# SCOR SE – India Branch
# Corporate Social Responsibility Policy

Version 1.3 – 25th September 2024

***For internal use only***

# ABOUT THE DOCUMENT

## *Document Information*

### *Properties*

The document properties are:

| | |
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| Owner | Chief Compliance Officer – India Branch<br>Chief Executive Officer – India Branch |
| In force from | 24/09/2021 |
| Author | Chief Compliance Officer |
| Approved by | Executive Committee – SCOR SE India Branch |
| Reviewed by | HUB General Counsel, APAC<br>Senior Corporate Sustainability Manager, Group Sustainability |

### *Review process*

This document shall be reviewed as and when needed.

Material changes made to this documents are subject to prior approval by the Executive Committee of SCOR SE – India Branch.

The table below outlines the changes included in the 3 latest versions of this [Policy/Guidelines] (including the present version).

| Version & date | Approver | Main changes |
|---|---|---|
| Version 1.3<br>25/09/2024 | Parag Gupta | • Schedule VII – Addition of new activities and funds for contribution of CSR Expenditure based on amendments in Companies Act, 2013<br>• Amendments made to comply with IRDAI Master Circular on Actuarial, Finance and Investment Functions of Insurers and Master Circular on Reinsurance |
| Version 1.2<br>26/09/2022 | Parag Gupta | • Schedule VII – Addition of new funds for contribution of CSR Expenditure<br>• Changes in utilisation of Unspent CSR Amount<br>• Functions of CSR and Executive Committee added |
| Version 1.1<br>24/09/2021 | Mukul Kishore | Not applicable (initial version) |

| | |
|---|---|
| ***Scope*** | This document is applicable to SCOR SE – India Branch. |
| ***Applicability*** | This Policy applies to all business activities of SCOR SE – India Branch, and must be complied with by all branch employees including any temporary workers or trainees. |
| ***Exception process*** | Please send your requests for any exception including the reasons why an exception is needed, to the owner of this Policy: rishah@scor.com |
| ***Change requests*** | Please send direct change requests, including the reasons for change, to the owner of this Policy: rishah@scor.com |

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## 1. EXECUTIVE SUMMARY

Contributing to the welfare and resilience of Society is part of SCOR's mission statement and is embedded in our DNA. This Policy sets forth the applicability only to India Branch of the Corporate Social Responsibility ('CSR") rules and requirements as per Indian Companies Act including amendments and necessary steps for compliance.

CSR Vision Statement of the branch is Combining the Art and Science of risk to protect societies.

## 2. BACKGROUND

SCOR SE - India Branch (hereinafter referred to as "Branch") is registered with Insurance Regulatory and Development Authority of India as the branch of SCOR SE, a foreign reinsurance company registered under Indian Companies Act (the "Act").

Pursuant to Section 135 of Indian Companies Act, 2013, a branch of a foreign company registered under Companies Act, having net worth of rupees five hundred crore or more, or turnover of rupees one thousand crore or more or a net profit of rupees five crore or more during the immediately preceding financial year shall ensure that it spends at least two percent (2%) of the average net profits (calculated in accordance with the provisions of Section 198 of the Act) of the branch made during the three immediately preceding financial years.

Such amount is required to be spent in accordance with this Policy.

## 3. DEFINITION

1. COMMITTEE – It is the CSR Committee constituted by the Executive Committee as per section 135 of Companies Act, 2013
2. POLICY- It refers to the CSR policy as reviewed by the CSR Committee and approved by the Executive Committee from time to time
3. FINANCIAL YEAR – means the period of 1st April to 31st March

## 4. REQUIRED CSR CONTRIBUTION

### PART I – METHODOLOY FOR CALCULATION OF CSR AMOUNT:

CSR contribution amount is to be calculated as 2% of average net profits of the preceding three financial years.

### PART II – ACTIVITIES FOR CONTRIBUTION OF CSR AMOUNT:

As per the Act, the branch must give preference to the local areas where it operates for spending the amount earmarked (if any) for CSR activities.

As set forth in Schedule VII to Section 135 of the Act, eligible CSR expenditures are to be made towards the following activities:

(i) eradicating hunger, poverty, and malnutrition, promoting health care including preventive health, 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) promotion of 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 and 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 set-up 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, Central Armed Police Forces (CAPE) and Central Para Military Forces (CPMF) veterans, and their dependents including widows;

(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 Prime Minister's Citizen Assistance and Relief in Emergency Situations Fund (PM CARES Fund) or any other fund set up by the Central Government or the State Governments for socio-economic development and relief and funds for the welfare of the Scheduled Castes, the Scheduled Tribes, other backward classes, minorities, and women;

(ix) a) contribution to incubators or research and development projects in the field of science, technology, engineering and medicine, funded by Central Government or State Government or Public Sector Undertaking or any agency of the Central Government or State Government; and

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)];

(x) rural development projects;

(xi) slum area development;

Explanation.— For the purposes of this item, the term 'slum area' shall mean any area declared as such by the Central Government or any State Government or any other competent authority under any law for the time being in force.

(xii) disaster management, including relief, rehabilitation and reconstruction activities.

Any contribution also must comply in particular with the (i) SCOR Group Guideline on Community Engagement Program, (ii) SCOR Group Anti-Bribery Policy, and (iii) SCOR Group Guidelines on Anti-Money Laundering, Combating the Financing of Terrorism and Know-Your-Customer..

### PART III – EXECUTION OF CSR

The Executive Committee of the branch shall establish a branch CSR Committee and recommend the membership thereof. The CSR Committee shall be responsible for proposing the activities to which any required CSR contribution shall be made. Such proposal shall be reviewed by the branch CSR Committee and further referred to the Executive Committee for approval and validation with SCOR Group Sustainability principles.

Upon such approval, the CSR Committee shall present to the Executive Committee for approval the recommended amounts and activities to which the required CSR contribution (if any) is proposed to be made.

The branch also may determine to carry out other CSR activities in addition to the contribution required by the Act (including projects where societal needs are high) or in special situations (such as in the case of natural disasters etc.) and will monitor any such implementation to ensure compliance with SCOR Group policies.

### PART IV – EXPENDITURE AND SURPLUS (IF ANY):

The CSR expenditure required by the Act shall include all amounts contributed by the branch in accordance with this Policy and approved by the Executive Committee (but does not include any expenditure on an item not in conformity or not in line with activities which fall within the purview of Schedule VII of the Companies Act, 2013).

The Committee shall ensure that the administrative overheads shall not exceed five percent (5%) of total CSR expenditure of the branch for any financial year.

## 5. COMPOSITION OF CSR COMMITTEE

As per the Companies (CSR Policy) Rules 2014, CSR Committee of a Foreign Company shall comprise of at least two persons of which one person shall be resident in India authorised to accept on behalf of the company service of process and any notices or other documents required to be served on the company and another person shall be nominated by the foreign company.

In accordance with the above rules, CSR Committee shall consist of the following members:

a) Authorized Representative of branch (Chairman)

b) Nominated Representative of Group/Hub entity

c) 2 Members who are employees of the branch

Based on above the Committee members are as below:

a) Chairman of the CSR Committee (Authorized Representative of the branch).

b) Representative of Group /Hub entity and

c) 2 members who are employees of the branch

**The above committee members can be substituted as and when required by the Executive Committee.**

**The employees of the branch shall participate as Volunteers for the CSR activities.**

## 6. FUNCTIONS OF CSR COMMITTEE AND EXECUTIVE COMMITTEE:

1. Functions of CSR Committee:

   The Corporate Social Responsibility Committee shall -
   (i) formulate and recommend the CSR policy to the Executive Committee;
   (ii) recommend the amount of expenditure to be incurred on CSR activities;
   (iii) monitor the CSR policy of the company from time to time; and
   (iv) formulate and recommend to the Executive Committee, an annual action plan in pursuance of its CSR policy, which shall include the items as mentioned in rule 5(2) of the Companies (CSR Policy) Rules, 2014 as amended from time to time.

2. The responsibilities of the Executive Committee , inter-alia, include the following -
   (i) approve the CSR policy;
   (ii) disclose contents of such policy in its report and also place it on the company's website, if any;
   (iii) ensure that the activities included in the CSR policy are undertaken by the company;
   (iv) ensure that the company spends, in every financial year, at least two per cent of the average net profits of the company made during the three immediately preceding financial years;
   (v) satisfy itself regarding the utilisation of the disbursed CSR funds; and
   (vi) ensure disclosures as required under Companies Act 2013 read with rules/ notification/circulars.

## 7. FREQUENCY AND QUOROM OF MEETING

The CSR Committee meetings shall be held as and when required during the FY. However minimum 2 meetings will be held in one FY

## 8. REPORTING

1. The amount of CSR expenditure required to be spent, and the areas selected for contribution shall be recommended by CSR Committee to the Executive Committee of SCOR SE – India Branch
2. The Executive Committee shall provide its approval or disapproval to the recommendation made by the CSR Committee
3. On disapproval CSR Committee shall modify its plan and again present the same to the Executive Committee.
4. The amount to be spent and the areas shall be filled in the format as per **Annexure 1** of this Policy by CSR Committee.
5. In case of any change in the amount or area, it shall be placed before the Executive Committee (through Executive Committee meeting or resolution) before the actual contribution.

## 9. STEPS FOR SELECTING CSR PROJECTS

Part I: The following steps shall be undertaken while selecting the programs/partners/projects for SCOR SE-India Branch CSR activities:

1. **Pre-Scrutiny**: The CSR Committee shall share a checklist for pre scrutiny and obtain an undertaking to ensure that Non - Governmental Organization ("NGO") has all the required licenses and certificates to receive Foreign Contribution under Foreign Contribution Regulation Act 2010, No regulatory proceeding is pending against the NGO and past records of the projects etc.

2. **Initial Screening** Once the initial undertaking is received the shortlisted NGOs will be invited to share the proposal based on the requirement as per the mission of that FY and same will be reviewed by the CSR Committee.

3. **Selection Criteria**: The CSR Committee may ask for meetings with the Project representatives of each NGO as part of its selection and short list the proposal based certain essential factors (Total Impact, budget allocation etc)

4. **Approval:** Once the projects are identified by the CSR Committee and the selection criteria are fully met, the final project proposal will be placed by the CSR Committee before the Executive Committee for approval of the projects.

5. **Disbursement**: The approved total budget will be distributed in as many tranches as decided mutually or agreed as per the MOU between the branch and NGO.

6. **Reports**: Branch shall obtain with the assistance of CSR Committee:
    a) Quarterly updates of the projects
    b) Confirmation on 100% utilization of fund before 31st March
    c) Final utilization (audited) report
    d) Impact Report
    e) Pictures, videos and other documentation.

## 10. FINE AND PENALTY FOR NON-COMPLIANCE

In case a company fails to comply with the provisions relating to CSR spending, the penalty will be charged as per Companies Act, 2013.

## *Annexure - 1*

## *Broad areas of CSR activities proposed to be carried out by SCOR SE – India Branch during*

## *financial year 20__-__*

| Category | Activities | Amount |
|---|---|---|
| I | | |
| II | | |