



BP India Services Private Limited Corporate Social Responsibility Policy - 2017

Title and applicability

This document articulates the BP India Services Private Limited (“BPISPL”) Corporate Social Responsibility (“CSR”) Policy.

This Policy applies to all CSR activities of BPISPL in India and seeks to conform to the requirements of Section 135 of the Companies Act 2013, the notified rules thereof and other such provisions. The Policy is underpinned and guided at all times by the BP Code of Conduct (CoC). The BP Code of Conduct is available at www.bp.com.

BPISPL is a part of the BP Group of Companies in India. BPISPL is in the business of providing business advisory & support services, business development & investigation support services and trained skilled manpower resources to the BP Group Companies and other Companies in India and abroad in respect of their current or future proposed activities.

Mission and objectives

At BPISPL we believe in building long term and sustainable partnerships with the communities around us. We aim to make a positive difference, wherever we do business. CSR is one of the many ways in which we contribute to communities around us. Globally, our focus is on economic development including access to energy, access to education and the environment. In India, we have fine-tuned the social investment strategy to adapt to the specific needs of the community around us.

The BP India CSR Strategy aims to create value through:

- Strengthening the role of energy in achieving sustainable growth: by enabling capability, to address the need for access to energy for the citizens of the country
- Building a globally competitive industry and safer society: by improving safety in skills development for the industry
- Promoting scientific thinking and curiosity: through the development of STEM (Science, Technology, English and Maths) at the secondary school level

Planning and implementation

The BPISPL CSR strategy establishes the direction and scope for our social investment, in alignment with both business and national priorities.

BPISPL will undertake all CSR activities as stated in Annexure 1, in the above-mentioned focus areas preferably around the operations or areas of presence of the Company.

The CSR Committee may, if required, recommend to the Board as part of the CSR Policy, activities outside of the above-mentioned areas.

All activities will be undertaken in project mode with defined objectives and deliverables, clarity on target beneficiaries, implementation plans with schedule of timeline agreed prior to commencement of activities.

As applicable and appropriate, necessary processes including baseline, midline and end of project assessments will be undertaken to allow for a structured approach and mid-course correction as required.

A robust monitoring and evaluation system will be developed for each project as per its specific requirements. As appropriate, third party evaluations may be built in to assess impact on beneficiaries and progress towards achievement of the objectives of the CSR Policy

Documentation and reporting will be undertaken for all projects to aid availability of updated information and to capture learning for posterity.

Budgets

A specific budget will be allocated for CSR activities. This budget will be in accordance with the tenets of Section 135 of the Companies Act 2013 and project driven. Utilisation certificates, as appropriate will be sought for all projects implemented by registered partners. In line with Companies (Corporate Social Responsibility) Rules 2014, the surplus if any, arising out of the CSR activities shall not form part of the business profit of the BPISPL.

Monitoring & Evaluation Framework

All activities will be governed by a pre-set monitoring and evaluation framework.

The framework will include the key performance indicators, milestones and reporting periodicity prior to commencement.

Key performance indicators will include both quantitative and qualitative measurable. Financial and timelines based measurement will be included with regular financial and progress reporting mechanisms.

Key objectives of monitoring throughout the implementation period will be to establish whether:

- The projects are making satisfactory and timely progress towards the objectives agreed.
- The financial management and reporting are satisfactory.
- To flag any course correction required.

Projects will evaluate the success of social investments at the end of their implementation period and document any lessons learned.

Governance

The Board of Directors of BPISPL:

- Have constituted a Board level CSR Committee
- Will approve the CSR Policy for BPISPL, based on the recommendations made by the CSR Committee and disclose contents of the Policy in its Report.
- Will ensure that the activities included in the CSR Policy in accordance with the specified activities under Schedule VII of the Companies Act, 2013, are undertaken by the Company.
- Will monitor the CSR Policy of the Company from time to time.

The BPISPL CSR Committee shall:

- Formulate and recommend to the Board, the CSR Policy indicating the activities to be undertaken in accordance with Schedule VII of the Companies Act, 2013 and the expenditure to be incurred thereon.
- Provide oversight and guidance on CSR performance and monitor compliance with the CSR Policy, commitments and the Statutory Regulations.
- Review effectiveness of the CSR Policy and activities included in the Policy.
- Determine the overall scope of, provide input on, and recommend adoption of the CSR report to the Board of Directors of BPISPL.

Annexure 1

CSR Budget Plan for the 2017

CSR budget for 2017

Based on the calculation of 2% of the average net profit made during the three immediate preceding financial years, the CSR budget for BPISPL is ~Rs 49.62 Lakhs.

CSR Action Plan

The following CSR action plan is proposed for 2017. The area of focus is 'promoting education' as covered in the Schedule VII of the Companies Act 2013 and falls under the BPISPL focus area of Building a globally competitive industry and safer society: by improving safety in skills development for the industry and Promoting scientific thinking and curiosity: through the development of STEM (Science, Technology, English and Maths) at the secondary school level. One or more projects will be initiated in Q4 for up to ~Rs 9 Lakhs. The proposed partners are NGOs that are experts in the field of education with a proven track record.

#	CSR Programmes	Schedule VII	Budget (In lakhs)	Implementation Agency	Implementation schedule			
					Q 1	Q 2	Q 3	Q 4
1	Training master-trainers for safety skill training in manufacturing, engineering and construction sectors.	ii	3	International Centre for Entrepreneurship and Career Development (NGO)			√	
2	Safety training will be offered as a part of manufacturing, engineering and construction sector training programs across the country in order to create awareness and enhance the knowledge on occupational safety, health and environment performance.	ii	37.97	Social Empowerment and Economic Development Society (NGO)			√	√
3	TBD	TBD	~9	TBD				