



# Work Health Safety Policy

**Anodiam**

**August - 2023**




**anodiam.com**



**N-1/25 Patuli, Kolkata 700094**



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## Approval & Review:

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## Purpose:

This document outlines the physical work health & safety policy guidelines of individual stakeholders, managers, students, teachers and parents at Anodiam.



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## Scope:

Scope of this document covers physical/personal level privacy & security of each individual stakeholder of Anodiam.



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## Policy Document:

- Our facilities are completely covered under CCTV surveillance. The footage will be preserved for a considerable amount of time and will be handed over to legal authorities as evidence for any untoward event or offense.
- Our building has proper signage and stakeholders are expected to abide by all of them. Disregarding signage may result in a punishable offense.
- Indulging in any immoral or sexually explicit activity is strictly prohibited and will result in immediate disciplinary action including cancelation of this contract.
- Any loud, irresponsible or reckless behavior of any nature will not be accepted. It may lead to strict actions including immediate cancellation of this contract.
- At Anodiam, we practice zero tolerance for threats and disruptive behavior! All violent and threatful actions and behavior will be reported to police under section 504 of Indian Penal Code, 1860.
- Following emergency phone numbers will be on display at strategic positions throughout the institution building:
  - Lal Bazar: 033 2214 3230/3024
  - Patuli PS (L): 629 225 8606
  - (M): 8100976502
  - Patuli Fire Station: 033 2436 0685
  - Rai Ambulance: 94320 59771
  - Child Help Line: 1098
  - Women Help Line: 1091
  - Emergency Response: 112




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## Roles & Responsibilities:

The above policies are mandated for all stakeholders of Anodiam.



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## Terms & Definitions:




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