

Occupational Health & Safety Policy

Document Version History

Ver. No.	Release Date	Prepared/ Modified By	Reviewed By	Approved By	Description/ Change	References
1.0	1 st April 2023	Akansha Jain	Akansha Jain	Sahil Jain	Occupational Health & Safety	HR Handbook
2.0	1 st April 2026	Amit Saini	Akansha Jain/ Sarthak Khurana	Sahil Jain	Occupational Health & Safety; check controls & Updates	HR Handbook

JEENA SIKHO LIFECARE LIMITED

120* AYURVEDA CLINICS & HOSPITALS | FREEDOM FROM 2D DISEASES & DRUGS

Registered Office Address:

SCO-11, Kalgidhar Enclave, Baltana, Zirakpur,
Punjab-140604, 01762-513185
CIN NO.: L52601PB2017PLC046545

Corporate Office Address:

B-26, Opp. Metro Pillar No. 223, Rohtak Road,
New Multan Nagar, Delhi - 110056
Email ID: cs@jeenasikho.com | www.jeenasikho.com

1. Purpose

The Company is committed to providing and maintaining a safe, healthy, and secure workplace for all employees, directors, contract workers, consultants, customers, visitors, and other stakeholders. We recognize that effective health and safety management is fundamental to sustainable business operations, employee well-being, environmental stewardship, and long-term value creation.

This Policy establishes the Company's commitment to preventing workplace injuries and illnesses, promoting occupational health, ensuring regulatory compliance, and fostering a culture where health and safety are integral to every business activity.

2. Scope

This Policy applies to:

- All Directors and employees of the Company.
- Permanent, temporary, contractual, trainee, apprentice, and part-time employees.
- Consultants, vendors, contractors, suppliers, service providers, and agency personnel working at Company premises or on behalf of the Company.
- Visitors to Company offices, Hospitals, Day cares, Clinics, warehouses, and any other business locations controlled by the Company.

3. Policy Statement

The Company is committed to:

- Providing a safe and healthy working environment.
- Preventing occupational injuries, illnesses, incidents, and unsafe conditions.
- Identifying, assessing, and mitigating health and safety risks.
- Complying with all applicable laws, regulations, statutory requirements, and industry standards relating to occupational health and safety.
- Promoting physical and mental well-being of employees.
- Integrating health and safety considerations into business planning and operational decision-making.
- Encouraging active participation of employees in health and safety initiatives.
- Continually improving the effectiveness of the Company's Occupational health and safety management systems through regular monitoring, audits, and management reviews.

4. Guiding Principles

The Company shall:

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4.1 Legal and Regulatory Compliance

The Company shall comply with all applicable health and safety legislation, regulatory requirements, industry standards, and internal policies relating to occupational health, workplace safety, fire protection, emergency preparedness, building safety, employee welfare, and environmental health.

4.2 Risk Management

- Identify workplace hazards.
- Assess occupational health and safety risks.
- Eliminate hazards wherever reasonably practicable.
- Implement engineering, administrative, and procedural controls to minimize risks.
- Conduct periodic risk assessments.
- Periodically review existing and emerging health and safety risks.
- Maintain appropriate risk registers and action plans

4.3 Safe Work Practices

Promote safe operating procedures across all business activities through:

- Standard Operating Procedures (SOPs)
- Safe work instructions
- Permit-to-work systems, wherever applicable
- Regular inspections and audits
- Equipment safety inspections and preventive maintenance.
- Workplace inspections and compliance audits.
- Appropriate use of Personal Protective Equipment (PPE).

4.4 Health Promotion

Support employee health by encouraging:

- Preventive health check-ups
- Wellness initiatives
- Mental health awareness
- Ergonomic workplace practices
- Stress management programs
- Health education and awareness campaigns
- Healthy lifestyle initiatives.

4.5 Training and Awareness

The Company shall ensure that employees and relevant stakeholders receive appropriate health and safety training, including:

- Safety induction programmes.
- Role-specific safety training.

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- Refresher programmes.
- Fire and emergency response training.
- First-aid awareness.
- Occupational health awareness programmes.
- Contractor safety orientation.

Training effectiveness shall be reviewed periodically.

4.6 Emergency Preparedness

The Company shall establish and maintain emergency preparedness measures including:

- Emergency response plans.
- Fire detection and suppression systems.
- Evacuation procedures.
- Mock drills and emergency simulations.
- First-aid facilities and trained responders.
- Disaster recovery and business continuity arrangements.
- Coordination with local emergency authorities where required.

4.7 Incident Reporting

Encourage prompt reporting of:

- Workplace Injuries
- Near misses
- Unsafe acts and unsafe conditions.
- Unsafe conditions
- Occupational illnesses
- Health and safety concerns
- Environmental incidents affecting workplace safety.

All reported incidents shall be investigated in a timely manner to identify root causes, implement corrective and preventive actions, and prevent recurrence.

4.8 Performance Monitoring and Continuous Improvement

The Company shall continually improve its Occupational Health & Safety Management System through:

- Periodic workplace inspections.
- Internal and external safety audits.
- Compliance reviews.
- Risk assessments.
- Incident trend analysis.
- Management reviews.

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- Employee feedback and consultation.
- Monitoring of key health and safety performance indicators.

5. Roles and Responsibilities

Board of Directors

The Board shall provide strategic oversight on health and safety matters as part of its governance responsibilities.

Senior Management

Senior Management shall:

- Demonstrate visible leadership and commitment.
- Allocate adequate financial, technical, and human resources.
- Ensure implementation of this Policy across all business functions.
- Integrate occupational health and safety into operational planning.
- Review health and safety performance periodically.

Managers and Supervisors

Managers shall:

- Implement this Policy within their respective functions.
- Identify and manage workplace hazards.
- Ensure compliance with safe work practices.
- Facilitate employee participation.
- Ensure completion of mandatory training.
- Report and investigate incidents promptly.
- Monitor corrective and preventive actions.

Employees

Every employee shall:

- Comply with applicable health and safety procedures.
- Take reasonable care of their own health and safety and that of others.
- Properly use Personal Protective Equipment where required.
- Promptly report unsafe conditions, hazards, incidents, and near misses.
- Participate in mandatory training, emergency drills, and safety programmes.
- Cooperate during investigations, inspections, and audits.

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Contractors and Visitors

All contractors, vendors, consultants, suppliers, service providers, and visitors shall:

- Comply with the Company's health and safety requirements.
- Follow applicable site-specific safety procedures.
- Use prescribed protective equipment where required.
- Report hazards and incidents immediately while on Company premises.

6. Occupational Health

The Company shall promote occupational health by:

- Providing and Maintaining hygienic workplace conditions.
- Providing adequate sanitation, drinking water, ventilation, and welfare facilities.
- Maintaining appropriate sanitation and welfare facilities.
- Supporting occupational disease prevention.
- Conducting health surveillance where applicable.
- Encouraging healthy lifestyles and preventive healthcare.

7. Mental Health and Well-being

The Company recognizes mental well-being as an important component of workplace health and shall encourage:

- Respectful workplace behavior.
- Prevention of harassment and discrimination.
- Employee well-being initiatives.
- Stress management awareness.
- Access to employee support programmes, where available.
- Stress management support.
- Access to employee assistance or counselling programmes, where available

8. Regulatory Compliance

The Company shall comply with all applicable health and safety laws, regulations, standards, and governmental requirements, including those relating to occupational health, industrial safety, fire safety, labour welfare, and emergency management.

9. Reporting and Monitoring

Occupational health and safety performance shall be monitored through appropriate qualitative and quantitative indicators, including:

- Workplace injury frequency.
- Near-miss reporting.
- Occupational illness reporting.
- Corrective and preventive action closure.

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- Safety inspections and audits.
- Training completion rates.
- Regulatory compliance assessments.
- Employee participation in safety initiatives.

Findings shall be periodically reviewed by Management to support continual improvement.

10. Communication

This Policy shall be:

- Communicated to all employees through appropriate internal communication channels.
- Made available on the Company's official website.
- Shared with contractors, consultants, vendors, and other relevant stakeholders, as appropriate.
- Included in employee induction and awareness programmes.
- Reviewed periodically to ensure its continued effectiveness and relevance.

11. Review of Policy

This Policy shall be reviewed at least annually, or earlier if required, to reflect changes in applicable legislation, organizational structure, business operations, stakeholder expectations, technological developments, or emerging occupational health and safety risks.

12. Responsibility for Implementation

The Human Resources Department, in coordination with Administration, Operations, the Environment, Health & Safety (EHS) function (where applicable), business heads, and facility management teams, shall be responsible for the effective implementation, communication, monitoring, periodic review, and continual improvement of this Policy.

All employees and persons working on behalf of the Company are responsible for supporting and complying with the requirements of this Policy within the scope of their respective roles and responsibilities.

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