

Subject: Health and Safety Policy	Original Issue Date: 03.05.2022	Version.: 1.0
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**HOME FIRST FINANCE COMPANY INDIA LIMITED
(‘Home First’)**

HEALTH AND SAFETY POLICY

1. Scope and Objective

Employees of Home First Finance Company India Limited (hereinafter referred to as “the Company”) are one of its assets and protecting the health and ensuring safety of the employees of the Company is an integral and fundamental part of the Company’s culture.

All of our employees work in low-risk environment and are not exposed to any significant occupational health and safety hazards. However, it is important for the Company to provide a safe and conducive workplace. As such, the Company constantly strives to provide and ensure a safe and healthy work environment to all its employees through a suitable process.

The Company is committed to providing a healthy and safe working environment for all outsourced personnel, contractors, customers and visitors on its premises.

2. Purpose

The Policy aims to achieve the following:

- To ensure that a healthy and safe environment is provided for all employees, outsourced personnel, contractors, customers and visitors.
- To be compliant with all applicable health and safety legal requirements.
- To provide appropriate safety guidelines to the employees to combat emergency situations.
- To maintain emergency, fire protection and facilities to protect employees, and the property of the Company.
- Periodic review of the Company’s safety management systems for its adequacy and effectiveness.

3. Key Guidelines

The Company periodically sensitizes its employees through awareness programs to promote the importance and value of high safety standards and practices. In order to protect and improve the health and well-being of its employees, the Company undertakes the following:

- Provide a safe, hygienic and congenial workplace to all its employees.
- Availability of first aid boxes in all offices of the Company.
- The Company also has a comprehensive employee health insurance policy, Personal accident policy & Maternity benefit policy for women employees.
- Health check-up camps on a periodic basis.
- Portable fire extinguishers of required type and capacity are installed at appropriate places and are examined at regular intervals internally as well as by external agencies.
- Dissemination of relevant information to employees relating to general safety, equipment operating safety. Electrical appliances and equipment used by the Company are purchased from reputed suppliers and have adequate safety rating.
- The Company has annual maintenance contracts pertaining to various aspects of safety of the premises of the Company.
- The Company on a regular basis sensitizes all employees on prevention of sexual harassment at the workplace through workshops, group meetings, online training modules and awareness programs. The Company has a policy on prevention, prohibition and redressal of sexual harassment at the workplace. Members of the Internal Committee constituted by the Company are responsible for reporting and conducting inquiries pertaining to such complaints
- The company has a comprehensive mental wellness program consisting of awareness, training and helpline numbers and runs periodic campaigns to ensure last mile employee also takes advantage of the same.

4. Employee Responsibility

All employees of the Company are responsible for their own safety and that of others who may be affected by their acts or omissions and to cooperate with the implementation of this policy. The Company expects its employees to:

- Familiarize themselves with this policy and all health and safety policies and procedures;
- Take reasonable care of their own health and safety and that of others who may be affected by their actions;
- Attend health and safety training programs as and when organized
- Report all accidents, incidents, dangerous occurrences and hazards to the Business Head/ Department Head/ HOD as soon as it is practicably possible
- Not interfere, tamper or misuse any item/equipment provided for health or safety purposes; and
- Stay calm and not panic in the event of any emergency and not to involve themselves in any rumour mongering

5. Implementation and Monitoring

The Company shall adhere to high standards of health and safety with regard implementation of this policy. The Chief Human Resources Officer shall have overall responsibility for implementing this policy, monitoring and reviewing the health and safety measures of the Company periodically.

6. Policy Review

This policy may be amended, modified or supplemented from time to time for conformance to health and safety management systems of the company.