
HEALTH, SAFETY & ENVIRONMENT POLICY

Version Number: 7.6

Health, Safety & Environment Policy

1. Objective

The Company is committed to achieve excellence in health, safety and environment by providing and maintaining safe and healthy working conditions and following operating practices that will protect the environment.

2. Coverage

This policy is applicable to all employees of the Company.

3. Salient Features

In fulfillment of our goal to have an injury free and healthy work place and institutionalizing a culture of safety in the organization, the Company shall make continuing efforts to:

- Demonstrate visible commitment towards health, safety and environment across all levels of management starting from the top.
- Increase Health Safety and Environment (HSE) awareness and competence by providing training and education to facilitate safe working and enhance the health of employees by delivering quality health care.
- Integrate HSE in all phases of operations as well as at all stages of projects.
- Continuously recognize hazards, assess health, safety and environmental risks in our operations through audits, risk assessments and review of standard operating procedures and take steps to mitigate risks.
- Minimize pollution, reduce environmental footprint and optimize resource consumption by planning and carrying out operations through environmentally responsible processes, techniques and practices.
- Promote safe behaviour amongst those who work for us (including compliance by employees and others that personal protective equipment will be used by them, where required), report all accidents and incidents and stop work that is unsafe and a threat to the safety of people.
- Foster continual improvement, benchmark our HSE performance and adopt best practices in HSE.
- Comply with all relevant statutory and other requirements pertaining to HSE.

- Investigate accidents, incidents, and occupational illnesses to prevent recurrence. Extend HSE good practices in all spheres of our operations.
- Managers have the responsibility to:
 - Provide leadership to reduce occurrence of identified hazards.
 - Ensure appropriate control strategies are implemented to minimize risk of injury to people and property.
 - Where requested, participate in training courses to gain a greater understanding of HSE duties to assist the Company in the provision of a safe and healthy workplace.
 - Encourage consultation in addressing safety matters.
 - Ensure that safety considerations are integrated within decisions on the design, purchase, installation and maintenance of a safe environment.
 - Monitor the development and implementation of safe systems of work.
 - Ensure that adequate safety information, training and supervision is provided.
 - Ensure that HSE is routinely part of team meetings.
 - Provide appropriate resources to meet the health and safety commitment of the Company.
- While at work, it is the responsibility of all employees to:
 - Ensure that any hazards identified are promptly reported.
 - Take reasonable care for their health and safety and the health and safety of work colleagues who may be affected by the employee's acts or omissions at work.
 - Cooperate with the Company's policies, procedures or activities that ensure the provision of a compliant, safe and healthy work environment.
 - Not to intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare.
 - Assist in the implementation and promotion of a safe and healthy workplace culture.

4. Health & Safety Rules

4.1 Employees are required to place safety and health requirements as prime importance in their work duties for the Company. It is the responsibility of every employee to:

- Obey safety instructions, rules, policy and procedures.
- Use provided and installed safety devices and safety equipment.
- Do not use defective tools and other equipment without proper guarding.
- Unsafe conditions or practices as well as all injuries, including minor first aid treatment, occurring on the job and any illness associated with the job shall be reported promptly to the supervisor.
- Good conduct is expected – any form of “horseplay” such as propelling paper clips, rubber bands, etc. or “fooling around” will not be tolerated.
- All fires, accidental damage to property, hazardous material spills and other emergency occurrences, no matter how slight, must be reported to the HR lead.

- Proper disposal of all hazardous materials in an acceptable and lawful manner.
- Working while impaired by alcohol or illegal drugs is specifically forbidden.
- Use of prescription drugs, which may affect alertness or work abilities, must be reported to the supervisor.

4.2 Electrical Safety

- Employees whose jobs require them to work on or near exposed energized parts are required to be trained in electrical-related safety practices that pertain to their respective job assignments.
- To the maximum extent possible, work on electrical equipment or circuits should be done with the power off. A safety warning and tagging system should be used to ensure that all power is removed from the system. Circuits should be checked with the proper equipment before work is started to ensure that no voltage is present.
- Working spaces, walkways and similar locations should be kept clear of cords so as not to create a hazard to employees. Worn, frayed or damaged electric cords or connectors must not be used and must be tagged "Danger, Out of Service, Do Not Use". Such equipment should be replaced immediately.

4.3 Falls

- Always use handrails when using stairs. Use caution when walking on surfaces, which contain: ice, snow, rock, oil, water or other adverse or unstable material or condition. Immediately clean up spills.
- Prevent fall hazards by keeping stairs, walkways, aisles and walk areas clear of boxes, loose material wires and other objects. Select shoes for comfort and safety that are compatible with your work environment. Do not stand or climb on a desk, chair, or other unstable surface to reach for an object.

4.4 Fire Prevention

Familiarization with the location of fire equipment in the work area is mandatory along with the knowledge of turning in a fire alarm. In addition, below mentioned guidelines have to be complied with:

- Obey all rules, regulations and signs for fire safety such as those for controlling smoking, open flames and other sources of ignition and those for controlling the storage, handling and use of flammable liquids or other hazardous materials.
- Practice good housekeeping and fire prevention.
- Flammable liquids will be handled and stored in approved safety containers equipped with flame arrestors and spring actuated caps.
- Do not store acids and bases or oxidizers and reducers in the same cabinet due to the possibility of extremely violent reaction between the two.
- Keep hand operated fire equipment such as extinguishers, hoses, etc. fully accessible, mounted, and unobstructed at all times. If you use a fire extinguisher or

any other fire equipment, notify your supervisor at once so that it can be immediately replaced and/ or serviced.

- If your clothing catches fire, smother the flame by rolling on the floor or ground. Never run, this could cause the flames to spread.
- Do not clean clothing with gasoline/ spirits, solvents or other flammable gases or liquids. A spark may ignite your clothing.

4.5 Housekeeping/ Sanitation

Good housekeeping is essential in maintaining safe working conditions:

- Keep your work area clean, material properly stored; keep walkways and floor areas clear of slip, trip and fall hazards.
- Place all waste and debris in designated containers. Do not litter. Properly dispose of refuse in suitable waste containers or recycle whenever possible.
- Clean up all water or beverage spills.
- If hazardous chemical spills are identified, barricade the spill area and notify your supervisor or the Human Resources Lead.
- Store oily waste or rags and other flammable waste in approved safety containers.
- Do not store materials in or near switch boxes, switchboards, in mechanical equipment rooms, attics, and telephone switch gear rooms.
- Do not block or obstruct exit routes.
- Do not obstruct access to fixed ladders, stairways, and electrical switches, fire fighting, rescue or any emergency equipment.
- Keep tools neatly in designated area and materials securely racked or stored.
- Wash your hands before eating.

4.6 Office Safety

- The following safe work procedures in the office can prevent many accidents:
 - Running in office premises is not permitted.
 - Accidents can result when persons stand in front of doors, so stand away from the path of the door swing.
 - Immediately clean up spilled liquids.
 - Do not attempt to carry stacks of materials, which are high enough to obstruct vision.
 - Don't lean from a chair to pick up objects from the floor.
 - Don't propel a chair across the floor while seated.
 - Be careful when sitting on a chair. Sit in the center of a chair and not on the edge.
 - Watch out for chairs on casters, which can get inadvertently pushed from under you when you attempt to sit down. Place your hand behind you to make sure your chair is in place before you settle into it.
 - Don't stand on a chair, stools or other unstable surface to reach for an object. Use a ladder.
 - Don't sit on the desks, tables, boxes, or low filing cabinets.
 - Place wastebaskets, briefcases, umbrella stands, and similar objects where they will not present a tripping hazard.

- To prevent slip and falls select appropriate footwear for comfort and safety that are compatible with your work environment and rules prescribed for dress code.
 - Dispose of broken glass in the approved manner: vacuum or sweep up, fine pieces should be carefully picked up with a damp cloth, wrapped in heavy paper, identified, and placed beside a wastebasket for removal.
 - Use a proper staple remover for removing staples. Properly dispose of a broken staple remover.
 - Keep fingers away from the sharp edge of paper cutters. Never leave a cutting knife in a raised position.
- Desk work restricts movement, demands that the hands be kept positioned at the keyboard, and requires constant attention to the monitor. Employees become susceptible to the effects of poor posture, awkward wrist positioning, poor lighting, and inadequate display characteristics. It is critical that workstations be designed and adjusted to fit the capabilities and physical limitations of the worker. Several basic rules must be followed to reduce associated stress:
 - Employees should insure that workplace seating, monitor and keyboards are designed and positioned to provide proper posture, which is essential to providing comfort, accessibility to the keyboard and freedom from fatigue.
 - Adjust seat height so employee's thighs are parallel to the floor and free from pressure, feet flat on the floor.
 - Adjust backrest to support the small of the back. Once the seating posture is correct, the keyboard must be adjusted to provide a good overall work posture. Upper arms hanging comfortably at employee's sides with a 90-degree angle at the elbow. Wrist relaxed and in line with the forearms. Forearms level with the (home row) of the keyboard.
 - Keep computer/ laptop monitor/ screen clean, top of screen positioned slightly below eye level and tilted upward, screen positioned to minimize glare, brightness and contrast controls adjusted properly and located straight ahead of the user.
 - Adjust viewing distance from the monitor/ screen adjusted for comfort and correct posture.
 - Position document holder a similar distance from the keyboard and monitor/ screen.
 - A foot support and padded wrist support are optional equipment, which may be used if the employee so wishes to.

- **Filing Cabinets**

Filing cabinets are a major cause of accidents and should be used with care. When caution is ignored, filing cabinets can pinch, cut, crush, or trip a user. Always be alert for a top-heavy filing cabinet. It might tip over if a drawer is opened. Heavy filing cabinets should be secured to prevent this. Exercise care in opening and closing file drawers. Open one file drawer at a time and close it with the handle, making sure your fingers are clear. Never close a drawer with your knee, elbow or any other part of your body other than your hand. Close each drawer immediately after use, even if you plan to reopen it in a short time. When you open a file drawer, warn other people in the area, so no one bumps into it. Never climb on open file drawers. Properly store small nonslip step stools (used to access upper file cabinets) out of passageways.

- **Office Machines**

Do not place computers or other office equipment too close to the edge of a desk or other surface. Machines that tend to creep during operation should be fastened down or secured with rubber feet or rubber mats. Electric office machines should be properly grounded or double insulated to safeguard against electrical shock. Exercise care to prevent electrical cords on office machines and telephones from becoming tripping hazards. Avoid stretching cords between desks or across aisles. If such a procedure is temporarily unavoidable, employ some means of calling attention to the cord and/or tape the cord to the floor or place in a wire cover.

4.7 First Aid

First aid is the immediate emergency treatment provided for injury or sudden illness before professional medical care is available. Never minimize the seriousness of an injury or illness. If in doubt seek, medical attention. In the event of an emergency, immediately call for emergency services. Do not attempt to render first aid unless you are a certified first aid provider.

5. Emergency

The following general rules and actions should be learned before an emergency:

- Learn how to contact emergency services.
- Locate local fire alarms or other emergency alarm systems and learn how to operate them.
- Learn the location of all exits, (exit stairs) from your work area, and determine a primary and alternate exit routes.
- Know your designated meeting area outside the building.

6. Emergency Evacuation Procedure

- In the event of an emergency, it is important that all evacuees are aware of their evacuation procedures. The risk of panic, personal injury and loss of property is significantly reduced by having employees trained in the Emergency Response Procedures. Site Evacuation Plans should be displayed on Emergency Exit doors on each floor of the office premises.
- All Managers are responsible for ensuring that employees are aware of the location of fire exits within the work area.
- The following emergencies are incidents that may potentially necessitate a partial or full evacuation of the building:
 - Fire or explosion in the building
 - Gas leak

- Ventilation system contamination
 - Fire in an adjacent building
 - Structural damage sustained to the building
 - Bomb threat
 - Civil disorder
- When an Emergency Occurs immediately respond by following the emergency evacuation plan as listed below:
 - If a fire alarm sounds, always immediately evacuate the building.
 - If you are in danger, sound alarm to others, leave the area.
 - Immediately report the emergency to the management or local law enforcement agencies giving your name, phone number you are calling from and location of emergency.
 - Do not run. Do not use elevators. Use staircase in multi-storey buildings.
 - Report to your designated meeting area outside the building immediately.
 - If you have a visitor, escort them to your designated meeting area.
 - Do not re-enter the building after an emergency evacuation until management or local law enforcement agencies have instructed you.

7. Environment

7.1 Waste Management: Locations for the storage of different types of wastes and disposal should be worked out. All hazardous waste disposal shall conform to the applicable regulations. Oily waste, metal scrap and general rubbish shall be segregated and disposed off in accordance with regulatory requirements and procedures.

7.2 Hazardous Materials Management: Hazardous materials on site, their location, quantities and proposed disposal should be looked into and a program to handle receipt, storage and use should be implemented in compliance with HSE acts and regulations.

- 8.** The protection of fellow employees and the public is a shared responsibility of every employee. Each employee is responsible for notifying his/ her immediate supervisor of a violation or deficiency in safe and healthful working conditions, recommending corrective measures, if possible or correcting the hazard. Additionally, the employee's immediate supervisor is to be notified of every injury, accident or near miss regardless of how trivial such accident or incident may appear at that time.
- 9.** Any violation of this policy or its clauses shall be reported to the CPO by HR Lead.