



by BNP PARIBAS

## CSR Leave Policy

Document Particulars	SOP/Document Data
Document Name	CSR Leave Policy
Date of Release	10 August, 2020
Date of Effect	1 January, 2020
Document Version Number	1.1
Document Owner	Rajesh Shetty
Document Classification	External
Document Status	Final

## 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. CSR Leave must be pre-approved by line managers, and the timing of such leave is subject to their discretion.
- iv. 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.
- v. CSR Leave can be part of the block leave period.

### 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:**

- *As most marathons are held over weekends, it is excluded from the list of eligible activities. For any marathon that is held over a working day and an employee participates for a charitable cause, may be considered under the above scheme.*
- *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 weekends and public holidays.**

- i. If an employee volunteers for any CSR activity/event which falls on a weekend 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 weekend 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](mailto:attendance@sharekhan.com) and [csrleave@sharekhan.com](mailto:csrleave@sharekhan.com) within 3 days of the activity date by the employee.
- 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](mailto:attendance@sharekhan.com) and [csrleave@sharekhan.com](mailto:csrleave@sharekhan.com) at least one day before they go on their block leave.

### **4. Application of CSR Leave**

#### **i. Employee's Responsibility:**

1. Employees should first discuss with their manager, and agree on the purpose and the date of such leave.
2. 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.
3. Appropriate forms duly filled and signed to be submitted to [csrleave@sharekhan.com](mailto:csrleave@sharekhan.com) within 3 days of the activity.
4. Once the purpose has been agreed, you should formally log your request in the Leave application tool or on email and input mention your leave request and select / mention "CSR Leave" as leave type.

#### **ii. Manager Responsibility:**

1. Managers should ensure the charity and type of activity fall within the scope of the CSR Leave policy.
2. Managers should agree on the date. If the preferred date is not convenient, another date should be agreed on.
3. All proof and justification provided should be kept on file.
4. As for any other leave, Managers should then confirm their approval in the Leave application tool or on email.

## **5. Leave planning and application**

- i. As a system, all employees need to apply CSR leave in HR Leave application tool or forward the email (the additional forms, if applicable) to [csrleave@sharekhan.com](mailto:csrleave@sharekhan.com) after getting approval from Manager
- ii. In case the charitable activity is **not** conducted by the listed partner NGOs of BNP Paribas India (See **Partner NGO list on ShareKonnект**), the employee is expected to give additional information through the “**CSR Leave Application form**” (available on ShareKonnект). The same needs to be approved by the Manager and submitted to [csrleave@sharekhan.com](mailto:csrleave@sharekhan.com) atleast 3 days before the activity date.
- iii. 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 ShareKonnект).and submitted to [csrleave@sharekhan.com](mailto:csrleave@sharekhan.com) within 3 days of the volunteered activity.
- iv. Any leave application i.e. on Tele Call, SMS or unapproved emails will be considered invalid.

## **6. 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.

## **7. 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.***