

## 1) Why this Policy?

CIEL is in the business of enabling companies to use talent for a fixed period of time or in other words, for specific projects. And in this process, it helps individuals find work for a fixed period of time and enrich their career with valuable work experience.

CIEL deeply values the human resources it recruits and deploys at the workplaces of its clients. This policy outlines CIEL's approach to ensure good work environment for its DEPUTEES (employees deputed to its clients).

## 2) Guiding principles for this policy:

- a) Health & Safety in the work place is every one's responsibility. CIEL regards promotion of Health & Safety measures as a mutual objective for the management and employees, including deputed employees. CIEL has factored in statutory requirements while arriving at this Health & Safety Policy.
- b) CIEL understands the fact that its DEPUTEES are deputed to various client sites and are governed by the Health & Safety Policy of the respective client company applicable for the respective project site. Hence, the policy prescribes a set of actions and behaviours to ensure safe working conditions and manage risks, if any.
- c) CIEL asks the DEPUTEES to understand this at the time of taking up the assignment and observe the prescribed practices.
- d) CIEL does not send a DEPUTEES to a client site that potentially poses an Occupational Hazard or risk to Health.

## 3) Conduct at Work

CIEL asks the DEPUTEES to comply with workplace instructions, wear Personal Protective Equipment as advised. The DEPUTEES are asked not to interfere with or misuse anything provided for their safety, health and welfare. They must not endanger themselves or their colleagues at work by violating any safety rules. This is a condition of employment with CIEL.

CIEL advises the DEPUTEES to bring to its notice a situation which is potentially risky or seems unsafe.

### **a) General Safety: The DEPUTEES MUST**

- i) Be aware of own responsibilities in respect to relevant health, safety and environmental matters.
- ii) Follow instructions the way they are meant to be. Use entries and exits, lifts in the right manner.
- iii) Ensure that the ID card complete with photograph and contact details is displayed clearly on the dress.
- iv) Ensure, while receiving a visitor, a security pass is obtained after completing the sign-in process. Do not take the visitor into the client premises without permission.
- v) Not touch a suspect package and inform the appropriate personnel in facilities or security desk.
- vi) Not enter work premises under the influence of alcohol, drugs or any substance which may endanger own health or safety and/or that of any other person.

- vii) Be aware of the fact that many things which may be obvious get overlooked while working. Thus, appropriate care and concentration is required at work to ensure general safety.

**b) Fire Safety: The DEPUTEE MUST**

- i) Ensure familiarity with the fire safety procedures in workplace. Most organizations have fire safety training as a statutory requirement, which must be understood thoroughly.
- ii) Be familiar with the sound of the fire alarm and know the emergency/fire exits. These are not normal entry/exits. These exits are signed with the statutory fire exit signs.
- iii) Attend fire drill, if any at the work place and undergo evacuation training.
- iv) Avoid taking personal risks such as tackling fire on one's own.

**c) Accident & First Aid: The DEPUTEE MUST**

- i) Familiarize oneself with the First-Aid arrangements at the workplace.
- ii) Not leave vehicles or items relating to your work in places other than that which is designated. This will help prevent accidents.
- iii) Follow rules on speed limit and wearing safety gear as is prescribed at the work environment.
- iv) Comply with safety rules prescribed at your workplace such as wearing a helmet while entering or exiting.
- v) Not handle accidents on one's own; follow procedures that you may have been trained in; inform the facilities manager or emergency numbers provided.
- vi) Understand accident report procedures at your work site.
- vii) Always inform the appropriate person while going out of the workplace regarding the destination and the expected time of return.

**i) Common Safe Working Practices**

- i) Do not smoke in areas prohibited.
- ii) Do not expose electric conduits/plugs/sockets to water.
- iii) If your work requires you to lift weight frequently, understand load management procedures at work.
- iv) Do not operate machinery unless you have been trained and authorized to do so.
- v) Never throw anything from any height.
- vi) If you use tools as part of your work use only the right and authorized tools.

- vii) Report any Health and Safety incidents whether they result in injury or not to your respective CIEL anchor.
- viii) Co-operate in the investigation of accidents with the objective of introducing measures to prevent recurrence.

## ***j) Healthy Living Practices***

- i) Exercise: You don't have to be a member of a health club. Thirty minutes' walk every day is good.
- ii) Eat healthy: Reduce fat intake, cut down on sugar and opt for fruits and vegetables.
- iii) Reduce stress: We may not get everything that we want. We have to accept that there are things that we cannot control. Rather we must focus on what we can do to live happily.
- iv) Managing time is very important. We must allow ourselves enough time to get things done and have some time during the day for relaxation.
- v) Improve sleep: Avoid caffeine, alcohol, nicotine, and other chemicals that interfere with sleep. Sleep in a clean and quiet environment.
- vi) Positive thinking: People who think positively have an optimistic view of life; it improves their well-being.

## **4) As a CIEL DEPUTEE, you have the right to:**

- a) Work in places where all the risks to your health and safety are properly controlled.
- b) Stop working and leave the area if you think you are in danger.
- c) Inform your employer about health and safety issues or concerns.

## **5) Policy Review**

Management review is held each year to review implementation of this policy and draw upon further improvements for the following year. These improvements will include the policy itself and the associated business processes to attain objective of this policy.