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## Corporate Social Responsibility (CSR) Action Plan

### Mimecast India – FY26 (1 April 2025 to 31 March 2026)

**Document Version:** 1.0

**Approved by:** Board of Directors, Mimecast India Private Limited

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**Document Owner:** Mimecast Employee Experience & Social Impact Team

**Executive Sponsor:** Chris Dollase, ESG Council

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## **1. Executive Summary**

Since its founding in 2003, Mimecast has maintained a commitment to investing in the global communities where we live and work. At Mimecast, building resilient communities is core to who we are, and giving back is at the heart of the Mimecast Way. As part of our commitment to global resilience, we've built our Resilience Together program to bring meaningful and sustained support to the global communities where we live and work.

Mimecast's commitment extends to communities in India, where Mimecast opened an office in 2022 and currently has 165 employees. Mimecast's calculated CSR obligation for FY26 (April, 2025 – March, 2026) is INR 1,405,735. Mimecast thoughtfully invests in the community through a range of philanthropic partnerships and employee engagement opportunities.

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## **2. Board Oversight**

Under Section 135(9) of the Companies Act, 2013, companies with CSR obligations of less than ₹50 lakhs are not required to constitute a separate CSR Committee. Therefore, the Board of Directors will directly discharge the functions of the CSR Committee with the stewardship of all programming led by Mimecast's dedicated Employee Experience and Social Impact Team. In the event of any unspent CSR amount, a CSR Committee shall be constituted as required under the Act.

The Board's oversight expectations are detailed in our CSR Policy. These responsibilities will be overseen and managed with the guidance of Chris Dollase. As the Executive Sponsor of Mimecast's ESG Council, Mr. Dollase will work closely with the Council and the Employee Experience & Social Impact Team to ensure the planning, implementation, measurement and monitoring of all initiatives.

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## **3. CSR Policy Statement**

The Mimecast CSR Policy of Mimecast India Private Limited has been formulated and approved by the Board of Directors on 13 March 2026. This CSR Policy shall be reviewed and amended as necessary to ensure alignment with extant law or any other valid reason as the CSR Committee or the Board, as the case may be, may deem fit. The activities specified in this CSR Policy are to be carried out by the Company either individually or in association with eligible Implementing Agencies. The CSR Policy is formulated in accordance with the provisions of Section 135 of the Act and rules made thereunder and other laws applicable to the Company.

Pursuant to Section 135 and Schedule VII of the Companies Act, 2013, and aligned with Mimecast's longstanding commitment to community support, the Company will focus on the following areas:

### **Promoting Education (Schedule VII Item ii)**

- Enhancing access to quality education, especially for persons with disabilities
- Supporting higher education for students with disabilities and underprivileged students
- Promoting vocational training and skill development for employability

### **Supporting Livelihood Enhancement (Schedule VII Item ii)**

- Career counseling and placement support for disadvantaged youth
- Soft skills and technical skills training for disadvantaged youth
- Life skills development for holistic personality development

Mimecast India plans to work with **Samarthanam Trust for the Disabled**, an NGO working for the empowerment of persons with disabilities and the underserved through its diverse initiatives focused on providing quality education, accommodation, nutritious food, vocational training and placement-based rehabilitation. Samarthanam Trust for the Disabled partners works with leading organizations across industries to deliver inclusive programs in the areas of:

- **Education & Digital Literacy** – empowering children and youth through accessible learning.
- **Skill Development & Livelihoods** – training and employment opportunities for persons with disabilities and underserved communities.
- **Health & Wellbeing** – initiatives supporting accessibility, assistive devices, and holistic care.
- **Environment & Sustainability** – promoting green initiatives and community-driven environmental programs.
- **Arts & Sports** – fostering inclusion and excellence through creative and sporting platforms.

Through a collaborative plan between Mimecast's longstanding focus on supporting communities and the current project needs within the communities where Samarthanam serves, Mimecast will be supporting the **Higher Education for Students with Disabilities and Underprivileged Students** project, as designed by the organization.

## **4. Needs Assessment & Stakeholder Consultation**

### **Community Needs Identified**

Through consultation with local stakeholders, the Employee Experience & Social Impact Team, and our community partners, the following critical needs were identified:

**Educational Barriers for Persons with Disabilities:**

- Limited access to higher education due to financial constraints
- Lack of accessible learning materials and infrastructure
- Insufficient career guidance and counseling services
- High dropout rates in transition from school to college

**Employment Challenges:**

- Gap between education and employment-ready skills
- Limited exposure to workplace expectations and professional skills
- Lack of confidence and career clarity among youth with disabilities

**Community Context:**

- Regional population includes many youth with disabilities seeking higher education
- Many underprivileged families cannot afford college fees, materials, and related expenses
- Strong need for holistic support including career counseling, skill development, and mentorship

**Alignment with Mimecast's ESG Priorities**

This initiative aligns with:

- **Mimecast's Resilience Together program:** Building community resilience through education and economic empowerment
- **Global Inclusion & Belonging commitments:** Promoting inclusion and equal opportunities for persons with disabilities
- **Employee engagement priorities:** Creating meaningful volunteering opportunities for Mimecast India employees
- **UN Sustainable Development Goals:** SDG 4 (Quality Education), SDG 8 (Decent Work), SDG 10 (Reduced Inequalities)

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**5. CSR Objectives & Key Performance Indicators (KPIs)**

**Ongoing Project Disclosure:** As Mimecast established its strategic partnership with Samarathanam Trust for the Disabled mid-way through FY26, the anticipation is that targets may not be met by end of fiscal year target given the timing constraints. However, with positive initial outcomes, Mimecast plans to continue this partnership into FY27 to ensure targets are met with ongoing project success.

Objective	Outputs	Measurements	Target
To enroll 75 students with disabilities and ensure retention for higher education in Pre-University, Degree college and professional colleges	<p>Identification of deserving students from colleges</p> <p>75 students (PwDs) enrolled after verification of all documents</p> <p>Career counselling &amp; motivation workshop</p> <p>Facilitation of college tuition and admission fees of the academic year.</p> <p>Facilitation of college tuition and admission fees of the academic year.</p>	<p>Student enrollment forms/ scholarship forms with Photos</p> <p>All forms filled need to be filled by candidates</p> <p>Photos and Testimonials from parents and students</p> <p>Filled up application submitted to academic institutions</p> <p>Annual fees paid receipt</p>	90% of students enrolled, retained for next academic year or complete the courses of academic institutions
To assist Pre-University students to select a specific course for graduation with inputs received from “Intensive Counselling Sessions”, thus	Career Workshop for students passed Pre University Courses Course wise (in depth) career counselling for student	Workshop Registrations, photographs, testimonials	90% of enrolled students in Pre University courses participated in Career workshops, emerge confident, and decide on graduate

Objective	Outputs	Measurements	Target
choosing a career for their future			courses in alignment with their career path
To ensure 75 students acquire skills comprising of life skills, technical skills communication skills and develop their overall personality	Minimum of 30 students trained on computer/ technical skills, soft skills, and technical skills	Photos, Testimonials of students	90% of students are equipped with technical skills, life, soft skills and improve the overall personality

#### **6. Project Details**

Project Name	Details	Schedule VII Category
Intensive Counseling	Career Workshop for students who pass pre-university courses  In-depth career counseling for students	(II) Education, including special education and employment enhancing vocation skills especially among children, women, elderly, and the differently abled and livelihood enhancement projects
Skill Development	Training for minimum 30 students in computer/technical skills (accessible software) and soft skills (personality development sessions)	(II) Education, including special education and employment enhancing vocation skills especially among children, women, elderly, and the differently abled and livelihood enhancement projects

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## **7. Implementation Plan**

<b>Activity/Task</b>	<b>Responsible Person</b>	<b>Timeline (Start-End)</b>
Finalize Partnership Agreement	Mimecast India & Samarthanam	FY26 Q4
Sensitization/awareness program in colleges on disabilities	Samarthanam	FY26 Q4
Launch student selection of eligible students	Samarthanam	FY26 Q4
Career guidance and counseling sessions conducted	Samarthanam	FY27 Q1 - Q2
Conduct intensive career courses	Samarthanam	FY27 Q3 - Q4
Life skill trainings	Samarthanam	FY27 Q3 - Q4

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## **8. Partnerships**

### **Samarthanam Trust for the Disabled**

Samarthanam is a registered non-profit organization working for the empowerment of persons with disabilities and underserved communities throughout India. The organization has established expertise in:

- Education and digital literacy programs
- Skill development and livelihood enhancement
- Healthcare and accessibility initiatives

- Environmental sustainability programs
- Arts and sports inclusion platforms

Samarthanam operates across multiple states in India. The organization has partnered with leading corporations and has demonstrated capacity to deliver quality programs with measurable impact.

**Selection Rationale:**

- Proven track record in disability-inclusive education programs
- Strong presence in multiple regions in India with established relationships with educational institutions
- Expertise in career counseling and skill development
- Robust monitoring and reporting systems
- Registered and eligible implementing agency under Section 8 / applicable laws
- Valid CSR-1 registration with MCA

**9. Monitoring & Evaluation**

**Monthly Monitoring (Internal)**

- Review of financial expenditure vs. budget
- Tracking of project milestones and deliverables
- Early identification of implementation challenges
- Responsible: Employee Experience & Social Impact Team

**Quarterly Impact Review**

- Detailed progress review meetings with Samarthanam Trust
- Assessment of KPI achievement against targets
- Review of beneficiary data and documentation
- Corrective action planning if needed
- Responsible: Employee Experience & Social Impact Team, Executive Sponsor

**Field Visits and Verification**

- Opportunity for direct interaction with beneficiaries (students, parents)
- Verification of documentation (enrollment records, attendance, fee receipts)
- Photographic and video documentation
- Responsible: Employee Experience & Social Impact Team, HR Team

### **Partner Reporting Requirements**

Samarthanam Trust for the Disabled shall provide:

- **Monthly** review and planning to access activity implementation
- **Quarterly:** Detailed progress report covering all project components, beneficiary data, photographs, case studies
- **Annually:** Final project report, audited utilization certificate, impact assessment report

All reports must include:

- Quantitative data on beneficiaries reached
- Qualitative assessment of outcomes and impact
- Photographs, testimonials, and case studies
- Financial statements with vouchers and receipts
- Challenges faced and mitigation actions taken

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### **10. Reporting & Disclosure**

- **CSR-2 Filing:** Will be filed as per MCA deadlines.
  - **Disclosure:** Details to be included in the Board's Report and on the Mimecast website as per statutory norms.
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**11. Budget & Disbursement Plan**

<b>Higher Education Budget for 77 Disabled and underprivileged students, February 2026 - May 2026</b>					
<b>Location : - PAN INDIA</b>					
<b>Sl. No.</b>	<b>Program Activities</b>	<b>No. of students/unit</b>	<b>Cost per student/unit</b>	<b>Beneficiary cost</b>	<b>Remarks</b>
1	College Admission/tuition/examination Fees, books & stationery, assistive and learning aids, technological support	77	20,000	15,40,000	
2	Travel cost of coordinator, program manager, reporting, documentation, includes printing of banner, brochures, other promotional activity	4	15,000	60,000	
3	Program Coordinator Salary	4	20,000	80,000	
	Total Project Activities Cost			<b>16,80,000</b>	Total enrolment students 77
	Project Implementation Cost			<b>84,000</b>	
	<b>Grand Total</b>			<b>17,64,000</b>	

Commented [MOU1]: Note to Mimecast: As per the implementation plan set out above, we note that it is an ongoing plan which will continue in the next financial year as well (FY 2026-27)

We wanted to flag that, as per the applicable law, if there is any unspent amount for this financial year (i.e. 2025-26) in relation to an ongoing project, such amount is required to be transferred to a separate bank account to be opened by the company.

Therefore, we'd recommend transferring funds to the implementing agency (IA) only on a milestone basis and not on a lump sum basis since, in our experience, the IA are typically not able to refund the funds to enable companies to transfer the unspent amount in a separate bank account.

## 12. Risk Management

Risk Identified	Likelihood	Impact	Mitigation Strategy
Implementation Delays	Medium	Medium	<ul style="list-style-type: none"> <li>• Early partner engagement and MoU finalization</li> <li>• Monthly monitoring and proactive communication</li> <li>• Buffer time built into implementation schedule</li> </ul>
Incomplete Budget Utilization	Low	High	<ul style="list-style-type: none"> <li>• Phased disbursement linked to milestones</li> <li>• Monthly expenditure tracking</li> <li>• Quarterly review and reallocation if needed</li> <li>• Provision for unspent amount   transfer a separate bank account or to Schedule VII fund, if required</li> </ul>
Low Student Retention	Medium	Medium	<ul style="list-style-type: none"> <li>• Comprehensive support beyond fees (materials, counseling)</li> <li>• Regular student engagement and mentoring</li> <li>• Parent/guardian communication</li> <li>• Early identification of at-risk students</li> </ul>
Partner Performance Issues	Low	Medium	<ul style="list-style-type: none"> <li>• Due diligence before partner selection</li> <li>• Clear MoU with defined deliverables</li> <li>• Regular monitoring and field visits</li> <li>• Escalation mechanism for non-performance</li> </ul>

<b>Risk Identified</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Mitigation Strategy</b>
<b>Documentation and Compliance Gaps</b>	Low	High	<ul style="list-style-type: none"> <li>• Clear documentation requirements in MoU</li> <li>• Monthly submission of records</li> <li>• Dedicated compliance checklist</li> <li>• Internal review before statutory filing</li> </ul>
<b>Beneficiary Identification Challenges</b>	Medium	Low	<ul style="list-style-type: none"> <li>• Early outreach through Samarthanam's existing networks</li> <li>• Clear eligibility criteria</li> <li>• Robust verification process</li> <li>• Waitlist of eligible candidates</li> </ul>
<b>Natural Disasters / Pandemic Impact</b>	Low	High	<ul style="list-style-type: none"> <li>• Force majeure clause in MoU</li> <li>• Flexibility to adapt activities (e.g., virtual training)</li> <li>• Insurance coverage where applicable</li> </ul>
<b>Regulatory Changes</b>	Low	Medium	<ul style="list-style-type: none"> <li>• Regular monitoring of MCA notifications</li> <li>• Legal and compliance advisory as needed</li> <li>• Annual policy review and updates</li> </ul>

### **13. Employee Engagement**

CSR initiatives provide meaningful opportunities for Mimecast India employees to contribute their skills and time. The following engagement opportunities are planned:

#### **Direct Project Engagement**

There is a scope for engaging employees for volunteering with the students. Volunteering activities will be organized bimonthly for about 2 hours in a day.

1. **Career Counselling Workshops:** Corporate professionals can conduct workshops to guide students on various career paths, industry insights, and job interview preparation.
2. **Skill Development Classes:** Provide training in soft skills, communication, leadership, and other essential skills for personal and professional growth.
3. **Internship Opportunities:** Offer internship opportunities within the corporate sector to provide students with real-world experience.
4. **Guest Lectures:** Invite corporate experts to deliver guest lectures on industry trends, emerging technologies, and career development.
5. **Mentorship Programs:** Establish mentorship programs where corporate volunteers mentor students, providing guidance and support.
6. **Workplace Visits:** Arrange visits to corporate offices, allowing students to get a first-hand look at various work environments.
7. **Tutoring and Academic Support:** Assist students with academic subjects, assignments, and exam preparation.
8. **Inclusive Sports and Cultural Events:** Organize inclusive sports and cultural events where corporate volunteers can participate alongside students.
9. **Basic Computer Training on Technology/Software:** Organize Computer Training through Corporate Volunteers in combination of Online or Face to Face mode.

#### 14. Supplemental Programming via Goodera

To complement Mimecast’s work in India, the company will continue its partnership with Goodera, a global organization based in Bengaluru that empowers companies to run engaging and scalable corporate volunteering programs. Goodera leverages technology and innovation to help businesses organize, manage, and execute employee volunteering activities across the world, including in-person, virtual, and hybrid formats

Mimecast has been working with Goodera formally in FY26 to facilitate and scale impactful partnerships and employee engagement globally. Since establishing the partnership this fiscal year, 51 Mimecast employees in India have volunteered for 102 hours. Across the entire company globally, 199 employees have participated in Goodera-organized events for a combined total of 494 hours.

Through this partnership, Goodera:

- Identifies additional virtual and in-person volunteering opportunities for Mimecast India employees
- Facilitates connections with multiple nonprofit organizations based on employee interests

Commented [MOU3]: Note to Mimecast: As per the executive summary set out above, the total number of employees is 165. We'd request you to please align the number of employees across the action plan

Commented [NP3R2]: @P&B - These numbers are global, clarification added accordingly.

Commented [MOU3R3]: P&B User Response: 1/1/26

- Tracks and reports employee volunteering hours and engagement
- Provides a dynamic platform for employee engagement in CSR activities

This partnership ensures diverse opportunities for employee participation beyond the primary CSR project.

### **15. Amendments and Review**

#### **Annual Review**

- This CSR Policy and Annual Action Plan shall be reviewed annually by the Board
- Amendments may be made to ensure alignment with applicable laws, regulations, and organizational priorities
- Any material changes shall be approved by the Board and disclosed appropriately

#### **Mid-Year Review**

- The Board may alter the Annual Action Plan at any time during the financial year based on reasonable justification
- Changes may be made to:
  - Project scope or budget allocation
  - Implementation timeline
  - Partner arrangements
  - KPIs and targets
- All changes must be documented with justification and Board approval

#### **Compliance Updates**

- The policy will be promptly updated to reflect any amendments to Section 135, CSR Rules, or related regulations
- Regular monitoring of MCA notifications and circulars
- Legal and compliance advisory as needed

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### **16. Conclusion and Way Forward**

Mimecast India's CSR strategy for FY 2025-26 reflects our deep commitment to building resilient and inclusive communities. By investing in education and empowerment of persons with disabilities and underprivileged youth, we aim to create lasting impact that aligns with India's development priorities and Mimecast's global values.

**Expected Outcomes:**

- 75 students supported through scholarships, enabling access to higher education
- Enhanced career clarity and informed decision-making among Pre-University students
- Improved technical, soft, and life skills for 70+ students
- 90%+ student retention, contributing to long-term educational success
- Meaningful employee engagement opportunities for Mimecast India team
- Full compliance with Section 135 and applicable CSR regulations

**Long-Term Vision:** This initiative is envisioned as the foundation for sustained CSR engagement in India. Based on the outcomes and learnings from FY26, Mimecast will explore:

- Multi-year support for the same cohort of students
- Expansion to additional geographies within India
- Deeper employee engagement through structured volunteering programs
- Partnerships with additional implementing agencies for diversified impact
- Integration with Mimecast's global social impact initiatives

Through strategic partnerships, rigorous monitoring, and genuine commitment to community development, Mimecast India will contribute meaningfully to creating opportunities for marginalized youth and building a more inclusive society.

**17. Annexures**

- A. CSR Policy
- B. Mimecast 2025 ESG Report