

CORPORATE SOCIAL RESPONSIBILITY POLICY

Canon India Pvt. Ltd.



2022 - 2025

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1. PREAMBLE:

At Canon India, we are committed towards improving the quality of lives of people in the community we operate in. Our CSR endeavors are driven by our corporate philosophy of 'Kyosei', which means 'living and working together for common good'. We would volunteer resources and time to the extent possible towards various social causes, making a positive and lasting influence on our beneficiaries.

2. OBJECTIVE:

Through our CSR initiatives, we strive to make a long term and sustainable impact on the disadvantaged/ marginalized section of society by providing opportunities to them to improve their quality of life. We aim to become a responsible corporate leader in the country, respected by people for our commitment towards the upliftment of the society.

3. GUIDING PRINCIPLES FOR SELECTION OF ACTIVITIES

CIPL will undertake its CSR initiatives as recommended by CSR Committee, in adherence with the Schedule VII of the Companies Act, 2013, by working directly or with grassroots organization, partners, individuals, like minded corporates or Government of India.

In order to become a successful catalyst for positive change and creating a sustainable impact on the society, we take up various projects under our CSR program 'Canon India Involve' supported by the 4Es CSR policy, comprising of Education, Eye Care, Environment and Empowerment.

Along with focusing on the 4Es, the CSR endeavors will also cover significant issues such as health, hunger, malnutrition, poverty, girl child education, infrastructure support etc.

Through our flagship initiative 'Adopt a Village', we work towards the overall development of the villages with a focus on 4E's among other areas which could benefit the community. We have association with SOS Villages in India, through which we support less-privileged children in their education and livelihood, leading to their holistic development.

Taking forward our vision of 360 degree learning for kids from our adopted villages, we initiated a new campaign 'Learning Beyond Books' (LBB) in 2017. Through the program, we enable a platform of experiential learning beyond their homes and school boundaries, providing them with different career possibilities.

LBB program will involve kids participating in sessions or visits, and educating them on topics or issues which are not covered through their academics. This will be done through different chapters spanning across industries, like corporate, media, arts, entertainment, sports, social issues and interactive sessions with industry veterans among others. The activities for LBB will be undertaken in accordance with the 4E

policy with active employee engagement. The nature of the activities and chapters will keep updating, as per the opportunities sourced.

a. LOCATION OF THE ACTIVITIES:

CSR activities shall be carried out in such areas and localities as may be recommended from time to time by the CSR committee constituted under section 135 (1) of the Companies Act, 2013.

b. CORE FOCUS AREAS

A	EDUCATION	<ul style="list-style-type: none"> ✓ Promote the Right to Education by establishing a fully equipped resource center and teachers training to improve the quality of education through e-learning module and remedial class ✓ Develop school infrastructure by undertaking repair work and donating benches, mats, fans and other essentials ✓ Ensure improvement in student enrolment & retention figures in school ✓ Promotion of imaging culture by conducting photography workshops ✓ Learning activities through excursions or sessions in alignment with 'Learning Beyond Books' ✓ Improve sanitation by providing access to toilets ✓ Provide safe drinking water in school ✓ Introduce sports and other extracurricular activities in school
B	EYE CARE	<ul style="list-style-type: none"> ✓ Establish the Canon vision center and associate with local hospitals to provide all necessary facilities for eye-checkups ✓ Generate awareness among community members about eye ailments ✓ Ensure early identification and management of preventable blindness (cataract & refractive errors) in adults and children ✓ Conduct eye camps at various locations and thereby distributing spectacle to the needy
C	ENVIRONMENT	<ul style="list-style-type: none"> ✓ Conserve water by supporting rain water harvesting, especially to overcome water scarcity ✓ Conduct tree plantation drives and create green belt ✓ Promote the use of alternative sources of energy by installing solar panels and solar street lights at various locations ✓ Promote recycling of waste ✓ Contribute towards cleanliness drive and conduct awareness sessions in and around community

D	EMPOWERMENT	<ul style="list-style-type: none"> ✓ Establish vocational training center in all four adopted villages ✓ Enhance skills of youth and community with various techniques (mobile repair, stitching, beautician etc.) ✓ Impart computer training to school children and community youth ✓ Empower students through career counselling sessions ✓ Awareness programmes on social issues of importance
E	OTHER AREAS	In addition to the above, company shall focus on all the issues as mentioned in the Schedule VII of the Companies Act.

c. CRITERIA OF SELECTION OF IMPLEMENTING AGENCY

Canon India will commence its CSR activities both directly as well as through implementing agencies.

In-house implementation – Company will have an internal CSR department to work directly with communities to design and implement projects.

Third party implementation – Company engages with a third party, local or international NGO, to work with local communities in designing and implementing CSR projects and support initiatives. Canon India will adhere to and conduct due diligence basis following while selecting a partner:

- i. Expertise and experience of the NGO
- ii. Leverage, Skills and Resources
- iii. Reach/ Network of NGO
- iv. Scalability
- v. Data availability
- vi. Previous track record

4. GUIDING PRINCIPLES FOR IMPLEMENTATION AND MONITORING PROCESS:

Total Budget for CSR projects will be decided by CSR Committee and can be revised within the calendar year depending upon company's net profit. The CSR projects undertaken in India itself shall amount to CSR expenditure.

All activities/projects of CSR will be assessed under the agreed annual action plan and will be monitored on timely basis measured against targets and budgets. Wherever necessary, midcourse corrections may be made.

The CSR Committee shall be responsible for overseeing the planning, coordination and implementation of CSR activities and compliance of same shall be reported to stakeholders through the Company's Annual Report.

Further, the Board may seek progress on CSR activities from the CSR committee on need basis.

5. ANNUAL ACTION PLAN:

- (a) The list of CSR projects or programmes that are approved to be undertaken in areas or subjects specified in Schedule VII of the Act
- (b) The manner of execution of such projects or programmes
- (c) The modalities of utilization of funds and implementation schedules for the projects or programmes
- (d) monitoring and reporting mechanism for the projects or programmes
- (e) Details of need and impact assessment, if any, for the projects undertaken by the company – If applicable

6. COMPOSITION OF CSR COMMITTEE:

The Board of Directors of the Company shall constitute a Corporate Social Responsibility Committee (“CSR Committee”) consisting of two or more directors. The CSR Committee shall –

1. Formulate and recommend to the Board, a CSR policy, including amendments as may be required from time to time, and activities to be undertaken by the company, as per Schedule VII of the Companies Act 2013
2. Recommend the amount of expenditure to be incurred on the activities
3. Formulation of Annual Action Plan for CSR activities to be undertaken each year for approval of Board Monitor the policy of the company from time to time.
4. Monitor the policy of the company from time to time.

The Board of the company shall after taking into account the recommendations made by the CSR Committee, approve the CSR policy of the company and disclose content of such policy in its report and ensure that the activities included in the CSR Policy of the company are undertaken by the company

Also, the composition of CSR Committee, CSR Policy and Projects approved by the Board shall be displayed on the website of the Company, for public access.

7. RESPONSIBILITIES OF COMMITTEE:

The responsibility of CSR committee includes:

- Formulation of CSR policy and indication of activities to be undertaken, to the Board of Directors
- Recommending the amount of expenditure on CSR activities
- Monitoring CSR Policy of the Company from time to time

8. DONATIONS:

The Company may make donations within the scope of principles and procedures, approved under legal guidelines of CIPL Corporate Social Responsibility. Donations will be classified under the umbrella of 4E's of the CSR philosophy.

Classification of donation categories:

- Donation must meet the definition of "Mandatory CSR Spending" in India
- The purpose of donation fits into the 4E ambit of CIPL CSR
- The donation should be for sustainable development for the society and must address to an urgent need arising from:
 - A natural calamity declared by Government of India
 - Project with any associated charitable organization having an association with CIPL for 2 years towards areas covered under Schedule VII of the companies act.
 - Instruction from HQ/RHQ as part of a global/regional initiative
- Except for donation due to natural calamity, no repeated donation to same beneficiary is allowed in 3 calendar years

Selection and Funding Process

To ensure a positive contribution to the community, CIPL may grant donations, provided a feasibility study is conducted by affiliated NGO in the region. Post which, need assessment report will be submitted to CIPL CSR team along with a proposal for the required donation under above specified donation categories.

Monitoring Process

Donation provided (in cash or kind) will be monitored on timely basis

9. EFFECTIVE DATE:

The Policy is effective from 1st April 2022

10. CONTACT DETAILS:

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