

OCCUPATIONAL HEALTH AND SAFETY POLICY

At Shiva Performance Materials Private Limited (SPMPL), the well-being of our employees is our highest priority. We are profoundly committed to fostering a safe, healthy, and supportive work environment that protects the physical, psychological, and social well-being of every individual who contributes to our success. This policy reflects our unwavering dedication to preventing harm, promoting holistic health, and ensuring a workplace where all can thrive.

We believe that a strong culture of health and safety is integral to our operational excellence and aligns with our commitment to responsible business practices.

Scope and Applicability

This policy applies to all directors, officers, full-time and part-time employees, temporary staff, contractors, visitors, and any other individuals working at or visiting SPMPL facilities, whether on-site or in remote work settings.

Our Core Health and Safety Principles

- **Zero Harm Philosophy:** Striving for a workplace where accidents, injuries, and work-related illnesses are eliminated.
- **Proactive Risk Management:** Systematically identifying, assessing, and controlling hazards to prevent incidents.
- **Holistic Well-being:** Addressing physical safety, mental health, and overall well-being.
- **Compliance & Beyond:** Adhering to all applicable occupational health and safety laws, regulations, and industry standards, and continuously seeking to exceed them.
- **Employee Engagement:** Actively involving employees in identifying hazards, developing solutions, and promoting safe practices.
- **Continuous Improvement:** Regularly reviewing our performance and practices to enhance our health and safety management systems.

Roles and Responsibilities:

- **Management:** Oversee and are ultimately responsible for providing a safe and healthy workplace, allocating necessary resources, and ensuring compliance with this policy. Leaders at all levels are accountable for implementing and promoting health and safety within their teams.
- **Line Managers and Supervisors:** Ensure compliance with policy requirements, provide on-the-job safety leadership, investigate incidents, and reinforce safety culture.
- **Employees:** Are responsible for working safely, following all procedures, reporting hazards and incidents, and actively participating in health and safety initiatives and trainings.

SHIVA PERFORMANCE MATERIALS PRIVATE LIMITED

CIN No. : U24100GJ2013PTC078001

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Tel. + 91 265 2321418 / 2335432 • **Fax** : +91 265 2357238 • **E-mail** : marketing@shivaperformance.com

Works : Plot No. 447 to 460 & 502, ECP Canal Road, Village : Karakhadi, Taluka : Padra, Dist.: Vadodara-391 450. Gujarat, India.

Website : www.shivaperformance.com

1. Workplace Safety & Occupational Health

SPMPL is committed to providing a safe working environment and protecting the physical health of all employees by actively identifying and mitigating occupational hazards.

Objectives:

- Ensure a physically safe working environment by conducting frequent and comprehensive health and safety risk assessments, implementing effective control measures, and providing adequate personal protective equipment (PPE) and training.
- Conduct regular health surveillance, including pre-placement and periodic medical examinations, and monitor for occupational health exposures
- Maintain zero total recordable incident rate (TRIR).
- Ensure Zero Fatality.
- Conduct 100% of scheduled machinery and equipment safety inspections annually.
- Ensure 100% of employees in roles requiring specific PPE receive annual fit-testing and training.

2. Psychological Health & Well-being

SPMPL recognizes the importance of psychological health and is committed to fostering a supportive environment that prevents stress and promotes mental well-being for all employees.

Objectives:

- Cultivate a workplace culture that supports psychological health, reduces work-related stress, and provides resources for mental well-being, acknowledging the importance of a healthy work-life balance.
- Implement mental health awareness training for 100% of all managers and team leaders by 2027.
- Introduce an employee assistance program (EAP) providing confidential mental health support by 2026.
- Conduct biennial employee well-being surveys to assess psychological health factors and inform targeted interventions.

3. Fair & Supportive Working Conditions

SPMPL is committed to providing good working conditions that support employee satisfaction, work-life balance, fair remuneration, and comprehensive social benefits.

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Objectives:

- Ensure equitable working conditions through competitive remuneration, reasonable working hours, and comprehensive social benefits, fostering a positive employee experience and supporting work-life integration. We will respect the "right to disconnect" to promote personal time.
- Review and adjust remuneration structures annually to ensure competitiveness and alignment with a living wage where applicable.
- Achieve a 100% employee participation rate in our annual employee satisfaction survey by 2030.

4. Talent Development & Career Growth

SPMPL is committed to supporting the continuous professional development and career growth of our employees across all stages of their careers, from recruitment to professional advancement.

Objectives:

- Support employees' career development through robust recruitment processes, performance evaluations, continuous learning opportunities, and clear pathways for career mobility and professional growth.
- Achieve a 30% increase in the average training hours per employee by 2030 compared to a 2022 baseline.
- Ensure 100% of employees participate in a formal performance review and development planning process annually.
- Increase internal promotion rates for leadership positions by 15% by 2030.

5. Hazard Identification, Risk Assessment & Control

SPMPL employs a systematic approach to identify, assess, and control workplace hazards to minimize risks to health and safety.

Objectives:

- Proactively identify potential hazards in all work areas, conducting thorough risk assessments to evaluate severity and likelihood, and implementing effective control measures based on the hierarchy of controls (elimination, substitution, engineering controls, administrative controls, PPE).
- Maintain robust emergency preparedness and response systems: regular emergency drills, clear communication channels, and ongoing training for first aid and crisis response teams.
- Complete 100% of identified hazard risk assessments on schedule annually.
- Ensure all new equipment and processes undergo a pre-operational safety review and risk assessment before implementation.

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6. Incident Reporting, Investigation & Emergency Preparedness

SPMPL is committed to encouraging timely reporting of all incidents and near misses, conducting thorough investigations, and maintaining robust emergency preparedness plans.

Objectives:

- Establish clear procedures for reporting all workplace incidents, injuries, near misses, and occupational diseases. Conduct thorough investigations to determine root causes and implement corrective actions to prevent recurrence. Develop and regularly test comprehensive emergency response plans.
- Achieve a 100% rate of timely reporting for all workplace incidents and near misses by 2026.
- Conduct 100% of incident investigations for recordable incidents within 7 days of occurrence.
- Conduct emergency drills for all critical scenarios at least annually across all sites.

7. Communication, Consultation & Training

SPMPL is committed to open communication, active consultation with employees on health and safety matters, and providing essential training to ensure a competent and aware workforce.

Objectives:

- Foster an open dialogue on health and safety through regular communication channels, employee consultation mechanisms (e.g., safety committees), and provide all necessary training to ensure employees are competent to perform their tasks safely.
- Hold quarterly health and safety committee meetings with documented outcomes and action plans.
- Deliver ongoing health and safety training for 100% of employees, tailored to roles and risk profiles, and regularly update programs in line with evolving regulations and industry advancements.
- Ensure 100% of new employees receive comprehensive health and safety induction training before commencing work.

Implementation, Monitoring, and Review:

This Health and Safety Policy will be integrated into all SPMPL operational procedures and management systems. Its principles will be championed by leadership and upheld by every individual within our organization. We will continuously monitor our health and safety performance, conduct regular internal and external audits, and perform annual management reviews to ensure the policy's effectiveness, its alignment with evolving best practices, and our commitment to continuous improvement in creating an ever-safer and healthier workplace.

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By embedding health and safety as a core value and strategic priority, SP MPL aims for operational excellence, regulatory leadership, and a culture where every individual feels empowered and protected at work.

Date: July 08, 2024



Shwetal Sakaria

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