



UTI ASSET MANAGEMENT COMPANY
LIMITED

EMPLOYEE HEALTH & SAFETY POLICY
(Updated up to 19th August, 2022)

SCOPE

A health and safety policy describes a course of action that has been chosen to influence workplace decision-making and guide actions related to workplace health. As workplaces and workspaces are transforming around us individual & collective wellbeing have become the focal points with enhanced focus on employee wellbeing and care. Given the challenges of today's environment, employee burnout is a lurking issue and if not given immediate attention can significantly affect the productivity of the workforce. The policy provides general guidance on a wide range of health and safety arrangements which apply to the firm's business activities.

PURPOSE

The Policy aims to achieve the following:

- To ensure that a healthy and safe environment is provided for all employees, outsourced personnel, contractors, customers and visitors.
- Identify, assess and manage the health & safety related risks, to be compliant with all applicable health and safety legal requirements.
- To provide appropriate safety guidelines to the employees to combat emergency situations.
- To carry out periodic risk assessments of the workplace, including risk identification, rectification and control.
- To ensure that accidents are investigated as appropriate, documented and reported in accordance with statutory obligations and best management practice, and remedial action taken to prevent recurrence.
- To address requirement of employees' health across their life stage, address physical & mental well-being of individual.
- Develop a dynamic programme that incorporates occupational health & well-being policy, promotes healthy lifestyles, fitness and emotional well-being.
- Purpose of this policy is for UTI to establish, promote and maintain the mental health and wellbeing of all team member's through workplace practices, and encourage individuals to take responsibility for their own mental health and wellbeing.
- Policy also aims to **create an environment in which mental health is valued and promoted**, mental disorders are prevented, and persons affected by these disorders are able to exercise culturally-appropriate health and social care in a timely way.

OUR APPROACH

- Attend health and safety training programmes as and when organized.
- Take preventive measures like compliance with management systems and regulations, awareness building, communication and forums for consultation and feedback, including reviews and audits.
- Initiate mitigation measures include post incident response handling and recovery measures.
- The Firm's Human Resources department manages occupational health as part of the internal programme through yearly health check-up programmes, safety programmes and organization facilitated forums.
- Health and safety is holistically embraced by UTI and plays an important part in consideration of business activities, hospitality and community investment and other partner and employee events.
- To incentivize individual compensation-benefit structures and follow an approach to encourage changed behaviours through both organization-facilitated forums/programs.
- Creating a culture where leaders & managers lead by example when it comes to focusing on their mental health, prioritizing work life balance when the life around seems out of balance.
- Increasing our efforts on reducing mental stress arising out of completing repetitive tasks. Bring automation wherever possible.
- **Leave nudges** to ensure employees know the importance of taking days off.
- UTI also has a comprehensive employee health insurance policy, Personal accident policy & Maternity benefit policy for women employees

OBJECTIVES

- Identify, assess and manage the safety related risks across operations and supply chain.
- Take appropriate measures to prevent workplace injuries and ill health, availability of on call doctor services. Availability of first aid boxes in all offices of the Corporation.
- Portable fire extinguishers of required type and capacity are installed at appropriate places and are examined at regular intervals internally as well as by external agencies.
- Set objectives and targets that result in continual improvement of our health & safety management & performance. Provide training, both generic and role-risk specific.
- Encourage employee involvement through feedback and consultation.

- Conduct periodic internal and independent reviews of conformance to health and safety management systems and performance through drills, simulations, etc.
- To ensure that accidents are investigated as appropriate, documented and reported in accordance with statutory obligations and best management practice, and remedial action taken to prevent recurrence
- Institute physical wellness programs that include expert talks, web chats, myth buster awareness, nudge programs for physical exercises, wellness podcasts, campaigns for Healthy Eating & its importance, yoga day programs, etc.
- Institute mental wellness program, induce in-house self-help tools to assess employee's emotional health periodically, leader stories on emotional wellbeing, setup formal psychological counselling support, mindful Mondays through meditation, etc.
- Also introduce programs such as Virtual fitness events, Workshops by HR on outdoor sporting/Dance Fitness/Photography & Guitar/Quiz Contests/E-story telling contests etc.

POLICY IMPLEMENTATION & REVIEW

UTI shall adhere to high standards of health and safety with regard to the implementation of this policy. The Head HR have the overall responsibility for implementing, monitoring and reviewing the health and safety policy periodically. This Policy may be amended, modified or supplemented from time to time for conformance to health and safety management systems of the Corporation.