
 Cash & Carry India Pvt. Ltd.	METRO India Addendum to Donations and Sponsorship Guideline	
		Version no 3
	Author: MCC, India – Corporate Law and Compliance	24 June 2021

Addendum to Donations and Sponsorship Guideline Corporate Social Responsibility Policy

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History of changes

Release/Version	Date	Author	Changes
Version no 1	30 May 2016	Corporate Communication	CSR policy
Version no 2	23 May 2017	Corporate Secretarial and Legal	Change in Committee Members
Version no 3	24 February 2021	Corporate Secretarial and Legal	Removal of CSR committee and powers to Board pursuant to changes in Companies Act, CSR rules.

Final Document

This document is approved by:

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Approval date: 24 June 2021

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1. Policy Statement

Corporate social responsibility is an integral part of METRO India’s Business principles. In pursuance to this, METRO IN acknowledges the importance of the concept of inter-dependence of all sections of the society.

METRO India recognizes that its business activities have wide impact on the societies in which it operates, and therefore an effective practice is required giving due consideration to the interests of its stakeholders such as shareholders, customers, employees, suppliers, business partners, public.


METRO India is vigilant in its enforcement of corporate principles and is committed towards sustainable development and inclusive growth. The company constantly strives to ensure strong corporate culture which emphasizes on integrating CSR values with business principles.

This addendum is fully subordinated to the Global Guidelines on Donation and Sponsorship and shall be read in conjunction with the same. At any point of time, if a conflict is observed between this Addendum and Global guidelines, the Global guidelines shall always prevail. This Addendum shall be deemed to be considered as local Corporate Social Responsibility (CSR) policy as per the provisions of The Companies Act 2013.

2. Scope of the Board under this Addendum

The Board will be responsible for preparation of detailed plan of the CSR activities including, decisions regarding expenditure, the type of activities to be undertaken, roles and responsibilities of the concerned individuals and a monitoring and reporting mechanism. To ensure implementation of the CSR initiatives planned at the beginning of the year, track and monitor the budget utilization, see to it that all the income accrued to METRO Cash and Carry, India, by way of CSR activities is credited back to the CSR corpus and to monitor CSR policy from time to time.

The Board shall ensure that the relevant provisions of CSR are complied with according to the Companies Act 2013, rules and amendments made thereunder. The board shall review the CSR requirement regarding the contribution and Committee formation as required under the said Act and Rules, at least once in every financial year.

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3. Policy initiatives

The CSR activities of METRO Cash and Carry India shall be taken as projects or programs; can be grouped into following three pillars:

a) Community Support Programs

METRO IN's CSR programmes towards Community support aims to Equip, Educate & Empower society. As a member of local communities, the Company either on its own or in partnership/association with third parties will take decisive actions to make positive contributions to the society. Through a broad range of community initiatives, it seeks to create value for the society. Eg: Support charity, education, safety, empowering women in the society, etc..

b) Environment

Environmentally sustainable growth has become central to all high-performance businesses. As a part of sustainable development and to tackle the sustainability challenge, the Company strives to reduce the environmental impacts by way of management of natural resources. The company shall undertake various initiatives either on its own or in partnership/associations with a view to increase sustainability and to constantly look ways to minimize the environmental impact. Eg: Organise planting trees, appropriate recycling of e-waste. etc.


c) Global sustainability programmes as mandated by METRO Group.

d) Any other activities decided by MCC IN from time to time.

4. Activities excluded from CSR

The following activities will be excluded from the CSR:

- Activities that are undertaken in the normal course of business of METRO Cash and Carry, India
- Activities that benefit only the employees of METRO Cash and Carry, India and their families.
- Contribution of any amount to any political party.
- Activities undertaken outside India.

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5. Partnership for CSR activities

METRO can also conduct CSR activities in the following ways:

1. Partner with various qualified organisations /institutional bodies to conduct CSR initiatives.
2. Conduct CSR activities by partnering through:
 - Registered trust
 - Registered society
 - Non-profit organization

6. Display of D&S addendum

The approved D&S addendum (CSR Policy) has to be displayed on the METRO Cash and Carry's internet and intranet.

7. Compliance requirement

Activities pertaining to CSR activities will be included as part of Director's report mandatorily once the company falls under the threshold of mandatory contribution of 2% of Average Profit criteria, as applicable.

8. Process overview

- a) The employees who wish to support any CSR eligible projects shall send their request to the MCC IN Compliance officer in the specified format (template attached), as per METRO Global guidelines.
- b) The programmes would be implemented after endorsement of the same by Corporate Communications department and MCC IN Compliance Officer, as per METRO Global guidelines.
- c) Post endorsement, the proposal shall be submitted to MCC IN Board for approval and implementation as per the global guidelines on Donation and Sponsorship.