

SAFETY & SECURITY POLICY

ONWARD TECHNOLOGIES



ONWARD-HRO-P44: SAFETY & SECURITY POLICY

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1.0 PURPOSE

The purpose of this policy defines the safety & security incident response policy for all the employees in the organization.

2.0 SCOPE

This policy applies to all permanent employees as well as trainees, interns, and other individuals working in a non-permanent capacity in the company across all entities and geographies of Onward Tech.

3.0 OWNERSHIP/IMPLEMENTATION

The ownership & implementation of this policy lies with the HR Team and will be effective from the **01st May, 2023** & will continue to be in force unless superseded by a revised policy. The HR Department reserves the right to amend, abrogate & reinstate the entire policy or any part of it as & when it deems necessary.

4.0 POLICY

The company is firmly committed to the policy of enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of its employees, contractors, and authorized visitors.

4.1 RESPONSIBILITIES

- **Company:** Will provide and maintain as far as possible:
 - ✓ A safe working environment.
 - ✓ To consult and cooperate with workers in all matters relating to health and safety at workplace.

- **Employees:** Every employee has the responsibility to:
 - ✓ Comply with safe work practices, with intent of avoiding injury to themselves and others and damage to workplace and equipment's.
 - ✓ Take reasonable care of the health and safety of themselves and others.

- Despite our efforts to ensure safe working conditions, if an employee meets with an accident or becomes seriously ill while on the job, it should be intimated to the Local Admin, Reporting Manager & respective HR BP immediately.

4.2 RAISING INCIDENT

All employees must promptly identify, report and respond to any incident or suspicious activity observed or suspected that affects or may affect security at OT through the Incident Response Process.

1. Reporting Security Incidents

- a. Security incidents must be reported through SIRT procedure as quickly as possible.
- b. IR process must be followed for reporting and responding to security incidents.
- c. All employees and contractors must be made aware of the IR process.
- d. Feedback procedures must be established for communicating the outcome and findings of security incidents.

2. Reporting Security Weakness

- a. Users must report any observed or suspected information security weaknesses through SIRT procedure.
- b. Users must not attempt to prove or exploit a suspected information security weakness.

3. Reporting Software Malfunctions

- a. Users must report any software malfunction through IR process
- b. Procedures must be established for reporting software malfunctions.

4. SIRT – Security Incident Response Team

- a. Employees can raise an incident to SIRT team mentioned below.
- b. SIRT shall review the incident and take appropriate action to ensure safety and security of employees as well as organization assets.

Function	Contact Details
MR/CISO	securityteam@onwardgroup.com
System Admin/IS	ftpadmin_pune@onwardgroup.com
Legal/ Compliance	compliance@onwardgroup.com
HR	HRhelpdesk@onwardgroup.com
Delivery	securityteam@onwardgroup.com
Admin	securityteam@onwardgroup.com

Thanking You - HR Department

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