



**HEALTH, SAFETY &  
ENVIRONMENTAL  
CONSERVATION POLICY**

## 1. INTRODUCTION

Quess Corp Limited is committed to implementing and maintaining a management system that protects the environment and provides a safe and healthy working condition to our employees, visitors and customers. The Company recognizes that it has a responsibility to the environment while adhering to the statutory and regulatory requirements.

## 2. OBJECTIVE OF HEALTH AND SAFETY

The objective of this policy is to provide safe and healthy workplace to all our employees, visitors and customers by integrating safety into our daily business.

## 3. SCOPE

- This policy applies to all employees of the Company in India and other geographies. Employees shall mean all individuals fulltime or part time with permanent, probationary, trainee, and retainer, temporary or contractual appointment with the company.
- If a Business location or region has policies, practices, laws or regulation that require more than what is stated in this policy then the employees must follow this policy as a minimum and also comply with such policies, practices, laws or regulations in that particular region/country.
- Business units and locations are responsible for ensuring that their location-specific policies and practices are consistent and in compliance with this Policy.
- This policy encourages the customers, suppliers and other stakeholders also to abide by the philosophy.

## 4. RESPONSIBILITIES

- Quess Corp Limited is responsible for ensuring that the health, safety and the environmental conservation policy is implemented.
- Employees have a responsibility in their area to ensure that the objective of the policy is met.
- All employees are required to notify the Head –Facilities & Admin immediately of any situation which they have reason to believe might present a serious and imminent danger to their own or others' safety. "[adminhelpdesk@quesscorp.com](mailto:adminhelpdesk@quesscorp.com)"

## 5. ENVIRONMENTAL CONSERVATION GUIDELINES

- We are committed to environmental conservation through our innovative processes, methods and strategies.
- The company provides its employees a safe and hygienic work place environment free from any potential threat.
- The company calls in the CPCB (Central Pollution Control Board) approved vendor to pick up e-waste.

- The company returns the used cartridges and UPS batteries to the same vendor in a buyback policy.
- The company sends its e-waste to approved vendors who provide CO2 emission reports.
- Air and Noise emissions are complied with applicable laws.
- Smoke detectors and firefighting equipment's are situated in common areas and made easily accessible by the trained users.
- Employee vehicle in parking area have PUC certificate as mandatory.
- Nature friendly chemicals are used for Housekeeping activities.
- The company encourages minimal paper work and reuse/recycle paper wherever applicable.
- The company also deals with certified pulp waste organizations for recycling its paper waste.
- The company closely monitors the expenditure incurred on electricity and attempts are made to bring down the cost by simple measures such as switching off electrical equipment when not in use.
- The company is also slowly converting its offices to IOT to conserve energy and reduce carbon footprints.
- The Company promotes the use of travel alternatives such as email or videos/ phone conferencing.
- The company encourages latest fit outs that ensure maximum lux levels are maintained through natural lighting bringing down our electricity consumptions.
- Wireless BMS equipped offices monitor the lux levels and humidity inside the offices and adjusting the temperatures accordingly to reduce energy consumption.
- Digital ID Cards & Digital Business Cards have been enabled in PD (People Desk) in the company's efforts to reduce its Carbon footprint.

## 6. HEALTH MEASURES

- **Ventilation & Temperature:** Effective and suitable provision shall be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air. Suitable temperature is maintained depending on the season.
- Offices are being installed with wireless BMS which pumps UV purified air into the office as soon as the carbon level in the office exceeds 900 ppm.
- **Suitable & Sufficient Lighting:** The Company ensures that every work station and cubicles have suitable and sufficient lighting and maintenance work done periodically. Suitable lighting is important for safety because it enables us to see hazards & it can reduce visual discomfort and fatigue.
- **Cleanliness and Waste Materials:** The Company ensures that every workplace, furniture and fittings are kept clean and all steps shall be taken to ensure that other surfaces such as floors, walls and ceilings are kept clean and waste materials are disposals are handled properly.

## 7. SAFETY GUIDELINES

- The company has an emergency response team(ERT) to help people evacuate in the event of major fire hazard in all locations and office buildings.
- Employees are advised not to produce or render any service likely to cause an accident or exposure that may result in personal injury, damage to equipment or loss in the process.

- Employees are advised to adhere to the workplace arrangements and procedures for fire and other preventive measures put in place.
- Employees are advised to use any equipment or items provided for work correctly and in accordance with manufacturers' or suppliers' instructions.
- Employees are advised to treat fellow colleagues and other persons with whom they interact during the course of their work with consideration, respect and dignity. It is important that employees appreciate that their own actions and performance could be the source of stress to their colleagues.
- Mock Drill and conducting training for ERT team members periodically.

## **8. ANTI SMOKING POLICY**

Smoking is strictly prohibited in all offices of Quess Corp Ltd. and its subsidiaries. This policy must be communicated to all vendors and clients when they visit offices.

## **9. DRUG AND ALCOHOL POLICY**

To ensure a safe and healthy workplace this policy is applicable to all employees of the Company. Any employee found to be under the effect of Alcohol or drugs will be liable for disciplinary action against the employee including instantaneous dismissal.

## **10. HOUSEKEEPING**

Housekeeping facilities are provided to ensure a safe hygienic and pleasant work environment. Employees are required to abide by the following:

- All employees are expected to keep the entire office and their work areas clean and tidy.
- Use facilities such as – Cafeteria, toilet, pantry in a neat and hygienic manner.
- If any employee comes across any unsafe or unsanitary condition he/she must immediately report it to the Admin department.
- Normal paper waste must be destroyed before being disposed.
- Any IT wastes to be handed over to IT administrator.
- All employees must use water economically.
- Energy is costly, all employees must ensure to switch off laptops, desktops, lights, ACs when not in use.

## **11. IDENTITY CARD/ACCESS CARD**

### **11.1 IDENTITY CARD**

#### **➤ Purpose/Scope**

All employees are encouraged to use Digital ID cards enabled in the PD (People Desk) in the company's efforts to reduce Carbon foot prints. Employees will be provided with a Physical ID card if the same is a client requirement.

➤ **General Requirements**

- Identity cards are to be displayed if requested by the security /any authorized personnel while entering the company premises or within the premises.
- Identity cards are non-transferable.
- Loss of physical ID Card/ Access Card is required to be reported to HR for de-activation & a duplicate will be issued by charging an employee Rs.50/- for the same.

## 11.2 ACCESS CARD

➤ **Purpose/Scope**

All employees will be provided with an Access card to enable proper identification. Offices equipped with Facial recognition devices will not have any access cards.

➤ **General Requirements**

- Access card is to be punched by every employee during his/ her presence in the Company premises. Access cards are non-transferable.
- Loss of Access card needs to be reported to HR & a duplicate will be issued by charging an employee Rs. 150/- for the same.

## 12. MONITORING AND IMPROVEMENTS

- The company conducts frequent audits to monitor regulatory requirements.
- The company aims at increasing employee awareness through communication and training.
- Employees can notify the admin immediately of any situation which they have reason to believe might present a serious and imminent hazard to themselves or to the environment.

## 13. VIOLATIONS

Employees violating this policy may be subject to disciplinary action, up to and including termination of employment.

## 14. POLICY ESCALATION

If any employee suspects or notices violations of this Policy, they must immediately notify either the immediate manager, or the Admin team or the Head - Admin & Facilities as per the Whistleblower Policy. Employees may also report violations through [alert@quesscorp.com](mailto:alert@quesscorp.com). Quess Corp will not carry out or, to the fullest extent reasonably within its power, permit any retribution or retaliation of any kind against any individual for submitting any report in good faith.

## 15. RESPONSIBILITIES

Quess Admin team is responsible for effective execution / implementation of all the guidelines mentioned in this policy.

## 16. EXCEPTIONS / AMENDMENTS / INTERPRETATION / DEVIATIONS

Any exception or amendments to this policy has to be approved by the Head – Human Resources and Head – Facilities & Admin. The policy is subject to modification, amendment and alterations by the management at any time without assigning any reasons or without giving any prior intimation to the employees. Any interpretation of the policy by the employees & managers will be done in line with principle of good conduct & ethical behavior.

Any deviations to this policy to be approved by the Head – Human Resources / Head – Facilities & Admin.