

SHORT SERVICE EMPLOYEES / NEW JOINERS AND VISITORS POLICY

The Company Management is committed to provide a safe and healthy working condition considering the purpose, size and context of the organization and considering the risks and opportunities and the achievement of its SSHEQ Policy.

Company is committed to safeguard all short service employees, new joiners, and visitors with no worksite specific experience in all its undertakings.

The Policy aims to set additional measures to be adopted on all short service employees, new joiners, and visitors with no worksite specific experience. It will be the Worksite Manager's / Master's responsibility to ensure full compliance of this Policy and report any non-compliance of the same.

All short service employees, new joiners, and visitors with no worksite specific experience shall be required to keep the (short service employees, new joiners, and visitors) identification card on, for a period of 3 Months starting from Joining date. This is to identify these personnel to others as personnel who are under familiarization with the worksite's rules and standards.

Application:

- All Worksite Managers / Master's to maintain stock of the Identification Cards.
- All Worksite Managers / Master's to ensure that the Short Service Employee / New Joiner / Visitor is wearing the identification card at all times.
- Worksite Managers / Master's to maintain a log of Short Service Employee / New Joiner / Visitor.
- Upon completion of 3 Months' time the Personnel no longer need to wear the identification card.
- All staff to extend full support to any person wearing the identification card.