three financial years.

## **6. SPONSOR - IndiGoReach**

In compliance with the provisions of the Act and the Rules, IndiGo will sponsor, during each applicable financial year, all programs formulated by the Management Team under this policy for an amount equals to two percent of the average profits of the Company made during the three immediately preceding financial years.

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

## **7. MODALITIES FOR EXECUTION**

At IndiGo, following procedure will be followed in relation to CSR activities.

1. CSR Committee to draft and recommend the CSR Policy or any amendment thereto for Board approval;
2. Board to approve with or without modifications the CSR policy or any amendment thereto, as recommended by the CSR Committee;
3. CSR Committee to recommend for Board approval, the amount of expenditure to be incurred on the CSR activities every year and monitor the expenditure incurred by the Company;

4. Board to approve the amount of expenditure to be incurred on the CSR activity as recommended by CSR Committee and to authorize the Management Team to formulate / update the programs based on available funds;
5. Management Team to formulate various programs following the guidelines and terms set out in this policy;
6. If the program formulated by the Management Team involves engaging an NGO, the Management Team shall evaluate, shortlist and finalise the NGO and execute a formal contract with that NGO as set out in clause 7 below.
7. The Implementation Team to ensure all programs formulated and approved by the Management Team are being carried out as per their schedule and as set out in the program.

## **8. IMPLEMENTATION STRUCTURE**

The activities identified under IndiGoReach will be carried out either directly by the Implementation Team or the Implementation Team will collaborate with InterGlobe Foundation or any other registered trust or a registered society or a company established under the Companies Act, 2013 or under any previous company law with charitable objects, etc. (individually and collectively referred to as an “NGO”)

Before collaborating and funding any NGO for IndiGoReach, the Management Team shall evaluate, shortlist and finalise that NGO, based on the parameters set out under the Act and the Rules and satisfy itself that the said NGO meet the criterion set out in the Act and the Rules for accepting any contributions in relation to such activities.

Further as part of the process to track the modalities of utilization of funds and reporting mechanism on the activities and programs identified by the Management Team with an NGO, the Management Team shall proceed to execute a formal contract with the NGO specifying in detail the activities to be carried out by the NGO, the process of utilization of funds, implementation schedule and the monitoring and reporting mechanism.

### **8.1 MANAGEMENT TEAM**

The Management Team (“Management Team”) shall comprise of the following members:

1. Ms. Summi Sharma, Vice President - ifly;
2. Mr. Vineet Mittal, Vice President - Financial Accounts & MIS;
3. Mr. Suresh Kumar Bhutani, Company Secretary;
4. Ms. Smiti Saha, Principal Legal Counsel.

The Management Team shall be responsible for formulating various CSR programs within the broad guidelines set out in clause 5 and shall regularly



provide the required guidance to the Implementation Team for ensuring due implementation of the programs and activities identified thereunder.

The Management Team shall prepare CSR reports at the end of every six months and will submit the same for consideration and review of the CSR Committee & the Board.

## **8.2 IMPLEMENTATION TEAM**

The Implementation Team (“Implementation Team”) shall comprise of Ms. Sakshi Datt, Manager- Corporate Social Responsibility and at least four other representatives from different departments who would like to participate in the respective program formulated by the Management Team.

For ensuring proper execution of the programs and activities identified thereunder, the Company will consistently build CSR capacities of the Implementation Team through institutions with establish track records of at least three financial years.

The Implementation Team shall be responsible for due execution of the programs and activities identified thereunder and will prepare a quarterly report on all such activities and will submit the same for consideration and review of the Management Team.

## **9. CSR EXPENDITURE**

All expenditures directly or indirectly incurred by the Company in relation to its CSR activities shall qualify as the CSR expense.

## **10. GEOGRAPHIES AND TARGET COMMUNITIES**

IndiGo’s workplace and customers are based almost across all the states in India. Considering the consistently increasing IndiGo’s reach in almost all the regions, IndiGo will extend the benefit of its CSR activities throughout the country during the current year and in the years to come based on the programs formulated by the Management Team, with the target communities being the socially and economically lesser privileged sections.

## **11. GENERAL GUIDELINES**

1. In case of any doubt with regard to any provision(s) of the policy, a reference can be made to the Committee. In all such matters, the interpretation & decision of the Committee shall be final.
2. The Company reserves the right to modify, cancel, add, or amend this policy at any time subject to the provisions of the Companies Act, 2013 and Rules framed thereunder.

**Annexure 1**

**(Name of the Program)**

*(Pursuant to Clause 5 of InterGlobe Aviation Limited CSR Policy)*

**Preface**

The activities covered under this program relate to clause 5 (...) of InterGlobe Aviation Limited CSR Policy and clause ..... of Schedule VII of the Companies Act, 2013.

**Budget**

The aggregate amount allocated for this program is Rs..... for the financial year ended March 31, .....

**CSR Activities**

Following activities will be carried out by the Implementation Team under this program

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....

**Modalities of execution**

Before releasing any funds under this program, the Implementation Team shall ensure the following:

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....

**Implementation schedule**

The activities set out in this program will be carried out as follows:

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....

**Monitoring mechanism**

While carrying out the activities identified under this program, the Implementation Team shall adopt the following monitoring mechanism:

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....

**Summi Sharma**  
**(Vice President - ifly)**

**Vineet Mittal**  
**(Vice President - Financial Accounts & MIS)**

**Suresh Kumar Bhutani**  
**(Company Secretary)**

**Smiti Saha**  
**(Principal Legal Counsel)**