

DIPTAB VENTURES PRIVATE LIMITED

Safety, Security and Theft Policy

***Note:** The Policy will be applied at the discretion of management. The management reserves that right to modify/change this Policy as deems fit. Any change in the guidelines narrated below would be communicated to all employees.*

1. Introduction and purpose –

- 1.1 Diptab Ventures Pvt Ltd (hereinafter referred to as the “Company” or “Lets Transport”) gives immense importance to the safety and wellbeing of its employees. In light of this, the Company wishes to introduce this Safety, Security and Theft Policy.
- 1.2 Under this Policy, all employees are responsible for their own safety, as well as that of others in the workplace. This Policy aims to maintain a safe workplace and therefore all the employees must be safety-conscious at all times.
- 1.3 This Policy aims to set forth rules and standards of conduct which is applicable to all employees while on Company’s premises.

2. Safety and Security

- 2.1 Safety is everyone’s responsibility. Maintaining a safe workplace is essential to Company’s operations, and the health and well-being of our employees. It is the Company's policy to promote health and well-being and comply with applicable laws. Employees are expected to assist in maintaining safe working conditions by following common sense safety practices and correcting or immediately reporting any unsafe condition to their supervisor.

- 2.2** All workplace accidents, injuries and illnesses involving employees, no matter how minor, must be immediately reported. Employees who experience a work-related accident or injury will be required to complete the appropriate forms and cooperate with the Company in complying with its recording, reporting and investigation obligations. Similarly, all accidents and injuries involving the Company's customers, vendors, contractors or any other person who is on Company premises, even those that are not serious, must be immediately reported.
- 2.3** It is only through full knowledge of every accident or injury that the company can remain a safe, healthy workplace. Employees' notification to the Company of unsafe working conditions or of workplace accidents, injuries or illnesses is essential to enforcing this Policy. Employees may be assured that they will not be penalized in any way for reporting unsafe working conditions or workplace accidents, injuries or illnesses.

3. Duties of employees relating to safety and security –

- 3.1** Report all work-related injuries or illnesses immediately to your supervisor or to the human resources department.
- 3.2** Be aware of persons loitering for no apparent reason in parking areas, walkways, entrances and exits, and service areas.
- 3.3** Report any suspicious persons or activities.
- 3.4** Secure the desk at the end of the day. When called away from the work area for an extended length of time, one should not leave valuable and/or personal articles in or around your workstation that may be accessible.
- 3.5** The security of facilities as well as the welfare of the employees depends upon the alertness and sensitivity of every individual to potential security risks. One should immediately notify the supervisor when unknown persons are acting in a suspicious manner in or around the facilities, or when keys, security passes, or identification badges are missing.
- 3.6** Theft and deliberate or careless damage or destruction of any Company property, or the property of any employee or customer shall amount to violation of this Policy.
- 3.7** If an employee comes across belongings of other employees, he or she shall take all the reasonable efforts to find the owner of the property or in any case report the same to the HR.
- 3.8** Removing or borrowing Company property without prior authorization is a prohibited conduct and shall be regarded as theft of the property.
- 3.9** Employee shall not make any unauthorized use or misuse of Company equipment, time, materials, or facilities.

4. Workplace Violence –

- 4.1** The Company has adopted this Policy to ensure a safe working environment for all employees. The Company has zero tolerance for acts of violence and threats of violence. Without exception, acts and threats of violence are not permitted. All such acts and threats, even those made in apparent jest, will be taken seriously, and will lead to disciplinary action up to and including termination.
- 4.2** Possession of weapons on Company premises and at Company sponsored events shall constitute a threat of violence. Company prohibits employees from possessing weapons of any kind at the workplace regardless of whether or not the person is licensed to carry the weapon. This prohibition specifically includes guns, rifles and firearms of any type, including those for which the holder has a legal permit. Other examples of prohibited weapons include, but are not limited to, knives, ammunition, bombs, bows and arrows, clubs, slingshots, blackjacks, metal knuckles and similar devices that by their design or intended use are capable of inflicting serious bodily injury or lethal force.
- 4.3** A threat includes, but is not limited to, any indication of intent to harm a person or damage Company property. Threats may be direct or indirect, and they may be communicated verbally or nonverbally. Company is committed to providing a safe, quality-oriented and productive work environment.

5. Violations –

- 5.1** Violation of the terms of this Policy, rules and standards of conduct set forth herein will not be tolerated. The Company may bring the matter to the attention of appropriate law enforcement authorities.
- 5.2** Violation of the terms of this Policy by any employee will lead to disciplinary action up to and including termination.

Approved by:

CEO