



RAVIRAJ FOILS LIMITED. EHS PROCEDURE

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TITLE: Employee Engagement on Health and Safety Policy (Clause 11.2 - ASI Compliance)	DOC. NO.	RFL/EHS/PR/95
	REV. NO.	00
	EFFECTIVE DATE	20/08/2024
	REVIEW DATE	19/08/2025
	SUPERSEDES	NIL

1. Purpose

The purpose of this policy is to establish a robust mechanism for engaging Workers in Occupational Health and Safety (OH&S) matters at Raviraj Foils Ltd. This ensures that Workers have an effective platform to raise, discuss, and participate in the resolution of OH&S issues.

2. Scope

This policy applies to all Workers, including on-site Contractors, across all Facilities of Raviraj Foils Ltd.

3. Policy Statement

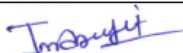
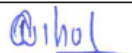
Raviraj Foils Ltd. is committed to providing Workers with mechanisms to actively participate in OH&S discussions and decision-making processes. This policy outlines the procedures for establishing such mechanisms and ensuring effective engagement.

4. Mechanisms for Engagement

Joint Health and Safety Committee:

Formation: Establish a Joint Health and Safety Committee or similar body to facilitate Worker involvement in OH&S matters.

Representation: Workers should be able to freely choose their representatives on the committee, either through a Labour Union or workforce nominations/elections.

PREPARED BY:	CHECKED BY:	APPROVED BY:
		
Safety Officer	Sr. EHS Officer	HR - Head
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Inclusion of Contractors: While on-site Contractors may not be eligible for committee membership in some cases, the committee should provide a mechanism for them to raise health and safety issues.

Regular Meetings:

Frequency: Hold regular meetings to discuss OH&S issues, review incidents, and address newly identified risks or hazards.

Incident Response: Ensure that the mechanism is responsive to incidents and can address both short-term and long-term health trends identified by Workers, Contractors, and management.

Record Keeping: Maintain records of meetings, including matters discussed, actions undertaken, and assigned responsibilities with clear timeframes.

Informal Processes:

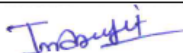
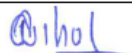
Additional Mechanisms: Implement additional informal processes such as suggestion boxes, 'Safety Shares,' or team meetings to gather input on OH&S issues and improvements.

Considerations: Ensure that these informal mechanisms account for factors such as gender, language, and levels of education to be accessible and effective for all Workers.

5. Implementation

Committee Formation and Operation:

Establishment: Form the Joint Health and Safety Committee with clear terms of reference and responsibilities.

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Elections/Nominations: Facilitate the process for Workers to elect or nominate representatives to the committee.

Functionality: Ensure the committee meets regularly and addresses OH&S concerns in a timely manner.

Meeting Management:

Agenda: Prepare and distribute agendas before meetings, highlighting key issues and proposed discussion points.

Documentation: Keep comprehensive records of meetings, including minutes, decisions made, and action items.

Communication Channels:

Informal Channels: Set up additional informal channels to gather Worker feedback on OH&S matters.

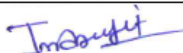
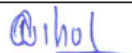
Accessibility: Ensure that informal processes are accessible to all Workers, considering diverse needs and backgrounds.

6. Roles and Responsibilities

Management: Responsible for establishing and supporting the Joint Health and Safety Committee, facilitating elections or nominations, and ensuring the mechanism functions effectively.

OH&S Team: Coordinate the setup and management of the committee, organize meetings, and maintain records.

Workers: Participate actively in OH&S discussions, provide feedback, and use available mechanisms to raise concerns.

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7. Points to Consider

Free Choice: Ensure Workers can freely choose their representatives and that these representatives are effective in addressing OH&S issues.

Fear of Reprisal: Protect Workers' rights to raise OH&S issues without fear of criticism or reprisal.

Inclusive Processes: Develop processes that accommodate different needs, including gender, language, and education levels.

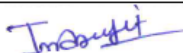
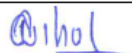
8. Review and Improvement

Regular Review: Periodically review the effectiveness of the engagement mechanisms and make improvements as necessary.

Feedback Integration: Incorporate feedback from Workers to enhance the effectiveness of OH&S engagement processes.

7. Revision History:

Sr. No.	Issue Date	Reason for revision	Revision No.	Obsolete Doc No.
1	20/08/2024	First Issue	00	-

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NIL

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Safety Officer

Sr. EHS Officer

HR - Head

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