

Health and safety Policy

Version 1.2



Document History

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1. POLICY STATEMENT

As an “Employee First” organization, at PearlArc Systems Pvt Ltd, we believe that Human Capital is our greatest strength being in the business of IT services, business solutions and outsourcing and in accordance with that - Health, Safety and Wellbeing of our Employees and other Stakeholders are essential element of a successful and sustainable business.

PearlArc Systems Pvt Ltd is committed to achieve Occupational Health & Safety excellence within areas of our operations by;

Ensuring the Health and Safety of its Employees, Contractors, Visitors and other Stakeholders affected by its operations.

Meeting all applicable Occupational Health & Safety Statutory requirements of the land and other requirements applicable to the organization.

Taking suitable measures to prevent Occupational injuries and illness, and to provide a safe and healthy working environment to its Employees and other affected by its operations.

- Ensuring robust Management of our Health and safety Activities like any other critical business activity; by incorporating appropriate safety and health considerations into our business decisions.
- Consulting with Employees in a meaningful and effective manner on Health and safety issues to enable each concerned Employee to contribute to decisions that may affect their health, safety and wellbeing at work.
- Providing a framework for setting and reviewing Health and safety objectives & targets.
- Establishing guidelines for dealing with all types of potential Emergency situations within its area of operations to ensure that all concerned personnel are familiar with roles and responsibilities in the event of an emergency.
- Ensuring that Health and safety Policy is communicated to all the concerned persons working for or on behalf of the organization to make them aware of their Health and safety responsibilities and also by making our OH&S Policy available to all stake holders including public on demand.
- Maintaining appropriate controls, including periodic review of Health and safety Policy, to ensure its applicability and relevance to the changing scenarios.

2. COVID 19 MEASURES

2.1 KNOW THE SYMPTOMS OF COVID-19

- Coughing, fever, shortness of breath, and difficulty breathing.
- Early symptoms may include chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.
- If you develop a fever and symptoms of respiratory illness, DO NOT COME TO WORK and consult a health-care provider immediately. Do the same thing if you come into close contact with someone showing these symptoms.

2.2 MEASURES TAKEN BY PEARLARC

- Frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs are cleaned and disinfected.

- All office premises are cleaned and disinfected on a regular basis.
- Sanitizer at the entrance and inside the office for frequent use has been provided, thermometer for temperature check, oximeter to check the pulse is made available in the office at entrance to ensure safety.
- Break/lunchroom areas are cleaned, disinfected and maintained.
- Visitors are restricted from entering the office premises as a safety measure.
- COVID vaccinated records will be maintained in greytHR portal.

2.3 EMPLOYEE RESPONSIBILITIES

Measures to prevent transmission of COVID-19 that apply to all people at PearlArc include:

- Frequent hand-washing for at least 20 seconds or disinfection with alcohol based hand sanitizer, avoid touching your face, eyes, food, etc. with unwashed hands, sneezing or coughing into one's elbow crease.
- Physical distancing of at least 1 metre or more, wearing of masks where distancing is not possible, regular environmental cleaning and disinfection, and limiting unnecessary travel.
- In case of out station travelling must self-isolate for 14 days and self-monitor for symptoms, even if mild.
- Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.
- Avoid using other employee's phones, desks or other work tools and equipment, when possible.
- Avoid crowding in stairwells and elevators.
- Avoid high-touch areas, including handrails and public transit poles. Ensure you clean your hands and avoid touching your face after touching a high-touch surface.

3. REFERENCE

- ISO 27001: 5.3 Organizational Roles, Responsibilities And Authorities
- ISO 27001: A.7.2.1 Management Responsibilities