



## **APAC HOUSING FINANCE PRIVATE LIMITED (APAC)**

### **POLICY ON HEALTH AND SAFETY OF EMPLOYEES**

#### **Review Calendar:**

- Scheduled board review in June of each year, unless in the opinion of the CEO a review of the policy is needed sooner

**Owner: Manager – Human Resources**

**Contents**

1. SCOPE ..... 3

2. PURPOSE ..... 3

3. GUIDING FACTORS FOR ENABLING GOOD HEALTH OF THE EMPLOYEES OF THE COMPANY ..... 3

4. GUIDING FACTORS FOR ENABLING SAFETY MEASURES FOR EMPLOYEES..... 4

5. RESPONSIBILITY OF THE EMPLOYEES OF THE COMPANY ..... 4

6. IMPLEMENTATION AND MONITORING..... 4

7. POLICY REVIEW ..... 5

## 1. SCOPE

Employees of APAC Housing Finance (hereinafter referred to as “the Company”) are our greatest assets and protecting the health and enabling the safety of the employees of the company is an integral and fundamental part of the APAC’s culture.

Many of our employees work in an office setting and therefore there is a generally low risk environment and employees are not exposed to significant occupational health and safety hazards. However, an equal number have to locally travel on work and by laying down this policy, APAC wants to communicate ways to keep our employees healthy and safe.

APAC is also committed to providing a healthy and safe working environment for all outsourced personnel, contractors, customers, and visitors on its premises.

## 2. PURPOSE

The Policy aims to achieve the following:

- To enable a healthy and safe environment for all employees, outsourced personnel, contractors, customers, and visitors.
- To be compliant with all applicable health and safety legal requirements.
- To provide appropriate safety guidelines to the employees to combat every day and emergency situations.
- Periodic review of the Company’s safety management policy for its adequacy and effectiveness.

## 3. GUIDING FACTORS FOR ENABLING GOOD HEALTH OF THE EMPLOYEES OF THE COMPANY

APAC periodically sensitises its employees on awareness programmes that promote the importance and value of high safety standards and systems. In order to enable the health and well-being of its employees, APAC undertakes the following:

- Provide a safe, hygienic, and congenial workplace to all its employees.
- Availability of first aid boxes in all offices of APAC.
- APAC also has a comprehensive employee health insurance policy, Personal accident policy & Maternity benefit policy for women employees.
- As most of our employees do field sales and use two wheelers, APAC’s Travel Policy makes it mandatory for employees to use helmet for self and pillion driver while travelling. In addition, communication with this regard is sent out periodically to warn employees of the perils of non-adherence and impact on family.

#### **4. GUIDING FACTORS FOR ENABLING SAFETY MEASURES FOR EMPLOYEES**

APAC strives to ensure a safe environment and hence, takes the following measures in ensuring safety standards:

- Dissemination of relevant information to employees relating to general safety.
- APAC has a policy on prevention, prohibition, and redressal of sexual harassment at the workplace. APAC on a regular basis sensitises all employees on prevention of sexual harassment at the workplace through workshops, group meetings, online training modules and awareness programmes. Members of the Internal Committee constituted by APAC are responsible for reporting and conducting inquiries pertaining to any such complaints.
- APAC also has a direct HR help line for any issue faced by the employee which is distressing him/her and needs a redressal.

#### **5. RESPONSIBILITY OF THE EMPLOYEES OF THE COMPANY**

All employees of APAC are responsible for their own safety and that of others who may be affected by their acts or omissions and to cooperate with the implementation of this policy. APAC expects its employees to:

- Familiarise themselves with this policy and all health and safety policies and procedures.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Attend health and safety training programmes as and when organised.
- Report all accidents, incidents, dangerous occurrences, and hazards to the Business Head/ Department Head/ HR as soon as it is practicably possible so quick corrective action can be taken.
- Not interfere, tamper, or misuse any item/equipment provided for health or safety purposes; and
- Stay calm and not panic in the event of any emergency and not to involve themselves in any rumour mongering.

#### **6. IMPLEMENTATION AND MONITORING**

APAC shall adhere to high standards for the implementation of this policy. The Chief People Officer shall have overall responsibility for implementing this policy, monitoring, and reviewing this policy periodically.

## **7. POLICY REVIEW**

This Policy may be amended, modified, or supplemented from time to time for conformance to health and safety management systems of the company.

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