

APTUS VALUE HOUSING FINANCE INDIA LIMITED

HEALTH AND SAFETY POLICY

1. **PREAMBLE:**

Aptus Value Housing Finance India Limited (“**Company**”) believes that employees are valuable assets of an organization and the key to success. Protecting and ensuring their safety is a fundamental and vital part of the Company’s culture. We are committed to maintain a safe work environment that is free from violence, harassment, intimidation and other unsafe or disruptive conditions due to internal and external threats

All our employees work in low-risk environment and are not exposed to any significant occupational health and safety hazards. Our company constantly endeavours to provide and ensure a safety and healthy work environment to all its employees through a suitable management system.

2. **SCOPE:**

This policy applies all outsourced personnel, contractors, customers and visitors on its premises with all applicable health and safety legal requirements.

3. **PURPOSE:**

Our company is committed to provide a safe and healthy working environment for all our employees at all times.

The company takes employees health as utmost important and strictly ensures that no employee works between 8 PM to 8 AM on all days and beyond 2 PM on working Saturdays.

The Policy aims to achieve the following:

- a) Ensuring a healthy and safe environment for all the employees, customers and visitors.
- b) To comply with all applicable health and safety legal requirements.
- c) To remove or reduce the risks to the health, safety and welfare of all employees and visitors.
- d) To provide appropriate safety guidelines to the employees to combat emergency situations.
- e) To promote occupational health, safety and welfare of all employees and visitors.
- f) To maintain emergency, fire protection and security systems and facilities to protect employees, and the property of the Company.
- g) Periodic review of the Company’s safety management systems for its adequacy and effectiveness.

4. **KEY GUIDELINES:**

In order to protect and improve the health and well-being of its employees, the Company undertakes the following:

- a) Identify and evaluate the health and safety risks involved in their workplace
- b) Provide a safe, hygienic and congenial workplace to all its employees
- c) Portable fire extinguishers of required type and capacity are installed at appropriate places
- d) Periodic health check-up of its employees
- e) Availability of first aid boxes in all offices of the Company.
- f) The Company on a regular basis sensitizes all employees on prevention of sexual harassment at the workplace and has a policy on prevention, prohibition and redressal of sexual harassment at the workplace
- g) The Company also has a hospitalisation insurance policy, Personal accident cover policy and group term life insurance policy for all its employees.

5. RESPONSIBILITY OF THE EMPLOYEES OF THE COMPANY:

All employees of the Company 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.

The Company expects its employees to:

- a) Familiarise themselves with this policy and all health and safety policies and procedures;
- b) Take reasonable care of their own health and safety and that of others who may be affected by their actions;
- c) Ensure the employees themselves that safety norms and policies are rightly followed;
- d) Attend health and safety training programmes as and when organised;
- e) Not interfere, tamper or misuse any item/equipment provided for health or safety purposes; and
- f) Stay calm and not panic in the event of any emergency and not to involve themselves in any rumour mongering.

6. IMPLEMENTATION AND MONITORING:

The Company shall adhere to high standards of health and safety with regard to the implementation of this policy. The head of Human Resources shall have overall responsibility for implementing this policy, monitoring and reviewing the health and safety measures of the Company periodically.
