



WORKPALCE HEALTH AND SAFETY POLICY

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DOCUMENT CONTROL

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ABSTRACT	This document details the Workplace health and safety policy – guidelines for the management and employees
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AUTHORISATION

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Master HR Department

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VERSION	DATE	PREPARED BY	CHANGES & REASONS FOR CHANGE
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1. INTRODUCTION

Invenio Business Solutions Private. Ltd. (“Invenio”) is committed to providing a healthy and safe work environment for its employees and business partners in preventing occupational illness and injury.

This workplace health and safety policy (“Policy”) has been framed in accordance with the applicable laws, and shall ensure that every employee working with Invenio and its various subsidiaries, affiliates, representatives, assignees, among others, carry out the business transactions (whether at Invenio workplace or at a business partner site) and other daily activities/functions of Invenio in a safe, healthy and minimal risk of personal injury to the employees, personal property, and Invenio.

This Policy intends to provide an overview and gives force to the detailed procedures, laid out herein, as amended from time to time, in compliance with the law, and goodwill of Invenio.

2. SCOPE

This Policy applies to all individuals working for Invenio or any of its subsidiaries and affiliates anywhere in the world and at all levels and grades, including but not limited to, employees (temporary, fixed-term or permanent), trustees, committee members, board members, senior managers, officers, directors, consultants, contractors, seconded staff, trainees, interns, casual workers, agency employees, volunteers, sponsors, third parties, or any other person associated with Invenio, or any of our subsidiaries or their employees, irrespective of the location.

For the purposes of this Policy, “third parties” shall mean and refer to, any individual or organization that directly or indirectly deals with Invenio; it shall include without limitation, actual and potential clients, customers, suppliers, distributors, business network, agents, advisors, government and public bodies.

Invenio shall ensure that any arrangements that it makes with a third party shall be subject to clear contractual terms and shall include specific provisions requiring such third party to comply with the standards and procedures relating to the Policy, irrespective of the location of receipt of such services. Further, in case of Invenio employees/representatives having to work or visit a third-party site, in the capacity as an Invenio employee/representative; all employees/representatives of Invenio must ensure full and complete adherence to the health and safety guidelines communicated to them, by such third party.

For the purposes of this Policy, “Invenio location” and/or “Invenio workplace location”, shall mean one and the same, and refer to all designated areas of work of Invenio, including but not limited to, the actual office space, the building in which the office space is located, the area surrounding such office space, and office transportation etc.

3. HEALTH

All employees, staff, representatives, and business partner(s) visiting an Invenio workplace location must be aware of and must adhere to the health & safety guidelines of such location.

It is the responsibility of all employees, staff, representatives, and business partner(s) to ensure that Invenio workplace locations are alcohol and drug free. In case of awareness or suspicion that any employee, staff, representative and/or business partner(s) is under the influence or is carrying on him/herself alcohol, or illegal narcotics; the same must be immediately reported to the Concerned Person. Invenio shall have the right to take disciplinary action on any such employee, staff, and/or representative; and in the case of a business partner, Invenio shall have the right to terminate such business relations.

All employees, staff, representatives and/or business partners must be made aware that smoking is not acceptable in Invenio location buildings. The aim is to ensure reduction in smoking, reduction of risk of fire, prevention of unnecessary illness and chronic disability. This clause also extends to e-cigarettes/vape.

Any person working in Invenio location who are employed by a third-party organization(s) is expected to comply with this Policy, with respect to their own and Invenio employees' safety, during the time spent in such Invenio location. This responsibility must also be included in any agreement and/or working arrangement entered into between such third-party organization, or the worker him/herself and Invenio.

4. RESPONSIBILITIES OF MANAGEMENT

Invenio shall ensure that all employees, staff, representatives and/or any business partners (who may be at Invenio location(s)), are provided with ready access to clean toilet facilities, potable water and hygienic food storage, and eating facilities.

Invenio shall ensure the availability of 'first-aid kits' in every department/location, and the proper maintenance of the same.

Invenio shall ensure the proper and absolute implementation of the guidelines, as laid out herein this Policy through, including but not limited to, bringing awareness amongst the employees, business partners visiting Invenio location(s), and clearly describing the roles and responsibilities of each of Invenio's employees.

Invenio shall ensure that all employees, staff, representatives, and business partners working/visiting the Invenio workplace location(s) must be aware and must adhere to the health & safety Policy as well as the relevant guidelines. The same can be implemented through, without limitation to, circulation of the Policy and other relevant guidelines, or displaying relevant information on discussion/notice boards.

5. SAFETY

Any accident, regardless of their nature (whether on Invenio workplace location(s) or on business partner site(s)), must be immediately reported to the Concerned Person. In case such an accident occurs on Invenio location(s), the same shall be investigated to find out the cause and preventive measures must be suggested and implemented.

All employees, staff, and/or representatives, who sustain injuries on Invenio workplace location(s) shall be provided with immediate medical support as required.

Invenio shall ensure that the fire extinguishers, as required, are installed at appropriate places in the workplace location(s). All employees, staff and representatives shall be trained in operating firefighting equipment. In addition, regular fire-drills shall be conducted to ensure that all employees, staff and representatives working from a particular Invenio location are aware of the on-site emergency and evacuation plans.

Invenio shall ensure that actions are taken to remove pregnant women/nursing mothers from working conditions with high hazards, remove or reduce any workplace health and safety risks to pregnant women and nursing mothers including those associated with their work assignments, as well as include reasonable accommodation for nursing mothers.

6. HEALTH & SAFETY STANDARD AND RISK ASSESSMENT

Concerned Person(s) as well as any other individual demarcated by Invenio, shall ensure the following:

- 6.1 Compliance with all applicable laws pertaining to health & safety as minimum standards, and where appropriate recommend and implement additional measures for the same.
- 6.2 Framing workplace specific guidelines for health & safety in line with this Policy.
- 6.3 Regular review and/or revision of such guidelines, as and when required.
- 6.4 Ensuring dissemination of information regarding health & safety among all employees, staff, and/or representatives by organizing orientation sessions.
- 6.5 Identifying the hazards and risk(s) associated with the various activities of the organization and its employees/staff/representatives and taking appropriate corrective measures to minimize the impact of the same.
- 6.6 Wherever required and possible, warning signs shall be displayed in case of a potential hazard, and the signs shall not be removed until such hazard has been controlled/eliminated.
- 6.7 In situations wherein, Invenio employees, staff, and/or representatives must visit a business partner site, the business partner shall ensure the following:
 - 6.7.1 All required permits, licenses and assessments for occupational safety are in place and processes are in place to ensure that such permits/licenses/assessments are up to date at all points.
 - 6.7.2 Proper design, engineering and administrative controls and safe work procedures shall be established and implemented; the same shall be informed to the Invenio employee, staff, and/or representative(s) upon or prior to their arrival at the business partner site.
 - 6.7.3 Electrical installations and wiring must be regularly inspected and maintained to prevent any kind of electrical related hazards. The use of metal ladders is prohibited in areas where the ladder or the person using it could come in contact with energized parts of equipment, fixtures, or circuit conductors. All equipment and electrical devices shall be properly grounded.
 - 6.7.4 Lockout / tagout program/procedures shall be in place for work on equipment where stored energy (electrical, mechanical etc.) or inadvertent start-up could injure persons.

Along with the proper procedures, authorized and affected persons shall be trained and retrained regularly.

6.7.5 Proper documentation of all the relevant policies and guidelines must be maintained and made available to Invenio, as and when requested and/or required.

6.7.6 All emergency situations and events shall be identified and assessed, including responses to health & safety risks (fire safety, contagious diseases), and their impact shall be minimized through implementation of emergency plans and response procedures, including without limitation:

- Clearly defined roles and responsibilities;
- Emergency reporting with cause investigation and implementation of corrective actions;
- Employee notification and evacuation procedures;
- Employee training and drills;
- Appropriate fire detection and suppression equipment; and
- Adequate exit facilities and recovery plans.
- For the purposes of clarity, this clause is applicable to all employees, staff, representatives, and business partners.

7. ENVIRONMENT

7.1 Invenio shall design and manage operations to meet or surpass the applicable environmental laws.

7.2 Invenio shall work, wherever applicable, along with its business partners and/or government agencies to promote environmentally safe handling and disposition of materials and/or products.

7.3 Invenio shall formulate and implement effective environmental emergency response systems; involve employees in environmental programs; and promote awareness of any policy or guidelines formulated to ensure complete implementation.

8. LIST OF Invenio CONCERNED PERSONS :

Invenio Location	Department	Concerned Person(s)
Delhi- Dwarka (India)	Admin	Gaurav Natiyal
Delhi-Noida (India)	Admin	Nupur Thapliyal
Maharashtra-Airoli (India)	Admin	
Maharashtra-Worli (India)	Admin	
Maharashtra-Pune (India)	Admin	Kavitha Arulkar
Hyderabad (India)	Admin	Bharat Sangram
Fiji	Delivery Management	Nitin Buantoa
Mauritius	Admin	Anouneety Tirbooman
UK	Admin	Natalie K
GCC Region	Admin	Abdul Basith