

Occupational Hazard and Risk Policy

BEST CAPITAL SERVICES LIMITED

Registered Office:

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CIN NO: U67120RJ1995PLC009942.

This Occupational Hazard and Risk Policy reviewed and approved in the Board meeting held on 01.04.2025.

Best Capital Services Limited (BCSL) is committed to providing a safe and secure work environment for all its employees. To this extent we assess the occupational hazards and risks faced by our employees from time to time and the management takes necessary decisions and actions to mitigate them.

Definitions in the Policy –

- **Occupational Hazard:** At work, a hazard is anything that may cause harm to the employees or the organization, such as lighting conditions, poor sanitation, employee safety while on motorbikes, traveling to customer locations, accidents, cash handling, theft or robbery, long stressful working hours etc.
- **Risk:** A risk is the chance, high or low, that employees could be harmed by these and other hazards, together with an indication of how serious the harm could be.
- **Risk Assessment:** A risk assessment is a careful examination of what, in the workplace, could cause harm to the employees. It identifies the hazard and the required control measures.

Objective of the occupational and risk policy is –

- To provide a framework to assess the occupational hazards, employees' health and safety risks and takes steps to mitigate them in compliance with the local laws.
- To help BCSL lay down a process to document, report, and investigate all occupational accidents, injuries or diseases.

Provisions of the Policy –

- BCSL conducts a workplace risk assessment at the head office and for all the branches at least annually using the template in annexure 1.
- Based on the findings from the workplace risk assessment and our understanding of the workplace occupational risk hazards, BCSL has put in place the following broad measures:
 - a. **Facilities at the premises:** safe drinking water, sanitation facilities, well – ventilated office and branch setups, adequate lighting facility and well-designed workstations.
 - b. **Building and Fire Safety:** at the time of selecting any office premises (branches/HO/ CDL) the check list for selection includes –
 - i. Stability of the building
 - ii. Proper exit plan in case of emergencies
 - iii. Proper drainage facilities to prevent water logging in front of the offices

- c. **Staff Training:** Staff training on preparedness for natural or manmade disasters¹
- d. **Employee Personal Protective Equipment and Benefits:** All employees are mandated by BCSL to travel on motorbikes with a helmet. BCSL provides all its employees with a medical and life term insurance benefit as well.
- e. **Theft or Robbery:** All branches have locker facility for maintaining petty cash. All other cash collections are deposited in the bank on a daily basis either by Cash Management Services or employees of the respective branch. A key management register is to be maintained at the Branches and Head Office on a daily basis and should be audited by HR/Admin on a periodic basis.

f. **Cash in Transit:**

Scheduled Cash Collections: is one in which the cash collection is scheduled on a weekly or monthly basis as per the fixed schedule. A collection sheet is generated one day prior for all fixed collection schedules. The schedule is shared with the respective employee responsible for collection.

It is necessary for the employee to carry the company ID card during all cash collections.

The employee is expected to collect the cash and bring it back to the branch. In case of any cash misappropriation/ mishap, the matter gets raised and investigated by the Internal Investigation Committee (IIC) and the same gets resolved accordingly.

Unscheduled Cash Collection: all those cash collections which are not scheduled are considered as unscheduled cash collections. For e.g. any default collections, advance collections. We also have certain cash movements such as: main cash movement between BCSL Branches or from BCSL Branches to bank. The employee is expected to collect the cash and bring it back to the branch. In case of any cash misappropriation/ mishap, the matter gets raised and investigated by the IIC committee and the same gets resolved accordingly.

- g. **Substance Abuse:** There is a zero-tolerance policy for any kind of substance abuse at the workplace. A Do's and Don'ts poster to be displayed in all branches, CDLs and HO.
- h. **Under COVID – 19 Circumstances:** Employees are mandated to wear a mask and follow social distancing both at the branches and in the communities that they operate in. We have a detailed COVID – 19 policy and procedure in place. This

has been detailed out in the HR Manual for further reference. This has also been circulated to all the employees and Do's and Don'ts have been displayed on the notice board in the Branches, CDL and Hos.

Implementation and Monitoring:

Implementation of the Risk Assessment: BCSL will undertake an annual occupational hazard and risk assessment by nominating a team (i.e. employees from head office and at a branch- level).

Monitoring of the Risk Assessment: HR and Admin will be responsible for implementation of the occupational hazard and risk assessment survey. The Audit team will monitor the implementation of this policy as a part of their internal audit process and checklist.

Communication of the policy to the employees:

All employees at BCSL will be provided a training on the occupational hazard policy once upon joining and further during the refresher training sessions. The policy shall also be documented in the BCSL Human Resource Manual.

Disciplinary Procedure in case of Non-Compliance: In case of non – adherence to the policy the employees will face sanction as per the disciplinary procedure mentioned in the BCSL Employees Code of Conduct.

AMENDMENTS:

This policy may be amended subject to the approval of Board of Directors, from time to time in line with the business requirement of the Company or any statutory enactment or amendment thereto.