



SPECTRON

Health, Safety, and Environment (HSE) Policy

Date: 05.01.2026

Revision: 01

Approved By: Management

Applicability: All eligible employees across functions and locations

1. Purpose

The purpose of this policy is to ensure a safe, healthy, and environmentally responsible workplace by preventing accidents, occupational illnesses, and environmental harm while complying with applicable laws and best practices.

2. Scope

This policy applies to:

- All Company workplaces, offices, sites, plants, and client locations
- All employees, contract labour, trainees, interns, and visitors
- All activities carried out during official work, including off-site and field operations

3. Policy Statement

The Company is committed to:

- Providing a safe and healthy work environment
- Preventing workplace injuries, illnesses, and environmental incidents
- Complying with applicable health, safety, and environmental laws
- Promoting a culture of safety awareness and responsibility

4. Legal Framework

This policy is framed in accordance with applicable laws, including but not limited to:

- **Factories Act, 1948**
- **Occupational Safety, Health and Working Conditions Code, 2020** (as and when enforced)
- **Environment Protection Act, 1986**
- Applicable State Rules and Notifications

In case of any conflict, **statutory provisions shall prevail.**

SPECTRON ENGINEERS PRIVATE LIMITED

An ISO 9001 : 2015 Certified Company

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5. Health Management

The Company shall:

- Provide safe working conditions and ergonomically suitable workspaces
- Encourage periodic health check-ups where required by law or job nature
- Promote employee well-being and hygiene practices
- Take preventive measures against occupational health risks

6. Safety Management

The Company shall:

- Identify and assess workplace hazards
- Implement safety controls, signage, and procedures
- Provide Personal Protective Equipment (PPE) where required
- Ensure safe operation of machinery, equipment, and tools
- Maintain emergency preparedness for fire, accidents, and natural disasters

7. Environmental Management

The Company shall:

- Minimize environmental impact of operations
- Promote efficient use of energy, water, and resources
- Ensure proper waste management and disposal
- Prevent pollution and environmental damage

8. Roles & Responsibilities

Management

- Provide leadership and resources for HSE compliance
- Ensure implementation and monitoring of this policy

Employees

- Follow all safety instructions and procedures
- Use PPE and safety equipment correctly
- Report unsafe conditions, incidents, or near-misses
- Cooperate during drills, inspections, and audits

Contractors & Vendors

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- Comply with Company HSE requirements while working at Company premises
- Ensure safety of their workforce and operations

9. Training & Awareness

- HSE awareness and safety training may be provided periodically
- New employees and contract staff shall be oriented on basic HSE practices

10. Incident Reporting & Investigation

- All accidents, injuries, near-misses, and unsafe conditions must be reported immediately
- Incidents shall be investigated to identify root causes and preventive actions

11. Emergency Preparedness

- Emergency response procedures shall be established and communicated
- Fire drills and emergency mock drills may be conducted periodically
- Emergency contact details shall be displayed at workplaces

12. Non-Compliance & Disciplinary Action

- Violation of this policy may result in disciplinary action
- Serious breaches may attract legal action under applicable laws

13. Continuous Improvement

The Company is committed to continuous improvement of its HSE performance through:

- Periodic reviews
- Employee feedback
- Corrective and preventive actions

14. Statutory Compliance

This policy is aligned with applicable health, safety, and environmental laws. The Company shall cooperate with inspections and ensure timely compliance with statutory directions.

15. Policy Review & Amendment

The Company reserves the right to amend, modify, or withdraw this policy in line with changes in law, business requirements, or HSE objectives.

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Employee–HR Communication on HSE Policy

Employee: What is expected from employees under the HSE Policy?

HR Representative: Employees are expected to follow safety rules, use protective equipment, report hazards, and contribute to a safe and healthy workplace.

Employee: Does this policy apply to contractors and visitors?

HR Representative: Yes. Contractors, vendors, and visitors must comply with applicable safety and environmental requirements while at our premises.

Employee: What should I do if I notice an unsafe condition?

HR Representative: You should report it immediately to your supervisor or HR so corrective action can be taken.

Employee: Thank you. This makes safety responsibilities clear.

HR Representative: You're welcome. Safety is a shared responsibility, and everyone's cooperation is essential.

Yours Sincerely,

For **Spectron Engineers Pvt. Ltd.**

Authorised Signatory

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