

Integrated Health, Safety & Sustainability Policy

TKV Solutions Private Limited

Version:1.0.1

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Approved by: Board of Director

1. Policy Statement & Management Commitment

TKV SOLUTIONS Private Limited is committed to conducting its business responsibly, safely, and sustainably. We recognize that employee well-being, environmental responsibility, and ethical procurement are critical to long-term business success, regulatory compliance, and stakeholder trust.

This integrated policy establishes TKV SOLUTIONS' formal framework for:

- Health & Safety (H&S)
- Sustainable and responsible procurement
- Zero-waste and resource efficiency
- Recycling and waste management
- Continuous improvement in ESG practices

This policy is **formally endorsed by Senior Management** and applies to all employees, contractors, vendors, and partners operating on behalf of TKV SOLUTIONS.

2. Scope & Applicability

This policy applies to:

- All TKV SOLUTIONS offices, project sites, client locations, and remote work environments
- All employees (permanent, contractual, consultants)
- Third-party vendors, OEMs, system integrators, logistics partners, and suppliers

Compliance with this policy is mandatory.

3. Health & Safety (H&S) Policy

3.1 Objective

To provide a safe, healthy, and hazard-free workplace that prevents injury, occupational illness, and work-related risks.

3.2 Key Commitments

TKV SOLUTIONS commits to:

- Comply with all applicable Indian labor, workplace safety, and occupational health laws
- Identify, assess, and mitigate workplace risks proactively
- Maintain safe working conditions at offices, data centers, warehouses, and client sites

- Promote a culture of safety ownership and accountability

3.3 Health & Safety Program

- Documented H&S procedures covering electrical safety, hardware handling, ergonomic risks, and site work
- Mandatory safety induction for new employees and project staff
- Periodic safety audits and risk assessments
- Incident reporting and corrective action mechanism
- Emergency preparedness including fire safety, evacuation plans, and first-aid readiness

3.4 Employee Responsibilities

Employees are required to:

- Follow safety instructions and procedures
- Report unsafe conditions or incidents immediately
- Use safety equipment where applicable
- Avoid actions that may endanger themselves or others

4. Sustainable Procurement & Purchasing Policy

4.1 Objective

To ensure that purchasing decisions consider environmental impact, ethical sourcing, lifecycle costs, and compliance with sustainability standards.

4.2 Principles of Sustainable Procurement

TKV SOLUTIONS shall:

- Prefer suppliers with responsible environmental and labor practices
- Encourage OEMs and vendors with energy-efficient, RoHS-compliant, and recyclable products
- Evaluate suppliers not only on price but also on sustainability, compliance, and reliability
- Avoid procurement from vendors engaged in illegal, unethical, or environmentally harmful practices

4.3 Supplier Expectations

Suppliers are expected to:

- Comply with applicable environmental, labor, and safety laws
- Reduce packaging waste where feasible
- Support recycling or take-back programs for hardware and consumables

- Cooperate with sustainability audits if required

5. Zero Waste Policy & Waste Management Plan

5.1 Zero Waste Objective

TKV SOLUTIONS aims to minimize waste generation and move progressively toward a **zero-waste workplace** by reducing, reusing, and recycling resources.

5.2 Waste Reduction Measures

- Digital-first processes to reduce paper usage
- Controlled procurement to avoid excess inventory
- Reuse of hardware components wherever feasible
- Preference for reusable and recyclable office materials

5.3 E-Waste Management

- Responsible disposal of electronic waste through authorized recyclers
- No unauthorized dumping of electronic or hazardous waste
- Secure data wiping before disposal of IT assets

6. Recycling & Composting Program

6.1 Recycling Program

TKV SOLUTIONS maintains a documented recycling program that includes:

- Segregation of waste (paper, plastic, metal, e-waste)
- Tie-ups with certified recycling agencies
- Awareness programs for employees on waste segregation

6.2 Composting (Where Applicable)

- Organic waste from office premises may be composted internally or through authorized vendors
- Pantry and cafeteria waste segregation is encouraged

7. Environmental Responsibility & Resource Efficiency

TKV SOLUTIONS is committed to:

- Energy efficiency in IT infrastructure and office operations
- Optimizing power consumption in servers, networking, and hardware deployments
- Reducing water usage where applicable
- Encouraging remote work and digital collaboration to reduce carbon footprint

8. Governance, Roles & Responsibilities

Senior Management

- Approves and endorses this policy
- Ensures allocation of resources for implementation
- Reviews policy effectiveness periodically

HR & Administration

- Policy communication and employee training
- Health & safety program execution
- Record-keeping and compliance tracking

Employees & Contractors

- Adherence to policy requirements
- Active participation in safety and sustainability initiatives

9. Monitoring, Review & Continuous Improvement

- This policy shall be reviewed annually or upon significant regulatory or operational changes
- Internal audits may be conducted to assess compliance
- Feedback from employees and stakeholders will be considered for improvements

10. Policy Enforcement & Non-Compliance

Failure to comply with this policy may result in:

- Disciplinary action for employees
- Contractual penalties or termination for vendors and partners

11. Policy Approval & Endorsement

This Integrated Health, Safety & Sustainability Policy is formally approved and endorsed by the Senior Management of **TKV SOLUTIONS Private Limited** and is effective from the date of publication.