



SEHAJ SYNERGY TECHNOLOGIES PRIVATE LIMITED

POLICY ON ENVIRONMENT, HEALTH AND SAFETY

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Ram Singh Verma

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Ramesh Chandra

SEHAJ SYNERGY TECHNOLOGIES PRIVATE LIMITED

POLICY ON ENVIRONMENT, HEALTH AND SAFETY

1. OBJECTIVE

- 1.1 Sehaj Synergy Technologies Private Limited (“**Company**”) recognizes the importance of safety and health to business success and strives to continuously improve performance. The Company is committed to the safety and health of all its employees, contractors, consultants, visitors across all [offices] during work, and will provide a safe and healthy workplace.
- 1.2 The Company has formulated this policy on Environment, Health and Safety (“**Policy**”) as part of its commitment to provide a safe and healthy workplace to all Personnel. For the Personnel to perform his/her obligations and/or duties effectively, it is important that Personnel at all levels are accountable for their personal safety and health, and must be committed to incorporating the safety and health considerations into their daily work as per the objectives set out in this Policy.
- 1.3 The purpose of this Policy is to guide and direct all Personnel to work safely and prevent injury, to themselves and others. The Policy aims to eliminate or minimize hazards that can cause accidents and be a hindrance in the health and safety standards of the Personnel or public at large.

2. APPLICABILITY

This Policy is intended to apply to all personnel of the Company, including officers, directors, employees as well as any other persons who are acting on behalf of or associated with the Company such as contractors, contract workers, fixed-term employees and trainees (“**Personnel**”). This Policy shall apply to any incident to have occurred within the Company’s premises or any transportation provided by the Company to such Personnel.

3. POLICY ELEMENTS

- 3.1. This Policy considers two main elements of effective health and safety management, (i) Preventive Action; and (ii) Emergency Management.
- 3.2 *Preventive Action*





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- (i) Any actions or steps taken by the Company in order to avoid any kind of injuries illnesses related to workplace conditions are considered as “**Preventive Measures**”. The Company will conduct periodical assessments of the health and safety hazards that may arise at the Company premises or during the course of employment and will establish preventive measures accordingly.
- (ii) The Company understands that, identifying and controlling any risks arising out of an unsafe work environment and work practices are material aspects. These include issues like health and safety impacts arising out of improper/ non- usage of protective personal equipment, unsafe handling methods of waste, among others.
- (iii) The Company aims to take the following Preventive Measures:
- [Providing safety precautions such as safety nets, ropes, harnesses if any Personnel is required to work in any dangerous location;
 - Providing protective personal gears such as face shield, mask, gloves, uniforms and suits, googles and any other safety equipment as may be required;]
 - Formulating a preparedness and response plan to address the levels of risk and the mitigation efforts of any infectious diseases outbreak;
 - Promoting hygiene, by providing the Personnel as well as any visitors with a place to wash their hands;
 - Maintaining regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and any other elements in a work place;
 - Encouraging Personnel involvement by providing training and awareness sessions- both generic and role- risk specific to the Personnel for improving health and safety procedures;
 - Prohibiting any form of smoking in the Company premises apart from the designated smoking areas;
 - Arranging for disposal of any kind of waste such as solid waste, e-waste, bio waste and or hazardous waste, effectively to render them innocuous;
 - Providing adequate ventilation and temperature control at the workplace for comfort and prevention of any injury;
 - Providing sufficient supply of clean and safe drinking water for all Personnel;
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- Providing sufficient and separate enclosed urinal accommodations for men and women, which is adequately lighted and ventilated for all Personnel;
- Installing effective communication system to educate the public at large (such as a siren or an alarm or social media);
- Ensuring that all contractors and vendors provide relevant information and training to their employees (who will be working from the company's premises) and such employees adhere to the requirements under this Policy. If the Company engages any vendor for providing services, and if it is relevant and necessary, the Company may take steps to ensure that the vendor is compliant with industry best practices with respect to health and safety;
- Complying diligently with the standards for emission or discharge of any environmental pollutants as prescribed by the competent authority; and
- Complying with all industry, operations, or processes specific restrictions as applicable to the Company for operating the business in a safe manner.

3.3 *Emergency Management*

- (i) Any steps taken by the Company to deal with any sudden as well as serious catastrophes like fire, flood, earthquake, infectious disease outbreak, building collapse, unintentional release of hazardous products, exposure to radiation and explosion (“**Incidents**”), both during the Incidents and thereafter, along with methods for prevention of any fatalities and serious damage shall be termed as “**Emergency Management**”.
- (ii) The Company has included the following provisions for its Emergency Management:
 - Fire extinguishers and other fire protection equipment are provided for Personnel at easily accessible locations;
 - Fire escapes and safety exits are clearly indicated to assist during emergency evacuation;
 - First Aid Kits with basic medications are regularly stocked and provided at multiple corners of the office and in the transportation vehicle provided by the Company;
 - Functional smoke alarms and sprinklers are installed in the premises and are inspected on a regular basis;


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- Detailed list of emergency personnel such as an on -call physician, nurse, ambulance and nearby hospitals (both govt. and private) are prominently displayed above first aid kits;
- Large scale evacuation map has been displayed showing safety exits and service conduits such as gas and water lines; and
- Stakeholders such as law enforcement authorities, labour welfare inspector, nearby communities, relatives of the Personnel must be immediately informed in case of any occurrence of any Incident.

4. SAFETY MANAGEMENT

- 4.1. The Company Compliance Officer [or any other person as designated by the board of directors with relevant experience in occupational health and safety], assumes the primary responsibility for effective, efficient and safe operations at the Company.
- 4.2. Additionally, all Personnel in their respective capacities as individuals and managers are responsible for maintaining and promoting a safe and healthy workplace. In case of any complaints or any safety concerns, the concerned Personnel must approach the Company Compliance Officer at all times.
- 4.3. Exercise and drills may be conducted to practice all or critical portions (such as evacuation) of the plan. A thorough and immediate review after each exercise, drill or during or after an actual emergency will point out the short comings and the emergency plan shall be revised accordingly.

5. DUTIES OF PERSONNEL

In the event the Personnel during the course of his/her employment with the Company believes that there are any Incidents which may trigger the emergency response of the Company, the Personnel must immediately bring the same to the notice of the Company Compliance Officer and/or the Personnel's supervisors.

6. MAINTENANCE OF RECORDS AND REPORTS

The Company shall maintain complete records, as mandated under applicable laws, of any incident that may have caused due to failure of Preventive Measures and untimely response to Emergency Management.




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7. REVIEW AND AMENDMENT

This Policy shall be subject to review, from time to time. Any amendments to this Policy shall be in writing and effective upon a resolution being passed by the board of directors of the Company approving such amendments. Brief details of each amendment shall be in the format specified below:

Date	Version	Description of Amendments

Effective Date: 15.10.2021

Ramendra Kumar
