



ENVIRONMENT HEALTH AND SAFETY POLICY (EHS)

Goals:

This policy:

- Shows the commitment of Mufin management for compliance to law, providing safe and healthy workplace to its employees.
- Aims to continually improve EHS performance through Gap assessment and timely mitigation.
- Meet and where possible exceed applicable environmental, health and safety (EHS) legal requirements
- Adopt best practices to support conservation of environment and minimize our carbon footprint in our operations

Scope

This policy covers:

- All official activities
- All activities inside Mufin premises
- All company sponsored programs and related activities

Scope & Application

- This policy applies to all Mufin employees and affiliates.
- This policy covers any papers, removable storage media and any computing devices that contain or display any sensitive information regardless of location.
- All employees of Mufin, its stakeholders and its contractors/vendors/visitors while inside the premises. It applies to all business operations, including those situations where employees are required to work off-site.

Management Responsibility

S.NO	IMPLEMENTATION	RESPONSIBILITY
1	EHS Policy	Director
2	Programs	CEO
3	Gap assessment and mitigation	Audit Committee
4	EHS plan	HR Manager
5	Budget	Directors/CFO
6	Reviews	HOD's/VP's/CEO

CIN : L65990RJ2016PLC054921



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Roles & Responsibilities for Implementation of The Policy

It is the responsibility of every employee of Mufin to abide by this policy. Maintaining a safe & healthy work environment is everyone's responsibility

Management is responsible for providing and maintaining:

- a safe working environment
- safe systems of work
- adequate resources for effective implementation of this policy
- Office, plant and substances in safe condition
- any information, instruction, training and supervision needed to make sure that all employees are safe from injury and risks to their health
- a commitment to consult and co-operate with employees in all matters relating to health and safety in the workplace
- a commitment to continually improve our performance through effective safety management. Any gaps found during evaluation will be closed through a corrective action plan
- ensure periodic drills are carried out and employees familiarized with the safety procedures
- communicate to all employee's best practices on EHS
- Nominate EHS wardens

Employees are particularly responsible for:

- ensuring their own personal health and safety, and that of others in the workplace
- complying with directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety
- take special precautions while visiting sites of particular risk exposure or on business transit.
- Report to the management any of the following
 - Ergonomics concern
 - Fire/smoke hazard
 - Housekeeping concern
 - Health concern
 - Unsafe condition
 - Safety concern
 - Environmental concern
- Contribute towards maintaining hygienic work conditions within Mufin premises.
- Seek assistance from your manager or HR when you have questions about application of policy.

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Emergency Preparedness Program

Each Mufin workplace must have plans/procedures and audits to prevent injury and loss to human lives and property and be prepared to respond to potential emergencies

- Design Level. At design level/occupation of office premises equipment/systems that can detect/auto mitigate emergencies will be installed to prevent emergency at workplace.
- Workplace.
 1. Fire prevention measures will be maintained in the office premises to effectively protect the safety of the employees and office, as well as to comply with applicable fire codes and regulations as per NBC norms. These could include
 - Installation of smoke and heat detectors
 - Sprinkler systems and hydrants if applicable
 - CCTV
 - Fire extinguishers
 - Fire alarm system
 - Earthquake preparedness will be practiced, and employees trained
 2. All employees will be trained on mitigation measures for bomb threat, flood, explosion, cyclone, civil strike/riot and medical emergencies
 3. Emergency evacuation procedure to include a basic response plan will be established and disseminated. The procedure will be reviewed periodically and updated
 4. Emergency lighting will be provided in the office premises
 5. PA equipment will be installed in case of requirement
 6. Signages to include emergency route maps, exits, will be displayed in the office premises
 7. Emergency tele numbers will be updated and disseminated to all employees and displayed in the office premises

Duties Of Employees in Case of Crisis

- What to do. Employees are advised to
 - Stay Calm
 - Raise an alarm
 - Call emergency number/inform your manager/HR
 - Follow instructions





- What not to do. Employees are advised not to do the following
 - Not attempt to manage the situation on your own
 - Not to communicate outside Mufin especially any social media platform
 - Not to speculate with other employees.

Special Observations – While in Transit

Each employee has an obligation to:

- Comply with road safety rules laid out by the government and local laws.
- Use appropriate measures when in public areas / while in transit.
- Use safety rules of the site visited
- Obey traffic rules
- Do not attract unwanted attention because of behavior
- In case of self-driving – drive within speed limits and always have a valid license.

In case of riding a cab – always share your journey details with an emergency contact and check for the ID and its validity of the driver

Reporting

Any workplace/work related incident that results in employee injury, illness or fatality, product or property damage, explosion, fire, chemical spill or releases or business interruptions will be reported and recorded by HR/ Admin/ Operations team.

Investigation of the incident will be carried out by the team constituted by the management and report submitted in a defined timeframe

Corrective action will be initiated basis the recommendation made by the investigation team

Outside Co-Ordination

Any coordination with the outside agencies will be done by the admin department. This may include

- Fire department
- Bomb detection team
- Hospital and medical services
- Police department
- Meteorological department

