



Where Innovation Meets Solutions

Company Name: Andnetics

Effective Date: 01.10.2024

Prepared by: Tanupriya Sharma

Approved by: Ramesh Sharma

Last Updated: 02.11.2024

Doc. No.: AND/POL01/0004

SAFETY AND HEALTH POLICY

Purpose

To ensure a safe, healthy, and secure work environment for all Andnetics employees, freelancers, and contractors, fostering a culture of health awareness, risk prevention, and safety compliance.

Scope

This policy applies to all Andnetics personnel, whether working on-site, remotely, or at client locations. It covers guidelines for physical and mental well-being, emergency preparedness, and occupational health and safety measures.

Policy Guidelines

1. Workplace Safety and Risk Prevention

- **Safe Work Environment:** Andnetics commits to providing a workplace free from hazards. Regular assessments will identify and mitigate potential safety risks.
- **Equipment and Facility Maintenance:** Ensure that all tools, equipment, and facilities are regularly inspected, well-maintained, and compliant with safety regulations.
- **Ergonomics:** Proper workstations, seating, and equipment for ergonomic support will be provided to reduce strain and prevent injuries.

2. Emergency Preparedness

- **Emergency Procedures:** Andnetics will maintain and communicate clear emergency response plans, covering procedures for fire, natural disasters, and other potential hazards.
- **Training and Drills:** Conduct regular emergency response training and drills to ensure all team members are aware of evacuation routes, meeting points, and first aid resources.
- **First Aid and Medical Assistance:** Basic first aid supplies will be available on-site. Designated employees will be trained to administer basic first aid when needed.

3. Health and Wellness Support

- **Physical Health:** Andnetics supports employees with resources and programs that promote physical health, such as ergonomic assessments, wellness programs, and periodic health screenings.

- **Mental Health:** The company prioritizes mental well-being by promoting a balanced work environment, reducing stress factors, and providing access to mental health resources and counselling if needed.
- **Sick Leave and Rest Days:** Employees experiencing illness are encouraged to take sick leave to recover without fear of penalties, protecting both individual and team health.

4. Remote Work Health and Safety

- **Safe Home Work Environment:** Andnetics will provide guidelines on creating a safe and ergonomic home office setup for remote employees and freelancers.
- **Regular Check-ins:** Supervisors will conduct regular check-ins to ensure remote team members are supported and adhering to safety and health practices in their home workspaces.
- **Mental Health Support:** Resources and virtual support for mental well-being will be available to remote workers, including stress management workshops and counselling options.

5. Training and Compliance

- **Safety Training:** All employees will receive training on workplace safety, emergency procedures, and health policies upon joining and at regular intervals.
- **Compliance with Regulations:** Andnetics complies with all occupational health and safety regulations and expects all employees to adhere to these standards and practices.
- **Reporting and Addressing Hazards:** Employees are encouraged to report unsafe conditions, hazards, or health concerns promptly to HR or management. All reports will be taken seriously and addressed promptly.

6. Work-Life Balance and Well-being

- **Flexible Work Hours:** To prevent burnout, Andnetics offers flexible working arrangements and encourages employees to manage workloads effectively, with breaks and reasonable working hours.
- **Encouraging Breaks and Physical Activity:** Employees are encouraged to take breaks, practice stretching or physical activity, and avoid prolonged sitting to maintain physical well-being.
- **Supportive Environment:** Andnetics fosters a culture of open communication where employees feel comfortable discussing health and safety concerns with HR or management.

Responsibilities

- **Management:** Responsible for ensuring the implementation and monitoring of this policy, providing necessary resources, and enforcing health and safety compliance.
- **Employees:** Expected to follow safety procedures, use equipment responsibly, report hazards, and actively participate in health and safety programs.
- **HR Department:** Facilitates training, support programs, and acts as a resource for health and safety concerns.