TCS Global Policy – Corporate Social Responsibility

Version 2.0

About this document

Introduction

TCS' Corporate Social Responsibility (CSR) commitment stems from the legacy of the Tata Group and the founder's vision and commitment to improve the quality of life of the communities. TCS serves the community through long-term value creation based on Building on Belief. TCS believes that communities face unique, complex challenges and its CSR strategy leverages the best of the organization's expertise to create bespoke, contextual, and partnered solutions to address the needs of the most vulnerable sections of the community.

Scope of the Policy

This Policy is applicable to all of TCS' global operations including the subsidiaries of the Company and will ensure compliance to all regulations in these respective regions. For India, the Policy will be operative within the overall ambit of the CSR provisions contained in the Companies Act 2013, the Companies (Corporate Social Responsibility Policy) Rules, 2014 read with Schedule VII and amendments thereof, applicable from time to time (hereinafter collectively referred to as "CSR Provisions").

List of abbreviations

Abbreviation	Expanded Form
CSR	Corporate Social Responsibility
NGO	Non-Government Organization
RFP	Request for Proposal
WASH	Water Sanitation and Hygiene
UN	United Nations
SDGs	Sustainable Development Goals

Contents

1 TCS CSR Vision and Mission

Vision: Empower communities by connecting people to opportunities in the digital economy.

Mission: Build equitable, sustainable, and inclusive pathways to opportunities for all- especially youth, women, and marginalized groups.

2 Objectives for Community Engagement

Our aim is to create 'Generational Improvement' at a person, community, region and country level, thereby creating large-scale societal impact.

In pursuit of this, TCS aims to:

1. Build deep and proactive partnerships with the community through multi-year programs which have clear goals for impact.

2 Empower communities through:

- Creation of Employment, Entrepreneurship and livelihood opportunities for youth and marginalized members of the community, and development of 21st century skills through Education and Skilling

- Support basic health and wellness; water, sanitation, and hygiene need of communities- especially those that are marginalized.

- Other projects in line with its vision, overall objective for community engagement and the applicable regulations

The efforts will be in line with TCS' support of the Government of India and the Tata Group's Affirmative Action policy.

3 Leverage the best of TCS – intellectual, human, technology, and financial capabilities to:

- Create innovative solutions by leveraging TCS' diverse network of experts and applying its contextual knowledge.

- Execute and scale programs using TCS' technology capabilities.

- Engage TCS' large employee base to volunteer their time, skills, and expertise as last-mile connectors.

- Undertake large, sustainable, multi-year, strategic CSR programs to create a broader and deeper societal impact.

4. Promote equitable access to resources by prioritizing those within the community who need it the most and create an inclusive process which facilitates access for all – especially for individuals and communities that are marginalized.

5. Understand and tailor each solution to the community, thereby facilitating a process to address the most essential needs of a community.

6. Leverage programs designed to lift individuals and communities step-by-step from one tier of economic opportunity to the next, enhancing their earning potential.

7. Drive global impact through alignment with and commitment to the United Nation's Sustainable Development Goals (UN SDGs).

3 CSR Model

As a global technology innovator, TCS' CSR goal is to develop and implement programs that create equity and access to opportunities in the digital economy:

- In key focus areas
- For key stakeholder groups
- Through a defined engagement model aligned to TCS' strategic CSR objectives
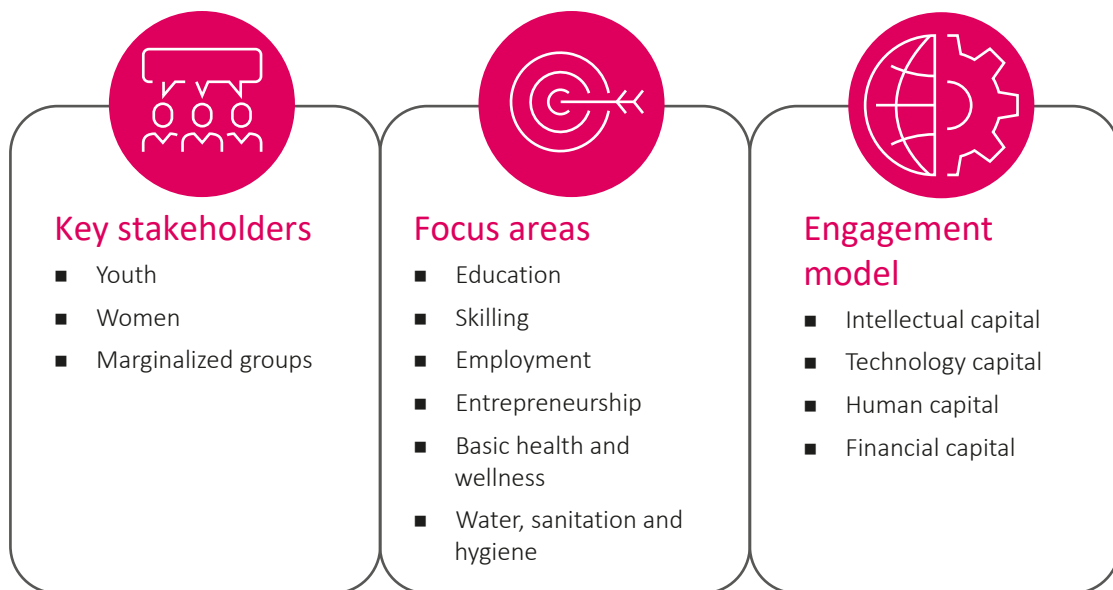
Key stakeholders

- Youth
- Women
- Marginalized groups

Focus areas

- Education
- Skilling
- Employment
- Entrepreneurship
- Basic health and wellness
- Water, sanitation and hygiene

Engagement model

- Intellectual capital
- Technology capital
- Human capital
- Financial capital

Figure 1: CSR Model

3.1 Strategic CSR focus areas

By prioritizing focus on education, skilling, leading to creation of livelihood through employment, and entrepreneurship opportunities, TCS helps people and communities bridge the opportunity gap. TCS also supports health and wellness; water, sanitation, and hygiene; needs of communities, especially those that are marginalized.

- Education & Skilling – to equip youth, women and marginalized groups with skills to be successful in 21st century opportunities, resulting in creation of Employment and Entrepreneurship (self-employment), and leading to enhancement of livelihood.

- Basic Health and Wellness – to provide access to nutrition and create technology efficiencies for hospitals and healthcare entities.

- Water, Sanitation & Hygiene (WASH) – to provide access to water, sanitation, and awareness of basic hygiene to help uplift communities.

TCS may also invest in conservation efforts and support relief efforts to communities at the time of natural and man-made disasters. Given our focus on art and heritage as well as climate change, we may also invest in projects to address these areas. TCS may, additionally, take up any other projects in line with CSR provisions and as approved by the CSR Committee from time to time.

3.2 Key Stakeholders

By applying TCS' resources towards communities that need it the most, it ensures equitable and inclusive access to opportunities. TCS also incorporates an inclusive approach into the design of every program so that the needs of its key stakeholder groups inter alia covering the following are met:

- Youth
- Women
- Marginalized Groups

3.3 Engagement Model

The Engagement Model leverages the best of TCS to create and execute innovative solutions while driving simultaneous depth and scale of impact by harnessing its:

- Intellectual capital
- Human capital
- Technology capital
- Financial capital

4 CSR Project Selection Framework

TCS has incorporated a project selection framework against which programs and partnership opportunities will be reviewed to ensure alignment against TCS' vision, mission, and objectives for social impact.

Sustainable, strategic investment in **big ideas**

Proactive strategic programs build NGO capacity, RFP process

Our vision, mission & societal outcomes

TCS' core strengths

Request for support

Discretionary disater fund, special projects, grants

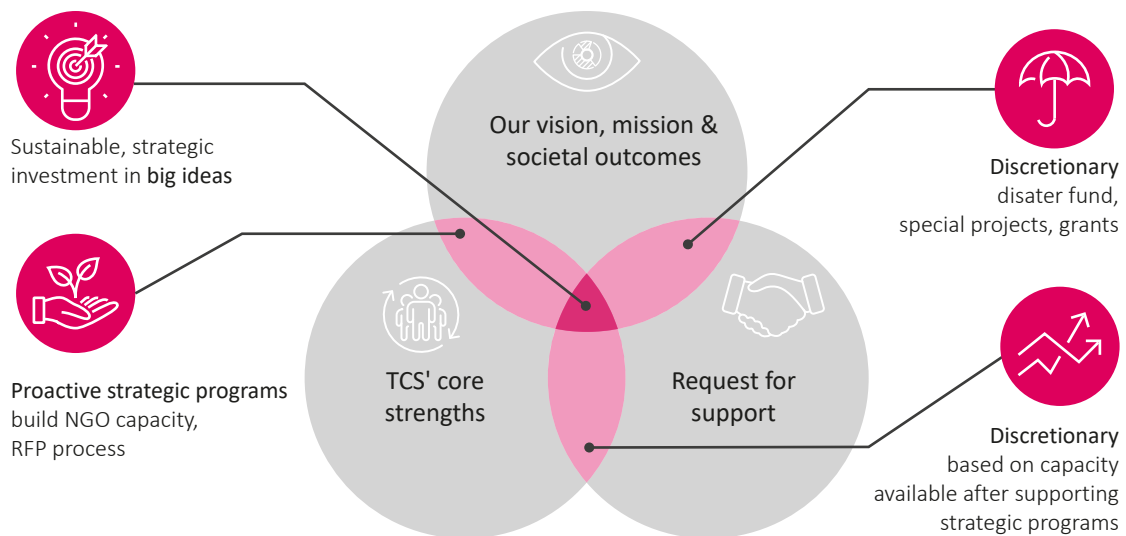Discretionary based on capacity available after supporting strategic programs

Figure 2: CSR Project Selection Framework

The outlined project selection criteria are as follows. TCS aims to:

- Prioritize strategic multi-year CSR programs that are aligned with its mission and focus areas; and implement programs that create large-scale social transformation while focusing on the key challenges and issues in the community.

- Leverage its engagement model that makes use of its intellectual, human, technology, and financial capital.

- Prioritize areas where it has an existing CSR intervention.

Proactive Strategic CSR Programs

TCS intends to undertake large, sustainable, multi-year, strategic CSR programs to create a broader and deeper societal impact. These programs will be:

- Aligned to the focus areas

- Aligned with the vision, mission, and societal outcomes

- Leveraging TCS' core strengths (intellectual, technology, human, and financial capital)

- Driven by TCS or through strategic CSR partnerships with grassroots and expert organizations.

Proactive Investments

TCS may proactively implement strategic CSR partnerships that leverage its technology and human expertise to support and build the capacity of social organizations that are aligned with its CSR goals.

Discretionary Spends

TCS may support, on a discretionary basis, funding requests from NGOs and social impact organizations (funding for disaster relief, special projects, and other grants) complementary to its focus areas and aligned with the CSR goals.

5 Governance

The CSR Committee shall:

- Formulate and recommend to the Board and periodically review the CSR Policy

- Formulate and recommend the annual action plan.
  - Indicate the list of activities to be undertaken by the Company in areas or subject. For India, this will be aligned to activities specified in **Schedule VII of the Companies Act, 2013**.
  - Recommend the amount of expenditure to be incurred on the activities.

- Monitor the implementation of the CSR Policy of the Company from time to time

- Monitor and report on the progress on the annual action plan

CSR implementation in India shall be periodically reviewed and monitored by the duly constituted CSR Committee of the Board. The CSR initiatives of the Company will be executed by a skilled team who will ensure impact-focused delivery, implementation, monitoring, and reporting.

Any surplus arising out of CSR projects, programs, or activities shall not form part of the business profit of the Company and the same shall be spent on CSR activities.

6 Implementation

TCS implements programs that create large-scale social transformation, while focusing on the key challenges and issues in the community. For this, it leverages an engagement model that makes use of its intellectual, technology, human, and financial capital (4Cs). The implementation of programs in India will be aligned to **Schedule VII of the Companies Act (2013)**.

Proposals for new programs, as and when received, shall be evaluated in terms of appropriateness and alignment with TCS' CSR Policy.

These programs may be implemented through one or more of the following modes:

i. Through NGOs, Trusts, government bodies, educational institutions, other corporates and industry associations, and other suitable implementing organizations

ii. Through organizations and multi-lateral entities with an established track record of at least three years in undertaking similar programs or projects

iii. Through joint ventures and associate companies of TCS

iv. Through collaboration with other companies for undertaking projects, programs, or CSR activities

v. Self-executed i.e., Directly undertake initiatives by building the CSR capacity of TCS personnel

vi. TCS Foundation

vii. A combination of any of the above modes from (i) to (vi)

TCS may plan for or apply an exit strategy for a variety of reasons including by empowering communities to take ownership of the solution and investing in their own growth and transformational journey – thereby, continuing to create impact.

7 Monitoring and Reporting

TCS aims to evaluate the impact of its CSR programs through a standardized methodology and process. For an effective implementation of CSR activities and programs, an internal monitoring mechanism as developed by the CSR team will be put into effect.

The internal monitoring mechanism shall ensure the following:

i. Defined Process Owners for each process, program, and/or different levels within each program

ii. Periodic reporting to leadership on the amount spent and activity undertaken

iii. Impact measurement, including social upliftment and benefits to the community

iv. Report consolidation and communication to the CSR Committee of the Board

v. Annual review of CSR programs by the duly constituted CSR Committee of the Board

TCS' intent is that the learning from implementing such programs would be used for generating awareness and creating a knowledge base to facilitate evidence-based decision-making within TCS, by its partners and others in the broader ecosystem.

In India, an Annual CSR report and CSR Plan will be included in the Director's Report within the Annual Financial Report and placed before the Board by the CSR Committee for approval. The CSR Report for India will adhere to the specific requirements of section 135 of the Companies Act, 2013.

Within its global operations, TCS will ensure compliance with local regulatory reporting requirements for CSR, if any. A consolidated report covering the global CSR activities will be included in the presentation to the Board.

8 Ethics and Compliance

8.1 Ethics - Tata Code of Conduct

The Tata Code of Conduct is a set of principles that guide and govern the conduct of Tata companies and their employees in all matters relating to business and beyond. In carrying out all its operations under CSR, TCS, its subsidiaries, its joint ventures, and its associates will comply with the statutes of the Tata Code of Conduct.

8.2 Compliance with local CSR policies and procedures

TCS operates in many countries, and it is TCS' intention to comply with all applicable local statutory requirements. Accordingly, if a provision of this Policy conflicts with the applicable local legal regulations, TCS will adopt country-specific policies on this subject to accommodate such local regulations.

9 Policy Review

The policy shall be subject to review as may be deemed necessary and in accordance with any regulatory amendments. Key managerial personnel may review the policy from time to time.

10 Register Interest

Organizations can register their interest to partner on programs. TCS will review partnership proposals based on factors including but not limited to capacity, expertise, and interest, as well as alignment to TCS' vision and mission.

For more details on TCS' CSR programs, please follow **#TCSEmpowers** across social media or visit **https://www.tcs.com/csr**