

Safety & Environmental Protection Policy

Novaphene is committed to ' Safety & Environmental protection', and truly believes that by strict adherence to these policies, we can avoid any accidents / damages to our employees or the environment during any of our business processes.

It is our responsibility to ensure environmental protection and safety of our employees.

Management Responsibilities

It is Novaphene's objective to achieve excellence in Safety and Environmental Protection by eliminating or reducing as far as practically possible the potential of personal injuries, property damage and impact to the environment and community arising out of its operations. This will be achieved through continuous improvement and commitment and participation of the company and its employees, which we achieve it through collective efforts.

Novaphene and its Business Associates, shall take every possible care to prevent incidents, which may result in personal injury, property damage, impact to the environment or community. The line organization has direct responsibility to achieve Novaphene's Safety Objectives and hence each member or management and supervisory staff shall accept his responsibility towards the safety of employees, protection of Company property and impact on the environment and community.

- Any unsafe condition that may result in an accident shall be avoided. It is Novaphene's objective to eliminate hazards through choice of latest design and sound engineering and maintenance practices.
- Novaphene & its Business Associates, shall involve employees at all levels by forming safety committee on the matters related to Health, Safety and Environment.
- In annual appraisal of employees, their performance related to health and safety will be given importance while deciding on their career advancement.



- Observance of safe work practices shall remain a condition of employment. Employees, Contractors, Our Business Associates and their employees working on Novaphene's behalf and transporters involved have an obligation to work in the safest possible manner in accordance with Novaphene's safety procedures and to comply with all Safety and Environmental rules and regulations.
- Management systems and operating procedures will be developed and resources allocated for identification, evaluation and control of workplace and process-related hazards.
- While deciding on purchase of any plant, equipment, machinery, laboratory and material as well as selection and placement of personnel effect on safety and health will be considered.
- Routine education training and communication are recognized as essential elements of Company's Safety, Health and Environmental Protection Objectives. All employees shall be educated in workplace and process-related hazards and trained in safe work practices through communication at every level in the organization.
- Safety, Health and Environmental Protection not only makes good business sense but also helps the individual to prevent personal injuries both on and off the job to maintain and improve productivity and employee morale. Novaphene is committed to its employees well being and safety.
- Waste Minimization, recycling and cleaner technologies shall remain an on-going exercise.
- Renovation of existing factory and construction of new facilities shall be taken up only within the frame work of the Safety, Health and Environmental Policy.
- Ensure that, Safety procedures are reviewed from time to time and upgrade the systems accordingly.

Employee Responsibilities

- All employees' carry a legal obligation to take reasonable care of their own health and safety.
- Reporting hazards found in the Agency's own premises and in premises managed by the Agency / Business Associate.



- Reporting their health and safety concerns (including those related to the activities of tenants)
- Reporting accidents and potentially serious incidents (those which they are involved in, witness or witness or become aware of)
- Complying with health and safety standards and procedures established by others (e.g. tenants or contractors or NOVAPHENE's Business Associates)
- Drawing attention to the need for specific health and safety arrangements or procedures (or for the improvement of existing ones).

This policy will be distributed to all employees of Novaphene. Any amendments will be issued to all employees. It will be regularly reviewed and updated to take into account any new legislation or any suggestion from Employee / Associates / Clients / Regulators.