

Sharekhan

by BNP PARIBAS

CSR Leave Policy

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Corporate Social Responsibility Leave (CSR Leave)

In line with **Sharekhan BNP Paribas** Corporate Social Responsibility framework employees are given an opportunity to volunteer some of their working time to a registered charity, community or non-profit organization.

The volunteer leave ("CSR Leave") policy provides for each eligible employee one day per calendar year.

1. CSR Leave

- i. CSR Leave is a one day paid leave per calendar year. Subject to line manager approval, employees can take one day off work and volunteer their time to work for a registered charity, a community or a non-profit organization in the country where they are based.
- ii. CSR Leave can also be split up as a half day leave and employees therefore can avail 2 CSR leaves of half day each in such instances.
- iii. For a full day leave to be considered, the activity needs to be for 8 hours (this can include time spent for preparing for the activity, co-coordinating with NGOs, learning a new skill to do the activity etc.) and for a half day leave to be considered the activity needs to be a minimum of 4 hours.
- iv. If a volunteer work takes place over a weekend or a public holiday, employees are entitled to apply for a one full day or two half days of compensatory leave within two weeks of the CSR activity. (Refer to section 3 for more details.)
- v. CSR Leave must be pre-approved by line managers, and the timing of such leave is subject to their discretion.
- vi. The entitlement must be used on or before the last working day of each calendar year, and cannot be rolled over to the following year. If unused, the day will be forfeited.
- vii. CSR Leave can be part of the block leave period (This does not apply for any curtailed block leave period allowed by the BNP Paribas group under special circumstances, e.g. Covid 19 pandemic situation, etc).

2. Charitable Activities eligible for the scheme

- i. Community volunteering: relief of victims of a particular disaster, relief of sickness, relief of physically and mentally disabled persons.
- ii. Helping under-privileged or minority groups.
- iii. Environmental: protection and safeguarding of the environment or countryside.
- iv. Educational: diffusion of knowledge of particular academic subjects, maintenance of non-profit-making schools.
- v. Fund-raising: activities designed to raise funds for a charity through the organization of charitable events.

Note:

- *Marathons that are held over a working day or on weekends or public holidays and an employee participates for a charitable cause included in the list of eligible activities, may be considered under the above scheme. The approval and leave application process to be followed remains same as for other activities.*
- *For charitable activities not conducted (or participated in) by BNP Paribas India, employees would be participating in their individual capacity and not as representatives of BNP Paribas India*
- *It is each employee's responsibility to ensure that the relevant registered charity, community or a non-profit organization or activity is appropriate and will not adversely affect the reputation of Sharekhan and the BNP Paribas Group.*

3. CSR Leave during weekly-offs and public holidays.

- i. If an employee volunteers for any CSR activity/event which falls on a weekly off i.e. Saturday or Sunday or a public holiday, the employee will be eligible to apply for 1 full day or 2 half days compensated leave on a working day. The employee needs to avail the compensated leave within two weeks from the date of participation for the CSR activity/event. If an employee does not avail the compensated leave within two weeks of the volunteer work, the said compensated leave will lapse. It cannot be cashed out upon departure from the company.
- ii. The compensatory leave for all such instances need to be pre-decided by the employee and pre-approved by their reporting manager before the employee participates in the activity during the weekly off or the public holiday. The same needs to be shared with the reporting manager for approval and needs to be forwarded to attendance@sharekhan.com and csrleave@sharekhan.com within 3 days of the activity date by the employee. --- ***Refer to section 6 below, for details about how to apply comp off.***
- iii. Those availing of the CSR leave during their block leave period, need to pre-decide the date and seek approval from their reporting manager before they go on their block leave. The employee must ensure they forward the reporting manager approval email to attendance@sharekhan.com and csrleave@sharekhan.com at least one day before they go on their block leave.

4. Application of CSR Leave

i. Employee's Responsibility:

- a) Employees should first discuss with their manager, and agree on the purpose and the date of such leave.
- b) In case of NGO's not having an association with BNP Paribas India, employees are expected to provide background information on the charity (name, address), the type and nature of work involved and the location of the activity. It is each employee's responsibility to ensure that the relevant registered charity, community or a non-profit organization or activity is appropriate and will not adversely affect the reputation of the Group. However, the Group reserves the right to decide in its sole discretion whether a particular registered charity, community or non-profit organization or a particular activity qualifies for CSR Leave.
- c) Once the purpose has been agreed, you should formally document this request on an email.
- d) After completing the volunteering activity log your request in the Leave application tool (ShareKconnect) and select "CSR Leave" as leave type. Appropriate forms duly filled and signed to be uploaded on the ShareKconnect within 3 days of the activity while applying for the leave. For escalations regarding the CSR leave, please submit your request to csrleave@sharekhan.com.
- e) In case of volunteering activity done on a weekly off or public holiday, the compensatory off date needs to be pre-decided and explicit written approval taken from the manager before undertaking the activity.
- f) Post the activity, the employee has to upload the participation documents and photos on ShareKconnect leave system, when applying for CSR leave.

ii. Manager Responsibility:

- a) Managers should ensure the charity and type of activity fall within the scope of the CSR Leave policy.
- b) Managers should agree on the date of activity. If the preferred date is not convenient, another date should be agreed on.
- c) In case of weekly off and public holidays, the manager needs to approve in writing the date on which the compensatory off will be taken.

- d) All proof and justification provided should be kept on file and submitted to CSR team.
- e) As for any other leave, Managers should then confirm their approval in the Leave application tool or on email.

5. Volunteering Activity planning

i. If the activity is part of CSR volunteering calendar:

Click on the registration link provided for the specific CSR activity you are interested in from the CSR volunteering calendar published. You will receive a confirmation/regret mail from the CSR team (csr@sharekhan.com) depending on the availability of slots, if they are limited.

ii. If the activity done with a local NGO by the company or by you at a personal level

Inform and submit relevant details of the activity and the documents of the selected NGO to your reporting manager and / or your respective HRBP. They will in turn help with due diligence of the said NGO and submit the findings to the CSR team. The CSR team will revert with a confirmation on whether the activity will be considered for a CSR leave or not.

You can also continue to report to your manager/HRBP/CSR team of any CSR activity you are involved on a personal level (recurring basis or one-time activity done for few hours) in the excel format of the CSR tracker (available with your HRBP).

6. Leave Application

- i. **All employees who have already participated** in the approved CSR volunteering activity can apply for CSR leave in HR Leave application tool (ShareKonnnect). In case of escalations, please forward the email (the additional forms, if applicable) to csrleave@sharekhan.com after getting approval from Manager within 3 days of the said CSR volunteering activity.

- ii. **If participated in a CSR activity organized by company/ personal level on a weekday:**

Employees who have participated in CSR activities organized by the company during the weekday can apply for their CSR leave on ShareKonnnect **after** the activity is completed. The leave request will follow the normal leave approval process and needs to be approved by the reporting manager. As participation in such an activity is confirmed directly by the BNPP / Sharekhan registered NGO's, there is no separate documentation required to be uploaded for availing this leave. Although uploading of photographs of the event is encouraged and most welcome.

For activities which are not organized by the company please refer to (iv)

- iii. **If participated in a CSR activity organized by company/ personal level during the weekly offs/public holidays:**

Employees who have participated in CSR activities during the weekly offs/public holidays can also avail the CSR leave and apply for it on ShareKonnnect. The employees are also eligible to avail a compensatory leave within 2 weeks of the completion of the activity, post which it will lapse. The employees need to pre- decide and seek approval on email from their reporting manager on the date of the compensatory leave in advance. On the day they are availing a compensatory leave, they need to login to ShareKonnnect and mark CSR leave for that date. They will need to upload the manager approval email by clicking on the "Upload" button.

For activities which are not organized by the company please refer to (iv).

- iv. In case the charitable activity is not conducted by the listed partner NGOs of BNP Paribas India (See Partner NGO list on ShareKonnnect), the employee is expected to:

- a. Give additional information through the "**CSR Leave Application form**" (available on ShareKonnnect) regarding the NGO and the activity.

- b. Post the activity, a confirmation of attendance has to be obtained from the NGO as per format given in **“Employee Participation Certificate -NGO”** (available on ShareKonnnect).
- c. The same needs to be approved by the Manager and uploaded on ShareKonnnect while applying for the CSR leave by clicking on the “Upload” option within 3 days of completing the activity.
- v. Employees can also upload photos of the activities they have participated in, which can be published in the various Sharekhan and BNPP newsletters. It is assumed that by doing so, the employee is giving an explicit approval to use these photographs in any communication / publication of Sharekhan or any entity of BNP Paribas group.
- vi. Any leave application i.e. on Tele Call, SMS or unapproved emails will be considered invalid.

7. Leave without pay

Any leave availed in excess of the entitlement will be treated as leave without pay and proportionate salary will be deducted for the same.

8. Exit Criteria

The various leave application approved on email and/or online tool application concludes the process of leave.

CLAUSE: All Sharekhan Group Policies/Processes/Guidelines are subject to review/renew/change at the sole discretion of the management from time to time.