



Doc. No.: SRPL/SOP/001a

SAFETY GUIDELINES

Dear Valued Partner/Team Members,

All manpower must have below mentioned PPE's

1. Safety Shoes- Reputed ISI mark
2. Helmet-ISI mark
3. Gloves
4. Full body harness with double lanyard- Reputed ISI mark
5. Reflective Jackets
6. Nose Mask
7. Sanitizer
8. Safety Lanyard with karabiner (10m,20m,30m, as per site requirement)
9. Safety Goggles/Face shield (For welding and cutting work)
10. Welder Apron (for welding and cutting work)

Documents to be submitted and maintained at site

1. ESI
2. PF
3. Medical fitness certificate with no COVID-19 symptoms from MBBS doctor.
4. 3 passport size photos
5. Aadhaar Card
6. Vendor Identity Card
7. Labour Registers-7nos (Muster Roll Register, Wages Register, Attendance Register, Overtime Register, Advance Register, Damage Deduction Register, Fine register)

As per Govt Rule, No Chile labour is allowed at site. If found strict legal actions will be imposed on immediate basis along with cancellation of work order with no payment and fine as per Govt Rule.

Vehicle Documents to be submitted before Engaging at site

(Hydra/Farana/Crane/Forklift/JCB/Auguring Machine/Borewell etc)-

1. RC
2. Insurance
3. Pollution
4. Third party inspection certificate of Vehicle
5. Third party inspection certificate of tools and tackles(belt, chains, d-shackles etc)
6. Vehicle specific Driving License (HMV/ Crane etc). Driver with LMV driving license not allowed.



Note-

1. Manpower details needs to be submit to us with all documents (mentioned above) to take approval from SRPL team. Manpower will not be allowed at site without approval from HSE, so please submit documents atleast 1 day in advance to take approval.
2. Each site will have site supervisor and one safety personnel (Having industry exepreince and relevant degree) to take care of the site
3. Any manpower travelling to site through shared/public transportation have to undergo a mandatory quarantine of 14 days. After completing 14 days quarantine they have to get tested by a MBBS doctor to confirm they don't have any symptoms of COVID-19.
4. Please arrange Industrial DB with sufficient number of industrial sockets and all the equipment (Drill m/c, Welding m/c, Grinder, Cutter etc.) must have industrial plug only, normal plugs are not allowed.
5. Basic Tool lost is attached for your reference. Kindly note tools requirement is not limited to the list, All tools required for the above mentioned work needs to be supplied by you. All Tools and Tackles along with loading unloading & Testing machineries is in your scope
6. Along with Work permit daily TBT Format needs to be submitted whose format is attached.

Although, we need to ensure that the above guidelines are to be followed without any supervision, as it is a matter of human life.

Still, we would impose the below rules strictly w.e.f. 1st August, 2020 to ensure the above guidelines are implemented at site, without fail:

1. Any person found not following the above safety guidelines would result in a penalty per day per person of Rs. 1,000 and a warning letter will be issued.
2. If any team member found again not following the safety guidelines a second warning would be issued with a fine of Rs. 2,500 per person per day.
3. On the 3rd instance, the contract would be terminated and a fine of Rs. 5,000 per person per day would be imposed and the same person wont be further allowed at site.

The whole intent is human life precaution and at no given point, construction activity should take place without ensuring proper safety measures and guidelines.

Also ensure that all members should be registered at PF ESIC and challan of PF ESIC return needs to be submitted for claiming payments against work done.

“Safety Rule – Prepare and prevent, don't repair and repent.”



SAURYAJYOTI RENEWABLES PVT LTD

Doc. No.: SRPL/SOP/001b
ANTI-BRIBERY GUIDELINES

“The Contractor” represents and warrants to “M/s Sauryajyoti Renewables Pvt. Ltd” that:

a) It is familiar with and will strictly comply with all applicable anti-bribery or anticorruption laws prohibiting the “The Contractor” and its officers, employees, agents and others working on its/his behalf, from taking corrupt actions in furtherance of an offer, payment, promise to pay or authorization of the payment or transfer anything of value directly or indirectly, including but not limited to cash, checks, wire transfers, tangible and intangible gifts, meals, favors, services and those entertainment and travel expenses that go beyond what is reasonable and customary and of modest value, to :

- (i) an executive, official, employee or agent of a governmental department, agency or instrumentality,
- (ii) a director, officer, employee or agent of a wholly or partially government owned or controlled company or business,
- (iii) a political party or official thereof, or candidate for political office, any public official, whether elected or appointed or
- (iv) an executive, official, employee or his/her family members or agent of a public international organization (“Government Official”),
- (v) any other person or entity which has a purpose and/or effect of public of commercial bribery or acceptance of or acquiescence in extortion, kickbacks, or other unlawful or improper means of obtaining business, while knowing or having reason to know that all or some portion will be used for the purpose of:
 - influencing any act, decision or failure to act by a Government Official in his or her official capacity,
 - inducing a Government Official to use his or her influence with a government or instrumentality to affect any act or decision of such government or entity, or
 - securing an improper advantage; in order to obtain, retain or direct business

b) Compliance with Applicable Anti-Bribery Prohibitions: It is in compliance, and will continue to be in compliance, with all applicable anti-bribery or anticorruption laws, including those prohibiting the bribery of Government Officials; he has not authorized, offered or made payments, and will not authorize, offer, or make payments, directly or indirectly to any Government Official in context of the transactions contemplated under this Agreement; no part of the proceeds received shall be shared directly or indirectly with any Government Official; and no part of the proceeds received will be used for any purpose that could constitute a violation of any applicable laws.

c) Compliance with Money Laundering Prohibition: It has complied, is currently in compliance, and will continue to comply with any applicable anti-money laundering laws, rules and regulations; and to its knowledge, no proceeding by or before any government authority with respect to money laundering laws is pending or threatened.

Notwithstanding any other provisions in any contract to the contrary, on any Party being in violation of Clauses above, the same shall be construed as breach of this Work Order / Purchase Order, and we will have all the rights to terminate this Work Order / Purchase Order forthwith on learning of information with relevant evidences giving it a factual basis to conclude that the Party accused of has violated or caused the other Party to violate the above Clauses without any further liabilities and without prejudice to any rights the other Party may have under law and the Work Order / Purchase Order.



Doc. No.: SRPL/SOP/001c
HAELTH SAFETY & ENVIRONMENTAL GUIDELINES

Purpose:

Create safety of all personnel & protection of assets including plant, equipment and infrastructure in all works executed or under execution in order to prevent any kind of accident or incident and near miss. It is to ensure proper health of all the staff working at site or in offices. To ensure environment is protected and all the statutory requirements related to environment protection are complied with.

Scope:

Procedures and Practices followed at all offices and sites.

Responsibilities:

All are responsible towards the Safety, Health and Environment Management activities. Site in-charge shall be responsible for ensuring and implementing the HSE policy and procedures. Office in-charge shall be responsible for ensuring and implementing the HSE policy and procedures.

A. Safety Management Activities

Definitions:

Safety: Safety is freedom from accidents and freedom from the fear of accidents.

Accident: An undesired event giving rise to death, ill health, injury, damage or other loss. (Accident is an unplanned unexpected event which causes or results in injury or damage to property and/or to environment).

Incident: Event that may convert to an accident or had the potential to lead to an accident.

Reportable Accident: All accidents where the injured person is unfit for more than 48 hours.

Fatal: Death resulting from an accident.

LTA (Lost Time Accident): An injury causing the following;

Disablement of an injured person beyond 48 hours including the days of accident and reporting to work back which also includes Sundays & holidays.

Immediate loss of any part of the body or any limb.

- Crushed or serious injury to any part of the body due to which loss of the same is obvious.
- Unconsciousness due to accident.
- Severe burns or scalds due to chemicals, steam or any other cause.
- Dangerous Occurrences: Following events can be considered as Dangerous occurrences.
- Collapse or failure of lifting appliances, hoist/cranes, conveyors etc.
- Collapse or subsidence of soil, any wall, floor, gallery etc.
- Fire & explosion.
- Spillage or leakage of hazardous substances.
- Collapse, capsizing, toppling or collision of transport equipment.
- Leakage or release of harmful substances (toxic gases, solids or liquids).
- Major Injury: - An injury, which requires medical treatment, causing any disablement of injured person from work less than 48 hours and the person resumes duty within 48 hours after an injury.



- Near – Miss Occurrence – An incident which is unplanned event that did not result in injury, illness, or damage, but had the potential to do so is referred to as Near Miss. These are incidents/ occurrences wherein a serious accident has not happened but could have happened or could happen, if the unsafe situation/ act continues.
- Major Fire – A fire would be considered as major fire if it meets at least one of the following criteria:
 - If the fire is for more than 15 minutes and/ or if there is a plant shut down because of the fire.
 - If the fire cause fatalities.
 - If the cost /loss of property exceeds INR 1 million.
 - Minor fire: Any other fire which is not major, but shall cause direct loss to the property would be considered as a minor fire.

Hazard: A hazard is a situation that poses a level of threat to life, health, property, or environment. Most hazards are dormant or potential, with only a theoretical risk of harm; however, once a hazard becomes 'active', it can create an emergency situation.

Risk: Combination of the likelihood and consequence(s) of a specified hazardous event occurring.

Objective:

The Safety management is to effectively eliminate occurrences of accident at all working places and to provide a safe working environment for the personnel as well as the plant & Equipment.

The specific Safety Objectives are

- To achieve zero accidents
- To increase awareness
- To identify unsafe act and unsafe conditions
- To use all norms of safety at every site.
- It needs to be remembered that:
 - All personnel need to avoid both unsafe acts and unsafe conditions and ultimately avoid the accidents.
 - It is mandatory to strictly comply with the legislation and regulations related to safety and health, enacted for protecting the employees from Industrial accidents.
 - Safety is freedom from accidents and freedom from the fear of accidents.

Safety Control Plan:

A Safety Control Plan shall be developed specific to each project site. The aim of this plan is to define the procedures and practices to be followed at site during construction, covering all activities related to the Safety Management. The primary purpose of this plan is to provide a guideline for preventing any accidents that may injure workers or damage property.

It is mandatory for all, including contractors and their personnel, to abide by all safety rules and other regulations imposed by the laws of local authorities and the laws of the country.

While preparing the safety control plan, consider the specific site conditions, location, monsoon rains which create poor site and road conditions due to intermittent heavy rain, thunderstorms, etc.

Roles & Responsibilities:

Safety In-charge: The Safety in-charge shall be a person nominated by the Owner and Contractor to ensure the implementation of Safety norms and he shall:



Ensure that the workers likely to be exposed to hazardous chemicals/ materials have access to appropriate Material Safety Data Sheets (MSDS) wherever applicable, and provide necessary mitigation measures.

Coordinate with owner/contractor for safe completion of work at site.

Ensure that all critical equipment's, tools & tackles etc. have a valid Statutory test Certificate and are in good condition before use and are properly disposed of if they are not useful for work.

Review and approve the subcontractor's safety procedures.

Ensure that workers are properly trained for their job assignments, including use of appropriate Protective Personal Equipment (PPE) and First Aid.

Know all State and Statutory Legislation Site Safety Rules and Guidelines.

Report each incident or injury in accordance with established procedures and assist in investigation.

Conduct daily inspections to ensure compliance with safety standards, codes, regulations, rules and orders applicable to the work concerned.

Advise immediately to higher authorities for the corrective action when any unsafe conditions or violations are observed & must has the authority to stop work in case of any danger.

Advise management of compliance and conditions requiring attention.

Check on the use of all types of personal protective equipment, evaluate effectiveness and suggest improvements of good housekeeping at site.

Safety In-charge of the Contractor shall:

- Implement safe methods and practices, deploy appropriate machinery, tools & supervise the safe working at site.
- Prepare a comprehensive and documented plan for implementation, monitoring and reporting of Safety, Health and Environment (SHE) and implement the same after its approval from Owner.
- Arrange suitable facilities for drinking water, toilets, lighting etc. as applicable as per Laws / Legislation at site and also arrange for Workmen Compensation Insurance, Third party liability insurance, registration under ESI/PF Act etc. as applicable.
- Arrange for protection equipment
- Comply with all the security arrangements at site.
- Ensure that equipment's used at site are correctly registered, controlled and maintained in sound working condition.
- Ensure availability of first Aid boxes and first Aid trained attendant.
- Ensure that all incidents including near-misses are reported to all concerned immediately.
- Inspect job site regularly and enforce all general safety rules and regulations at site.
- Be responsible for the prevention of accidents at his site.
- Ensure that all persons working at site are properly instructed on safe and proper working procedures.
- Advices prompt corrective action to Subcontractors and workers when any unsafe condition or violation observed.



- Use only tested lifting tools and tackles.
- Follow the work permit system at site.

Corrective Action:

Any unsafe condition or practice is detected should be immediately reported to the Safety In-charge.

Corrective measures should be immediately taken to overcome the unsafe conditions and work is carried out according to safety norms only.

If anybody fails to comply the instruction or neglects precautions described in the work permit, Safety in-charge shall issue a letter or instruction for corrective action. The unsafe work will be stopped and the work shall not be allowed to commence until corrective action has been taken.

Site Inspection:

Safety In-charge shall conduct routine safety inspection and record observations. During this inspection, special focus will be on:

Vehicles and equipment: Speed limit at the site controlled according to site and road condition, but must not exceed maximum 20 km/hr.

Alcoholic drinks, drugs & Pan / Gutka; shall not be used or allowed on the site at any time. Anyone who is found under the influence of, or in possession of, alcohol or drugs shall be removed immediately from the site and strict action will be taken against him.

Smoking is not allowed in stores and other specific confined areas, AC ducting system and other similar enclosure which may have gases or vapors harmful to persons.

Safety signs are displayed throughout the site and followed.

Head protection: All required work force uses safety helmet. Ensure that the Safety helmet is not altered or holes punched in hat.

Eye and face protection: All welders are using suitable equipment. E.g., Industrial grade safety glasses (with shield).

Hand protection: Use of hand gloves depending upon the material or equipment being handled. (Gloves should not be used near moving machinery)

Foot protection: All concerned work force to wear safety shoe/Gum boot. (Workers wearing sandals or barefooted are not allowed inside the project premises).

Accident prevention signs and tags: When hazardous work is to be performed, the appropriate signs and symbols have to be put before start of work and have been removed or covered promptly when the hazards no longer exist.

Caution signs are used to warn against potential hazards or to caution against unsafe practices.

All personnel must know where fire extinguishers are kept and how it is used. All inflammable materials are stored in properly barricaded areas.

All welding and cutting torches have to be equipped with flame valve, flash back arrester and gauges.

Refueling of petrol and diesel equipment is done only in prescribed areas under the supervision of Package engineer or in charge and with approved equipment. Refueling equipment with the engine running is prohibited. Workers shall take all measures to minimize spills and to clean up immediately spills that may accidentally occur.

First Aid facilities on the site are always available at site while any work is being done.

Handling of chemicals: Storage of chemicals in appropriate containers with proper labels is needed.

No outsiders near hazardous construction area without permission.

No climbing / working allowed without proper safety belt/Safety gear.

Nobody should walk on pipelines or false ceiling.

Good housekeeping should be maintained at worksite.

Only certified equipments/ machine and certified workmen are being used.



Common Hazards:

Some of the common hazards associated with various site activities are listed herewith for general information.

Excavation:

Fall of materials

Collapse/ caving-in /sliding of walls Fall of persons. Underground electrical cables & pipes

Concreting shuttering and Backfilling

Fall of persons/ material. Crushing of parts of body

Electric shock.

People hit by moving objects

Erection of equipment:

Fall of materials / Persons. Hit against existing object. Hit by moving objects. Loose soil.

Failure of lifting M/c Tool & Tackles Collapse of nearby excavations

Fabrication and welding

Electric Shock

Fall of Materials / Person. Exposure to UV & IR radiations. Flying of hot particles. Fire.

Short circuit.

Training:

Induction Training: All the workers are given safety induction training by Contractor/Safety In-charge prior to engaging them at site.

Safety Tool Box Talks: Daily 5 – 15-minute Safety Tool Box talks shall be given to all the workers by concerned site engineers/supervisors.

Emergency Preparedness

Separate area shall be identified as emergency assembly point and its board shall be displayed at site.

All-important telephone numbers in case of emergency shall be displayed at site.

Display of safety poster.

B. Health Management

Objective

The objective of the Health Management at site is to ensure that Health of all the personnel is safeguarded and their health is not affected due to improper working conditions at site.

Following shall be considered while working out the health management Plan: -

- Working Hours and Holidays and leaves
- Hygienic conditions at work, canteen and residence
- Requirements of Local Health and sanitary inspector/authority
- Medical assistance and facility
- General Work environment/conditions including Personal safety as covered under Safety management.



C. Environment Management

Definitions:

Environment: Surroundings in which Power plant operates including air, water, land, natural resources, flora, fauna, humans and their interrelation.

Environmental Aspect: All activities or products or services that has relation with environment.

Environmental Impact: Any change to the environment, whether adverse or beneficial, wholly or partially resulting from the operation of the power plant.

Environmental Objective: Overall environmental goal, consistent with the environmental policy of the Local statutory authority.

Prevention of pollution: Use of processes, practices, techniques, materials, products, services or energy to avoid, reduce, or control the creation, emission or discharge of any type of pollutant or waste, in order to reduce adverse environmental impacts.

Specific Requirements:

Following are the specific requirements for Construction Work:

Environmental Clearances by the concerned Pollution Control Board/local authority.

Adherence to legal norms regarding emissions, discharges and waste disposal affecting land, water & air.

Planning:

Planning for environment is done at engineering stage.

Equipment selection is done based on the environmental requirements for each and every site.

Clearances from the State Pollution Control Board are obtained prior to start of site works.

Environmental Management during Construction, Erection & Commissioning

Environment management mostly deals with adherence to legal requirements.

Identify the activities, products, services (direct/indirect) which are likely to have an adverse effect on environment.

Take positive measures towards protection of environment like:

Generating green belt within the premises.

Strict control on tree felling.

Neutralizing the chemicals before discharge.

Recycling of water.

Avoid spillage of chemicals and fuels.

Control emissions from DG sets/others.

Good House Keeping.

Waste from offices, sanitation etc. disposed properly.

Disposal of surplus earth, stripping materials to a designated place only.

Proper sanitation at site, office and labour camps.



Doc. No.: SRPL/SOP/001d

SOCIAL MEDIA-CODE OF CONDUCT GUIDELINES

Dear Valued Partner,

This code is with respect to the strict code of conduct policy with regards to the usage of Social Media Platforms such as Facebook, LinkedIn, Twitter, etc. and other similar platforms wherein the below guidelines are to be followed and adhered to, without any deviations:

- No promotional content related to any project/client which has been awarded by Sauryajyoti Renewables Pvt. Ltd. (SRPL) can be published on social media.
- No employee/sub-contractor can be tagged along in any of the posts, without his/her prior permission and consent to do the same.
- No pictures/videos can be posted of any of the project site where installation work is-in progress or has been completed, without prior information and permission from SRPL or the super Client.
- No reference of any project can be shared with the 3rd party without the knowledge/consent of SRPL or the Super Client.

- Any violations of any of the above points, will result in any or all of the following:
 - o Penalty would be imposed on the vendor/partner subject to a maximum of Rs. 1,00,000 (One Lakh Rupees).
 - o The on-going project can be terminated with immediate effect without any further payment.
 - o Vendor/Partner would be blacklisted from SRPL and their associates and Clients from all future projects.

*Please Note – Formal policy document shall follow shortly, however, the above policy is to be strictly adhered to with effect from 17th Oct'2020 onward