



# Health & Safety Policy

November 2025

**Document Revision Record (Change History - Created / Modified / Reviewed)**

<b>Version</b>	<b>Document History</b>	<b>Name (by)</b>	<b>Date</b>	<b>Description of changes/remarks</b>
1		ESG Team	17.12.2025	New Policy

## 1. Purpose

The purpose of this Health and Safety Policy is to establish a proactive framework to safeguard the well-being of employees and to ensure business continuity in the event of an emergency.

- Promote a safe and healthy working environment through preventive and responsive measures.
- To enable personnel within office premises to prepare effectively for and respond promptly and safely to emergencies.
- To establish a readiness state that ensures swift response and effectiveness in the incidence of potential incidents.
- For minimizing or controlling the impact of emergencies on the premises and the surrounding areas.
- Facilitate recovery and reconstruction activities, which would ensure resumption of normal operations as soon as possible.
- To ensure the timely distribution of critical information during emergencies.
- To provide comprehensive training to maintain a consistent and high level of preparedness.
- To support emergency response efforts by providing appropriate assistance within the office space.

**Note:** The Policy will be applicable for the corporate office. For branch offices, elements, as applicable will be implemented.

## 2. Guidelines

### a. Electrical Safety:

- Only authorized personnel may handle electrical installations, repairs, or modifications.
- Ensure all electrical wiring, panels, and equipment are maintained in good condition and inspect annually.
- Avoid overloading electrical outlets or using unauthorized extension cords.
- All office equipment (computers, printers, air conditioners, etc.) must be connected to properly grounded outlets.
- Fire extinguishers suitable for electrical fires (CO<sub>2</sub> type) must be available and accessible.
- In case of electrical faults or shocks, immediately disconnect the power supply and report to Admin.

### b. Workplace Safety

- Maintain clean, clutter-free work areas and ensure unobstructed emergency exits and walkways.
- Display safety signage where necessary (e.g., “Wet Floor,” “Electrical Hazard”).
- Adequate ventilation and lighting must be maintained across all office spaces.
- First-aid kits should be readily available and replenished regularly.
- Employees must avoid unsafe practices such as running in corridors, improper lifting, or storing heavy objects above shoulder height.

### c. Ergonomics

- All employees must be provided with ergonomically designed chairs and adjustable workstations.

- Employees should:
  - Sit upright with feet flat on the floor or footrest.
  - Position monitors at eye level and an arm's length away.
  - Take short breaks every 45–60 minutes to stretch or move around.
  - Ergonomic concerns should be reported to HR for evaluation and corrective action.

**d. Road and Travel Safety**

- Employees traveling for work must comply with all traffic laws and wear seat belts or helmets as applicable.
- Use of mobile phones while driving is strictly prohibited unless on hands-free mode.
- Travel during adverse weather or late-night hours should be minimized.
- Company vehicles (if applicable) shall be maintained in safe operating condition and inspected periodically.
- When using public or hired transport, employees should prioritize safety and report any unsafe travel arrangements.
- HR shall maintain a travel safety advisory and ensure employees are trained.