



Work Health Safety Policy

Anodiam

August - 2023



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N-1/25 Patuli, Kolkata 700094



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Approval & Review:

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Creation Date: 23-August-2023
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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
- **Mandatory Electronic Money Handling:** No payments can be made in cash. Money is handled strictly electronically at Anodiam for safety, security and sanity purposes.




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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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