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CORPORATE

**SOCIAL RESPONSIBILITY**

POLICY

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June, 2022

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# Quest Global Engineering Services Private Limited

## Corporate Social Responsibility Policy

### Preamble

We are Quest Global. We're in the business of engineering, but what we're really building is a brighter future. It's not just what we do, but why we do it that makes us different. We believe engineering has the unique opportunity to solve the problems of today that stand in the way of tomorrow. For 25 years, we have strived to be the most trusted partner for the world's hardest engineering problems. As a global organization headquartered in Singapore, we live and work in 17 countries, with 56 global delivery centers, driven by 13,000+ extraordinary employees who make the impossible possible every day.

Quest Global brings deep industry knowledge and digital expertise to deliver E2E global product engineering services. We bring together technologies and industries alongside the contributions of diverse individuals and their areas of expertise to solve problems better, faster. This multi-dimensional approach enables us to solve the most important and large-scale challenges across the Aerospace & Defense, Automotive, Energy, Hi-Tech, Healthcare, Medical Devices, Rail and Semiconductor industries.

We strive to be the most trusted partner for the world's hardest engineering problems. At Quest Global, engineering services is our only business; we embrace our slogan of 'Born to Engineer' and believe engineering has the unique opportunity to solve the problems of today that stand in the way of tomorrow.

Quest Global is committed to the **socio-economic empowerment of underserved communities through quality education and to environmental protection**. Our CSR policy framework allows the company in undertaking well-planned initiatives that are participatory, outcome-oriented and measurable, with the overall objective of creating sustainable impact.

## Purpose of the Policy

Quest Global (CSR) Policy has been developed in accordance with section 135 of the Companies Act 2013 on CSR and in accordance with the CSR rules and amendments duly notified by the Ministry of Corporate Affairs, GOI. This Policy shall apply to all CSR projects/programmes undertaken by QUEST GLOBAL as per Schedule VII of the Act.

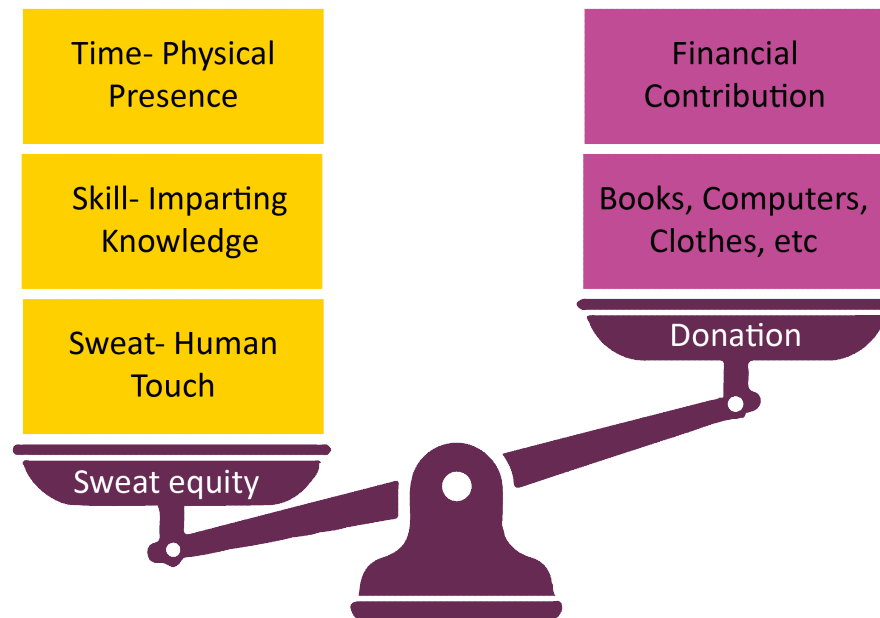
The objectives of this policy are to:

- Serve as the principal guiding document for Quest Global CSR initiatives
- Describe core programmatic themes and related impact areas as per Schedule VII
- Outline projects and geographies for undertaking CSR initiatives
- Provide the framework for selection, implementation, governance, management and monitoring of CSR initiatives and formulation of the Annual Action Plan.

## Policy Statement

Quest Global's CSR initiatives revolve around of **Education and Skilling** of children of underserved communities and **Environmental Protection**. The initiatives are broad in nature, and CSR activities under this umbrella vary in each of the Quest Global locations.

As we are aware, education is a basic need for every individual. At Quest Global, we decided to focus on educating children of less fortunate communities, who could engineer our future and maybe our business. We believe it is important not to have too much diversification of the program, instead, to have a more focused sustainable long-term plan which will have maximum impact for the beneficiary.

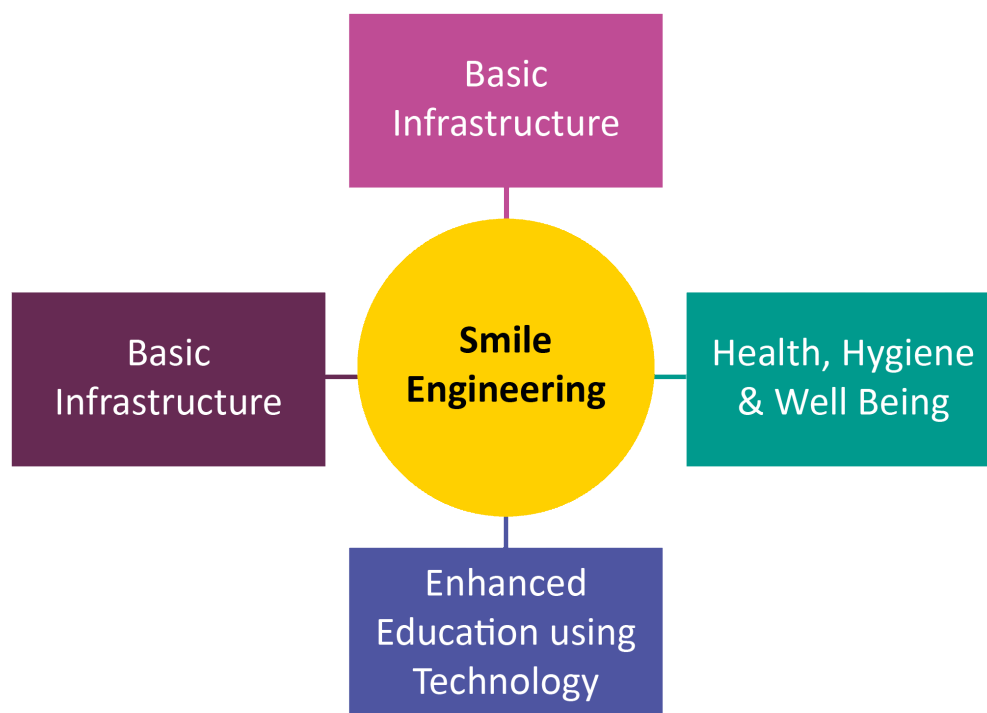


Launched in 2013, Quest Global India CSR initiatives aim at focusing on how we can bring about a change in the society. Quest Global is committed to being socially responsible, and to contributing towards developing the community in which it operates. This commitment extends beyond charity or donations.

Quest Global's primary social responsibility is to create sustainable jobs by encouraging talent from the local communities. We believe that education plays a critical role in shaping communities. Through this initiative, aptly named 'Smile Engineering', Quest Global aims to engineer a step up towards the betterment of the communities, wherein we live, by investing in children. Our employee volunteers empower children to be self-sufficient, independent and happy citizens.

Quest Global's CSR Community also fosters career development for underserved children in India. We focus on preparing young children, in the 10-16 year age bracket, for careers and life in a technology-driven, entrepreneurial and disruptive world. These noble initiatives are already contributing towards meeting its focused objectives.

Quest Global CSR initiatives are focussed around:



Starting April 2021, Quest Global CSR initiatives shall also include projects that support Environmental Sustainability and Ecological Balance.

### Impact areas as per Schedule VII of Companies Act, 2013

The projects are selected and developed with the objective of providing long-term sustainable impact on communities in across India. Only those projects that are over and above QUEST GLOBAL normal course of business will be defined as CSR.

Schedule VII, Companies Act 2013	Quest Global CSR impact areas
Promoting education, including special education and employment enhancing vocation skills especially among children, women, elderly, and the	<ul style="list-style-type: none"> <li>Providing quality education to children in underserved communities</li> </ul>

<p>differently abled and livelihood enhancement projects</p>	<ul style="list-style-type: none"> <li>• Reskilling members in underserved communities for enhancing their livelihood</li> </ul>
<p>Eradicating hunger, poverty and malnutrition, promoting health care including preventive healthcare and 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.</p>	<ul style="list-style-type: none"> <li>• Immunisation/Vaccination drives for the members in the community with focus on underserved communities and the frontline workers (in pandemic situations)</li> <li>• Distribution of food and other essentials including sanitation kit to people who lost their livelihood during natural disasters.</li> </ul>
<p>Contribution to Prime Minister’s National Relief Fund or any other funds supported by the Central Government</p>	<ul style="list-style-type: none"> <li>• Supporting relief and rehabilitation measure in areas affected by disasters and/or natural calamities including contribution to Prime Minister’s National Relief Fund or other NGOs</li> </ul>
<p>Contribution to incubators funded by Central Government or State Government or any agency or Public Sector Undertaking of Central Government or State Government, and contributions to public funded Universities, Indian Institute of Technology (IITs), National Laboratories and Autonomous Bodies (established under the auspices of Indian Council of Agricultural Research (ICAR), Indian Council of Medical Research (ICMR), Council of Scientific and Industrial Research (CSIR), Department of Atomic Energy (DAE), Defence Research and Development Organisation (DRDO), Department of Science and Technology (DST), Ministry of Electronics and Information Technology) engaged in conducting research in science, technology, engineering and</p>	<ul style="list-style-type: none"> <li>• Funding of projects that come under “Technology for Good” themes aimed at Sustainable Development Goals (SDGs) directly or in partnership with any of the institutes listed under Schedule VII.</li> </ul>

<p>medicine aimed at promoting Sustainable Development Goals (SDGs)</p>	
<p>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 setup by the Central Government for rejuvenation of river Ganga;</p>	<ul style="list-style-type: none"> <li>Planting of Trees in various Quest Global office locations across India, aimed at Sustainable Development Goals (SDGs) directly or in partnership with any of the institutes listed under Schedule VII.</li> </ul>

## Program Themes:

Quest Global’s ongoing projects which span over multiple years are around the following themes:

### Quality Education, Health, Hygiene and Well Being

Quest Global embraces schools which are marginalized but with considerable potential for development. One of the challenges most of the government schools face is the lack of safe drinking water. Quest Global has provided bore wells and RO water treatment plants in the schools so that the students and teachers have access to safe drinking water. We also conduct periodic health camps for students.

Quest Global in partnership with other NGOs sponsors higher education of children who are from economically poor background.

### Awareness Sessions

This includes conducting periodic awareness programs for the students on sanitation, hygiene, civic sense, environment conservation, prevention of sexual harassment and overall well-being, distribution of sanitation kits and hygiene products to the students. Quest Global volunteers, along with the students, have done tree plantation drives in the schools

While the focus is on education, Quest Global invests effort in the overall development of the students through various programs to encourage their talent- to find bright youngsters in sports, arts, painting, singing, dance, story-telling and model building. Students are also taken on educational trips to factories, science museums and planetariums to expand their exposure to a wider world. Quest Global



also hosts students in our offices once-a-year, so that they get to see what their future would look like, if they stay committed to education.

### **Promotion of Healthcare and Preventive Healthcare**

In pandemic situations, Quest Global has invested in critical Healthcare equipment (such as purchase of Oxygen Concentrators, Oxygen Cylinders during the Covid 19 outbreak situation) and conducts Immunisation/Vaccination drives for the members in the community with focus on underprivileged communities and the frontline workers. Quest Global in partnership with regional NGOs also sets up Health camps and Immunisation drives for the underprivileged communities in various location in India.

### **Enhanced Education using Technology**

Quest Global has set up Computer Labs and provided other necessary infrastructure such as Projectors, UPS etc. to the schools embraced. In a few schools, full-time teachers to appointed to educate the students and other teachers on computer basics. Quest Global volunteers impart computer training to the teachers on weekends and holidays.

Quest Global, along with other partners, has set up e-learning centres in various govt. schools in India. Such e-learning centres for primary schools located in rural areas give exposure towards the new electronic technologies, which helps students to access the educational curriculum outside the traditional classroom. Education is constantly changing, including the way students learn and how instructors teach. Technology is often the driving force behind many of the world's innovations. An e-learning environment is becoming essential for schools around the world attempting to meet the learning needs of their students. A school's culture and shared vision is vital to an organization's successful implementation of e-learning.

Quest Global has provided students with Tabs which became a necessity during the pandemic times, when the regular classroom activities were conducted online.

Quest Global is setting up Community Learning Kiosks (CLK) using Technology, for supporting education of tribal children. The pilot is in Kerala and could be expanded to other regions in the coming years.

Every year, Quest Global holds a competition, 'Ingenium' to encourage Innovation using Technology, for the Final year Engineering Students from all engineering colleges across India. The projects are evaluated by a panel of Subject Matter Experts.

Quest Global has organised a 'Billion Steps' Walkathon to encourage employees to collectively walk 1 Billion Steps to raise funds for supporting the education of underserved children. Quest Global has donate up to INR 50 Lakhs towards this cause post the Walkathon. Quest Global tied up with a suitable technology provider to facilitate the Walkathon using a mobile app.

### **Creation and Promotion of Livelihood Opportunities**

This includes adoption of small underserved communities who are imparted Skills training in relevant technologies to improve their livelihood.

### **Projects supporting environmental sustainability, ecological balance**

With an overarching objective to conserve and restore ecosystems, these projects include planting trees in various Quest Global office locations across India.

### **Any other project in the project location as prescribed in Schedule VII**

Quest Global may also undertake any other project activity not specifically listed as an example here, provided it qualifies as per the provisions of Schedule VII referred to in the Section 135 of the Companies Act, 2013 across India.

## **Mode of Implementation**

The company will adopt an evolving approach for effective, outcomes-oriented implementation, as appropriate to the size of budget outlay and scope of projects **through any of the following or a combination of these mechanisms.**

**In-house management: The CSR Core Groups**, a set of employees from across the organisation shall oversee the implementation of CSR programs.

**Implementation partnerships:** In the initial years, direct implementation partnership/s with credible registered trusts/ societies or section 8 company, would be undertaken after a due diligence process of identification, design, budgeting and project development. Quest Global may directly purchase goods or services for deployment or the overall implementation would be through funding support to NGO partner/s. Once the project/program is approved, Quest Global and the CSR Partner may enter into a well-defined MOU.

**Strategic collaborations:** Quest Global is open to exploring collaborations with its stakeholders including business partners' CSR programmes, government departments' social schemes and other like-minded institutions' initiatives for pooling resources and competencies in the interest of scalable social impact and enhanced outcomes for beneficiary communities.

## **Program Location/s**

In the absence of any physical operation locations of the company's business, Quest Global will exercise the discretion to select location/s in any urban or rural geographical areas across India for its CSR initiatives through prioritisation based on: developmental needs, relevance of issues, feasibility of project/s,

accessibility, ease of implementation, potential for acceptance and adoption of the initiative by local communities

## **Outlay & Funding**

Quest Global's budget for CSR shall be 2 per cent of its average net profits of the three preceding financial years towards CSR activities. The net profit will be estimated in accordance with the provisions of section 198 of the Act read with the Companies (Corporate Social Responsibility Rules), 2014. The budget will be based on recommendation by the CSR Committee.

Any surplus generated from CSR projects shall not be added to the normal business profits of the Company and shall be treated as follows:

- a. Ploughed back into the same project; or
- b. Transferred to an Unspent CSR Account and spent in pursuance of CSR policy and Annual Action Plan of the Company; or
- c. Transferred to a Fund specified in Schedule VII, within the prescribed timeline as specified in the CSR Rules.

The Company may spend up to 5 percent of its total CSR expenditure towards administrative overheads for the financial year for the purpose of CSR functions in the Company

All reasonable efforts will be made to ensure that the CSR amount so disbursed is fully utilised in the respective year in the manner as approved by the Board. However, if the Company fails to spend such amount, the Board of Directors shall, in its report under clause (o) of sub-section (3) of section 134 of the Act, shall specify the reasons for not spending the amount and such unspent amount shall be dealt with in accordance with the provisions of Section 135 (5) & (6) of the Act and Rule 10 of the Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021.

The tax treatment of CSR expenditures will be in accordance with the provisions of the Income Tax Act as notified by Central Board of Direct Taxes (CBDT).

In case the Company spends an amount in excess of the requirements of its CSR obligations in a financial year, such excess amount may be set-off against the requirement of the CSR Spending under sub-section (5) of Section 135 up to the immediate succeeding 3 financial years subject to the fulfilment of conditions as specified under the Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021.

The Company may also collaborate with other companies for undertaking projects or programmes or CSR activities in such a manner that the CSR committees of respective companies are in a position to report separately on such projects or programmes in accordance with these CSR rules.

The Company may spend its CSR amount for creation or acquisition of the capital asset subject to the fulfilment of conditions as specified under the provisions of the Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021, as may be amended from time to time.

## Guiding Principles for Project Selection and Implementation

### Relevance

Projects shall be need-based, keeping local issues into consideration.

### Outcomes-orientation

Projects will be designed with clear objectives, planned outcomes and a suitable monitoring and reporting framework. All projects will be periodically reviewed for course correction, wherever necessary

### Sustainability

Projects shall be designed for creating a *long-term impact*. An incremental expansion approach may be deployed if required. They shall incorporate multiplier effects. Projects should ideally be replicable for subsequent coverage in other regions

*Implementation partners* shall be carefully selected after due assessment of their local credibility, local knowledge, domain expertise, local institutional relationships and their approach to sustainability.

There shall be due consideration of any *material risk factors* before selecting, initiating and during implementation of projects. These risks should be duly mitigated and managed on a regular basis.

## Governance

Quest Global has created a robust and transparent governance structure to supervise the implementation of the CSR Policy

### Quest Global Board:

Role: Approval and Oversight

### Responsibilities:

The Board shall approve the CSR policy and oversee that identified work is duly undertaken and in each financial year at least 2% of average net profit of preceding three financial years is spent effectively.

The Board shall satisfy itself that the funds so disbursed have been utilized for the purposes and in the manner as approved by it and the Chief Financial Officer or the person responsible for financial management shall certify to the effect.

The Board will also ensure disclosure of the names of CSR Committee members, the content of the CSR policy and reporting of its CSR activities on the Company website, and in the Annual Reports in the prescribed format

**CSR Committee:**

Role: Guiding, Approval and Monitoring

**Responsibilities:**

The CSR Committee is responsible for formulation and final recommendation of the CSR Policy and Annual Action Plan to the Board of the Company. The Committee will approve the projects, recommend the amount to be spent, set project selection guidelines and monitor implementation to ensure spending is undertaken as per policy guidelines. The committee will meet at least twice a year to review progress. This can be a physical meeting or through a combination of video conferencing.

**CSR Execution/Core Group:**

Role: Project and partnership development and management

**Responsibilities:** The CSR **Execution/Core** Group will be responsible for identifying NGOs, project identification, design, implementation, ensuring timely payments, monitoring, securing fund utilization certification, outcome management and reporting to CSR Committee. As an additional option employee volunteers may also be involved.

## Monitoring, Reporting & Communications

The progress monitoring will be undertaken as below

Monitoring group	Frequency
CSR Committee	Half Yearly
CSR Execution/Core Group	Monthly or as required

## Impact Assessment of CSR Projects

The Company shall undertake impact assessment of its CSR projects as per the provisions of the Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021, as may be amended from time to time.

The impact assessment reports shall be placed before the Board and shall be annexed to the Annual Report on CSR.

The Company undertaking impact assessment may book the expenditure towards Corporate Social Responsibility for that financial year, which shall be as per the provisions of the Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021, as may be amended from time to time

## Interpretation

Unless the context otherwise requires, words and expressions used in this policy and not defined herein but defined in the Companies Act, 2013 and the Companies (Corporate Social Responsibility Policy) Amendment Rules, 2021, as may be amended from time to time shall have the meaning respectively assigned to them therein.

## Amendments to the Policy

The Board of Directors, either on its own or as per the recommendations of CSR Committee, can amend this Policy, as and when required. The decision of the Board of Directors on all matters, relating to this Policy, shall be final and binding upon all concerned. This Policy is subject to continuous review and updates as required from time to time.