

Document No.: DNXT/ OHS/V3/01042025

Version: 3.0

Effective Date: 01. April .2023

Last Review Date: 01. April.2025

Next Review Date: 01. April.2026

Approved By: PROPRIETOR Dot. Next



Occupational Health & Safety (OHS) Policy

1. Purpose

The purpose of this Occupational Health & Safety (OHS) Policy is to affirm Dot Next's commitment to providing a safe, healthy, and productive workplace. We aim to prevent accidents, occupational illnesses, and unsafe practices while ensuring compliance with Indian labour laws and global standards.

2. Scope

This policy applies to:

- All Dot Next employees (permanent, contractual, interns, and consultants).
- Visitors, vendors, contractors, and business partners working within Dot Next premises.
- All workplaces, offices, and project locations in India and abroad.

3. Policy Statement

Dot Next is committed to:

- Maintaining a safe and hazard-free working environment.
- Complying with all applicable **Indian occupational health & safety laws** and relevant international standards.
- Providing appropriate resources, tools, and training to prevent workplace accidents and occupational illnesses.
- Encouraging employee participation in health & safety programs.
- Promoting a culture of health, wellness, and work-life balance.

Dot Next strictly prohibits:

- Unsafe work practices, negligence, or violation of safety rules.

- Any form of harassment, intimidation, or conduct that may endanger health and safety.

4. Compliance & Legal Framework

This policy is aligned with:

- The **Factories Act, 1948** (where applicable).
- The **Occupational Safety, Health & Working Conditions Code, 2020**.
- The **Employees' Compensation Act, 1923**.
- The **Indian Penal Code** provisions relating to workplace safety.

5. Implementation Measures

Dot Next will:

- Conduct periodic risk assessments and audits of workplace safety.
- Provide necessary equipment, ergonomic furniture, and IT infrastructure to support employee well-being.
- Maintain fire safety, electrical safety, and emergency response procedures.
- Conduct regular awareness and training sessions on health, safety, and ergonomics.
- Establish protocols for first aid, medical emergencies, and disaster preparedness.
- Ensure compliance by vendors, contractors, and service providers with OHS standards.

6. Reporting Mechanism

Employees, contractors, or visitors may report unsafe conditions or health & safety concerns through:

- **Confidential Email:** contact@dot-next.in

All reports will be investigated promptly, confidentially, and corrective action will be taken.

7. Roles & Responsibilities

| Role | Responsibility |
|--|---|
| Proprietor | Approves the policy, ensures overall compliance with legal requirements, and sets a culture of safety and integrity. |
| Engagement Partner / Compliance Officer | Supports implementation of the policy, oversees day-to-day compliance, conducts audits, and addresses health & safety concerns. |

| Role | Responsibility |
|--------------------------------|---|
| HR Department | Vendor/employee screening, training, safety awareness programs, record maintenance, and coordination of grievance handling. |
| Employees / Contractors | Follow all safety rules, comply with this policy, promptly report hazards or violations, and maintain ethical and safe conduct. |
| Vendors / Partners | Adhere to Dot Next's health & safety standards, contractual obligations, and ensure safe practices during business engagements. |

8. Review & Updates

- This policy will be reviewed **annually** or earlier if required by law, operational changes, or business needs.
- Revised versions will be documented with updated version numbers, approval, and review notes.

9. Document Control

| Version | Date | Prepared By | Reviewed By | Approved By | Changes / Remarks |
|---------|------------|-------------|-------------------|-------------------|---|
| 1.0 | 01.04.2023 | Sujit Swain | Ajit vijay hogade | Ajit vijay hogade | Initial Release |
| 2.0 | 01.04.2024 | Sujit Swain | Ajit vijay hogade | Ajit vijay hogade | Annual Review – Minor Edits |
| 3.0 | 01.04.2025 | Sujit Swain | Ajit vijay hogade | Ajit vijay hogade | Strengthened legal compliance & safety training commitments |

Signed: *Ajit Hogade*
 AJIT VIJAY HOGADE | PROPRIETOR
 DOT NEXT TECHNOLOGIES
 Date: 01.04.2025