



KINDUZ

Safety Policy

Version 1.1

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At KINDUZ our most valuable resources are the people who work for us and with us. @ KINDUZ we always think about what we as an organization can do, to make things better for all our stakeholders and believe in leading by example.

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Table of Contents

1	SCOPE.....	2
2	Definitions.....	2
3	Overview	2
4	Objective	2
5	Policy	2
6	Violation Redressal Mechanism.....	4
7	Document Control.....	4



1 SCOPE

- 1.1. This Safety policy is applicable to all stakeholders of KINDUZ Globally
- 1.2. The organization desires that all its stakeholders follow the standards set in its' working in respect of Safety, and encourages the usage of these policies in their personal lives as well to create a Safe and healthy living for themselves, their loved ones and beyond

2 DEFINITIONS

- 2.1. "Stakeholders" include but are not limited to a KINDUZ's parent, subsidiary, sister and affiliated companies, party's investors, directors, vendors, partners, suppliers, legal authorities, agents, governments, associates, employees, interns, contractors, consultants, clients and customers, communities that the party supports. The definition also covers any of the above organization's stakeholders as well

3 OVERVIEW

- 3.1. KINDUZ as an Organisation not only believes in safety for its employees at its working premises but is also concerned about associate safety under any/all circumstances. KINDUZ believes in Safety first at all places of work, home, travel and leisure. Keeping this in view this safety policy is formulated.

4 OBJECTIVE

- 4.1. The objective of Safety Policy is to ensure safety and to promote good citizenship among stakeholders.

5 POLICY

5.1 Road safety rules:

As a part of the organization all associates shall be required to adhere to the following Road Safety Rules:

- 5.1.1 Wearing a helmet while riding and/or pillion on a two-wheeler
- 5.1.2 When riding a two-wheeler in less ideal conditions, riders should act more cautious:
 - Slow acceleration when roads are wet
 - Avoiding sudden breaking
 - Slow down and never over take at sharp turns and steep curves
 - Watch out for uncovered manholes, roadblocks and potholes on the roads
- 5.1.3 Wearing a seat belt while driving a four-wheeler
- 5.1.4 Not driving/riding under the influence of intoxicating liquor or drugs
- 5.1.5 Driving only with a valid driving license, following all applicable traffic rules locally
- 5.1.6 Carrying all valid documents while driving the vehicles
- 5.1.7 Shall drive the vehicle within the permissible speed limits and should avoid rash and negligent driving at all times
- 5.1.8 Should be alert all times while walking or crossing the roads
- 5.1.9 Experiencing nausea and vomiting sensation when riding in an airplane or any automobile is a symptom of Travel sickness/Motion Sickness, the following remedies may help:
 - Gaze toward the horizon in the direction of travel
 - Take a nap
 - Chewing gum can reduce car sickness
 - Fresh air can relieve motion sickness slightly
 - Open windows to reduce odours inside the car
 - Fresh stem of ginger can be chewed to relieve symptoms
 - Take medication as prescribed by a licensed doctor

5.2 Air safety rules:



- 5.2.1 Anyone above the level of a VALDUN Head should not travel in a flight in which one or more KINDUZ associates above the level of VALDUN head are traveling. This is to ensure that in the unforeseen, unfortunate instance of an airplane crash, the impact to KINDUZ is minimized
- 5.2.2 Associates are also expected to follow all other guidelines issued by the airline and/or the country being travelled from and to, with regards to Air Safety
- 5.2.3 If you are on medication remember to carry original prescription and prescriptions must be in their original pharmacy container labeled with the name of the passenger
- 5.2.4 Contact your airline if you need special assistance with transportation or other medical needs prior to boarding. Airlines are still responsible for aiding passengers with extra needs
- 5.2.5 In case of fire/smoke bend down close to the floor and move away from the fire/smoke, cover your nose and mouth with a wet napkin or any other cloth to help breath better in situations like this
- 5.2.6 Electronics like cell phones, radio devices are restricted to use during flight. You may use Laptop, Hand-held computer games, CD players Tape recorders but only when the aircraft exceeds 10,000 feet in altitude and as approved by the airline. Follow airline instructions all the time. Do not assume anything, else relevant authorities when required
- 5.2.7 Avoid carrying flammable products during international flights

5.3 Safety at work site outside office premises:

- 5.3.1 While on duty at other company's premises, at construction site and/or on field work the associate shall take all prescribed local safety precautions and follow the measures scrupulously to avoid accidents/injuries to self and others
- 5.3.2 The associate shall wear protective jacket, safety helmet, safety goggles, safety boots, and safety gloves as required before entering the site i.e. all relevant Personal Protective Equipment (PPE)
- 5.3.3 The associate(s) shall follow all safety instructions as given by the local authorities while on duty at other organization's site or while on fieldwork
- 5.3.4 At all times while on duty, the associate shall be watchful and aware of the surroundings to act quickly in case of emergencies to save self and others
- 5.3.5 Shall never attempt to operate new equipment without having basic knowledge, training and certification to start and operate and without the presence of a trained personnel at the site
- 5.3.6 Shall take all prescribed precautions before handling the equipment and proper procedure is to be followed as prescribed in the operation of equipment
- 5.3.7 Associate shall abide by the safety rules of factories act in the concerned area of working and shall gather and understand them before working in a customer's place
- 5.3.8 Associate(s) shall be watchful about the surrounding moving machinery /vehicles at the client/customer premises

5.4 Legal Safety rules as required by law and or as required at area of presence

- 5.4.1 Organisation shall neither be responsible nor liable for any accident resulting in injury or death of an associate in case of failure to follow the above or below indicative safety requirements while on official duty at any place of work or at place of presence.
- 5.4.2 And if any penalties are levied by the government / private authorities, for non-adherence to the traffic rules and or safety rules the cost of the same should be borne by the associate(s), and will not be borne by the organization.
- 5.4.3 The organization is not liable to pay any compensation to any associate(s) for any kind of untoward incident /accident as a result of the associate(s) not adhering to prescribed safety rules at office premises as well as on field duty at customer/other company premises.
- 5.4.4 Associate shall abide by the Fire and Safety regulations as mentioned at all workplaces of customers like but not limited to BPCL, NMDC etc. scrupulously.
- 5.4.5 Associate shall abide by the Environmental regulations in force and also the systems and procedures in vogue at all workplaces.
- 5.4.6 Non-adherence to the safety norms will result in non-payment of accidental insurance if applicable to the associate.

5.5 Travel/Stay at International Location



During the course of work, Associates are expected to travel frequently to international locations. Associates may also be posted for extended period of time at international locations. During travel/stay at international location:

- 5.5.1 Associates are expected to be familiar with the laws of the land and comply with the same
- 5.5.2 If the stay is for a period of more than 15 days, the HR Team will assist in proactively sending an email to the Embassy of the country of citizenship informing the embassy the full name of associate, passport details, expected entry date into the country, expected travel within the country, expected exit date into the country, location of stay, reason of visit
- 5.5.3 Associate should maintain embassy contact numbers handy at all times
- 5.5.4 Associates should avoid visiting places of political, law, religious unrest or with any unrest
- 5.5.5 Associates should maintain continuous communications with home HR departments about their whereabouts
- 5.5.6 Heed the travel alerts at:
 - a. <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html.html?currencyID=CHF>
 - b. <http://www.mea.gov.in/travel-advisories.htm>

6 VIOLATION REDRESSAL MECHANISM

Please refer to Violation Redressal Policy for details.

7 DOCUMENT CONTROL

Version Number	Date	Modification	Approved By
1.0	1 st January 2009	Released	Global Value Head
1.1	28 th December 2017	Additions: <ul style="list-style-type: none">• Definition• Overview Modifications: <ul style="list-style-type: none">• Bike safety & motion sickness Deletions: <ul style="list-style-type: none">• No deletions made	Global Value Head