

HEALTH & SAFETY POLICY

Business Function: Human Resources

Company's Confidential

Disclaimer: This policy has to be adhered as a standard practice by the employees. This policy does not create an express or implied contract between SSIT and any of its employees located in India or any other designated locations where this policy is applicable. This policy may be modified at the discretion of the Company HR at any time, with or without notice of the employee. Nothing contained in this policy is intended to alter employees 'At – Will' employment relationship with the Company. SSIT reserves the right to terminate any employee at any time, with or without notice or procedure, for any reason deemed by the Company to be in the best interests of the Company when the policy is violated.

Introduction

SIGMASOFT shall take all such steps as prescribed by the Regulations made under the Labor Act, 1992 (Act 6 of 1992) in order to ensure the health, safety and welfare of all the employees in the employment of SIGMASOFT.

Objectives

- a) To prevent all downgrading incidents, which could result in personal injuries, fire, property damage and waste, and to create and maintain a safe and healthy working environment for all our employees;
- b) To promote and maintain the highest possible degree of mental and social well-being of all our employees;
- c) To promote and maintain good working conditions so as to safeguard our employees against injuries and occupational health and safety hazards, and to conduct our operations with due consideration to the protection of the environment;
- d) To train employees at the workplace so that they are well equipped to participate fully in the identification, reporting and management of unsafe acts and conditions;
- e) To strive for maximum employee participation in creating a healthy and safe working environment at all hierarchical levels through effective communication.

Management shall:

- a) At all times provide the correct attitude for safety consciousness and leadership;
- b) Supply materials, tools and all requirements for safe practices and operations, within reasonable limits;
- c) Encourage all employees at all levels within SIGMASOFT to make suggestions for the improvement of health and safety, through the appropriate managers, and supervisors.
- d) Publicize, praise and criticize safety practices and initiatives wherever warranted.

Security

A number of measures are in place to ensure adequate security around the office. The entrance to the premises is guarded round the clock.

Company's Confidential

Disclaimer: This policy has to be adhered as a standard practice by the employees. This policy does not create an express or implied contract between SSIT and any of its employees located in India or any other designated locations where this policy is applicable. This policy may be modified at the discretion of the Company HR at any time, with or without notice of the employee. Nothing contained in this policy is intended to alter employees 'At – Will' employment relationship with the Company. SSIT reserves the right to terminate any employee at any time, with or without notice or procedure, for any reason deemed by the Company to be in the best interests of the Company when the policy is violated.

The doors to the building as well as those of individual offices are locked after working hours. Staff members expecting to work late or over the weekend should obtain approval from their respective Manager to operate the security locking system while informing the same to HR Manager.

Staff members working after hours should ensure that all the windows are closed and the lights turned off before leaving.

No money or valuables should be left unattended. The insurance for the building does not cover personal property.

First Aid

SIGMASOFT will provide a first aid kit and ensure that at least two staff members are trained on how to use the aid adequately.

Visitors

All visitors should report to the reception.

Smoking

Smoking shall not be allowed inside the building. All employees are urged to make sure that their visitors adhere to this.

Emergencies

In the event of an emergency, e.g. fire:

- raise the alarm
- inform the relevant authority e.g. in the case of fire, inform the building maintenance manager or Fire Brigade or the Police explaining what kind of fire it is;
- disconnect all systems or machinery and close all the windows;
- evacuate the building. DO NOT LEAP OUT OF THE WINDOWS; AND

If the situation is life threatening;

- Raise the alarm;
- Evacuate the building immediately. DO NOT STOP TO CLEAR YOUR DESK OR
- COLLECT PERSONAL EFFECTS.

Company's Confidential

Disclaimer: This policy has to be adhered as a standard practice by the employees. This policy does not create an express or implied contract between SSIT and any of its employees located in India or any other designated locations where this policy is applicable. This policy may be modified at the discretion of the Company HR at any time, with or without notice of the employee. Nothing contained in this policy is intended to alter employees 'At – Will' employment relationship with the Company. SSIT reserves the right to terminate any employee at any time, with or without notice or procedure, for any reason deemed by the Company to be in the best interests of the Company when the policy is violated.

Office Services

Equipments:

Computers

All computers should be strictly used for official purposes. Only authorized persons may access the computers. GAMES ARE STRICTLY PROHIBITED. Permission must be sought from the Finance Manager for borrowing of portable computers equipment or accessories

Telephone

All local telephone calls should be done by the employee's personal handsets and; international telephone calls should be made through the prescribed VOIP.

Photocopier

A photocopier is available throughout the day to meet photocopying needs. It is to be used for official use but could be used for limited personal use. The Finance and Administration manager should authorize any personal use.

E-mail and Internet Facilities

An E-Mail service is available for official use only.

Document History

Version	Amendment	Date of Amendment
V1.0	Health & Safety Policy Initiated	10-03-2023

Company's Confidential

Disclaimer: This policy has to be adhered as a standard practice by the employees. This policy does not create an express or implied contract between SSIT and any of its employees located in India or any other designated locations where this policy is applicable. This policy may be modified at the discretion of the Company HR at any time, with or without notice of the employee. Nothing contained in this policy is intended to alter employees 'At – Will' employment relationship with the Company. SSIT reserves the right to terminate any employee at any time, with or without notice or procedure, for any reason deemed by the Company to be in the best interests of the Company when the policy is violated.