



AJM GROUP

Report – Employee Health & Safety

What is Employee Health & Safety?

At the AJM Group, the well-being and safety of our employees is of utmost importance. We are committed to providing a safe and healthy working environment for all our employees, contractors and visitors. The purpose of our Health and Safety policies and procedures is to guide and direct all employees to work safely and prevent injury to themselves and others. We aim to eliminate or minimize hazards that can cause accidents and promote employee health and well-being. Together we can achieve a safe, healthy and happy work environment!

Hazards at the Workplace

Occupational health hazards arise from the nature of the work environment. Examples of occupational hazards include improper usage of protective personal equipment, unsafe waste handling methods, food safety and business travel safety.

Approach

We look at health and safety from an integrated perspective, covering both preventive and mitigation measures.

Preventive measures include compliance with systems and regulations, awareness building and forums for feedback, including reviews and audits.

Mitigation measures include post-incident response handling and recovery measures.



Objectives

Our goal of a safe, healthy and happy workplace is only achievable by adhering to established policies, meeting legal obligations, and fostering an enthusiastic commitment to health, safety and the environment.

We aim to:

- Actively identify, assess and manage health and safety risks across operations and supply chain
- Set objectives and targets that result in continual improvement of our health and safety management and policies
- Take appropriate measures to prevent workplace injuries and ill health
- Encourage employee involvement through feedback and consultation
- Provide training to improve health and safety performance
- Identify and comply with applicable legislations, including the **National Policy on Safety, Health and Environment at the Workplace**

Corporate Pledge

We shall work toward creating a healthy and safe working environment for all employees.

Alcohol and Drug Policy

All employees must ensure an alcohol and drug free environment. If there is any awareness or suspicion that any employee, supplier or visitor is under the influence of illegal narcotics or alcohol, they will be removed from the premises immediately. **This is a zero-tolerance policy.**

Company Adherence

Legal Compliance

We are fully compliant with the National Policy on Safety, Health and Environment at the Workplace.



The AJM Group Management assumes primary responsibility for the effective, efficient and safe operations at all premises, including legal and health and safety compliance. This policy will be reviewed annually.

Employee Responsibilities

All employees in their respective capacities as individuals, managers and functional owners (HR) are responsible for maintaining and promoting a safe and healthy workplace.

Employees are encouraged to participate in developing, implementing, and enforcing Health and Safety policies and procedures. They must take reasonable steps to prevent accidents and never sacrifice safety for expedience.

Management Responsibilities

Management, will strive to take reasonable steps to reduce workplace hazards. Supervisors and managers are accountable for the health and safety of employees under their supervision. This includes responsibility for training and instruction, follow-up on any reported health and safety concerns, and implementation of recommended corrective action.

Employee Health and Safety Committee (EHS)

As required by the **National Health and Safety Policy**, the AJM Group has constituted an Employee Health and Safety Committee (EHS) to ensure a safe and healthy environment for all personnel.

The EHS Committee shall be responsible for compliance with all legislative requirements pertaining to employee health and safety. They are tasked with framing, implementing and revising company guidelines, identifying hazards and introducing corrective measures to minimize risk. EHS is also required to maintain an open and constructive dialogue with all employees, local communities and regulatory agencies.

HR Responsibilities

HR is responsible for the health and safety of all employees. HR managers must ensure all policies and procedures are followed according to Occupational Health & Safety regulations established by the government.



Employee Health and Safety Allowances and Benefits

The AJM Group places a lot of emphasis on the health and well-being of its employees. All employees receive the following benefits:

- Mandatory monthly health check-ups
- Annual health check-ups
- Employee health insurance

Additionally, employees are given personal protective equipment where necessary, receive safety training on how to use equipment and have access to an emergency medical first aid kit and fire extinguishers. The premises are also secured with CCTV surveillance, security guards and the AJM Group has a documented visitor entry system.

Company Activities

The following activities are conducted every year to raise awareness about Health and Safety measures and ensure employees and their families are aware of protocols and stay safe.

- **Fire Service Week - April 14-20**

We held sessions on fire safety which included dos and don'ts, types of fire, escape methods and how to operate fire extinguishers. We also briefed employees on how to deal with fires at the home, during social gatherings, festivals and at public places like cinema halls etc. Employees were encouraged to spread this information to their families and children. We also conducted an operational check of all extinguishers to ensure they are functional.

- **Road Safety Week - January 11-17**

We organized an awareness raising program on Road Safety and conducted a briefing on how to ensure employees follow rules and protect themselves adequately while on the road.

- **National Safety Week - March 4-10**

Held interactive sessions on workplace safety at the AJM Group. Employees were encouraged to voice their concerns and come up with suggestions to improve our safety measures and pledged to follow all Health and Safety rules in our policies.



- **Covid-19 Awareness Training – March 21 (2020)**

We held Covid-19 awareness training across our group of companies. All workers were instructed on what the virus is – and the precautions required to prevent its spread. Note that in March not a lot about the virus was known and India had not yet instituted its first lockdown (which happened earlier that night, interestingly).

Guidelines for Employee Health & Safety

Below are a few guidelines to ensure all employees can benefit from a safe and healthy working environment.

- Be responsible for working safely and carrying out your duties with skill and care
- Ensure all personal safety equipment is being used properly
- Wear the appropriate personnel protection equipment (PPE) provided
- Know the location of all fire extinguishers, fire alarms or other warning devices
- Never operate equipment you have not been trained for
- Avoid injury by lifting correctly, ask for help if something's heavy
- Immediately report all injuries, near misses or potential hazards
- Any accident, however trivial it may be, shall be reported. A team comprising of members of EHS Committee shall investigate, find the probable cause and suggest preventive measures
- When in doubt – ask!
- Comply with all other company procedures and safety policies
- Examine equipment at regular intervals (internal and external audit)

Supervisors, workers and visitors are expected to perform their duties and responsibilities safely, and are accountable for the health and safety of themselves and others.

Reporting Violations

Health and Safety is a participatory process and all employees are responsible for ensuring the highest standards are adhered to at all AJM Group premises. If any employee believes safety measures can be improved or are not being



correctly followed, they are required to report this to the EHS Committee. Supervisors are also responsible for addressing any immediate grievances.

AJM Group Business Ethics Policy: Section Related to Health & Safety

We regard our employees as assets to our company, and will therefore ensure their health, safety, and welfare as stipulated by labor laws. We will maintain records of our compliance with labor laws. To foster a safe working environment, we will comply with all facility regulations as prescribed by law and will take reasonable actions to prevent accident or injury in the workplace.

AJM Group Environment, Occupation and Safety (EOHS) Policy

At Samvi Plastic products we manufacture plastic molded parts, metal components, printed circuit boards and assemblies.

At Kamivisa Products we manufacture absorbent wicks.

We are committed to implementing our Environmental, Occupational Health, and Safety (EOHS) policy in a way that is appropriate to our activities, products, and services.

We will achieve this by:

- 1. Identifying activities, products, and services that may cause pollution and implementing measures to prevent, reduce, or control this pollution when technically and economically viable.*
- 2. Using reasonable means to prevent injury and ill-health in the workplace.*
- 3. Setting and periodically reviewing waste reduction, conservation, and hazard reduction objectives.*
- 4. Factoring in environmental considerations when designing and procuring new infrastructure and products.*
- 5. Complying with all applicable legal requirements and other requirements related to our EOHS policy.*
- 6. Creating continual awareness and education of EOHS policy in all employees and vendor staff.*



Key Takeaways

The AJM Group is committed to ensuring all employees are able to work in a safe, healthy and happy environment.

We take the safety concerns of employees seriously and have established an Employee Health and Safety Committee to institute best practices and address grievances.

We have a zero-tolerance Alcohol and Drug policy.

When in doubt of proper health and safety measures – ask!

