




Health, Safety & Environment Policy

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HSE Policy

1. Introduction

At Polus Solutions, the well-being and safety of our employees, clients, and visitors are our topmost priority. As an IT company located in Technopark, Thiruvananthapuram, Kerala, India; we are committed to maintaining a safe work environment in strict adherence to the safety guidelines and regulations set forth by Technopark and the Kerala Government. This HSE Policy outlines our dedication to promoting a culture of safety, environmental responsibility, and compliance with all applicable regulations.

2. Our Commitments

- **Employee safety**


At Polus Solutions, the safety and well-being of our employees are paramount. We are deeply committed to providing a secure work environment that promotes a positive and productive atmosphere. To achieve this, we have implemented a comprehensive employee safety program, which includes regular safety training and drills. These initiatives aim to familiarize our staff with emergency procedures, evacuation plans, and appropriate responses to potential hazards. Our team members receive continuous updates and information on best safety practices, ensuring they are well-prepared for any unforeseen situations. By prioritizing employee safety, we cultivate a culture of vigilance and responsibility within our organization.

- **Adherence to Technopark Safety Drills:**

As a valued member of Technopark, we strictly adhere to all safety drills and guidelines prescribed by Technopark management. Our active participation in fire drills, emergency evacuations, and other safety exercises mandated by Technopark is an integral part of our commitment to safety. We ensure that all our employees are well-informed about Technopark's safety procedures, fostering a unified and coordinated approach to handling emergencies within the Technopark premises, we take immense pride in being an integral part of the Technopark community and embrace our responsibility to contribute to the overall safety and well-being of all occupants within the Technopark ecosystem.

- **Visitor Safety:**

In addition to prioritizing employee safety, we extend our commitment to ensuring the safety of our visitors, clients, and contractors. We understand that a secure environment not only reassures our guests but also reflects the professionalism and credibility of our organization. As part of our visitor safety protocol, we diligently

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inform and orient all visitors about the relevant safety guidelines and procedures to be followed while on our premises. Our team is readily available to address any safety concerns and provide assistance to our valued guests. By prioritizing visitor safety, we create a welcoming and secure atmosphere for all individuals who interact with our company.

- **Secure Workplace Environment:**

At our company, ensuring the safety and well-being of our employees is our topmost priority. We are committed to providing a work environment that is free from hazards, violence, harassment, or any form of abuse. Through comprehensive safety protocols, regular training sessions, and proactive measures, we strive to create a workplace where every individual feels secure, respected, and empowered. By prioritizing employee safety, we foster a culture of trust, productivity, and mutual respect, driving the success and prosperity of our organization.

- **Environmental Responsibility:**

At Polus Solutions, we take environmental responsibility seriously and are committed to reducing our environmental impact. As part of our efforts to promote sustainability, we have implemented strict restrictions on plastic usage within our office premises. We aim to minimize single-use plastic consumption and actively encourage our employees to adopt recyclable alternatives.


3. Implementation

- **Risk Assessment and Mitigation:**

We recognize the importance of conducting comprehensive risk assessments to identify potential hazards within our workplace. In close collaboration with Technopark's HSE team, we carry out regular risk assessments to evaluate the safety of our premises, infrastructure, equipment, and processes. Based on the findings, we work together with Technopark experts to implement effective mitigation measures, ensuring a safer work environment for all stakeholders.

- **Safety Training:**

To ensure the highest safety standards, we actively participate in safety training programs organized by Technopark. Our employees undergo training sessions that align with Technopark's safety guidelines and procedures. These training programs cover emergency response protocols, fire safety, first aid, and other critical safety measures. By collaborating with Technopark's HSE team, we ensure that our employees are well-equipped to handle any safety-related challenges effectively.

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- **Emergency Response:**

Our emergency response plans are developed in close consultation with Technopark's HSE team. We collaborate to create well-defined and efficient emergency response procedures, including fire drills, evacuation plans, and crisis management protocols. These plans are periodically tested through joint drills and simulations to evaluate their effectiveness and make necessary improvements.

- **Safety Communication:**

Regular communication on HSE matters, including updates on Technopark safety guidelines, will be disseminated to all employees to foster a constant awareness of safety protocols and measures.

- **Safeguarding:**

At our organization premises, we enforce a strict access protocol to safeguard the integrity of our premises and the well-being of our personnel. Only individuals with confirmed appointments are granted entry, ensuring a secure and controlled environment. This measure not only enhances the safety of our facilities but also protects the privacy and confidentiality of sensitive information housed within.


- **Compliance with Technopark Safety Regulations**

As a committed member of the Technopark community, we strictly adhere to all safety regulations set forth by Technopark management. We continuously monitor and update our policies to ensure compliance with the latest safety guidelines. By diligently following Technopark's safety regulations, we ensure the safety and well-being of all individuals within the Technopark premises.

- **Disaster Recovery**

In the event of a disaster, such as natural calamities or infrastructure failures, Polus Solutions is committed to ensuring the safety and well-being of its employees, clients, and visitors. Our disaster recovery plan aims to minimize disruptions to our operations and services while prioritizing the safety of all individuals involved. The plan includes:

- Identification of potential risks and vulnerabilities
- Development of mitigation strategies
- Establishment of communication protocols
- Regular testing and updating of the plan
- By implementing robust disaster recovery measures, we strive to maintain business continuity and safeguard the interests of all stakeholders.

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- **Environmental Conservation**

We will actively support environmental conservation efforts through responsible waste management, recycling initiatives, and energy-efficient practices.

Restrictions on Plastic Usage:


- **Single-Use Plastic Ban:** We have completely banned the use of single-use plastic items such as plastic straws, disposable cutlery, and plastic water bottles within our office premises. Instead, we provide reusable alternatives and encourage our employees to bring their reusable water bottles and utensils.
- **Plastic Bags:** Plastic bags are prohibited on our premises. We encourage employees to use eco-friendly alternatives like cloth bags or reusable tote bags for their daily needs,
- **Plastic Packaging:** We work closely with our suppliers to minimize plastic packaging for office supplies and materials. Whenever possible, we opt for packaging materials that are recyclable or biodegradable.

Encouraging Recyclable Usage of Plastic:

- **Awareness Campaigns:** We conduct regular awareness campaigns to educate our employees about the importance of plastic recycling and its positive impact on the environment. We share information on the types of plastic that can be recycled and the proper disposal methods.
- **Sustainable Alternatives:** To promote the usage of recyclable plastic, we provide employees with access to reusable and eco-friendly products, such as, reusable cutleries, and eco-conscious stationery and backpacks
- **Reward Programs:** We recognize and appreciate employees who actively participate in our environmental initiatives.

Introducing the Miyawaki Forest at Technopark Campus

- In a groundbreaking move towards environmental conservation, Technopark Campus has embarked on a pioneering initiative by establishing a Miyawaki forest, setting a precedent within its domain. Spanning an expansive area of 20 cents, this vibrant forest landscape boasts an impressive array of over 1,300 trees representing 210 diverse species.
- The primary objective of this endeavour is to rejuvenate and restore the original bio-habitat of the region, reclaiming the ecological balance that existed prior to the establishment of the park.
- As a valuable part of Technopark Campus, we are fully committed to championing this initiative, recognizing its significance in promoting environmental sustainability

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and biodiversity conservation. Through our collective efforts, we aspire to cultivate a greener and healthier environment for current and future generations to cherish and enjoy.

Waste Mangement Protocol:

- **E-Waste Management Protocols:** We implement rigorous protocols for the responsible disposal of electronic waste (e-waste). Our practices ensure that electronic devices are recycled in an environmentally conscious manner, minimizing harmful impact.
- **Efficient Sewage Treatment Systems:** We maintain efficient sewage treatment systems to preserve water quality and minimize pollution. These systems reflect our commitment to safeguarding the surrounding ecosystem and promoting environmental health.
- **Robust Solid Waste Management Practices:** Our solid waste management practices are robust and efficient. We prioritize recycling and reuse wherever possible, reducing landfill dependency and promoting sustainability.


Use of Environmentally Friendly Materials in Construction:

We prioritize the use of environmentally friendly materials in our building construction projects. Materials that are renewable, recyclable, or biodegradable are utilized to minimize environmental impact and promote sustainability.

4. Corporate Social Responsibility

At Polus Solutions Pvt Ltd, we are committed to more than just success in business. Our CSR Team named “Rainbow” initiated by employees in 2011-12, is dedicated to working towards these initiatives, ensuring that they are aligned with our business objectives and ethical standards, and continuously improving these activities to ensure their smooth functioning and effectiveness. Some of our CSR activities include:

- **Student Support Scheme:** Our CSR journey began with sponsoring five underprivileged children and provided consistent support by offering grocery kits every quarter of the year, coinciding with significant occasions such as school opening, Onam. In addition to groceries, we equipped the children with essential educational materials, including school bags, notebooks, and other study essentials, ensuring they had the tools needed to excel academically. In 2015, recognizing the need for further assistance, we expanded our support program to include four more deserving children. Our commitment extended beyond educational support. Currently we are supporting 9 students with the plan to expand it to more areas.

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- **Disaster Relief Contribution:** In response to the devastating floods that struck Kerala in 2018, we contributed 1.25 Lacs towards the Chief Minister's Distress Relief Fund, providing vital assistance to those affected by the disaster.
- **Healthcare Outreach:** We organized and coordinated blood donation camps in collaboration with hospitals in Trivandrum, facilitating life-saving donations to support patients in need within the local community.
- **Elderly Care:** Showing compassion towards the elderly, we visited old age homes and care facilities, extending support to the residents through the provision of food and financial assistance, ensuring their well-being and comfort.
- **Employee Volunteer Program:** We encourage our employees to participate in volunteer programs that benefit the community, such as mentoring programs, skills development workshops, and fundraising events for charitable causes.
- **Health and Wellness Programs:** We organize health and wellness programs for our employees and their families to promote overall well-being and a healthy lifestyle.
- During the 2014-2015 period, we undertook the construction of a new house for one of the children whose home was partially damaged in a monsoon. This initiative provided the child and their family with a safe and stable living environment.
- We have provided wheelchairs for two handicapped patients.

5. Continuous Improvement

We are committed to continuous improvement in our HSE performance. Regular reviews and audits will be conducted to identify areas for enhancement, ensuring strict compliance with Technopark's safety regulations and guidelines.

6. Reporting

Employees are encouraged to report any safety concerns, incidents, or potential hazards immediately to the designated HSE focal point of Technopark, Kerala or management of Polus. Open communication is vital to address and resolve safety-related matters promptly.

7. Acknowledgment

All employees, visitors, and stakeholders are required to acknowledge and strictly adhere to this HSE Policy. Together, we contribute to maintaining a safe work environment within Technopark, aligning with the Polus vision for a secure workplace.