

**Workplace Safety and Health Policy**

**Confidential and Restricted**

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**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.

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**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.
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## **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.

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**Approved By: Nikhil Mittal**

**Effective Date: 01-Jan-2025**

**Last Updated: 26-Dec-2024**