

THE POLICY DISPLAYED WAS APPROVED BY THE ERSTWHILE BOARD OF DIRECTORS OF THE COMPANY IN ITS MEETING HELD ON 5TH DECEMBER 2024, THIS POLICY HAS BEEN PUBLISHED ON THE WEBSITE OF THE COMPANY TO COMPLY WITH REGULATION 46 OF THE SEBI (LODR) REGULATIONS, 2015. THE BOARD OF THE COMPANY MAY MODIFY, ADD, DELETE OR AMEND ANY OF THE PROVISIONS OF THIS POLICY TIME TO TIME.

ICODEX PUBLISHING SOLUTIONS LIMITED
Health, Safety, and Welfare Policy

1. Introduction

iCodex Publishing Solutions Limited (“the Company”) is committed to the health, safety, and welfare of all employees, contractors, and visitors. The Company recognizes that a positive work environment is crucial for employee satisfaction and productivity. Therefore, this policy aims to create and maintain standards that ensure a safe and supportive workplace for everyone involved with the Company. This Health, Safety, and Welfare Policy exemplifies iCodex Publishing Solutions Limited’s commitment to building a safe, healthy, and supportive work environment for all employees, contractors, and visitors. The successful implementation of this policy requires the active involvement of all individuals associated with the Company, fostering a culture of safety and well-being throughout the organization.

2. Objective

The primary objectives of this policy include:

- **Prevention of Workplace Injuries:** Developing strategies and systems to reduce the risk of accidents and injuries in the workplace.
- **Promotion of Physical and Mental Well-being:** Encouraging healthy practices that foster the physical and psychological health of employees.
- **Ensuring a Safe Work Environment:** Adhering to safety regulations and best practices to provide a secure work environment for all.

3. Scope

This policy applies universally to:

- All employees of the Company, including full-time, part-time, and temporary staff.
- Contractors who work on behalf of the Company.
- Visitors, clients, and any individuals who enter the Company’s premises.

The policy encompasses guidelines for health, safety, and employee welfare, aiming to create a secure work environment that minimizes risks.

4. Health and Safety Practices

The Company shall implement the following health and safety measures:

4.1 Risk Assessment

- Conduct thorough and regular assessments to identify potential hazards in the workplace.
- Implement measures to eliminate or minimize identified risks and continuously monitor their effectiveness.

4.2 Safe Work Environment

- Ensure that the workplace is well-organized, clean, and free from hazards.
- Regularly inspect and maintain all equipment and facilities to meet safety standards.

4.3 Emergency Preparedness

- Develop comprehensive emergency response plans addressing potential emergencies (e.g., fire, natural disasters).
- Organize regular fire drills, evacuation procedures, and training for employees in first-aid responses.

4.4 Personal Protective Equipment (PPE)

- Provide all necessary PPE required for particular tasks and ensure their availability.
- Train employees on the correct use and maintenance of PPE to ensure maximum protection.

5. Employee Welfare

In support of employee welfare, the Company will implement the following initiatives:

5.1 Health Programs

- Promote participation in health and wellness programs, including options for regular health check-ups and mental health resources.
- Foster a culture where seeking help for mental health is encouraged and supported.

5.2 Ergonomics

- Design workstations and tasks to minimize physical strain through ergonomic assessments.
- Provide resources and equipment aimed at improving comfort and reducing the risk of musculoskeletal disorders.

5.3 Grievance Mechanism

- Establish a confidential mechanism for employees to raise concerns related to health, safety, and welfare.
- Ensure that grievances are addressed promptly and thoroughly to promote trust and transparency within the organization.

6. Training and Awareness

The Company is committed to ongoing training and awareness initiatives:

- Conduct frequent training programs for all employees concerning health and safety best practices, risk prevention, and emergency response protocols.
- Implement an onboarding training module for new employees and periodic refresher courses for existing staff to maintain awareness and compliance with up-to-date policies.

7. Monitoring and Compliance

The Company will actively monitor compliance with this policy:

- Conduct regular audits and reviews of health, safety, and welfare practices to ensure adherence to established standards.
- Make necessary improvements based on audit findings to strengthen workplace health and safety infrastructures.

8. Review of the Policy

This policy will be subject to periodic review to ensure that it remains relevant and effective:

- The Company will monitor changes in health and safety legislation, industry best practices, and feedback from employees.
- Any modifications to the policy will be presented to and approved by the Board of Directors, ensuring that the policy continuously aligns with organizational goals and regulatory requirements.