

Workplace Safety and Health Policy

Confidential and Restricted

Objective

AventIQ, a trademark of Mittal Software Labs Limited is committed to providing a safe, healthy, and secure work environment for all employees, contractors, interns, and visitors. This policy outlines measures to prevent workplace injuries, ensure health and safety compliance, and promote a culture of well-being. It is aligned with the Occupational Safety, Health, and Working Conditions Code, 2020, and the Delhi Shops and Establishments Act, 1954.

Scope and Applicability

This policy applies to all:

- Permanent employees (confirmed and probationary).
 - Temporary and contractual employees.
 - Interns (paid or unpaid).
 - Contractors, vendors, and visitors on company premises.
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Key Principles

1. **Health and Safety First:**
 - Prioritize the safety and well-being of all individuals at the workplace.
 2. **Proactive Risk Management:**
 - Identify, assess, and mitigate risks to prevent workplace accidents and illnesses.
 3. **Compliance with Laws:**
 - Adhere to applicable safety and health regulations, including state and central government directives.
 4. **Employee Involvement:**
 - Encourage employee participation in maintaining a safe workplace.
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Roles and Responsibilities

1. Management Responsibilities

- Provide and maintain safe working conditions, equipment, and systems.
- Ensure compliance with all applicable health and safety laws.
- Conduct regular safety inspections and risk assessments.

2. Employee Responsibilities

- Follow safety protocols and report unsafe conditions immediately.
- Participate in health and safety training sessions.
- Use protective equipment and tools as required.

3. Health and Safety Officer (HSO)

- Oversee implementation of safety measures and conduct periodic audits.
 - Serve as the primary contact for health and safety issues.
 - Investigate accidents, near-misses, and unsafe incidents.
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Workplace Safety Measures

1. Fire Safety:

- Maintain fire extinguishers, alarms, and evacuation plans.
- Conduct fire drills at least twice a year.

2. Ergonomics:

- Provide ergonomic furniture and equipment to reduce workplace strain.
- Offer regular awareness sessions on proper posture and workstation setup.

3. Emergency Preparedness:

- Develop and display emergency evacuation plans.
- Maintain first aid kits and ensure first responders are trained.

4. Hygiene and Cleanliness:

- Ensure regular cleaning of common areas, workstations, and restrooms.
- Provide hand sanitizers, masks, and other hygiene supplies.

5. Electrical Safety:

- Conduct routine checks of electrical equipment and wiring.
- Restrict unauthorized access to electrical panels.

6. Access Control and Security:

- Implement ID-based access control systems.
 - Monitor premises through CCTV and trained security personnel.
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Health and Wellness Initiatives

1. Medical Facilities:

- Provide access to a medical room or tie-ups with nearby clinics for emergencies.

2. Mental Health Support:

- Offer counselling services and stress management workshops.
- Encourage open communication about mental health.

3. Vaccination Drives:

- Organize regular vaccination camps for employees.
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Reporting and Investigation

1. Employees must report any accidents, injuries, or unsafe conditions immediately to their manager or the HSO.
 2. The HSO will investigate incidents within 5 working days and recommend corrective actions.
 3. A written report of the investigation findings will be maintained.
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Training and Awareness

1. All employees will undergo safety and health orientation during onboarding.
 2. Regular workshops and training sessions will be conducted on topics such as fire safety, ergonomics, and mental well-being.
 3. Specific training will be provided for employees working in high-risk areas, if applicable.
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Compliance and Penalties

1. Non-compliance with safety protocols will result in disciplinary action, which may include warnings, suspension, or termination.
2. Contractors and vendors violating safety standards may face termination of contracts.

Policy Review and Amendments

This policy will be reviewed annually or in response to significant legal or organizational changes. Amendments will be communicated to all employees and stakeholders.

Approved By: Nikhil Mittal

Effective Date: 01-Jan-2025

Last Updated: 26-Dec-2024