Health & Safety Policy

Version 2.8

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1. PURPOSE

AEL Data Occupational Health & Safety Policy would help the Organisation to the accidental loss of any of its resources, including employees and physical assets.

2. SCOPE
This policy applies to all users entering the AEL Data premises.

3. ROLES AND RESPONSIBILITIES

HR Manager/ Admin, IT & IS Head and all users within AEL Data are responsible for ensuring the Health & Safety policy of the Organisation.

4. PRINCIPLES:

AEL Data shall strive to provide a safe and healthy working environment and comply, in the conduct of its business affairs, with all regulations regarding the preservation of the environment of the territory it operates in. AEL Data shall be committed to prevent the wasteful use of natural resources and minimise any hazardous impact of the development, production, use and disposal of any of its products and services on the ecological environment.

AEL Data's mission is to create superior value for our stakeholders. The health and safety of our employees is of paramount importance. AEL Data's concern for them is

not only good corporate citizenship, it's also good business.

AEL Data is committed to a continuously improving Health & Safety Management System. Strict compliance with applicable regulations is considered a minimum standard - neither production goals nor financial objectives shall excuse non-compliance.

The core values of AEL Data's Health & Safety Management Systems are to:

- Create, maintain and promote a safe and healthful workplace for all employees.

- Comply with the intent as well as the letter of all relevant regulations at the Union State and local levels.

- Set goals and objectives and measure progress toward them. Prevent accidents and minimize environmental impacts.

- Encourage our contractors and suppliers to adopt standards similar to our own.

- These core values build on our tradition of quality, innovation, and continuous improvement. Each employee is personally responsible for making these values a part of everyday work life at AEL Data.

- Safety Policy: It is the policy of AEL Data to ensure the health, safety and welfare at work of all its staff

- Responsibility: The overall responsibility for safety within AEL Data rests with the CEO Implementation of this responsibility has been delegated as follows:

- The designated Safety Officer is responsible for Health and Safety, the fire alarm system, annual fire drill practices, the provision of First Aid services throughout the building, and training on health and safety issues.

- The Safety Officer may also, at his discretion, delegate particular aspects of the implementation of his duties to others.

- Monitoring: Health and Safety issues are subject to continual review and monitoring. Additionally, safety inspections of all parts of AEL Data are conducted annually to review, highlight and assess potential risks.

- Responsibility: Whilst it is AEL Data's responsibility to ensure, so far as possible, a safe working environment, safe working practices and adequate training, it is the responsibility of all staff, contractors and visitors in the premises to care for their own safety and the safety of others. This includes, but is not limited to: Maintaining safe working practices.

- Identifying possible hazards and bringing these promptly to the attention of those responsible.

- Undertaking any necessary safety.

- Being familiar with appropriate emergency procedures including knowledge of: i. appropriate escape routes; ii. location of fire extinguishers; iii. the emergency services number ; iv. how to summon a Paramedic

- Accidents: All accidents or 'near misses' should be reported, whether or not they involve personal injury. .

- Fire Alarm: On hearing the fire alarm, all personnel must evacuate the building by the nearest designated safe exit, closing (but not locking) any doors. They should proceed to the designated assembly point and not re-enter the building until the Fire Brigade or Safety Officer give the 'all clear'.

- In the case of fire, the alarm should be activated using the nearest accessible fire call point. Fire extinguishers are available for use if the fire is small and its spread can be easily contained without risk to personal safety. All staff must Familiarise themselves with the instructions on the fire extinguishers. If in any doubt, no must be made to
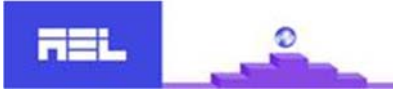
attempt to fight the fire.

- Four hours of fire resistance for storage repositories including all doors and the protection of openings (e.g. Auto fire dampers in air conditioning ductwork). Fire extinguishers and Fire auto sprinkler are fixed as fire suppression equipment in the workplace environment. Automatic fire suppression system.

- 24 hour smoke detectors linked to the fire station or security agency.

- Buildings are waterproof construction and Water services will not pass through the storage area

- Configured an alarm system that consists of both visual and audible signals (bells, sirens, whistles, blinking lights).

- AEL Data will hold the hard copies in Tamper Proof Cabinets (with Alarm) to preclude theft, unauthorised access, copying, alteration, substitution, disclosure or damage.

- The entry system in the facility is of solid construction to which only controlled access is possible. These facilities are equipped with CCTV and intruder detection systems.

- Access shall be available to authorised personnel only by means of biometric access control Standards and conformity assessment processes must be identified and adopted for AEL Data.

- Electrical equipment is checked on purchase and regularly inspected, tested where appropriate, and maintained throughout its working life. Electronic equipment and computers is visually inspected every 2 years, other portable equipment subject to high usage is tested every year, Air conditioners are visually inspected every year and tested every 3 years

- Appliances: Stoves Kettles, heaters and other similar appliances must not be used in offices

- Plugs and cables: Access to plugs and network ports must be kept free. Cables should be kept neat and routed so as to prevent entanglement. Multi-plug adapters should not be used. Extension reels must be fully unwound when in use.

- Offices: Offices must be kept reasonably tidy and uncluttered to allow cleaning and easy egress in the case of emergency. Corridors should be kept free of obstruction.

- Storage: Shelves must not be overloaded, and must be fitted with bookends fixed to the wall, where appropriate, to prevent heavy items falling on occupants. A ladder or 'step stool' should be used to gain access to high shelves: you must not climb on desks or chairs. Rubbish, loose paper and other flammable material must not be allowed to accumulate due to the fire risk.

Environment performance and Corporate Social Responsibility is an integral part of our "Spirit". To accomplish this, we will;

- comply with all applicable environment and related laws, regulations, codes of practices and other requirements

- take appropriate measures to identify, assess and manage the environment impacts of our existing and planned operations

- drive ecological sustainability in every dimension through carbon consumption foot print reduction, Positive water balance, Sustainable Waste management and preserving bio diversity.

- Build active and long term partnerships with the communities in which we operate to improve condition of the most disadvantaged amongst them

- Conduct business that achieves a balance or integration of economic, environmental

and social imperatives while at the same addressing stakeholder expectations.

- The company would also not treat these activities as optional ones, but would strive to incorporate them as an integral part of its business plan. The company would also encourage volunteering amongst its employees and help them to work in the communities.

- As regards Health & Safety, AEL Data promotes employee well-being as a strategic value and fundamental component in its success and is considered more than a traditional occupational health and safety. AEL Data takes appropriate measures to prevent workplace injuries and ill health and to provide employees with a safe and healthy working environment by considering evolving industry practices and societal standards of care. AEL Data assesses and manages the Health and Safety impacts and eliminate unreasonable risks of its existing, new activity or project, design and production of products & services.

Principal Components of Employee Wellness Procedure

Domain	Approach	Activity
Prevention	Workplace risk assessment	• Eye check-up • General Body check-up
Management	• Regular performance review meetings • Review jobs / responsibilities • Regular team meetings • Monitoring development and training, with personal development plans	Advising and taking appropriate action where necessary for issues such as attendance, work performance, accidents at work, sickness

Training	• Managing staff performance • Performance review • Introduction to management and health and safety issues	• Health and safety issues Ergonomics • First aid • Risk management
Support	• Professional counselling • Helpline services • Professional medical advice • Professional work related advice • Leave • Grievance redressal	• Providing avenues for relaxation • Preventing stress • Stress awareness • Learning to cope with stress Managing stress • Providing information on employee well – being • Encouraging informal and formal support systems

Organisational approaches:

Provide effective management and leadership

- Clear chain of command
- Available and accessible supervisors
- Effective time management

Define clear purpose, goal and roles for employees

Provide proper orientation Nurture team work

Develop peer support networks

Develop a plan for stress management

- Educate employees about stress management/prevention
- Mechanisms to identify stress
- Stress prevention (break from high stress jobs, adequate breaks from work, avenues for help within the organisation, networking with outside agencies to provide help and counselling, both for stress and mental disorders)

Individual approaches:

Manage workload

- Time management
- Effective workload- management

Develop a balanced lifestyle

- Proper diet
- Avoid junk food, caffeine, tobacco, alcohol
- Adequate exercise
- Adequate sleep and rest

Develop affiliations (social, societal, spiritual)

Keep contact with social supports

Stress reduction techniques

- Relaxation, deep breathing, yoga, meditation
- Recreation (music, other entertainment, exercise, time with family and friends)
- Have confidantes and open up emotionally Practice self-awareness
- Learn to recognize early symptoms of stress Accept that you may need help
- Examine personal prejudices and cultural stereotypes

5. MANDATES

- Occupational Health and Safety Act, 1993
- General Safety Regulations in terms of the Occupational Health and Safety Act

6. REFERENCE STATEMENTS

In order to ensure that AEL Data facilities are properly secured, security controls shall be implemented for all facilities. Access Controls – Shall include a minimum of locked doors to access the facility, except in those facilities where a receptionist is available to provide a buffer for access to the work spaces.

Proposed System:

Establishing an OSHAS in order to help systematically reduce our impacts on the environment

7. COMPLIANCE

7.1. Audits will be performed on a regular basis by authorized organizations/designated officers of AEL Data.
7.2. Audits will be managed in accordance with the Information Security Audit Procedure.
7.3. Every effort will be made to prevent audits from causing operational failures or disruptions.

8. EXCLUSIONS

There are no exclusions to the above guidelines

9. ENFORCEMENT

Any employee found to have violated this policy may be subject to disciplinary action as per HR & Admin Procedure.