CORPORATE SOCIAL RESPONSIBILITY POLICY

PREAMBLE

Our vision is to be one of the most respected companies in India, delivering superior and sustainable value to all our customers, business partners, shareholders, employees, and host communities.

Out CSR initiatives focus on holistic development of host communities and create social, environmental and economic value to the society.

To pursue these objectives we will continue to:

- Uphold and promote the principles of inclusive growth and equitable development.

- Devise and implement community Development Plans based on the needs and priorities of our host community and measure the effectiveness of such development programmes.

- Work actively in areas of Livelihood advancement, Enhancing employability and Income generation, Improving quality and reach of Education, Promoting health and Sanitation, conserving the Environment and supporting Local Sports, Art and Culture.

- Collaborate with like minded bodies such as Governments, Civil Society Organisations and Academic Institutions in pursuit of our Goals.

- Interact regularly with stakeholders, review and publicly report our CSR initiatives.

February 4, 2017

Neeraj Akhoury
Managing Director & CEO

Contents

ACC CORPORATE SOCIAL RESPONSIBILITY POLICY

Background

Since its inception in 1936, ACC Limited has been conscious of its obligations to the community and has always kept in view its social responsibilities. Over the years, ACC has carefully inculcated an organizational culture driven by ethics and the fundamental values of integrity and people engagement.

The communities living in proximity to ACC's areas of operations comprise some of the weakest sections of rural and tribal India who have little access to information, infrastructure, basic amenities or ways to sustain livelihoods. The Company has been making responsible investments for the welfare of these communities long before the term *corporate social responsibility* was even coined. The company's earliest initiatives in integrated community development date back to the 1940s in a village on the outskirts of Mumbai, while the first formal Village Welfare Scheme was launched only in 1952.

Social responsibility has been firmly integrated in the company's functioning structure: right from the inclusion of an article in the Company's *Articles of Association* highlighting social responsibility, as early as year 1971 to highlights in the Chairman's Statement published annually. ACC formulated a formal CSR policy for the company in the year 2005 which was later modified in2013 in the wake of the Amendment to the Indian Companies Act 2013.

Corporate Social Responsibility policy (hereafter referred to as 'Policy') of ACC has been designed in consonance with Section 135 of The Companies Act, 2013 (hereafter referred to as 'Act') to lay down the guidelines for undertaking Corporate Social Responsibility (hereafter referred to as 'CSR') initiatives at ACC in accordance with the Companies (Corporate Social Responsibility Policy), Rules,2014 (hereafter referred to as 'Rules'). The Policy lays down the guiding principles that shall apply to all CSR programs/projects as per Schedule VII of the Act within the geographical limit of Republic of India, to benefit marginalized, poor and deprived sections of society and for contributing towards environmental sustainability.

CSR Policy Statement

1. ACC's Vision

Our aim is to be one of the most respected companies in India, delivering superior and sustainable value to all our customers, business partners, shareholders, employees, host communities and the society.

2. CSR at ACC

The Companies Act defines CSR as the process by which an organization thinks about and evolves its relationships with stakeholders for the common good and demonstrates its commitment in this regard by adoption of appropriate business processes and strategies. At ACC, we see CSR as the commitment of businesses to manage and improve the economic, environmental and social implications of our activities at local, regional and global levels by undertaking appropriate and effective initiatives.

3. Objective of the CSR Policy

The objective of this policy is to put down guidelines and mechanisms for carrying out ACC's CSR commitments in alignment with section 135 of the Companies Act 2013 and larger global goals like the United Nations Sustainable Development Goals (SDG) and LafargeHolcim's sustainability strategy.

The CSR policy seeks:
- To define ACC's framework for CSR
- To depict the governance mechanism for CSR
- To highlight ACC's approach to strategic CSR and areas of intervention
- To uniformly facilitate all CSR initiatives across the organization
- To convey company's position on CSR to internal and external stakeholder
- To state the Standard Operating Procedures that are followed for all CSR initiatives at ACC

4. ACC's Approach to CSR: Guiding Principles

ACC is committed to create shared and sustainable value for all its stakeholders. In this context, the Company is committed to act as a responsible partner with all its stakeholders, to contribute effectively to improve the quality of life of the employees, their families and the communities around its operations as well as in conducting business consistent with Sustainability Development Goals in our own operations and in its relations with suppliers and customers. Our CSR Policy, related directives and recommendations supports this commitment, serves as guidance for our decisions and actions.

Following are the guiding principles for ACC's CSR

Strategic Social Engagement

ACC sees its CSR interventions as a contribution to the larger Human Development initiative of the Government. Projects of strategic importance in this effort by the government are undertaken to ensure that critical interventions are yielding better results with limited resources. Initiatives at ACC are identified and undertaken based on the principles of *stakeholder participation, innovativeness, broader impact* and *sustainability.* Regular and critical review of the undertaken initiatives shall ensure constant improvement and lead to better impact of the projects. Each of ACC's CSR interventions would be conceived and implemented with a focused approach towards a target beneficiary in order to achieve maximum impact. Although impact could reach more than one beneficiary group, impact measurement would be in terms of assessing the difference the initiatives have made to the intended beneficiaries.

Global Goals

In our CSR journey towards achieving human development, we shall constantly strive to promote Global Goals, the constitutional rights of equality, 'do no harm', respect human rights, and conform to other global development principles and Sustainability Development Goals.

Linking to Core Business Expertise

ACC believes in leveraging the Company's domain expertise and strengths towards developing solutions to address core social and environmental issues. We will strive towards achieving long-term sustainability in these initiatives by building and implementing inclusive business models along with our stakeholders and the community.

Employee Involvement

Employee involvement in our sustainability journey is critical to ensure total commitment across the organization. It helps to ensure that CSR in ACC is not just a departmental function but ingrained in core business and decision-making. For CSR to be embedded and integrated across the whole organisation there shall be active participation from employees of ACC in CSR interventions. Employees at all levels shall contribute to the CSR initiatives with their time, skills and ideation, thereby adding immense value.

Collaboration

In order to leverage expertise, implement deep engagement models and achieve greater impact through the activities undertaken, ACC will actively create a nurturing ecosystem by forging partnerships with government organizations and institutions, and credible third parties such as Society, Trusts, Section 8 companies and companies with allied interests.

5. CSR Thrust areas

All the **CSR Projects undertaken at ACC will be designed and** developed for a period of 3-5 years within the following 5 thrust areas of intervention, which are in line with Schedule VII of the Indian Companies Act 2013 and beyond business as usual (Ref. Annex.III). All CSR initiatives will be focused around the host communities of business and plant operations.

A. Livelihood, Employability and Income Generation

i. *ACC DISHA* -Aims toprovide alternate livelihoods around plant locations to unemployed youth either through training & placement or through self-employment initiatives

ii. *ACC Swawlamban*–Focuses on empowerment of women through formation of Self Help Groups (SHGs) and SHG federations and aiding them in establishment of micro-enterprises to increase their family income and empower their decision making abilities and community position.

iii. *ACC LEISA* (Low External Input Sustainable Agriculture) – Strives to increase farmers' incomes by helping them adopt sustainable agricultural and animal husbandry practices

B. Improving the Quality and Reach of Education

iv. *ACC Vidya Utkarsh:* Facilitates the reach of quality education to every child in the host community.

v. *ACC Vidhya Sarathi:* Providing scholarships for meritorious students to ensure better higher education opportunities for deserving students.

C. Enhancing Health and Sanitation

vi. *ACC Arogyam:* Support enhancement of health and wellbeing among the host communities through prevention of diseases, promotion of environmentally conscious, safe and healthy behaviors. The emphasis is mainly on preventive healthcare and limited curative health interventions.

vii. *ACC Sampurna Swachhata:* Promote personal hygiene, an open defecation free environment and ensure safe disposal of waste. Projects within this area particularly target the eradication of the practice of open defecation in plant neighborhoods, not only by facilitating in building of infrastructure but more importantly, in bringing a change in mindsets, behavior and cultural norms.

D. Community Environment Sustainability

viii. *Sanrakshit Paryavaran*: Promoting reduced/prudent use of resources; enhance their quality/availability in the neighborhood area, and further reuse/recycling/management of wastage to ensure sustainability of resources for posterity.

E. Promotion of Sports, Arts and Culture

ix. *ACC Drona:* Strives to promote sports in the local area for facilitating physical fitness, social interaction, enhance competitiveness, inculcate discipline and team work in particular, and enhance general entertainment of the larger population. We further encourage local Arts and Culture with an aim to help it to flourish and sustain its uniqueness for posterity.

NOTE: Human Rights, Affirmative Action and Women Empowerment are cross cutting themes across aforementioned CSR initiatives.

6. Implementation and Partnerships

ACC CSR initiatives will be implemented either directly by the company through its CSR team and employees or by implementing partners such as other corporates, registered Societies, Trusts, Section 8 Company or a firm registered under Companies Act 1956/2013, that is having established track record of at least three years along with domain expertise/inclination to work towards ACC's thrust areas for CSR intervention. ACC would also proactively partner with Government organizations/institutions for greater impact of CSR interventions. In addition, ACC will continue to have quality engagement with industry and Government bodies such as IICA, Global Compact Network of India, CII, FICCI, ASSOCHAM and BCCI.

(Modified to align with Group's 'Corporate Citizenship Policy', approved by Board's CSR Committee on 28th November 2016)

7. Outlay

The budgets allocated for CSR at ACC are as per the guidelines provided in the Act. (Two percent of the average net profit of last 3years). The guidelines towards spending are:

1. Ensure that 2% of average net profit of last 3 years is spent in CSR initiatives undertaken by ACC. However, in addition to this CSR budget ACC will continue to carry forward Creating Shared Value (CSV) projects.
2. All the utilization certificates, agreements, invoices with actual spend will be diligently documented
3. Incaseentirebudgetisnotspentinafinancialyear,reasonsforthesameshallbespecifiedin theCSR report.

8. Treatment of Surpluses

Any surplus, generated out of the CSR Activities of the ACC, will be tracked and will be ploughed back to the CSR Initiatives. The surpluses will not be added to the normal business profits of ACC.

9. Governance Mechanism

ACC has constituted a robust governing mechanism to over see the implementation of its CSR in compliance with the requirements of Section135 of the Companies Act, 2013.

Thegovernances t r u c t u r e fortheCSRinterventionsofACCwillbeheadedbytheBoardLevelC SRCommittee comprising:

1. Chairman (Independent Director)
2. Member (Independent Director)
3. Member (Independent Director)
4. Member (CEO & MD)
5. Special Invitees

This Committee, along with the Head CSR ,is responsible for all decision-making with respect to ACC'sCSR policy.

The Board level Committee will meet 3-4 times a year to approve and review the implementation of CSR projects. Head CSR will ensure successful and qualitative execution of the decisions taken by the Board Level CSR Committee through Plant senior management committee and suitable partner organizations.

10. Roles and Responsibilities of the CSR Department

The CSR Department will function as the central co-coordination point for handling ACC's CSR projects across the company. The team will undertake the 5-year planning of all projects and budgets through an extensive bottom-up stakeholder engagement and planning process. The CSR Department will interface with various organizational units internally and externally to ensure effective implementation of projects undertaken. The Department will also interface with the Board's CSR Committee to obtain necessary approvals and resolutions as may be required. The CSR team is responsible for reporting backtotheManagementonallprogressmadeinCSRinterventionsthroughoutthe year.

11. Project identification process

- All projects identified at plant location have to be based on a comprehensive need assessment study (using participatory tools like PRA, FGD etc) undertaken within the last three years and are updated annually through a third party / joint Social Audit process, based on which the annual plant wise consolidation of community development plans (CDP) shall be finalized. This will lead to revision of ongoing CSR projects at plant CSR Manager Level.
- Consolidated portfolio of CSR projects at locations will be submitted to Cluster CSR in-charge, who will ensure that all these revisions / new projects are in accordance with Company Act 2013 and recommend them to the Head CSR for proposing the projects in subsequent CSR Board Committee meetings for approval.

12. Monitoring& Evaluation

ACC has established a three-tier monitoring mechanism and annual audit system to ensure that CSR projects are effective enough to bring visible changes in the society.

TIER I
At the village level, Plant CSR Managers will ensure 50% of their time is dedicated to field visits, by using necessary monitoring tools to consolidate observations and reports that are prepared by the end of every month. S/he will share these observations during Monthly Review and Planning Meetings with the concerned partner organization and

necessary course corrective actions are taken along with regular action plans for the subsequent month.

In addition the CAP (Community Advisory Panel) consisting of opinion leaders from 5-10 local stakeholders groups also review the progress of CSR projects qualitatively and quantitatively. The internal SD Council at each plant location also reviews CSR progress every quarter.

TIER II

Cluster CSR in-charges who also function as thematic leaders, are responsible for 3-5 plant locations and ensure that 40% of their time is spent in field visits to provide necessary guidance. They are also tasked with deepening relationships and forging collaborations with local corporate, civil society and Government Departments in order to bring together leverage through these partnerships.

Please refer to Annexure II for a sample template on Monitoring and Evaluation.

TIER III

At the National level, the Head CSR will ensure internal audit of 2-4 unit locations through the Internal Audit Department. However, within three years all units need to have an exclusive internal audit of CSR projects and expenditure based on Indian Companies Act 2013 and ACC CSR Policy.

In addition, the third-party social audits started in January-2015 shall be continued annually to finalize the CSR Scorecard of each unit location in order to ensure timely corrective measures. CSR progress will also be reviewed by the Executive Committee (Headed by MD & CEO) in a bi-monthly meeting, which will take place in addition to the review of Board Committee on CSRwhich sits 3-4 times a year.

13. Reporting and Documentation

Documenting CSR at ACC has always been a rigorous and intensive process in order to ensure that multiple stakeholders benefit from the records. ACC carries out documentation under the following heads:

- **Community need assessment studies:** This is the annual starting point for planning of CSR programs. Although the document is written once every five years, it is updated every year at the community level by using participatory

tools like PRA, FDG and structured individual interactions.

- **Village micro-plans:** All project planning is done using the Logical Frame Work (LFA) method. The Plant wise consolidation of all such village micro-plan is done in order to finalize the appropriate CSR interventions.

- **Field Reports:** Each field visit is documented in great detail and presented in the Monthly Review Meeting at the concerned location.

- **Director's Report:** ACC will report on significant CSR activities as part of its Director's Report. The reporting format would be the same as prescribed in the rules notifiedby the MinistryofCorporate Affairs. The CSR Policy and programswill also be shared on thewebsite as per Annexure I.

- **Together for Communities magazine:** ACC will continue to publish its CSR magazine Together *for Communities* every quarterwhich is specially designedto dhare best practices and updates with external stakeholders.

(Modified to align with Group's 'Corporate Citizenship Policy', approved by Board's CSR Committee on 28th November 2016)

Annexure I

CSR Projects/Programs listed for implementation –As presented to the Board bythe CSR team at the start of the FY 2014-15

[Ref Section 135(3)(a) and (b)]

Sl.No.	Name / Title of the CSR Project/ Programme identified (list all)	Subject of the CSR Project /Programme (Such as Education, Health, Skill Development etc.)	Location: (Specify the name of the District/s, State/s where Project/Programme is being undertaken)	Total outlay for the Project (Rs. in Lakhs)	Outlay for the Reporting Year (Rs. in lakhs)	Name, Registered Office and Registration No. of the Implementing Agency (mention all 3)
	Total			**Total ***		

Annexure II

ACC'S CSR is committed to UN SUSTAINABLE DEVELOPEMT GOAL (SDG). ACC CSR projects were realigned after SDGs were in public domain. ACC commits its CSR interventions as per SDGs and also have revisited its timeline so that ACC can ensure successful achievements of SDGs in its operational areas by 2030. In addition ACC CSR annual review will ensure reviews of its CSR projects as per SDG goals and will also update its external stakeholder on SDGs on following 17 goals

1. End poverty in all its forms everywhere

2. End hunger, achieve food security and improved nutrition and promote sustainable agriculture

3. Ensure healthy lives and promote well-being for all at all ages

4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all

5. Achieve gender equality and empower all women and girls

6. Ensure availability and sustainable management of water and sanitation for all

7. Ensure access to affordable, reliable, sustainable and modern energy for all

8. Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all

9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation

10. Reduce inequality within and among countries

11. Make cities and human settlements inclusive, safe, resilient and sustainable

12. Ensure sustainable consumption and production patterns

13. Take urgent action to combat climate change and its impacts*

14. Conserve and sustainably use the oceans, seas and marine resources for sustainable development

15. Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss

16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels

17. Strengthen the means of implementation and revitalize the global partnership for sustainable development

(Modified to align with Group's 'Corporate Citizenship Policy', approved by Board's CSR Committee on 28th November 2016)

Annexure III

ACC CSR Projects mapped with Schedule VII and Sustainability Development Goals

SDGs / Schedule VII	1 NO POVERTY	2 ZERO HUNGER	3 GOOD HEALTH AND WELL-BEING	4 QUALITY EDUCATION	5 GENDER EQUALITY	6 CLEAN WATER AND SANITATION	7 AFFORDABLE AND CLEAN ENERGY	8 DECENT WORK AND ECONOMIC GROWTH	9 INDUSTRY INNOVATION AND INFRASTRUCTURE	10 REDUCED INEQUALITIES	11 SUSTAINABLE CITIES AND COMMUNITIES	12 RESPONSIBLE CONSUMPTION AND PRODUCTION	13 CLIMATE ACTION	14 LIFE BELOW WATER	15 LIFE ON LAND	16 PEACE, JUSTICE AND STRONG INSTITUTIONS	17 PARTNERSHIPS FOR THE GOALS
(*i*) Eradicating hunger, poverty and malnutrition, promoting preventive health care and	✓		Community Health (IMR & MMR) **ACC AROGYAM**			Drinking Water Sanitation **ACC Sampoorn Swachhata**			NOT MATCHING	NOT MATCHING						NOT MATCHING	
(*ii*) Promotion of education including special education and employment enhancing vocation		Farmer's Livelihood **ACC LEISA** (Low External Input Sustainable		Improving Quality OF Education **ACC VIDYA UTKARSH ACC VIDYA**				Youth Skilling & Employability **ACC DISHA**									
(*iii*) Promoting gender equality, empowering women, setting up homes and hostels for women and orphans; setting up old age homes, day care				**ACC ki LAADLI** (girls education)	**PROJECT SWAVALAMBAN** (for women empowerment & micro enterprises)												

									WITH COMPANY ACT 2011	WITH COMPANY ACT 2011							WITH COMPANY ACT 2011	
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;							✓				Environmental Projects Sanrakshit Paryavaran		✓	✓	✓	✓		

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									3	3						3	
(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;		**ACC Drona -** Promotion of local Sports, Art & Culture															
(vi) Measures for the benefit of armed forces veterans, war widows and their dependents;																	
(vii) Training to promote rural sports, nationally recognized sports, Paralympic		✓															

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sports and Olympic sports;																		
(viii) Contribution to the Prime Minister's National Relief Fund or any other fund set up by the Central Government for socio-economic development and relief and welfare of the Scheduled Castes, the Scheduled Tribes, other backward classes, minorities and women;	✔																	
(ix) Contribution or funds provided to technology incubators located within academic institutions which are approved by the Central Government;	✔	✔															✔	

(x) Rural development projects.								🟧	🟧	✓					🟧	
(XI) Slum Developme...								🟧	🟧	✓					🟧	

(Modified to align with Group's 'Corporate Citizenship Policy', approved by Board's CSR Committee on 28th November 2016)

Annexure IV

Geography

The geographical focus of the company's CSR activities will be where we have our plant operations. Presently ACC Plants are located in twelve states of the country namely Himachal Pradesh, Rajasthan, Madhya Pradesh, Uttar Pradesh, West Bengal, Jharkhand, Chhattisgarh, Odisha, Karnataka, Andhra Pradesh, Tamilnadu, and Maharashtra.

In these geographies, we would concentrate our efforts on villages and habitations within a 5 km radius of our below mentioned plant locations. The specific locations will be determined at the beginning of each year. Currently the CSR initiatives are primarily focused at 154 villages/habitations around the below mentioned plant locations, having a population of ~0.5 million.

The Locations of CSR Activities are given below:

ACC Plant Name	State	District	Taluka	Post Office
BARGARH	Orissa	Bargarh	Bargarh & Ambabhona	Bardol
CHAIBASA	Jharkhand	West Singhbhum	Jhinkpani and Tonto	Jhinkpani
CHANDA	Maharashtra	Chandrapur	Chandrapur	Cementnagar
DAMODHAR	West Bengal	Purulia	Santuri	Sunuri
JAMUL	Chhattisgarh	Durg	Jamul	Jamul Cement
GAGAL	Himachal Pradesh	Bilaspur	Sadar	Barmana
KUDITHINI	Karnataka	Bellary	Bellary	Kudithini
KYMORE	Madhya Pradesh	Katni	Vijay Raghavgarh	Kymore
LAKHERI	Rajasthan	Bundi	Keshorai Patan	Lakheri
MADUKKARAI	Tamil Nadu	Coimbatore	Madukkarai	Madukkarai
SINDRI	Jharkhand	Dhanbad	Baliapur	ACC Colony
THONDEBHAVI	Karnataka	Chkballapur	Gauribidannur	Thondebhavi
TIKARIA	Uttar Pradesh	Sultanpur	Gauriganj	Tikaria
WADI	Karnataka	Gulbarga	Chittapur	Wadi
VISAKHAPATTANAM	Andhra Pradesh	Visakhapatnam	Visakhapannam	VSEZ, Duvvada
ASIAN	Himachal Pradesh	Solan	Nalagarh	Manjholi

Needs Assessment

As per ACC Board CSR committee guidelines, company's CSR interventions are to primarily focus on the host communities of our manufacturing operations. Thus Host communities residing within 5 kilometer radius of the plant operation and immediate adjacency of the mining operations are to be engaged for our CSR interventions.

To develop an objective understanding of the prevailing situation in the area and ascertain aspirations, needs and priorities of the communities, CSR Managers/NGO (engaged for assessment) could use following set of standard research tools:

First, Document Review, this may include government development plans, sector-specific plans from government departments, district plans, recent Census Information, Statistical Handbooks, Maps, District Gazetteer, projects or annual reports from various NGOs or other organizations working in the same area, media reports and articles etc. These documents can provide extensive information on various issues, needs, or problems in a particular region/country or of stakeholder groups

Second, a set of Participatory Rural Appraisal (PRA) protocols to engage the community and assess their local situation along with prioritizing their needs. A set of relevant and effective PRA tools in Company's neighborhood areas are indicated below

    i.   Social Map of Village
    ii.   Health Mapping
    iii.   Seasonal Analysis of Livelihood, Food Insecurity of Village
    iv.   Trend Analysis of Livelihood Pattern of Village
    v.   Well Being Ranking Tool
    vi.   Resource Map of Village
    vii.   Institutional Mapping
    viii.   Cause and Effect of major Problem at Village
    ix.   Problem Prioritization using Pair wise Ranking Matrix

Third, a structured individual interview survey instrument to triangulate information at the sample household level. This helps to get quantitative information. Interviews take place in a face-to-face situation with one interviewer and one interviewee and maybe one observer. Interviews can be open- ended or informal, semi-structured or structured

Fourth, semi-structured questionnaires guided focus group discussions for validating the findings from the PRA and Individual Interview methods. A Focus group is a type of semi-structured interview carried out in a group setting.

Finally Observation: Simply spending time with stakeholder groups or in communities and observing can provide a wealth of information as well. It is important to know what you want to learn in advance and to keep records of what you observe.

Village wise report needs to be prepared culminating into a summary or Plant level analysis. The village wise reports to be presented at village level and plant level analysis to be presented at plant level.

A typical assessment study should touch upon following components

<div style="border:1px solid">

Contents

1. Background
2. Methodology
3. Introduction to the village
4. Demographic Profile
5. Social Profile
6. Habitation and land Pattern
7. Institutions
8. Situation Analysis
    i.   Education
    ii. Health
    iii. Sanitation
    iv. Livelihood
        a. Youth Employability and Skill Development needs
        b. Agriculture and Animal Husbandry
        c. Micro enterprises, prospects and possibilities
    v.   Ecological Status – Flora & Fauna
    vi. Local Sports, Arts and Cultural practices
        * Gender and Infrastructure (are cross cutting themes, thus should be explored for across the thematic areas)

        ** Water to covered under health section when it's meant for Drinking, under Agriculture section when it's meant for Irrigation and under Environment Section when it's meant for Conservation)

9. Summary of Need Assessment and Prioritization
10. Conclusions and Recommendations

</div>

Drawing from the Needs assessment report a Community Engagement Plan (CEP) has to be developed. This CEP will become a one point reference document for all CSR interventions in the area.

Annexure VI

Community Engagement Plan

ACC [Location Name] Community Engagement Plan - [Year] (template 1)

Name of Plant & Mine	Need Assessment (NA) conducted When? Explain Process Adopted for NA	List core development issues identified by host Community	Project being implemented along with major milestones
			1 ACC Vidya Utkarsh • . • . • . 2 ACC Vidya Sarathi • . • . • . 3 ACC DISHA • . • . • . 4 ACC LEISA • . • . • . 5 ACC Swawlamban • . • . • . 6 ACC Arogyam • . • . • . 7 ACC Sampoorn Swachchata • . • .

(Modified to align with Group's 'Corporate Citizenship Policy', approved by Board's CSR Committee on 28th November 2016)

			8	ACC Sanrakshit Paryavaran
			9	ACC Drona

Overview of Site-Specific Community Engagement Activities (template 2)

Plant/ site:		Date[1]:
Manager of the Business Area/ Site		
Site CSR Manager/Incharge		
Situation Analysis[2] :		**Date of last revision of situation analysis:**

Short description of the general situation (Introduction to the area, highlight risks, opportunities, stakeholder analysis, main issues in the community etc.) referring to the findings of previous assessments

Embed concerned documents here.

General Situation Introduction

- .
- .
- .
- .
- ..
- .
- .
- .

Main Risk

- .
- .
- .
- .
- .
-
- .

Main Opportunities

- .
- .
- .

(Modified to align with Group's 'Corporate Citizenship Policy', approved by Board's CSR Committee on 28th November 2016)

- .
- .
-

Social climate in the community (list Village/Hamlet wise)	Favourable	Neutral	History of complaints	Conflict	Other

Stakeholder analysis [3]

Stakeholders	Attitude	Influence	Interests/Stakes (overt and hidden)	Needs	Involvement and priority (high, medium, low)
Internal					
•					
•					
•					
Primary external					
•					
•					
•					
•					

---

[3] If a stakeholder analysis was conducted or verified during the last 12 months, it is sufficient to attach the template rather than copying it into this form.

(Modified to align with Group's 'Corporate Citizenship Policy', approved by Board's CSR Committee on 28th November 2016)

•					
Secondary external					
•					
•					
•					

Short description of the community engagement strategy, including specific objectives

List of Community Engagement Initiatives

Embed entire set of Project Profile Sheets (PPS) with covering page (duly signed by Plant Dir. & Head CSR) along with log frame

(Also attach separate list if additional initiatives are planned)

(Modified to align with Group's 'Corporate Citizenship Policy', approved by Board's CSR Committee on 28th November 2016)

Project wise give following details				
Stakeholders	**Type of engagement activities**	**N° of beneficiaries targeted**	**Expenditure Planned**	**Comments**

(Modified to align with Group's 'Corporate Citizenship Policy', approved by Board's CSR Committee on 28th November 2016)

Project wise list of KPIs and targets being used to measure ongoing performance			
Project Name:		**Project Name:**	
KPIs	**Target**	**KPIs**	**Target**
Project Name:		**Project Name:**	
KPIs	**Target**	**KPIs**	**Target**
Project Name:		**Project Name:**	
KPIs	**Target**	**KPIs**	**Target**

(Modified to align with Group's 'Corporate Citizenship Policy', approved by Board's CSR Committee on 28th November 2016)

Project Name:		**Project Name:**	
KPIs	**Target**	**KPIs**	**Target**

Gram Panchayat (Please describe briefly the composition and main issues of the GP)

Gram Panchayat(GP)

Composition of GP (GP wise)

Key communication/discussion issues during last year

- .
- .
- .

(Modified to align with Group's 'Corporate Citizenship Policy', approved by Board's CSR Committee on 28th November 2016)

Embed Minutes of meeting GP from Last year

Main messages

Short description of the key messages relating to the different stakeholders/stakeholder groups (Embed Four-step plan for Stakeholder Engagement Strategy)

Embed external feedback received (e.g. press releases, community complaints, articles etc)

Local Press Release	Feed back from PRIs	Articles	Community complaints	Feedback from Govt. Dept.	Coverage in National Daily

Aspects that worked well or could be improved

Key success factors or aspects to avoid in the future

Actions for continuous improvement:

(Modified to align with Group's 'Corporate Citizenship Policy', approved by Board's CSR Committee on 28th November 2016)

Annexure VII

Project Monitoring Sheet

Project Name

I	Unique ID No.:		II	Schedule VII code	
				Major Theme	
				Sub Theme 1	
				Sub theme 2	

III	Name of the Project

IV	Baseline Status

V	Objective
i	
ii	
iii	
iv	
v	

VI	Business Risk/ CSV

VII Key Deliverables

	KPIs	Unit	Y1	Y2	Y3	Y4	Y5	Total
i								0
ii								0
iii								0
iv								0
v								0
vi								0
vii								0
viii								0
ix								0
x								0

VIII	Sustainability Plan for the Project/Exit Plan

(Modified to align with Group's 'Corporate Citizenship Policy', approved by Board's CSR Committee on 28th November 2016)

IX	**Complete Proces/Detailed Methodology of the Project**

X	**Partnership Profile**								
	Name of the Partner Org.								
	Contract Period	DD	MM	YYYY	_	DD	MM	YYYY	
	Tax rebate option available with Partner Org. (80G/35AC/ any other)								

XI	**Project Duration**				XII	**Approval of Head-BA**
	Number of - Years		- Months			Embed Plant Director's/CEs Approval Here
		Year		Month		

XIII	**Budget**			
Sr.N	Particulars	Associated Cost for ACC in Rs.	Additional Leverage in Rs.	New GL Code
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

(Modified to align with Group's 'Corporate Citizenship Policy', approved by Board's CSR Committee on 28th November 2016)

14				
15				
	Total	0	0	

| XIV | Project Tracker for Year - |

Project KPI	Jan			Feb			Mar		
	A	B	C	A	B	C	A	B	C
Quarter - I									

Note : A = Targeted No., B = Expenditure in Rs., C = Amount Leveraged in Rs.

Project KPI	Apr			May			Jun		
	A	B	C	A	B	C	A	B	C
Quarter - II									

Note : A = Targeted No., B = Expenditure in Rs., C = Amount Leveraged in Rs.

Project KPI	Jul			Aug			Sep		
	A	B	C	A	B	C	A	B	C
Quarter - III									

Note : A = Targeted No., B = Expenditure in Rs., C = Amount Leveraged in Rs.

Project KPI	Oct			Nov			Dec		
	A	B	C	A	B	C	A	B	C
Quarter - IV									

(Modified to align with Group's 'Corporate Citizenship Policy', approved by Board's CSR Committee on 28th November 2016)

Note: A = Targeted No., B = Expenditure in Rs., C = Amount Leveraged in Rs.

(Modified to align with Group's 'Corporate Citizenship Policy', approved by Board's CSR Committee on 28th November 2016)

Annexure VIII

SAMPLE FOR DEVELOPING CSR Project Management ((M&E) TOOL

- Name of the Project:
- Subject/Thematic Area of the Project
- Geographical area of the project:
- Planned duration of the project:

Outcome	Output (SMART indicators)	Activity (SMART indicators)	Time for realization	Means of Verification	Assumption
A.	a. . b. . c.	1.1. . 1.2. . 1.3. . 1.4. . 1.5. .			• . • . • . • . • .
B.	d. . e. . f.	2.1. . 2.2. . 2.3. . 2.4. . 2.5. .			• . • . • . • . • .
C.	g. . h. . i.	3.1. . 3.2. . 3.3. . 3.4. . 3.5.			• . • . • . • . • .
D.	j. . k. . l.	4.1. . 4.2. . 4.3. . 4.4. . 4.5. .			• . • . • . • . • .

Annexure IX

Partnerships

Types of Organisation for partnerships

 i. Civil Society Organisation (CSO) for implementation partnerships

 ii. Academic Institutions for research and Innovations

 iii. UN/Multilateral/ Bilateral Organizations for Global best practices and Innovations

 iv. UNGC, SDG, GIZ, OECD

 v. Social Entrepreneurs for implementation partnerships and breakthrough social solution

 vi. Government Organisations for leverage and brand building

  a. Village Local Body (Gram Panchayat) & Town/City Municipality/Corporation, Block and District Level bodies

  b. Department of Health and Family Welfare, ICDS

  c. Agriculture Department, Animal Husbandry, NABARD, Krishi Vikas Kendras

  d. Water & Sanitation

  e. Education Department

  f. Forest and Environment Departments

  g. Department of Social Welfare

Steps for selection of Implementation Partners

1. Before partnership is envisaged, scope of work and Key Performance Indicators (KPIs) are to be finalized and sent to at least 10 CSOs/NGOs for inviting expression of Interest and requesting of proposal (RFP)

2. Ensure at least three to five proposals are received.

3. Do through technical assessment vis-à-vis the scope of work.

4. Visit best three CSOs/NGOs office for due diligence

5. Invite them for presentation to supplement technical assessment

6. Send the best two of the proposals to procurement department for financial negotiation

7. Post finalization of purchase order, call for final project plan and make it a part of the MoU

8. Note Process can also be done with one specific NGO/CSO with Single Vendor Partnership documentation process.

CSO/NGO Review

Monthly Action Plan

(Modified to align with Group's 'Corporate Citizenship Policy', approved by Board's CSR Committee on 28th November 2016)

Monthly Review meeting by Plant CSR Coordinator

MPR , Minutes of meeting , MER & Action Plan for next month to be submitted by last working day of the month

Quarterly Regional /Partnership Workshop

To be organized by Regional CSR coordinators for mutual learning in , replication of best practices and capacity building of project staff

Annexure X

Due Diligence criteria for evaluation and empanelment of Implementation Partner

A. Organizational Profile of the Implementation Partner							
S.No.	Particulars						Note: Yes=1 & No = 0
A. 1 Legal identity	**Registration Details (The Implementation Partner must be a legally registered for more than 3 years under one or more of the following)** Attested Copy of Registration	Organisation A	Organisation B	Organisation C	Organisation D	Organisation E	Organisation F
(i)	As a society registered under Societies Registration Act of 1860						
(ii)	As a Public Trusts registered under the Indian Trust Act 1882;						
(iii)	A licensed company registered under Section 25 / 8 of the Companies Act						
(iv)	Other registered institutions (Specify type of Legal Registration)						
A.2	**Affiliations**	**A**	**B**	**C**	**D**	**E**	**F**
(i)	The desired level of affiliation with governments, local administration and international bodies (As per requirement of the project to be undertaken)						
B. Competence of the Implementation Partner (Along with relevant Documents)							
	Capacity Statement	**A**	**B**	**C**	**D**	**E**	**F**
B.1 Geography	Capacity, expertise and the number of years of experience with the						
B.2 Sector	Capacity, expertise and the number of years of experience with the sector under consideration (Details of Projects Undertaken in past, Deliverable, Role of IP, Project Completion Certificate)						
B.3 Issue	Capacity, expertise and the number of years of experience with the issue						
B.4 Manpower	**Professional Manpower**	**A**	**B**	**C**	**D**	**E**	**F**
(i)	Team Size	Number					
(ii)	Statement on Proffesionals with expertise and respective years of						
(iii)	Awards and Recognision (Provide Details)						
(iv)	Received Grant or fund from prestigious body (Provide Details)						
(v)	Member of any formal body/ forum (Provide Details)						
B.5	**Own Infrastructure**	**A**	**B**	**C**	**D**	**E**	**F**
(i)	Statement on the basic infrastructure already exisiting including office accomodation and transport etc.(If submitted)						
C. Financial Capability							
S.No.	Particulars	**A**	**B**	**C**	**D**	**E**	**F**
(i)	Annual Audited Report of last three Financial Years. (If submitted)						
(ii)	Status of Section 12A registration (if suport document submitted)						
(iii)	Status of 80G registration.(if suport document submitted)						
(iv)	Status of the registration with the Foreign Contribution (Regulation) Act						
(v)	A formalised and institutionalised system for keeping reserves for times of financial need (Statment on Adequacy of reserves *)						
D. Proposal for the Assignment (Aspects to be captured)							
S.No.	Particulars	**A**	**B**	**C**	**D**	**E**	**F**
(i)	Technical proposal along with the budget (If provided)						
(ii)	Executive summary of proposal capturing the project (If provided)						
(iii)	Overall Goal, Objectives along with other specifications (If Indicated)						
(iv)	Area to be covered (If Indicated)						
(v)	Detailed Implementation Plan with budget alloted for each activity (If						
(vi)	Monitoring plan (If provided)						
(vii)	Administartive Expenses (If Indicated)						
(viii)	Key Activities/ Expected outcome (If provided)						
E. Other Documents to be submitted							
S.No.	Particulars	**A**	**B**	**C**	**D**	**E**	**F**
(i)	Annual report of the past three years (If submitted)						
(ii)	Forms to be filled in by Business Associates (BA) of ACC (If submitted)						
(iii)	Complete details of Board/ Members of the core group (If submitted)						

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Project Evaluation

Monitoring & Evaluation

1. Monthly field visit plan of all CSR MGR

    1. To plan and upload to concern supervisor by st working day of the months

    2. Field visit report to be sent to all concern within 48 hours of visit

    3. Regional Conference Call on every Monday on subsequent working day for weekly review and week priorities . Regional Coordinators to wise therese weekly con call with concerned plant CSR Coordinator . If required HO representative also to attend convergence call

    4. SES (Impact Assessment) Major Project by third party

    5. Social Audit

Annexure XII

Documentation

Pre Project Documentation

1. List of 10 NGOs /CSO for sharing KPIs
2. Past 3 year's Audit Report
3. Past 3 year's Annual Report
4. Due Diligence Score Card of at least 3 NGOs/CSOs
5. Minutes of meeting of NGO Presentation
6. In case of single partner finalization, approval from HO is necessary.
7. Note of Approval by Director Plant/ Cluster Head and Head CSR must before initiating of each any project
8. Completion of SES I is mandatory.

Ongoing Project

At least one case study along with high resolution photograph to be generated bi-monthly and to be submitted along with MPR by 3rd of subsequent month

On completion of every year SES II needs to be done (i.e. during October to December month of the year)

Evaluation -One-page -Social Engagement Scorecard

Social Engagement Scorecard

Business unit: _____   Project manager: _____

Project name:	
Start Date of Realization:	
Planned Completion Date:	
Actual Completion Date:	
Investment approved (000 XX): Investment actual (000 XX):	
CSR Type	

Project objectives with regards to society

Project objective with regards to the company

Pre-project assessment

Stakeholder analysis	Yes	No
Did you undertake a stakeholder analysis?		
Needs assessment		
Did you conduct a needs assessment?		
Risk/ opportunity map		
Do the opportunities of the project outweigh the risks?		

Key Inputs:	Expected outputs:

Does the project:	Not at all 1	Small degree 2	Partial 3	High degree 4	Fully 5
Address priority stakeholders' needs?					
Use company expertise?					
Link to the company's core business?					
Contribute to achieving company objectives?					
Align with CSR strategy of the company?					

Recommendation	GO

Progress monitoring

Key performance indicator			DATE	DATE	

Inputs spent:		

Leverage created:	

	According to plan	
	Delayed	
	Ahead	

Corrective measures	
Date	

Post-project evaluation

Did the project:	Not at all 1	Small degree 2	Partially 3	High degree 4	Fully 5
Address priority stakeholders' needs?					
Deliver project objectives?					
Ensure sustainability?					
Contribute to achieving company objectives?					
Align with CSR strategy of the company?					

Direct outcomes/ impacts:	

Indirect outcomes/ impacts:	

Project end:	

Total cost:	

Achievement of project results	0%	25%	50%	75%	100%
Below / meets / above expectations					

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