

General Health & Safety Policy

Manjeet Kumar and Company

(Chartered Accountants)

Version: 1.1

Effective Date: 1 January 2025

1. Policy Statement

Manjeet Kumar and Company (“the Firm”) is committed to providing a **safe, healthy, and secure working environment** for all employees, articles, trainees, interns, visitors, and associates. The Firm aims to prevent workplace injuries, promote well-being, and ensure compliance with applicable safety norms.

2. Scope & Applicability

This Policy applies to:

- All employees (permanent, temporary, contractual)
 - Articles, trainees, interns
 - Consultants, visitors, and vendors
at office premises and client locations where Firm work is performed.
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3. Responsibilities of the Firm

The Firm shall:

- Maintain clean, hygienic, and safe office premises
 - Provide safe furniture, electrical fittings, and equipment
 - Ensure adequate lighting, ventilation, drinking water, and sanitation
 - Take reasonable precautions against fire, electrical, and physical hazards
 - Display emergency contacts and evacuation instructions
 - Comply with applicable health and safety laws
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4. Responsibilities of Employees

All employees and associates shall:

- Follow health and safety instructions
 - Use office equipment responsibly
 - Maintain cleanliness and discipline
 - Report unsafe conditions, hazards, or incidents immediately
 - Avoid conduct that may endanger self or others
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5. Ergonomics & Workplace Health

The Firm encourages:

- Proper sitting posture and workstation setup
 - Periodic breaks to reduce eye strain and fatigue
 - Safe and reasonable use of computers and electronic devices
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6. Fire, Emergency & First Aid

- Employees must familiarize themselves with emergency exits
 - Fire safety equipment shall not be misused or tampered with
 - Basic first-aid arrangements shall be maintained
 - In emergencies, employees must follow management or authority instructions
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7. Health, Hygiene & Wellness

The Firm promotes:

- Cleanliness and hygiene at the workplace
 - Responsible conduct during illness
 - A respectful, stress-free, and professional work environment
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8. Accident & Incident Reporting

- Any accident, injury, or near-miss must be reported promptly to management
 - Appropriate corrective and preventive measures shall be taken
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9. Prohibited Practices

The following are strictly prohibited:

- Smoking or prohibited substances on office premises
 - Tampering with electrical or safety equipment
 - Any unsafe or reckless behavior
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10. Policy Review & Compliance

This Policy is effective from **1 January 2025**.

The Firm reserves the right to amend this Policy as required.

Compliance is mandatory, and violations may attract disciplinary action.