KOKUYO WORKPLACE INDIA LIMITED
(FORMERLY HNI OFFICE INDIA LIMITED)

CORPORATE SOCIAL RESPONSIBILTY (CSR) POLICY

Revision History

Version	Effective Date	Particulars of Revision
1.0	10^{th} December 2024	Initial CSR Policy approved by the Board of Directors at its meeting held on 10^{th} December 2024.
1.1	17^{th} September 2025	Change in the name of the Company from HNI Office India Limited to Kokuyo Workplace India Limited, effective 17^{th} September 2025, pursuant to the Certificate of Incorporation pursuant to Change of Name issued by the Registrar of Companies.

Objective

The objectives of the CSR Policy are to:

1. Establish CSR as a key business process to promote sustainable development.
2. Enhance the quality of life and economic well-being of the communities in and around the Company's operations and society at large.
3. Adopt a strategic and unified approach to maximize the impact of CSR initiatives.
4. Generate goodwill and recognition among stakeholders.

Scope and Applicability

This policy applies to **Kokuyo Workplace India Limited** (Formerly known as HNI Office India Limited) and is effective from 10th December 2024.

CSR Activities

The Company's CSR activities are aligned with **Schedule VII** of the Companies Act, 2013, and include, but are not limited to:

1. **Education and Skill Development**: Promotion of education, vocational training, and livelihood enhancement projects.
2. **Healthcare and Nutrition**: Initiatives for eradicating hunger, providing preventive healthcare, sanitation, and safe drinking water.
3. **Community Development**: Strengthening rural infrastructure and enhancing access to housing, sanitation, and livelihoods.
4. **Social Causes**: Supporting marginalized children, promoting gender equality, and empowering women.
5. **Art and Culture**: Preserving national heritage and promoting traditional arts and crafts.
6. **Environment Sustainability**: Conservation of natural resources, protection of flora and fauna, and ensuring ecological balance.
7. **Sports Development**: Training for rural, Paralympic, and Olympic sports.
8. **Research and Innovation**: Contributions to research in science, technology, engineering, and medicine through eligible institutions.
9. **Disaster Management**: Relief, rehabilitation, and reconstruction during disasters.
10. **Other Activities**: All activities permitted under Schedule VII of the Companies Act, 2013, as amended from time to time.

Governance and Monitoring

The CSR implementation is overseen by the **Board of Directors** in compliance with Section 135 of the Companies Act, 2013.

1. **CSR Committee**:
    - If the Company's CSR obligation exceeds ₹50 lakh, a CSR Committee shall be constituted.
    - Until then, the Board of Directors will discharge the functions of the CSR Committee and oversee the CSR Activities of the Company.

2. **Annual Action Plan**:
   The Board shall approve an Annual Action Plan that specifies:
    - Identified projects/programs and their execution.
    - Budget allocations and timelines.
    - Monitoring mechanisms and impact assessments.

3. **Ongoing Projects**:
    - Multi-year CSR projects will be monitored by the Board.
    - Unspent amounts related to ongoing projects will be transferred to a designated CSR account within 30 days of the end of the financial year and utilized within three years.

Budget and Expenditure

- The Company shall allocate at least **2% of its average net profits** (calculated over the preceding three financial years) for CSR activities.
- Administrative overheads shall not exceed **5% of the total CSR expenditure**.
- Any surplus from CSR activities will be re-invested in CSR projects or transferred to a Schedule VII fund, as mandated.

Responsibilities of the Board

The Board of Directors shall:

1. Ensure CSR activities are implemented in line with the policy and statutory requirements.
2. Approve the Annual Action Plan and monitor its implementation.
3. Ensure funds are utilized as approved and certify the same through the CFO or financial head.
4. Modify projects as necessary for timely and effective execution.
5. Oversee impact assessments and submit annual CSR reports.

Amendments to the Policy

- The CSR Policy will be reviewed periodically and updated as required to reflect changes in statutory provisions or the evolving needs of beneficiaries.
- Any amendments shall be approved by the Board of Directors based on recommendations from the CSR Committee.