

Occupational Health & Safety policy

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REVISION HISTORY

Date	Version No.	Prepared By	Reviewed By	Approved By	Summary of Changes
03-May-2024	1.2	Kalyanaraman K	Balaji Meenakshisundaram Executive Vice President- Corporate Affairs	Uma Thomas (Chief Risk Officer)	Added section 4 & 5 - Quantitative targets, Roles & responsibilities

Occupational Health & Safety policy

Table of Contents

1. Introduction3

2. Scope3

3. Health & safety commitment3

4. Health & safety goals/quantitative targets4

5. Governance, Roles & Responsibilities4

6. Review of policy4

Occupational Health & Safety policy

1. Introduction

Hexaware Technologies and its subsidiaries are engaged in information technology consulting, software development and business process services. With more than three decades of experience, we are a next generation IT and consulting service provider. Our innovative and tailor-made technology solutions enable our clients to achieve operational excellence and enhance customer experience.

We are committed to provide healthy and safe working conditions to all our employees through regular training, communication & performance measurement. The practices are aligned to company's Vision and Mission.

2. Scope

This policy is applicable to

- i. all our employees (permanent, contract and retainer roles) and is in addition to legal and contractual obligations (which expression shall mean and include all its affiliates, subsidiaries, parent companies, successors & assignees)
- ii. executive & non-executive directors of the company
- iii. subcontracted staff working on our premises
- iv. suppliers, subsidiaries, distributors, business contacts, agents, advisors, current and potential clients, customers and others acting on the company's behalf

3. Health & safety commitment

To achieve the commitment to provide healthy and safe working conditions, we shall

- Comply with all applicable legal and other Occupational Health and Safety (OHS) requirements across all our operating units.
- Follow & implement industry best practices along with ISO 45001 Occupational health & safety standard.
- Embed health and safety culture in the organization and provide and maintain a healthy, safe workplace and lifestyle.
- Continually improve our OHS systems and practices at our operations by setting up goals and targets.
- Encourage employee involvement through feedback and consultation.
- Consult the workforce directly or indirectly through their representatives on issues relating to health and safety, as applicable.
- Promote and enhance OHS awareness among all the employees and suppliers through regular training and development.
 - Identify, assess, and reduce health and safety related risks and opportunities across operations and supply chain on a periodic basis.
- Facilitate necessary medical assistance to all personnel working in our campuses as deemed appropriate and in line with policy guidelines

Occupational Health & Safety policy

- Ensure continuous monitoring and control mechanism to manage health and safety matters by safety committee at all locations. Improve and strengthen our emergency response practices for preventing and mitigating any potential health and safety incidents.
- Conduct periodic internal and external review of OHS system and performance at organization.
- Engage with all the relevant stakeholders to improve performance and initiate improvement actions.

4. Health & safety goals/quantitative targets

We have set quantitative targets

- ✓ To ensure sustainability efforts support overarching business objectives
- ✓ To track progress in health & safety
- ✓ To strengthening trust through transparent reporting based on quantitative targets

We have defined the following internal Goals/ Quantitative targets

Ensure zero accidents / incidents related to fire, health and safety in our workplace
Conducting health & safety risk assessment of all major operation sites annually.
Ensure 100% of the employees from major operation sites are represented in health & safety committees

5. Governance, Roles & Responsibilities

We have defined internal roles and responsibilities to ensure commitment, oversight, and support for the framework. A supportive organizational culture is also imperative to effectively implementing this framework.

Roles	Responsibilities
The health & safety committee	Oversees and reviews the company’s obligation towards meeting environment, health, and safety obligations towards all stakeholders. These committees consist of representatives from physical security, engineering, and administrative departments.
Support on ensuring zero incident workplace	Head Corporate affairs (administration), Chief People officer, Heads of all functions
Internal Quality Audit team	Conducting audits on health & safety parameters
Quality Management Group	Process improvements

6. Review of policy

This policy will be reviewed at least annually or as & when required.