



JENDAMARK INDIA PVT. LTD

OPERATIONAL CONTROL PROCEDURE

HSE REQUIREMENT FOR THE SUPPLIER

OBJECTIVE

Inform the technical requirements of Health, Safety, and Environment – for the supply and activities to be carried out at Jendemark India Pvt. Ltd [hereafter referred to as JMKI], or on behalf of JMKI.

We emphasise that the requirements and recommendations contained in this document also applies to the Subcontractors, Suppliers, Visitors and the Contractor is responsible for all the events involving it.

Failure to comply with any of the provisions of this document will constitute severe misconduct, liable to penalty or contractual breach.

Prepared by: **MR** / Approved by: **CEO**

SPECIFIC HEALTH, SAFETY, AND ENVIRONMENT GUIDELINES AT JMKI

JMKI cares for the physical integrity of third parties performing activities at its premises and/or on its behalf.

Aiming at providing a safe and healthy environment, some minimum HSE guidelines are established and must be considered by the Companies during the Bidding stage to ensure compliance during the term of the Contract, as follows:

1. The employees of Contractors and Subcontractors must not access the operational areas of JMKI or areas on behalf of JMKI without proper authorisation.
2. The Contractor is responsible for coordinating the HSE services of its Subcontractors, whether they have their own HSE staff, or not.
3. Working days, rest periods, and intervals between shifts must be complied with as defined in local legislation. The Contractor must be aware of and meet the laws in force.
4. Upon severe and imminent risk condition to safety and/or health identified by Contractor's/Subcontractor's employee, the Right of Refusal must be granted to the employee, temporarily suspending the activities that he/she was performing until the corrections are implemented and such employee feels confident about performing the activities without any kind of punishment.
5. The Contractor must provide appropriate uniform to its employees and must not allow the use of damaged uniforms. The uniform must be in accordance with the work to be performed.
6. The Contractor must select and instruct its employees, so that all of them are able to understand safety messages and warnings.
7. JMKI reserves the right to suspend any work upon severe and imminent risk to the health and safety of persons, facilities, the environment, and community until the conditions of risk are eliminated.
8. The Contractor must ensure that HSE risks, aspects, and impacts relating to its activities, products, and services under its responsibility are identified, analysed, assessed, controlled or mitigated, and monitored. It must also guide its employees about the risks of the activities in which they are involved, as well as allow an employee to refuse (Right of Refusal) performing any task, activity, or operation they do not feel confident to execute.
9. The Contractor must meet the legal requirements and other HSE requirements applicable to its activities, products, and services, and in no event, is allowed to claim to be unaware of them.
10. Contractor must report any incident to the Contract Manager/Supervisor and HSE area of JMKI and participate in the analyses of incidents according to the internal standard of JMKI.

11. Contractors must provide basic HSE training to their employees –

- i. JMKI code of conduct
- ii. Local Emergency Preparedness Procedures
- iii. Personal appearance – clothing, shoes, jewellery, and accessories
- iv. Reporting of incidents
- v. Security information - Use of cell phones, cameras, or camcorders
- vi. Golden Rules of the Business Unit
- vii. Driving Rules - signs, maximum permitted speed, interaction with other road users, driving to conditions, PUC etc.

12. The Contractor must define and use Personal Protective Equipment (PPE) suitable to the risks of its activities and in accordance with legal requirements.

13. The Contractor must implement, maintain, and verify the efficiency of the Tidiness and Cleanliness Program, which is important to increase productivity, optimise resources, avoid accidents, and increase employees' satisfaction with the working environment.

14. The Contractor must ensure environmental controls such as water consumption, treatment or disposal of effluents, disposal of waste etc.

15. After the work completion at JMKI, the Contractor is responsible for transporting and/or disposing of waste. The necessary environmental licenses/authorisations must be ensured, the specific conditions of handling and transportation of waste must be met, and the evidence must be available during the term of the contract.

The following is not allowed:

- burning waste in external areas
- disposing any type of waste directly on soil or water bodies.

When performing activities for JMKI, the Contractors are responsible for the management, administration, and coordination of services, personnel, and equipment used to execute the object of the hiring and are liable for the safety and physical integrity of their employees and the environment.

Compliance with HSE obligations provided herein will not exempt the Contractors from adopting, following, and complying with other measures, legal or not, that may prevent risks and ensure the health, safety, and physical integrity of their employees and the environment.

If the information provided in the HSE documents made available to the Contractors is not sufficient to clarify doubts, the Contract Manager must be consulted for clarification.
