POLICY
SAFETY PRINCIPLE
LEGAL COMPLIANCE

SHAGAN COMMERCIALS

40, MISHRA PARA, JHARIA, DHANBAD – 828111 JHARKHAND

SAFETY PRINCIPLES & OCCUPATIONAL HEALTH POLICY

SAFETY PRINCIPLES

We at **Shagan Commercial** are committed to being an incident free organization, ensuring safety and health ofour employees and all those associated in the nature of our work directly or indirectly.

- Safety is everyone's responsibility.
- All Accidents and work-related illness must be prevented.
- All employees are responsible not only for his own Safety but also for that of his/herfellow workers, keeping in mind the nature of the work and the potential hazards.
- All Employees Training shall be given to work safely.
- All Employees must contribute for a Safe & Healthy work place every day.
- Every job shall be assessed for the risk involved and carried out by the necessaryprocedures, check list and using specific Personal Protective Equipment.

HEALTH & SAFETY POLICY

Safety is a core value at **SHAGAN COMMERCIALS** and **SHAGAN COMMERCIALS** is committed to continued advancement of an institutional safety culture with strong programs of personal safety, accident and injury prevention, wellness promotion, and compliance with applicable environmental and health and safety laws and regulations.

SHAGAN COMMERCIALS makes all reasonable efforts to:

- Promote occupational and personal safety, health and wellness;
- Protect the health and safety of all employee;
- Provide information to all employee about health and safety hazards;
- Identify and correct health and safety hazards and encourage all employee to report potential hazards;
- Conduct activities in a manner protective of the environment, and inform the management regarding environmental impacts associated with institutional operations; and
- Maintain a risk-based emergency management program to reduce the impact of emergency events at working place.
- Continual improvement of safety management in our organization.



DATE: 19.05.2024
Revision: 01

VIKAS SHARMA

(PARTNER)

Responsibilities against Policy

Good health and safety practices and compliance with applicable health and safety regulations are a responsibility of all employee and Management. Line responsibility for good health and safety practice begins with the supervisor in the workplace and proceeds upward through the levels of management.

Final responsibility for health and safety policy and programs rests with the Top Management of SHAGAN COMMERCIALS

- The Site safety supervisor are responsible for giving proper training and revision of safety procedures which is to be followed while working
- The Site safety supervisor is responsible for ensuring overall institutional compliance with applicable policies, statutes, and regulations; monitoring the effectiveness of the safety programs; and providing central health and safety services and support to all areas of the working.

For detailed guidance on individual safety responsibilities, refer to the Safety Manual of Shagan Commercials.



DATE: 20.05.2020
Revision: 01

VIKAS SHARMA
(PARTNER)

Providing a Safe Workplace

SHAGAN COMMERCIALS program for providing a safe workplace for all employees includes: facility design; hazard identification, workplace inspection and corrective action; shutdown of dangerous activities; medical surveillance: and emergency preparedness. In addition to this general institutional health and safety policy, additional hazard specific policies and requirements may apply to different work and learning environments at site and will be found in the safety manual.

A. **Facility Design**

Facilities will be designed in a manner consistent with health and safety regulations and standards of good design. All employee working at site shall ensure that there is appropriate health and safety review of facility concepts, designs, and plans.

B. **Hazard Identification and Correction**

SHAGAN COMMERCIALS encourages all employees to report health and safety hazards to their supervisors, managers, and shall not be discriminated against in any manner for bona fide reporting of health and safety hazards to management. Safety site Supervisors shall inform all employees of this policy and encourage reporting of workplace hazards.

- Supervisors shall assure that regular, periodic inspections of workplaces are conducted to identify and evaluate workplace hazards and unsafe work practices.
- The frequency of inspections should be proportional to the magnitude of risk posed in the particular workplace.
- Means of correcting discovered hazards and/or protecting individuals from the hazards shall be determined and implemented appropriately.

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- Unsafe conditions which cannot be corrected by the supervisor or manager must be reported to the next higher level of management. Any individual, supervisor or manager who becomes aware of a serious concealed danger to the health or safety of individuals shall report this danger promptly to the management or customer

C. **Shutdown of Dangerous Activities**

All employees of **SHAGAN COMMERCIALS** have the authority to curtail or shut down any unsafe activity considered to constitute a clear and imminent danger to health or safety. In the event of such curtailment or shutdown, the management shall be immediately notified.

D. **Providing Medical Surveillance**

SHAGAN COMMERCIALS shall evaluate and monitor, through a program of medical surveillance, the health of all employees who are exposed to certain hazardous materials and situations as defined by safety policy. Each supervisor is responsible for ensuring that all other employees under their supervision participate in the medical surveillance program as required by safety policy.

E. **Emergency Response and Preparedness**

SHAGAN COMMERCIALS coordinates overall emergency response planning for the working site and provides guidelines for departmental emergency response plans. Every department/job shall have an individual emergency response plan and shall develop business continuity and contingency plans and implement appropriate mitigation programs to reduce the impact of emergency events.



DATE: 20.05.2020

VIKAS SHARMA
(PARTNER)

Safety Communication and Training

SHAGAN COMMERCIALS is committed to Safety and their compliance for which required training shall be communicated in a manner readily understandable to all employee, in accordance with the communication policy outlined below.

A. Systems of Communication

Management shall establish, implement and maintain a system for communicating with all employees about health and safety matters. Information should be presented in a manner readily understood by the affected employees. Due attention must be paid to levels of SOP and JHA. Verbal communications should be supplemented with written materials.

B. Communication about Hazards

All employees who may come in contact with hazardous substances or practices either in the workplace shall be provided information concerning the particular hazards which may be posed, and the methods by which they may deal with such hazards in a safe and healthful manner. In areas where hazardous chemicals or physical agents are used, handled, or stored, communication about these hazards shall conform to and dealt with SOP and JHA mentioned in Safety Manual of **SHAGAN COMMERCIALS**.

C. Training

All employees shall be experienced, trained or knowledgeable in the safety and health hazards to which employees under their immediate direction and control may be exposed, and shall be knowledgeable of current practices and safety requirements in their field.
All employee shall have or be provided the knowledge to protect themselves from hazards in their working and learning environment.

Site Safety Supervisors, management, shall ensure that all employees have received appropriate training and information regarding:

- General health and safety practices of the workplace, including emergency procedures;
- Job-specific health and safety practices and hazards;
- Recognition and assessment of health and safety risks; and,
- How to minimize risks through sound safety practices and use of protective equipment; and,
- Awareness of appropriate practices to protect the environment.

Training shall occur when:

- An employee is appointed or employee is new to the work place;
- An employee is given a new assignment for which training has not previously been received; and
- New hazards are introduced by new substances, processes or equipment.

All employee should, periodically, be retrained or demonstrate an understanding of current standard safety practices and requirements for their areas.



DATE: 20.05.2020

VIKAS SHARMA
(PARTNER)

Documentation and Recordkeeping

Documentation and records as required by regulation shall be kept to demonstrate compliance with applicable statutes, regulations and policies.

Requirements and procedures for such recordkeeping can be found in the **SAETY MANUAL OF SHAGAN COMMERCIALS**.



DATE: 12.06.2017

VIKAS SHARMA
(PARTNER)

ENVIROMENTAL POLICY

SHAGAN COMMERCIALS is committed to leading the industry in minimizing the impact of its activities on the environment.

The key points of its strategy to achieve this are:

- Minimize waste by evaluating operations and ensuring they are as efficient as possible.
- Minimize toxic emissions through the selection and use of its fleet and the source of its power requirement.
- Actively promote recycling both internally and amongst its customers and suppliers.
- Source and promote a product range to minimize the environmental impact of both production and distribution.
- Meet or exceed all the environmental legislation that relates to the Company.



DATE: 20.05.2020

VIKAS SHARMA
(PARTNER)

HUMAN RESOURCES POLICY

Human Resource Policies, as the name implies, are the set of rules and guidelines that set out how a company's employees or workforce are to be treated by the company, what compensation and benefits they shall receive, how they shall be hired, and how they shall be trained and assessed.

Employing Staff:
Employing staff fairly and expertly, ensuring they are properly inducted, and ensuring they are aware of the required standards of business conduct.

Managing Employee Performance:
Setting Objectives, Assessing and Managing Employee Performance including Absences, Misconduct and Capability Issues

Dealing with Employee Concerns:
Hearing Grievances, Dealing with Bullying and Harassment, and making provisions for "Whistle blowing"

Supporting Staff in the Workplace:
Ensuring Equality and Fairness in all aspects of Employment; dealing with Alcohol and Drug issues, and ensuring their Health and Safety is properly guarded.

For detailed guidance on Human Recourses Policy refer to the Safety Manual of

Shagan Commercials.



DATE: 20.05.2020 **VIKAS SHARMA**

(PARTNER)

GROUP VISION AND MISSION

SHAGAN COMMERCIALS is committed to meet customer expectations through safe, on time delivery, safe health, safe environment and service at our best price/rates.



DATE: 20.05.2020

VIKAS SHARMA
(PARTNER)

QUALITY VISION - POLICY

SHAGAN COMMERCIALS is committed to provide a high quality, professional and efficient service to ensure the satisfaction of all of the requirements of our clients. This achievement will result in securing efficiency, a strong customer focus and enhancement of long-term sustainability and profitability within the Organisation.

- The Management Team will show leadership and commitment, and bear the responsibility for establishing, implementing, integrating and maintaining the Quality Management System.

- We undertake to ensure sufficient resources are made available within the Organization to achieve this. We undertake to ensure through communication, engagement, practical example and training that Quality is the aim of all members of the Organization.

- Through direction and support, each employee will have a proper understanding of the importance of the Quality System function, their responsibility to contribute to its effectiveness, and its direct relevance to the success of the Organization.

- Equally, every employee is responsible for, and will be trained to perform the duties required by his or her specific role.

- **SHAGAN COMERCIALS** has a Policy of promoting continual improvement and setting of Quality Objectives in line with the framework laid down by the customers. These objectives will address the risks and opportunities within the Organization as determined by Top Management.

- The Quality System will be monitored, measured, evaluated and enhanced regularly under the Top Management's ultimate responsibility, with regular reporting and communication of the status and effectiveness at all levels.



DATE: 20.05.2020 **VIKAS SHARMA**

(PARTNER)

ALCOHOL AND DRUG POLICY

SHAGAN COMMERCIALS is committed to providing a safe, healthy and productive working environment for all employees, contractors, customers and visitors involved in its operation. This policy sets out the company's aims in reducing and managing alcohol and drug problems in the workplace.

Alcohol and drug problems are prevalent in society and are associated with a wide variety of costs for both employers and employees. These costs include ill-health sickness absence, reduced work performance and accidents. The consumption of alcohol and drugs has implications for health and safety at work since these substances impair co-ordination, judgment and decision making; as such this is a policy matter, consumption of Alcohol & Drugs will not be accepted at working place, and if found same will be dealt as per the consequence management of **SHAGAN COMMERCIALS.**

For detailed guideline on Alcohol and drugs , refer to the Safety Manual of Shagan Commercials.



DATE: 20.05.2020

VIKAS SHARMA
(PARTNER)

BUSINESS VALUES

SHAGAN COMMERCIALS believes that Company values are vital to the overall success of building a business. We need to take ownership and define our company values. SHAGAN COMMERCIALS is committed for Company values which need to be constantly reinforced and reviewed as they are important to the long-term growth and value of our company.

Performance	:	Work is the foundation for all we do and executioner excellence is a Core value of our Group.
Passion	:	Passion is at the heart of our company. We are continuously moving Forward, innovating, and improving
Integrity	:	We are honest, open, ethical, and fair. People trust us to adhere to our Word.
Diversity	:	We know it takes people with different ideas, strengths, interests, and cultural backgrounds to make our company succeed. We encourage healthy debate and differences of opinion.
Leadership	:	The courage to shape a better future
Accountability & Responsibility	:	If it is to be, it's up to me



DATE: 20.05.2020

VIKAS SHARMA

(PARTNER)

ATTRACTION & RETENTION POLICY

SHAGAN COMMERCIALS shall adopt market and best practices in its initiatives to attract and retain employees. This will be achieved by retaining employees who see the SHAGAN COMMERCIALS as a great place to work in and this is determined largely by the quality of leadership and good management practices

- Remunerating employees well
- Rewarding exceptional performance
- Developing employees
- Communicating openly and sharing information
- Caring for their employees
- Recognizing achievement publicly and celebrating successes
- Not tolerating poor performance

Strategic objectives of SHAGAN COMMERCIALS are generally agreed that the achievement of the SHAGAN COMMERCIALS strategic objectives is largely dependent on its ability to attract and retain high caliber individuals.

ACTIONS

In attracting and retaining of employees, the University shall employ the following actions:

- Monetary interventions. Salary surveys will be used to benchmark salaries and benefits accurately with at least one standard salary survey for all staff categories per annum.
- Guaranteed salary. To maintain competitive guaranteed salaries of employees
- Benefits. This includes the following benefits:
- Pension/ Provident fund
- Medical aid
- Group life
- Leave
- Sick leave.

PRINCIPLES

Attraction and retention rests on the following key principles:

- Managing people well to ensure directed and motivated employees.
- Paying people competitively and rewarding superior performance.
- Developing people and retaining the best by providing better learning and challenge.
- Establishing a work-life culture and climate that is attractive and supportive.



DATE: 20.05.2020

VIKAS SHARMA
(PARTNER)

SEXUAL HARASSMENT POLICY

SHAGAN COMMERCIALS is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. **SHAGAN COMMERCIALS** will operate a zero-tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment. All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

Definition of sexual harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient. Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal.

Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging, fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favours

Verbal conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks 2

- Sending sexually explicit messages (by phone or by email) Non-verbal conduct
- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling
- Leering

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. **SHAGAN COMMERCIALS** recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

SHAGAN COMMERCIALS recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee. Anyone, including employees of **SHAGAN COMMERCIALS**, clients, customers, casual workers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

All sexual harassment is prohibited whether it takes place within **SHAGAN COMMERCIALS** premises or outside, including at social events, business trips, training sessions or conferences sponsored by **SHAGAN COMMERCIALS**.



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