**Work Health Safety Policy**

**Anodiam**

**August - 2023**

# Approval & Review:

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Approval Date:

Approver:

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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.

# Scope:

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

# 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.

# Roles & Responsibilities:

The above policies are mandated for all stakeholders of Anodiam.

# Terms & Definitions: