

EMPLOYEE HEALTH AND SAFETY POLICY

MITS Global Consulting Pvt. Ltd.

Document Control

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Version History

VERSION	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	Nov 2022	Prajal Chandorkar	Sangeeta Mungapatil	Sandeep Dhurka
1.1	Aug 2023	Prajal Chandorkar	Sangeeta Mungapatil	Sandeep Dhurka
1.2	Nov 2024	Prajal Chandorkar	Sangeeta Mungapatil	Sandeep Dhurka
1.3	14.09.2026	Prajal Chandorkar	Sangeeta Mungapatil	Sandeep Dhurka

Policy Statement

MITS Global Consulting Pvt. Ltd. is committed to providing a safe, healthy and supportive working environment and to preventing workplace injuries, hazards and health risks within areas under its operational control.

Scope

- This policy primarily governs health and safety arrangements within MITS-controlled office locations.
- Employees deployed at client locations are subject to the health and safety arrangements of the respective client workplace, while retaining access to MITS HR and grievance channels for reporting health and safety concerns.
- Remote employees are encouraged to follow appropriate ergonomic and safe-working practices.

Commitments

MITS is committed to:

Safe Workplace

Maintaining a safe and healthy workplace and addressing identified hazards promptly.

Compliance

Complying with applicable workplace health and safety requirements.

Emergency Preparedness

Providing suitable workplace safety equipment, first-aid arrangements and emergency preparedness.

Ergonomics & Well-being

Promoting ergonomic working practices and employee physical and mental well-being.

H&S Awareness

Providing periodic health and safety awareness to employees.



Objectives and Targets

The objective of this policy is to maintain a safe and healthy workplace within MITS-controlled locations by identifying and addressing workplace hazards, supporting emergency preparedness, promoting employee well-being and maintaining appropriate health and safety records.

MITS will:

- 1 Conduct at least one health and safety awareness session annually for relevant employees.
- 2 Maintain an incident and near-miss register and review it annually, including nil reporting where no incidents occur.
- 3 Participate in and maintain records of at least one emergency/fire drill or evacuation exercise annually, whether conducted by MITS or building management.
- 4 Ensure required workplace safety and first-aid equipment is available and checked periodically in accordance with applicable inspection or maintenance schedules.

Roles and Responsibilities

<p>Management, HR and Admin Teams</p> <p>The Management, HR and Admin Teams are responsible for implementing workplace health and safety measures and maintaining relevant records.</p>	<p>Employees</p> <p>Employees are expected to follow safety instructions, participate in relevant awareness activities and promptly report hazards, incidents or unsafe conditions.</p>
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Reporting

Employees may report health and safety concerns to their manager, HR, the Admin Team, or through the available internal grievance mechanism.



Manager



HR



Admin Team



Internal grievance mechanism

Reported concerns will be reviewed and appropriate actions taken where necessary.

Records and Documentation

Relevant records may include:

Health and safety training records	Incident and near-miss register	Fire drill / evacuation records
Safety equipment maintenance or inspection records	First-aid records, where applicable	Health and safety communications

Policy Review and Refresh

This policy will be reviewed annually to confirm its continued relevance, effectiveness and alignment with applicable health and safety requirements, workplace arrangements and identified risks.

A comprehensive review and refresh of the policy will be undertaken at least once every two years. The policy will also be reviewed and updated earlier where significant changes occur in workplace arrangements, applicable health and safety requirements, operational risks, incident trends or other circumstances relevant to this policy.

The outcome of the annual review will be documented. Any material amendments will be approved by authorised management and communicated to relevant stakeholders.

Revision Note



Version 1.3 – 14.09.2026: Updated scope, commitments, practical targets, incident monitoring and reporting requirements.