



HEALTH AND SAFETY DOCUMENT POLICY

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Forward

Hirexa Solutions is committed to the Health and Safety of all our employees.

The purpose of the Health and Safety policies and procedures is to guide and direct all employees to work safely and prevent injury, to themselves and others.

All employees are encouraged to participate in developing, implementing, and enforcing Health and Safety policies and procedures. All employees must take all reasonable steps to prevent accidents and never sacrifice safety for expedience.

This policy will be reviewed annually.

Health and Safety

Hirexa Solutions is committed to the goal of providing and maintaining a healthy and safe working environment, with a view to continuous improvement. This goal is only achievable by adherence to established objectives striving to exceed all obligations under applicable legislation, and by fostering an enthusiastic commitment to health, safety and the environment within Hirexa Solutions personnel, contractors and visitors.

In particular:

Management, working with the staff to strive and take all reasonable steps to reduce workplace risks to as low as reasonably achievable.

Hirexa is committed to providing all the required training and instruction to ensure that appropriate work practices are followed on the job and to promote their use off the job.

Health, safety, the environment, and loss control in the workplace are everyone's responsibility. Hirexa expects that everyone will join in our efforts to provide a healthy and safe working environment on a continuous day-to-day basis. Only through the dedication and efforts of all individuals can Hirexa succeed in providing a healthy safe working environment.

Professional Health and Safety In Workplaces

Duties of Workers

Professional Health and Safety and You

One of your most important responsibilities is to protect your Health and Safety as well as that of your co-workers. This document will discuss some of your obligations under the Professional Health and Safety, to help you to make your workplace safer and healthier.

Duties Of Your Employer

Your employer is responsible for providing you with safe and healthy working conditions. This includes a duty to protect you from violence, discrimination and harassment. You must cooperate with your employer in making your workplace safe and healthy.

Your Responsibilities

You must also comply with the regulation. You have responsibilities to:

- Protect your own Health and Safety and that of your co-workers;
- Not initiate or participate in the harassment of another worker; and
- Co-operate with your supervisor and anyone else with duties under the rule.

Responsibilities

All Staff (Management, Managers, Recruiters, Sales, Support)

1) Comply with all Company Procedures, Safety Policy and requirements of Professional Health & Safety.

2) Be responsible for working safely and carrying out their duties with skill and care as to not cause unintentional injury to themselves, fellow employees or the general public.

3) Immediately report all grievances, near misses or potential threats to their supervisor.

4) Know the location of all fire extinguishers, fire alarms or other warning devices.

5) When in doubt - Reach out to hr@hirexa.com.

First Aid

An employer must ensure that the office must have a basic first aid kit.

Alcohol And Drug Policy

It is the responsibility of all employees to ensure an alcohol and drug free environment. If there is any awareness or suspicion that any employee, supplier or visitor is under the influence of illegal narcotics or alcohol, will be removed from the premises immediately.

Should an employee report to work while under the influence of such substances, the employee will be taken home either in a cab by the company

This is zero tolerance

[Guidelines & Safety Handbook - COVID-19 - Applicable only when it is notified by the Govt.](#)

Coronavirus (COVID-19) :

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. The virus that causes the coronavirus is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China.

The virus is thought to spread mainly from person to person. The virus spreads by droplets made when people with the coronavirus cough, sneeze or talk. These droplets can land in the mouths or noses of people nearby or be inhaled into their lungs. It may be possible that a person can get the coronavirus by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

This document is to provide the essential guidelines employees should follow during the coronavirus outbreak.

Brief & Purpose :

Combating COVID-19 is a collective effort and have a responsibility for. We wish everyone health and safety and believe that we will be able to overcome this obstacle together. While fear and uncertainty are understandable sentiments, We encourage everyone to confront this situation with calmness and reason and, more importantly, care for and support each other and extend compassion to those who're in need.

This includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions, We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

Scope :

As diagnoses of Coronavirus continue to rise across the globe, we've taken the following measures to ensure a safe environment for our employees and contribute to the containment of the virus.

Travelling/commuting measures :

- All work trips and events - both domestic and international - will be cancelled/postponed until further notice.
- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews, visitors and partners).

Resources :

We have ensured all employees have free access to disinfecting supplies around the office.

Prevention at Work

As employees commute from different locations and spend a great amount of time with each other at work, we as a company have taken measures perform thorough routine disinfection every day before and after work hours. However, employees should also partake in this effort and are encouraged to consider the following measures to do their part in staying healthy and containing the spread of illnesses to protect themselves and their fellow-workers from a potential coronavirus infection.

Keep a safe distance :

Maintain Social Distancing all the time specially during breaks and lunch/dinner. Be sure to use your own water bottle, and do not share. When meeting and speaking, keep at least 2 meters between each other. Avoid common physical contact such as handshakes. If there's a need to cough and sneeze, leave the room if possible and cover mouth with elbow, then wash hands thoroughly before returning to the room.

Wash hands and face diligently :

Regularly wash hands for at least 20 seconds, also after using the toilet, before eating, and if you cough/sneeze into your hands. You can also use the sanitizers you'll find around the office. Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth. Do not touch eyes or nose without washing hands first. Wash around and under nostril area with water and soap as well. Also be sure to clean your wrists and lower arm areas if exposed.

Avoid unnecessary gatherings :

Resort to conference calls and remote meeting sessions whenever possible. Avoid gatherings during breaks or in the cafeteria during lunch/dinner hours. Stay put in your departmental area as much as possible and avoid movements between teams, departments, or floors unless when necessary.

Keep your workstation clean :

Maintain an organized and hygienic set up in your personal cubicle or office. Declutter and dispose of any unneeded files, tools, and belongings to decrease available surface for virus to inhabit. Wipe down desk, chair, and equipment throughout the day.

Responsible use of resources :

Please make good use of company resources provided to combat this situation, such as hand sanitizers, and soap around the office. But be mindful of others' need as well and only use what is needed due to the unpredictability of resource availability.

Timely reporting and communications :

Report to HR should you sense that a fellow worker might be ill or if you feel unwell yourself. Please maintain social distancing and with a mask to mitigate infection being spread. Anyone who feels ill should immediately walk off the office premises and seek medical assistance and be isolated until clearance.

Prevention Outside of Work

Transportation and vehicle ventilation :

Use private instead of public transportation whenever possible to reduce exposure. If you have other passengers in your vehicle, turn on the ventilation to the max, enable outside air only, and lower the window slightly to create a slight pressure chamber to facilitate contaminated air to flow out of the car.

Healthy diet and schedule for immunity :

Maintain a healthy lifestyle and personal schedule to strengthen your immunity, this is even more important for those with other underlying diseases and/or are over 50 years of age. Consume a nutrient dense diet and avoid overt physical or psychological stress. If you exercise at a public gym or fitness studio, be extra cognizant of your surroundings and keep sanitation a priority.

Stock up on grocery and necessities :

Avoid frequent trips to public spaces including markets and grocery stores. Plan your shopping list ahead of time and try to stock up some extra while you can, this also includes daily necessities, such as toiletries, household supplies, medicine, etc.

Best practices when in public :

If you must be in public, practice common hygienic courtesy to others as you would expect from them. Cover when you need to cough or sneeze, keep a distance of at least 6 feet between each other, avoid touching high-contact surfaces and wash hands immediately after if you must.

Fact-check with authoritative organizations :

With the abundance of news and information circulating every day, logically discriminate factual information from rumors that unsettle public ethos. Keep yourself informed with updates and statements and only consult from reliable, authoritative organizations on the matter.

Recommended gears and garments :

Wear face masks while outside and be sure to dispose of soiled face masks responsibly. Non-medical grade disposable face masks should not be reused as they will be ineffective for both the wearer and those who encounter the wearer. Thoroughly wash or wipe down garments upon returning home.

Being Responsible & Sensible :

Self-Certifying :

- *Have no signs of a fever or a measured temperature above 100.3 degrees or greater, a cough or trouble breathing within the past 24 hours.*
- *Have not had “close contact” with an individual diagnosed with COVID-19. “Close contact” means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.*
- *Have not been asked to self-isolate or quarantine by their doctor or a local public health official.*
- *If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request leave or work from home.*
- *If you have a positive COVID-19 diagnosis, you can return to the office only after you’ve fully recovered, with a doctor’s note confirming your recovery.*

Work from home requests:

- *If you are feeling ill, but you are able to work, you can request to work from home.*
- *If you have recently returned from areas with a high number of COVID-19 cases (based on the announcements), we’ll ask you to work from home for 14 calendar days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.*
- *If you have been in close contact with someone infected by COVID-19, with a high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.*
- *If you are a parent and you have to stay at home with your children, request work from home. Follow up with your manager or departmental leader to make arrangements and set expectations.*
- *If you need to provide care to a family member infected by COVID-19, request work from home. You will only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you are asymptomatic or you have a doctor’s note confirming you don’t have the virus. You will also be asked not to come into physical contact with any colleagues during this time.*

STAY HEALTHY, STAY CALM & STAY SAFE.

SEXUAL & NON- SEXUAL HARASSMENT POLICY

POLICY ON WORKPLACE DISCRIMINATION AND HARASSMENT

This policy is to provide a workplace free of all forms of unlawful discrimination, including sexual harassment and harassment on the basis of race, colour, religion, national origin, sex, age, disability etc. All such harassment is illegal and strictly prohibited by the Company.

PURPOSE AND SCOPE

To state the Company's firm commitment to provide protection against sexual harassment or women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

Under the act the term Sexual Harassment includes any one or more of the following unwelcome sexually determined act or (whether directory or implication), namely.

- Physical contact & advances; or
- A demand or request for sexual favours; or
- Making sexually coloured remarks
- Verbal Conduct such as making derogatory comments, slurs or epithets of a sexual nature; or
- Sexually graphic or suggestive comments about an individual's dress or body; or
- Sexually degrading words to describe an individual; or
- Implied or explicit promise/threat to female worker related to her employment status etc.

REPORTING PROCEDURE

If an employee believes that he or she has been subjected to sexual harassment, unwanted sexual attention or other forms of prohibited harassment, he or she should:

- 1) if comfortable doing so, make his or her unease and/or disapproval directly and immediately known to the individual(s) creating the problem;
- 2) Report the incident as soon as possible, either verbally or in writing, to his or her immediate Reporting Officer or to "Internal Complaints Committee" (ICC). Composition of committee is given in para 6.

3) No employee will be discharged or retaliated against in any manner because of registering any such complaint. Supervisors must ensure that alleged discrimination, harassment, or retaliation is reported to the Human Resources Department (including any complaints they may receive from employees in other departments.)

4) Complaint in 3 months of the incidence.

INVESTIGATION:

A. All allegations of discrimination, sexual and other prohibited harassment or retaliation will be investigated and addressed promptly, impartially and in as confidential a manner as possible.

B. An Internal Complaints Committee (ICC) will be formed for handling complaints on sexual harassment which will comprise of:

- Mr Mahesh Jain
- Mr Stephen Kingsley
- Head - HR
- CFO

DISCIPLINE:

A. If the complaint is found to be false with malicious intent, the complainant can be penalized accordingly (termination from employment, financial penalty, written apology etc).

B. Any employee who is found to have engaged in acts of discrimination, sexual or other prohibited harassment or retaliation in violation of this policy will be disciplined appropriately, up to the including discharge, depending on the circumstances. When discrimination, sexual or other prohibited harassment or retaliation has been found, appropriate remedial action will be applied in accordance with Company policy.

No monetary settlement consideration.