

## IDFC FIRST BANK HEALTH & SAFETY POLICY SYNOPSIS

**IDFC FIRST Bank** is committed to ensure its employees including contractors and visitors to remain free from risk to their health and safety at work. Employees of the Bank are one of its greatest assets and protecting the health and ensuring safety of its employees along with continual improvement of safety performance and elimination of workplace injury and illness is an integral and fundamental part of the Bank's culture.

Most of our employees work in low-risk environment and are not exposed to significant occupational health and safety hazards. However, it is important for the Bank to provide a safe and conducive workplace. The bank also recognizes the importance of co-ordination amongst all stakeholders to achieve our safety objectives.

### 1. Scope:

- 1.1. Safe environment of work is always provided and maintained in all the offices of IDFC FIRST Bank.
- 1.2. Employees are provided with information, training, instruction and supervision needed for them to work safely and without risks to their health.
- 1.3. The health of operational and contract employees and the conditions of the workplaces where they work are monitored.
- 1.4. Safety performance is continually reviewed and improved, and.
- 1.5. Risks to workplace health and safety are controlled through engagement of all stakeholders.

### 2. Applicability:

- 2.1. This Health & Safety SOP covers all IDFC FIRST Bank offices.
- 2.2. This Health & Safety SOP is applicable to all IDFC FIRST Bank employees, consumers, business partners, visitors and consultants who visit or work on IDFC FIRST Bank premises for limited or extended periods of time.

### 3. Process Descriptions:

- 3.1. Build out
- 3.2. Occupancy Procedure for large offices (Occupancy more than 200 in a Premises)
- 3.3. Vehicles Safety (Only Employee Transport Buses & Cars)
- 3.4. Biennial Health & Safety check shall be conducted for large facilities.
- 3.5. Health & Safety Training and Awareness
- 3.6. Emergency Evacuation drills (Fire Evacuation drill should be conducted twice a year)

### 4. Vision and Mission:

#### 4.1. Vision

- 4.1.1. To create and maintain a safe and healthy environment for IDFC FIRST Bank's employees, customers, business partners, visitors and consultants within company premises and while executing duties.

#### 4.2. Mission

- 4.2.1. To design and manage a health & safety framework in support to IDFC FIRST Bank's Health & Safety vision.
- 4.2.2. To promote health & safety awareness among IDFC FIRST Bank's employees, consumers, business partners, visitors and consultants.
- 4.2.3. To continuously improve on managing the health & safety risks as per *prevalent* industry practices and within the regulatory guidelines.