

SAGE CSR POLICY

SAGE VISION

At Sage, we believe that engaged scholarship lies at the heart of a healthy society and that education is intrinsically valuable. We aim to become the world's leading independent academic and professional publisher. This means playing a creative role in society by disseminating teaching and research content globally. The cornerstones of this approach are which are fostering long-term relationships, a focus on our markets, and an ability to combine quality and innovation.

We are committed to fostering the sustainable and responsible development of our society. As a publishing company, our primary mission is expanding educational opportunities. Our commitment to sustainability is founded on the principles of ethical conduct. Through the adoption of sustainable business practices, the implementation of employee policies, and advanced technologies, Sage supports diverse initiatives aimed at nurturing and promoting education and culture.

In India, the government, through the enforcement of Corporate Social Responsibility laws, has joined hands with businesses to facilitate the socio-economic development activities of the country. In complete alignment with the mandate and staying true to Sage's tradition and vision, we are committed to operating and growing the business in a socially responsible way.

S. No.	Focus Area	Blueprint
1	<p>Education</p> <p>An individual's ability to earn a living is enhanced by education. Promoting education, including special education and employment, with a focus on improving vocational skills, especially among children, women, the elderly, and the differently abled, as well as collaborating on livelihood projects will aid in the transformation of the educational landscape for the underprivileged.</p>	<p>Sage India focuses on supplementing sustainable development in the following areas:</p> <ul style="list-style-type: none"> • Financial assistance to Primary, Middle, and Higher Secondary education centers. • Adult literacy to people living below the poverty line. • Awareness programs involving girl-children. • Special attention on education, training, and rehabilitation of differently abled children and adults.
2	<p>Environment Sustainability</p> <p>Environmental sustainability entails the responsible and ethical management of natural resources and ecosystems, ensuring long-term health and viability. It involves meeting the current needs without jeopardizing the ability of future generations to meet their needs. Environmental sustainability encompasses a wide range of issues and considerations.</p>	<p>Sage India aims to aid its sustainability ambitions by focusing on the following areas:</p> <ul style="list-style-type: none"> • Supply chain management • Pollution control • Green belt development • Tree plantation

3	<p>Gender Equality</p> <p>Gender equality is a fundamental human right essential for social and economic development and a just society. It means equal rights, responsibilities, and opportunities for all, irrespective of gender. It recognizes every individual's intrinsic value and the need for equal dignity and respect.</p>	<p>Sage India promotes the following:</p> <ul style="list-style-type: none"> • Equal rights for all genders. • Awareness of gender-based discrimination, stereotypes, and biases. • Economic equality.
4	<p>Social Empowerment</p> <p>Social empowerment means enabling individuals or communities to gain control over their lives and the ability to make informed decisions that affect their well-being. It involves enhancing people's capabilities, confidence, and opportunities so that they can actively participate in social, economic, and political activities, free from discrimination and oppression.</p>	<p>Sage India promotes the following:</p> <ul style="list-style-type: none"> • Training of rural youth for self-employment. • Training by experts to assist in learning skill sets. • Organizing training programs for women, aimed at sustenance such as tailoring, pickling, etc. • Village electricity and utilization of solar energy.
5	<p>Other</p> <p>Financial support during a disaster. Donating to PM CARES fund or any other organization/fund or areas that may be prescribed by Schedule VII to the Companies Act, as amended from time to time.</p>	<p>Other activities as the Board or CSR Committee may consider to be appropriate.</p>

CSR COMMITTEE

- CSR Committee
 - Sonia Kumar: Executive Lead and Director Finance
 - Sugata Ghosh: Vice President, Publishing
 - Dinesh Verma: Associate Director, India Tax and Regulatory Compliance
- CSR Working Group reporting to the CSR Committee
 - Dinesh Verma: Associate Director, India Tax and Regulatory Compliance
 - Project Lead (Delhi), supported by employee volunteers.
 - Project Lead (Dehradun), supported by employee volunteers.

FUNCTIONS AND RESPONSIBILITIES OF THE CSR COMMITTEE

- Formulating and recommending CSR Policy to the Board of Directors for approval.
- Designing CSR activities (as stated under Schedule VII of the Companies Act, 2013) to be undertaken by the Company.
- Recommending the CSR budget for the Board's approval.
- Using the allocated budget for CSR activities in accordance with the Act and CSR Rules.
- Monitoring CSR Policy/activities periodically and establishing a systematic mechanism for their implementation.
- Submitting reports to the Board on the CSR activities undertaken by the company.

FUNCTIONS AND RESPONSIBILITIES OF THE CSR WORKING GROUP

- Preparing an annual CSR plan to recommend CSR projects/activities for approval to the CSR Committee as per the allocated budget in accordance with the Act and CSR rules and based on the selection criteria and guidelines in this Policy.
- Monitoring and tracking the implementation of the approved CSR projects following a systematic monitoring mechanism and ensuring the desired impact is made.
- Compiling reports for the Committee/Board on the company's CSR activities.

MONITORING AND GOVERNANCE

The company shall follow a three-tier governance and monitoring system consisting of (a) the Board of Directors (b) the CSR Committee and (c) the CSR Working Group. In line with Schedule VII to the Companies Act and the CSR Rules, the company shall undertake CSR activities included in its annual CSR plan, as recommended by the CSR working group, at the beginning of each year. The Committee is authorized to approve any modification to the existing plan or to propose any new program during the financial year.

A working group, comprising the employees of the company and others, as appropriate and if necessary, shall be formed to assist the CSR Committee in its functions of effective implementation and monitoring of CSR activities.

The monitoring process adopted by the company may involve the following:

1. **Periodic reporting.** The implementing agency will be required to submit the project fund utilization statement periodically and the audited financial statement, utilization statement, etc., yearly.
2. **Periodic review and assurance visits of the CSR projects.** Sage India will be undertaking field visits

and review calls and conducting independent assurance or evaluation visits to assess the project implementation, including key milestones or key performance indicators, fund utilization, etc. This may involve on-site visits, pictures or videos of project sites, etc.

SELECTION PRINCIPLES OF PROJECTS AND IMPLEMENTING AGENCY

For CSR project. Any of the following factors can be taken into consideration while selecting a project:

1. Alignment of the project with the focus area specified in this CSR Policy.
2. Impact on the society/community at large and the environment.
3. Inclusive growth.
4. Sustainability of the projects to ensure long-term impact.
5. The time frame within which the project can be completed.
6. Key beneficiaries of the project and the impact on them.

For Implementing Agency

Sage India will undertake its CSR activities as approved by the CSR Committee, through a registered trust or society. The implementing agency shall meet the statutory eligibility criteria laid down under the Act and Rules made thereunder. Additionally, the Company may conduct appropriate due diligence before associating with an Implementation Agency. Such due diligence may inter alia cover aspects of (a) reputation and credentials, (b) financial position and credibility, (c) experience in the relevant area or similar activity, (d) availability of necessary statutory registrations, (d) governance standards of the agency, and € any political connections or dubious affiliations of the agency or potential conflict of interest.

BUDGET AND EXPENDITURE

Sage India shall allocate a budget towards each of the CSR activities falling within the purview of the objectives of this policy. The CSR expenditure shall include all actual expenditures including contributing to corpus or on projects or programs relating to CSR activities recommended by the CSR Committee and approved by the Board of Directors.

The corpus for carrying out the CSR activities shall, inter alia, include the following:

- Two percent (2%) of the average net profits of the company during the immediately preceding 3 financial years.
- Any income arising therefrom.

The surplus, if any, arising out of CSR projects or programs or activities undertaken by Sage India shall not form part of the business profits of the Company. The surplus funds will be used in the development of CSR projects in the following year. Sage India will disclose its CSR Policy, programs/projects undertaken, and the expenditure made towards CSR activity in the Annual Report as per law.

SURPLUS EXCLUSION

The surplus, if any, arising out of CSR projects or programs or activities undertaken by Sage India shall not form part of the business profits of the Company.

EFFECTIVE DATE

CSR Policy is effective from 1 April 2014. This is an upgraded version as of November 2023.

CONTACT

For queries relating to CSR, you may write to us at csr@sagepub.in

POLICY CHANGES

The Board of Directors on its own and/or on the recommendation of the CSR Committee can amend its policy as and when it deems fit. Any or all provisions of the CSR Policy will be subject to revision/amendment in accordance with the regulations on the subject as may be issued by the relevant statutory authorities from time to time.

The versions of this policy published on the Sage India website, at the time of reference, will be the authoritative version of the policy and will supersede any previously published versions of the same.

Appendix 1: Document History

Version	Name	Role	Description	Date
1.0	Sreerenjini	Sr. Manager Taxation	Policy as company law requirement	April 2014

Appendix 2: Document Reviewers & Approvers

Version	Name	Role	Reviewer (only)	Approver	Signature	Date
2.0	Dinesh Verma	Associate Director – Taxation and Regulatory Compliance	x		Dinesh Verma	06 Nov 2023
2.0	Sugata Ghosh	Vice President - Publishing	X		Sugata Ghosh	23 Nov 2023
2.0	Sonia Kumar	Executive Lead - Director Finance		x	Sonia Kumar	23 Nov 2023