HEALTH, SAFETY AND ENVIRONMENT (HSE) POLICY

1. Purpose

ABM Knowledgeware Ltd. is committed to providing a safe, healthy and secure working environment for its employees, customers, contractors, visitors and other stakeholders while minimizing the environmental impact of its business operations.

This policy establishes the principles and responsibilities for managing occupational health and safety, preventing workplace accidents, ensuring emergency preparedness, conserving natural resources and promoting environmentally responsible practices across the organization.

2. Policy applies to

- All permanent, contractual and temporary employees.
- Management, department heads and project teams.
- Contractors, vendors, consultants and visitors.
- All company offices, workplaces and other locations where company business is conducted.
- Work-related travel, client-site activities and approved remote-working arrangements, to the extent applicable.

3. Policy Scope

ABM Knowledgeware Ltd. shall strive to:

1. Provide a safe and healthy working environment and prevent work-related injuries and ill health.
2. Identify workplace hazards, assess associated risks and implement appropriate preventive and corrective measures.
3. Comply with applicable health, safety and environmental laws, regulations and other relevant obligations.
4. Maintain appropriate emergency preparedness and response arrangements.
5. Promote energy conservation, responsible water consumption and effective waste management.
6. Reduce paper consumption and encourage digital documentation wherever practical.
7. Ensure safe handling and disposal of electronic waste and other applicable waste streams through authorized channels.
8. Provide awareness and guidance to employees on health, safety and environmental responsibilities.
9. Investigate incidents, near misses and unsafe conditions and implement corrective actions.
10. Continually improve the effectiveness of workplace health, safety and environmental practices.

4. Health and Safety Requirements

4.1 Workplace Safety

The organization shall maintain appropriate workplace conditions, including:

- Clean, hygienic and adequately ventilated work areas.
- Suitable lighting and comfortable workstation arrangements.
- Clear access routes, stairways and emergency exits.
- Safe electrical installations and properly maintained equipment.
- Appropriate housekeeping to prevent slips, trips and falls.
- Suitable drinking water and sanitation facilities.
- First-aid arrangements appropriate to the workplace.

Employees shall promptly report unsafe conditions to the Administration or designated responsible person.

4.2 Ergonomics and Employee Well-being

The organization shall encourage employees to adopt healthy workplace practices, including:

- Maintaining appropriate posture and workstation ergonomics.
- Taking reasonable breaks during prolonged computer use.
- Using suitable chairs, monitors, keyboards and other workstation equipment.
- Maintaining cleanliness and hygiene in shared facilities.
- Reporting workplace conditions that may affect health or safety.

4.3 Electrical and Equipment Safety

Employees shall use electrical equipment and office appliances responsibly.

- Damaged cables, plugs, sockets or equipment shall be reported immediately.
- Employees shall not attempt unauthorized electrical repairs.
- Electrical panels and equipment access areas shall remain unobstructed.
- Equipment shall be maintained by authorized personnel or service providers.
- Power sources and appliances shall be switched off when appropriate and safe to do so.

4.4 Fire Safety and Emergency Preparedness

The organization shall establish suitable emergency arrangements based on workplace risks.

These shall include, as applicable:

- Clearly identified emergency exits and evacuation routes.
- Accessible and maintained firefighting equipment.
- Emergency contact information and evacuation instructions.
- Designated emergency coordinators or floor wardens, where appropriate.

- Periodic emergency awareness sessions and evacuation drills.
- Appropriate coordination with building management and emergency services.

Employees shall follow evacuation instructions and shall not obstruct emergency exits or attempt to fight fires beyond their training and capabilities.

5. Environmental Protection

5.1 Energy Conservation

The organization shall encourage responsible energy consumption through measures such as:

- Switching off lights, air conditioning and equipment when not required.
- Using energy-efficient equipment wherever practicable.
- Activating power-saving settings on computers and monitors.
- Monitoring energy consumption where suitable records are available.

5.2 Paper and Resource Conservation

Employees shall be encouraged to:

- Prefer digital records, approvals and communication.
- Print only when necessary.
- Use duplex printing where feasible.
- Reuse paper where appropriate and confidential information is not compromised.
- Minimize unnecessary consumption of office supplies.

5.3 Waste Management

The organization shall promote waste segregation and responsible disposal practices.

Waste shall be handled in accordance with applicable requirements and available authorized disposal arrangements.

practices include:

- Segregating general waste and other applicable waste categories.
- Avoiding littering and maintaining clean work areas.

5.4 Water Conservation

The organization shall encourage responsible water use by:

- Avoiding unnecessary water consumption.
- Reporting leaks and defective plumbing.
- Maintaining water facilities in suitable condition.
- Promoting employee awareness of water conservation.

5.5 Pollution Prevention

The organization shall take reasonable steps to prevent pollution arising from its activities and shall ensure that applicable environmental requirements are considered in office operations, procurement and waste disposal.

6. Roles and Responsibilities

Role	Responsibilities
Top Management	Approve the policy, provide appropriate resources and promote a culture of health, safety and environmental responsibility.
Administration / Facilities	Maintain workplace safety, housekeeping, emergency arrangements, fire safety coordination and relevant environmental controls.
Human Resources	Coordinate employee awareness, communicate the policy and support health and safety initiatives.
Department Heads / Project Managers	Ensure employees follow applicable safety practices and report hazards, incidents and unsafe conditions.
IT Department	Ensure safe use and maintenance of IT equipment and coordinate responsible handling of obsolete IT assets and e-waste.
Employees	Follow safety instructions, maintain good housekeeping, conserve resources and promptly report hazards and incidents.
Contractors / Vendors	Follow applicable workplace safety, environmental and emergency requirements while performing company-related activities.

7. Incident Reporting and Corrective Action

All employees and relevant stakeholders shall promptly report workplace accidents, injuries, near misses, fire hazards, electrical hazards, unsafe conditions and environmental incidents to the designated responsible person.

The organization shall, as appropriate:

1. Take immediate action to protect people and prevent further harm.
2. Arrange medical assistance or emergency support where required.
3. Record and investigate the incident based on its nature and severity.
4. Identify the root cause and determine corrective and preventive actions.
5. Assign action owners and target completion dates.
6. Monitor actions until closure and verify their effectiveness.
7. Maintain incident and corrective-action records where applicable.

Employees shall be encouraged to report incidents and hazards in good faith without fear of retaliation.

8. Training and Awareness

The organization shall provide suitable HSE awareness and instructions based on workplace risks and employee responsibilities.

Awareness activities may include:

- Workplace health and safety induction.
- Fire prevention and emergency evacuation.
- Electrical and equipment safety.
- Ergonomics and computer workstation practices.
- Energy and water conservation.
- Incident and hazard reporting.

9. Monitoring and Performance Evaluation

The effectiveness of this policy may be monitored through appropriate indicators, including:

- Number of workplace incidents and near misses reported.
- Percentage of applicable corrective actions closed within target dates.
- Completion of planned emergency drills.
- Completion of relevant HSE awareness activities.
- Workplace inspection findings and closure status.
- Energy and paper consumption trends, where data is available.
- Compliance with applicable waste disposal requirements.

The responsible departments shall review relevant findings and initiate improvement actions where necessary.

10. Compliance and Non-Conformity

All employees and relevant stakeholders are expected to comply with this policy and applicable workplace procedures.

Any identified non-compliance shall be reported, assessed and addressed through suitable corrective actions. Where applicable, the organization shall evaluate its obligations under relevant Indian health, safety, environmental and waste-management legislation.

11. Communication and Availability

This policy shall be communicated to employees and made available to relevant stakeholders as appropriate. Employees shall be made aware of their responsibilities and the process for reporting workplace hazards, incidents and environmental concerns.

12. Policy Review

This policy shall be reviewed at least annually or earlier in response to significant organizational changes, incidents, changes in applicable legal requirements or identified improvement opportunities.

Revisions shall be reviewed and approved by the authorized management representative before implementation.

Management Commitment: ABM Knowledgeware Ltd. is committed to promoting a safe and healthy workplace, protecting the environment and continually improving its health, safety and environmental practices.