

Occupational Health & Safety Policy

Version: 1.0

1. Purpose

Nell Infotech Pvt Ltd is committed to providing a safe, healthy, and secure work environment for all employees, contractors, consultants, interns, and visitors.

As Nell Infotech Pvt Ltd is engaged in software development and staff augmentation services, we recognise our responsibility to maintain workplace health and safety standards that support employee well-being, productivity, and legal compliance.

2. Scope

This policy applies to:

- All permanent employees
 - Contractual employees
 - Interns and trainees
 - Consultants
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3. Policy Statement

Nell Infotech Pvt Ltd is committed to:

- Providing a safe and healthy work environment
 - Preventing workplace injuries, illness, and accidents
 - Identifying and minimising workplace risks
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4. Health & Safety Commitments

4.1 Safe Workplace Environment

Nell Infotech Pvt Ltd shall ensure:

- Clean, hygienic, and well-maintained office premises
 - Proper lighting and ventilation
 - Safe electrical systems and equipment
 - Emergency exits and evacuation procedures
 - Fire safety equipment
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4.2 Ergonomic Work Environment

Considering the nature of software development work, the organisation shall promote:

- Proper workstation setup
 - Ergonomic seating arrangements
 - Screen-time management
 - Breaks to reduce eye strain and physical discomfort
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4.3 Prevention of Workplace Hazards

The organisation will identify and mitigate risks related to:

- Electrical hazards
 - Fire risks
 - Slips, trips, and falls
 - Workstation-related health concerns
 - Stress and fatigue
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4.4 Emergency Preparedness

The organisation shall maintain:

- Emergency contact details
- First-aid facilities
- Fire evacuation plans
- Incident reporting procedures

Employees must immediately report any unsafe condition or incident.

4.5 Health and Well-being

The organisation encourages:

- Work-life balance
 - Reasonable working hours
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4.6 Safety of Female Employees

Nell Infotech Pvt Ltd is committed to ensuring a safe and respectful workplace for all female employees.

Measures include:

- Safe workplace environment
 - Zero tolerance for harassment
 - Compliance with Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
 - Secure working conditions during extended working hours, if applicable
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5. Roles and Responsibilities

Management

Management shall:

- Provide necessary health and safety resources
- Ensure policy implementation
- Review safety measures periodically

Employees

Employees are expected to:

- Follow workplace safety guidelines
 - Use equipment responsibly
 - Report hazards, incidents, or unsafe practices immediately
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6. Incident Reporting

All workplace accidents, near misses, injuries, or unsafe conditions must be reported to HR or management immediately.

All reported incidents will be investigated and corrective action will be taken.

7. Non-Compliance

Violation of safety rules may result in disciplinary action as per company policy.

8. Policy Review

This policy shall be reviewed periodically to ensure effectiveness and legal compliance.

9. Approval

Approved By: Manisha Jadhav

For Nell Infotech Pvt Ltd

Director [HR& Operations]
