

Policy : Corporate Social Responsibility

1) Why this Policy?

CIEL is in the business of recruiting and staffing, enabling companies to use talent either for a fixed period of time for specific projects or for permanent roles there. And in this process, it helps individuals find work and enrich their career with valuable work experience.

CIEL's business model is inherently benign because it helps individuals make progress in their careers without charging them a fee. Yet, CIEL realises the importance of doing good to the society which enables CIEL to function in the labour market smoothly. This policy outlines CIEL's approach for its MEMBERS (employees who work in CIEL) to contribute to the good of the society.

2) Guiding principles for this policy:

- a) Doing good for the society: Jobseekers and those aspiring for career growth (candidates) share their individual contexts with us and sometimes, put themselves in a potentially vulnerable position. CIEL stays committed to do what is professionally and ethically right. It always strives to pursue excellence and runs its business in a rigorous manner to fulfil this important societal commitment.
- b) Influencing others to do the right thing: CIEL by virtue of its size and scale of operations, interacts with thousands of organisations and candidates. CIEL uses its knowledge, insights and voice to work with others in the community and influence activities that bring about change in the society.
- c) Conformance with the laws of the land, such as Section 135 of the Companies Act, 2013

3) Operating Mechanics

CIEL endeavours to reach out to the weaker sections of the society to help them lead a better life and secure their future better and at the same time, contribute towards protection of our environment. Hence, the focus is on the following:

- a) Education and skill development
- b) Environment protection and sustainability
- c) Health and safety

CIEL will partner with NGOs (some on a long term and some for specific programmes) who work in any of the above areas. Members are encouraged to volunteer in any one or more of these programmes depending upon their own area of interest and calling.

CIEL encourages members to participate in these events and programmes not only at their free time but also a day (or 9 hours) off their usual working days. A member informs his or her reporting manager and the HR team about the intent of participating in a programme and the need for a break from work. HR team checks if the programme is one among the 3 stated areas in the policy and encourages the concerned member to proceed on a paid leave and participate.

Internal Communications Team showcases the contribution made by members towards the societal change and encourages more people to participate from time to time.

CIEL has its stated policy on environment and has detailed the affirmative steps to prevent pollution and reduce consumption. CIEL considers these steps as a part of its societal responsibility to sustain our world in a sound condition.

Every year, CIEL runs community programmes in any of the above areas with the involvement of its members on a voluntary basis.

The expenses incurred in organising, sponsoring and sending volunteers to the programmes chosen by CIEL or proposed by the members are booked as CSR expenses in CIEL books of accounts.

As per Companies Act, the Board of Directors constitutes a CSR Committee and approve the CSR Policy; ensures that the CSR spend conforms to the provisions of the Act; and reports appropriately in the Annual Report.

CSR Committee formulates the CSR Policy, seeks approval from the Board of Directors, reviews the policy annually; prepares the budget for the year and presents to the Board to seek their approval; looks for programmes and implementation partners; crafts programmes to be delivered by internal team; monitors the implementation of the programme in terms of the spend and efficacy; learns from the experience and makes course corrections.

4) As a CIEL MEMBER, you have the right to:

- a) Choose to join any of the programmes run by CIEL or any of the implementation partners chosen by CIEL
- b) Choose to contribute to the society through any other programme in any of the 3 stated areas in CSR policy

5) Policy Review

Management review is held each year to review implementation of this policy and draw upon further improvements for the following year. These improvements will include the policy itself and the associated business processes to attain objective of this policy.