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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