|  |  |  |  |
| --- | --- | --- | --- |
| **Entity:**BPTP INTERNATIONAL TRADE CENTRE LIMITED | **Section:** SOCIAL POLICY | **Version:** V2 | **Effective Date:** 01.07.2023 |
| **Subject:** HEALTH & SAFETY OF EMPLOYEES |
| **Policy Owner:**C-HRO | **Review Date:**01.07.2024 | **Pages:** 1 |

**Health & Safety of Employees Policy**

**APPLICABILITY:** It applies to all projects, including both new construction and existing buildings at BPTP INTERNATIONAL TRADE CENTRE LIMITED.

**PURPOSE:** The purpose of prioritizing the health and safety of employees is to ensure a secure and conducive work environment. By implementing robust health and safety measures, we aims to protect employees from workplace hazards, reduce the risk of accidents or injuries, and promote their overall well-being. This commitment not only safeguards the physical health of employees but also contributes to their job satisfaction, productivity, and retention.

**POLICY OUTLINE:** The health and safety of employees refers to creating and maintaining a work environment that prioritizes the well-being and physical safety of the individuals who work there. It involves implementing policies, procedures, and practices to prevent accidents, injuries, and illnesses in the workplace. This can include providing proper training, ensuring ergonomic workstations, promoting mental health support, conducting regular safety inspections, and adhering to health and safety regulations. The goal is to create a work environment where employees can thrive and feel secure.

To support this policy, BPTP will:

* BPTP Limited is committed to providing a safe and healthy work environment for all employees. We prioritize the well-being of our workforce and aim to prevent occupational injuries, illnesses, and accidents.
* Responsibility of management to establish and maintain effective health and safety programs, policies, and procedures. All employees are expected to comply with health and safety guidelines, report hazards or incidents, and actively participate in safety training.
* Regular inspections will be conducted to identify workplace hazards, and appropriate measures will be taken to eliminate or minimize the risks. Risk assessments will be conducted for all job tasks, and control measures will be implemented to mitigate identified risks.
* Employees are encouraged to report all incidents, near misses, and hazards promptly. Thorough investigations will be conducted for all incidents to determine root causes and implement corrective actions.
* Emergency response plans will be developed, communicated, and practiced regularly. Emergency exits, evacuation routes, and assembly points will be clearly marked and maintained.
* All employees will receive appropriate health and safety training, including hazard awareness, emergency procedures, and safe work practices.
* Appropriate PPE will be provided to employees based on job-specific hazards and risk assessments. Employees will be trained on the proper use, maintenance, and disposal of PPE.
* BPTP Capital City will promote employee well-being through initiatives such as health screenings, wellness programs, and access to resources for mental health support.
* Closed Circuit Television (CCTV) cameras will be strategically placed throughout the premises to enhance security and monitor potential safety risks. The purpose of CCTV monitoring is to deter misconduct, enhance incident response, and ensure the safety of employees and visitors.

**RESPONSIBILITY:** Everybody involved in our endeavors to manage and oversee Health & Safety of Employees policy, including statutory (technical) authorities, subject matter experts, business associates, contractors, clients, occupants, and our own staff.

**AMENDMENTS:** This policy is subject to any changes in the applicable laws, rules and regulations by the management.