

EMPLOYEE HEALTH AND SAFETY POLICY

Preamble

Go Fashion (India) Limited [‘the Company’] 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.

Our goal is to eliminate or minimize hazards that can cause accidents. Together we can achieve a safe and happy work environment.

Health and Safety Policy

The company recognizes that Occupational Health and Safety (OH&S) is critical to its sustainability since human capital is integral to its success and growth.

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.

Every employee, business associate, contractor, will strive towards the OH&S obligation and commitment

Below are the guidelines that should be adhered to by all to ensure a good and Vibrant OH&S ecosystem.

- Management will strive to take all reasonable steps to reduce workplace hazards to as low as reasonably achievable.
 - Supervisors and managers are held accountable for the health and safety of all employees under their supervision. This includes responsibility for applicable training and instruction, appropriate follow-up on reported health and safety concerns, and implementation of recommended corrective action.
 - Supervisors, workers and visitors are expected to perform their duties and responsibilities in a safe manner, and are accountable for the Health and Safety of themselves and others.
 - We are committed to providing all necessary training and instruction to ensure that appropriate work practices are followed on the job, and to promote their use off the job.
 - If necessary, we will take disciplinary action where individuals fail to work in a healthy and safe manner, or do not comply with applicable legislation or corporate policies and procedures.
 - All employees are covered under the Group health insurance plan.
 - The Company adopts measures to ensure a work place free of disease / germs and health safety related issues
 - Every facility of the Company to have an emergency medical kit consisting of OTC drugs and first aid which may be required by its personnel
 - The Company personnel to take all precaution when handling heavy load and fixing electrical fixtures etc. by wearing appropriate clothing and footwear
 - The facility administration of the Company to ensure daily cleaning and moping of floors with disinfectant to ensure a germ free environment.
 - The Company has periodical drills for fire safety in its premises as a part of employee safety.
 - The Company has fire extinguishers and fire exits in its premises
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- The Company premises are secured with CCTV surveillance and physical security guards and a documented visitor entry system for entry and exit.

Responsibilities

1. Our safety program is the responsibility of all levels of company employees. The chain of responsibility is as follows:
 - All staff to report to the respective supervisor.
 - All Supervisors to report to the respective manager and through them to HOD'S.
 - HR Head will review with HOD'S on health and safety on monthly basis and report the same to CEO.
2. All employees are responsible for the health and safety of all visitors or contractors brought on site by them, and to ensure that they are aware of and follow all company safety rules and procedures at a minimum.

Duties**HR Head**

- 1) Ensure that all reasonable steps are taken to prevent accidents.
- 2) Ensure that standards and procedures are developed and maintained.
- 3) Be familiar with the Occupational Health & Safety act and any revised regulations and ensure they are followed.
- 4) Ensure that all employees are instructed in the procedures and requirements of Occupational Health & Safety.
- 5) Review accident reports, safety audits and other related material relative to health or safety.

All Other Staff

- 1) Comply with all Company Procedures, Safety Policy and requirements of Occupational Health & Safety.
- 2) Be responsible for working safely and carrying out their duties with skill and care as to not cause accidental injury to themselves, fellow employees or the general public.
- 3) Immediately report all injuries, near misses or potential hazards to their supervisor.
- 4) Know the location of all fire extinguishers, fire alarms or other warning devices.
- 5) Ensure all personal safety equipment is being used properly.
- 6) Maintain clean and orderly work area.

General safety Rules

- 1) All accidents, injuries or near misses, regardless of their nature, shall be promptly reported to the supervisor through him to HOD's and HR Head.
 - 2) Clothing shall be appropriate to the duties being performed.
 - 3) Running is not permitted except in extreme emergencies.
 - 4) Smoking is not permitted in any part of the Shop or warehouse or office.
 - 5) Visitors and customers are to be escorted by staff while on company property.
 - 6) Hand tools are to be used for their intended purpose only.
 - 7) Riding on equipment is prohibited except where designated for operator.
 - 8) All spills will be immediately cleaned up and reported.
 - 9) Drawers and filing cabinets will be kept closed when not in use.
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- 10) Filing cabinet drawers are to be filled from the bottom up or the cabinet is to be securely fastened /anchored.
- 11) Clutter will be cleaned up before the end of your workday.
- 12) Aisles are to be kept clear at ALL times.

Safety Tips

- 1) Follow instructions and don't take chances.
- 2) Wear your personal safety equipment.
- 3) Never operate equipment you have not been trained for.
- 4) Keep your work area clean.
- 5) Avoid injury by lifting correctly. If it's heavy ask for help.
- 6) Make sure the job can be done safely.
- 7) DO NOT unload a truck alone.

First Aid

Office must have a first aid kit on site; The following protocol must be followed:

- 1) All employees must immediately report any occupational injury, accident or near miss to the safety officer or their supervisor.
- 2) Supervisors must immediately tend to injuries and then report them to the safety officer.
- 3) HR Head must immediately discuss the incident with the supervisors and injured persons.

The purpose of this procedure is to comply with Occupational Health & Safety act, workers compensation board and to determine the cause of the accident and make recommendations to prevent further re-occurrence. All reports of injury must be filed.

If an injury occurs a record must be kept and include the following:

- a. name of worker
- b. name and qualifications of person giving first aid
- c. a description of illness or injury
- d. the first aid given to the worker
- e. the date and time the illness or injury
- f. the date and time the illness or injury was reported
- g. where at the work side the incident occurred.
- h. the work-related cause of the incident, if any

The employer must retain the records kept for 3 years from the date the incident is recorded. A person who has custody of records must ensure that no person other than the worker has access to a worker's records unless:

- a. the record is in a form that does not identify worker
- b. the worker has given written permission to the person
- c. the Director of Medical Services or a person authorized by the director
- d. requires to be produced under the act.

An employer must give a copy of the records pertaining to the worker if the worker asks for a copy.

Critical Injury Protocol

First and foremost, always take whatever measures are required to provide proper care of an injured worker. If a critical injury has occurred and the worker has been cared for, supervisor and HR Head must be notified. The appropriate report must be completed as soon as possible; this is to ensure that important details are not forgotten.

A critical injury is an injury that:

- 1) Places life in jeopardy
- 2) Produces unconsciousness
- 3) Results in substantial loss of blood
- 4) Involves the fracture of a leg or arm, but not a finger or toe
- 5) Involves the amputation of a leg, arm, hand or foot, but not a finger or toe.
- 6) Consists of burns to major portion of the body.
- 7) Causes loss of sight in an eye.

Accident Investigation Policy

All accidents that result in injury or property damage or that could have resulted in serious injury or property damage (near miss) must be thoroughly investigated.

The investigation must determine the cause of the incident so that appropriate action can be taken to prevent recurrence.

The supervisor shall be responsible for conducting the investigation. The investigation report shall be completed as soon as possible after the incident and reported to the HR Head. The Supervisor shall determine what steps are to be taken to prevent recurrence.

Any disputes arising from the investigation will be investigated and arbitrated by the HR Head.

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.

This is a zero tolerance policy.

Disciplinary Action

Careless work and irresponsible behaviour directly affect the quality of health and safety in the workplace.

The following instances shall be cause for verbal or written warning and possible dismissal:

- 1) Health and safety violations
 - 2) Poor conduct or misconduct
 - 3) Theft
 - 4) Carelessness
 - 5) Willful damage to company property
 - 6) Drug or alcohol use
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The following is a guideline for disciplinary actions for safety infractions based on seriousness of the offence.

- First offence, employee will be given a documented verbal warning
- Second offence, employee will be given a written warning and a one-day suspension.
- Third offence, employee may be suspended or terminated (suspension or termination to fit seriousness of the offence).

Hazard Warning Signs

Whenever possible, warning signs will be displayed where a potential hazard may cause injury. Warning signs must be strictly adhered to.

Warning signs must be posted where hazards exist and must not be removed unless hazard has been controlled.
