



## EMPLOYEE

# HEALTH & SAFETY POLICY

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### Version 1.0

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## WORK HEALTH AND SAFETY POLICY

### □ **Goals**

This policy:

- Shows the commitment of the management of Sarvjan India Fintech Pvt Ltd and workers to health and safety
- Aims to remove or reduce the risks to the health, safety and welfare of all workers, contractors and visitors, and anyone else who may be affected by our business operations
- Aims to ensure all work activities are done safely.

### □ **Responsibilities**

Management (the supervisor and / or manager) is responsible for providing and maintaining:

- A safe, clean and healthy working environment
- Safe systems of work
- Facilities for the welfare of all workers
- Any information, instruction, training and supervision needed to make sure that all workers are safe from injury and risks to their health
- Ensuring all the workers conduct their work in a safe manner

Workers are responsible for:

- Ensuring their own personal health and safety, and that of others in the workplace
- Complying with any reasonable directions (such as safe work procedures, wearing personal protective equipment) for their own health and safety
- Ensure that the personal vehicles used for field visits are maintained properly & serviced regularly ie are fit to use.
- Workers to have a valid driving license for the appropriate vehicle
- Workers to ensure that the vehicle has a valid nonpolluting certificate at all times. All employees to secure the same at their own cost
- Workers to ensure that private vehicles used for official purpose have a valid insurance when on the road. All employees to ensure that this is done at their own cost
- Ensure that the air pressure in the tyres of two wheelers/ Vehicles used is as per specified limits
- Mandatory use of helmet by all employees while travelling on two wheelers
- Triple riding on two wheelers is strictly prohibited and not allowed under any circumstances
- Compulsory for pillion riders to wear a helmet as well
- Employees to observe all traffic rules and speed limits at all times
- Employees to drive safely within the specified speed limits.

### **Implications**

In case of violations of the EHS the following will be treated as per the Sarvjans Zero Tolerance Policy

Not wearing Helmet at the time of duty

Triple Riding on a two-wheeler for official purpose

Rash driving and not observing traffic rules

Riding without valid insurance or driving license