

SAFETY, HEALTH & ENVIRONMENTAL POLICY

OCCUPATIONAL SAFETY AND HEALTH POLICY

Redefine Marcom Pvt Ltd is committed to achieving a high standard of occupational safety and health. It will adhere to the principle that occupational safety and health of employees should be given the first and foremost consideration at work.

1. EMPLOYER'S ROLE

1.1. The Administration Department will assign responsible persons to attend risk assessment training, identify any actual and potential hazards and risks to each individual and work towards a safe and hygienic work environment for employees by reducing, eliminating and controlling hazards at workplace.

1.2. The Administration Department will monitor and review the safety management system and perform regular audit on safety and health performance.

1.3. The Administration Department will maintain a complete set of emergency procedures and see to it that the procedures are being tested, drilled and updated systematically as required by law.

1.4. The Human Resources Department will, from time to time, organize safety and health programs to equip employees with the knowledge and skills to perform their duties in a safe manner.

2. EMPLOYEES' ROLE

2.1. Employees should comply with the safety and health measures instituted by Redefine Marcom and cooperate in all safety-related tests, drills and auditing.

2.2. Employees should be fully aware of their personal responsibilities regarding occupational safety and health. They must be constantly alert to potential risks and hazards related to their activities, and should avoid improper behaviour or operation that may lead to accidents or occupational diseases or injury.

2.3. Employees liaising with external contractors should ensure that those contractors meet the same safety standards and requirements as Redefine Marcom.

SMOKE- FREE WORK PLACE POLICY

1. PURPOSE

In view of the harmful effects that are caused by smoking as well as second-hand smoke, Redefine Marcom is committed to providing a healthy workplace for its employees.

2. POLICY

- Smoking is prohibited in the entire office premises covering enclosed offices, open office areas, conference rooms, pantries, toilets and lift lobbies.
- Host employees should take the initiative to intimate their guests and visitors to the office about the smoke-free work place policy, wherever and whenever required.
- Non-compliance to the policy may result in disciplinary action against the concerned employee.

ENVIRONMENTAL BEST PRACTICE POLICY

Redefine Marcom Pvt Ltd is committed to integrating environmental best practices in all its operations and procedures.

We accept our environmental responsibilities and recognize our obligation to reduce our environmental footprint by decreasing the impact of our business activities on the environment.

To achieve these objectives, we will:

- Adopt best practices and assist, wherever possible, in developing innovation solutions to the environmental issues and problems facing the industry.
- Assess the environmental impact of all past, current and likely future operations, and fully integrate environmental considerations and objectives into our business decisions.
- Reduce the waste production and develop effective waste management and recycling procedures, as well as disposing of unavoidable waste in such a way so as to minimize its environmental impact.
- Plan effectively to minimize print wastage and use environment friendly print processes.
- Encourage the use of environment friendly means of transport by employees.
- Raise awareness amongst members of staff through appropriate education and training in order to encourage them to become more environmentally responsible.
- Encourage awareness of, and commitment to, improved environmental performance among suppliers and Customers.
- Communicate this policy to all members of staff, and consult with them to ensure that they take an active role in its implementation and review.

Each employee is responsible for his/her adherence to the principles of this policy. The contents of this policy and the way in which it is being implemented will be reviewed bi-annually.