

ALEXION BUSINESS SERVICES PRIVATE LIMITED

CORPORATE SOCIAL RESPONSIBILITY POLICY

Corporate Social Responsibility is a continuous commitment by a business to contribute to the society while meeting its business goals. Alexion Business Services Private Limited (hereinafter called 'Alexion') has endeavoured to be committed to the cause of social service such that it positively affects the community and the society at large.

In terms of the Companies Act, 2013, constitution of a Corporate Social Responsibility Committee of the Board and formulation of a Corporate Social Responsibility Policy has become applicable to Alexion. Therefore, the Company seeks to formulate a Corporate Social Responsibility (CSR) Policy which encompasses its philosophy and guides its sustained efforts for undertaking and supporting socially useful programs for the welfare & sustainable development of the society.

1. OBJECTIVE AND SCOPE

The main objective of this CSR Policy is to lay down guidelines for Alexion to undertake CSR activities. This CSR Policy provides an indicative list of CSR projects / programs / activities relatable in terms of Schedule VII of the Companies Act, 2013.

The scope of this CSR Policy is in reference to the activities undertaken:

- 1.1. By Alexion on its own;
- 1.2. By Alexion through other Section 8 company(ies) and/or eligible trust(s) and/or Society(ies); and
- 1.3. By Alexion along with its holding and/or subsidiary companies or any other Indian companies to whom provisions of Section 135(1) of Companies Act, 2013 apply.

The scope of the CSR Policy has been maintained as wide as possible to enable Alexion the flexibility to undertake CSR activities.

2. CSR ACTIVITIES

Schedule VII of the Companies Act, 2013 provides a list of activities which may be included by the companies in their CSR Policy. For the purpose of this CSR Policy, Alexion commits to undertake any or all of the following:

2.1. Community Development

Community Development includes (though not being limited to) contribution to the Prime Minister's National Relief Fund or any other fund set up by the Central or State Government of India for socio-economic development. It also includes providing contribution to relief and welfare to the Scheduled Castes, Schedules Tribes, other backward classes, minorities and women.

2.2. Others

This covers partnerships with organisations supporting the abovementioned community development undertaken for the purpose of undertaking CSR activities. However, the CSR Committee shall be authorised to consider and approve other CSR activities that are not falling under the above objectives.

3. CSR EXPENDITURE AND ITS ALLOCATION

- 3.1. Alexion shall ensure that it spends, in every financial year, at least 2% of the average net profits of Alexion made during the immediately three preceding financial years. Where Alexion is unable to spend such amounts, the reasons for the same shall be disclosed in the Board's report pursuant to Section 134(3)(o) of the Companies Act, 2013.
- 3.2. The CSR Committee shall, every year, prepare an annual action plan for identifying activity to be undertaken and the expenditure to be allocated toward such activity. The same shall be approved by the Board of Directors of the Company. The CSR expenditure shall include all expenditure including contribution to corpus but does not include any expenditure on an item not in conformity or not in line with activities which are not within the purview of Schedule VII of the Companies Act, 2013. Further, CSR activities undertaken solely in India shall be counted for the purpose of CSR expenditure.

- 3.3. Preference shall be given to local areas and the areas around which Alexion operates. However, this shall not restrict Alexion from pursuing CSR in other areas.

4. MONITORING PROCESS

To ensure that the CSR activities are undertaken as per this CSR Policy and to ensure proper utilisation of CSR expenditure, the following monitoring mechanism may be adopted depending upon the activity undertaken:

- 4.1. **For monitoring activity:** GAP analysis; and
- 4.2. **For monitoring funds allocation:** Actual Expenditure vs. Expenditure as per approved budget analysis.

5. TREATMENT OF SURPLUS ARISING OUT OF UNDERTAKING CSR ACTIVITY

Any surplus arising out of the CSR activities undertaken by Alexion shall not form part of the business profits of Alexion. These funds would be carried forward to the next year and further used in the development of CSR activities for the following years. An amount so carried forward shall be in addition to the mandatory CSR expenditure to be incurred by Alexion each year.

6. DUTIES AND RESPONSIBILITIES

- 6.1. The duties and responsibilities of the Board of Directors of Alexion shall include the following:
 - 6.1.1. The Board shall include an Annual Report on CSR in its Board Report, pursuant to Rule 8 and as per the formatted prescribed as an annexure to the Companies (Corporate Social Responsibility) Rules, 2014.
 - 6.1.2. The Board shall ensure that activities included by Alexion in its CSR Policy are related to the activities included under Schedule VII of the Companies Act, 2013.
- 6.2. The duties and responsibilities of CSR Committee of Alexion shall be as follows:

- 6.2.1. The CSR Committee shall monitor and implement the activities to be undertaken pursuant to this CSR Policy. For the said purpose, the CSR Committee shall meet from time to time.
- 6.2.2. The CSR Committee shall be answerable to the Board of Directors of Alexion for any act that may be undertaken or required to be undertaken in furtherance of any obligation under the Companies Act, 2013 and this CSR Policy.
- 6.2.3. The CSR Committee shall yearly finalise an annual plan for allocation of expenditure to be undertake CSR activity in a financial year.
- 6.2.4. The CSR Committee shall place before the Board the draft annual report in the meeting of the Board held in the following year for their review and approval.

7. DISCLOSURE ON THE WEBSITE

8. AMENDMENTS AND MODIFICATIONS

- 8.1. The annual plan formulated by this CSR Policy may be revised / modified / amended / changed by the CSR Committee of Alexion at such intervals as it may deem fit.
- 8.2. This CSR Policy may be reviewed by the CSR Committee of Alexion every year unless any revision / modification / amendment / change are necessitated at an earlier stage.