Objective

To define guidelines on issuance of Personal Protective Equipment to all associates of Construction Management team.

Applicability

This policy is applicable to all associates of Construction Management department (Construction Management, Quality Enhancement, Safety, EHS and Horticulture cells) & Full Time In-House Consultants on rolls of the Company in Construction Management department.

Policy Guidelines

1. All new joinees in Construction Management team will be issued a Personal Protection Equipment (PPE) Kit comprising of Helmet, Reflective Jacket & Safety Shoes.

2. The Talent Acquisition team will intimate the number of new joinees expected to join the site in advance to the concerned site Stores In-Charge so as to ensure availability of the PPE Kit to new joinees.

3. The expected life cycle of PPE items is given below:

   a) Safety Shoes – 12 months
   b) Reflective Jacket – 18 months
   c) Helmet – Until affected by impact of any accident or damage

4. In case of loss / damage of PPE items prior to completion of expected life cycle, the same will be reported to HRMS who will instruct Stores to reissue the same and the cost of the item will be recovered from the concerned associate. The debit value for early replacement of the items is given below:

   For associates at Level 2, 3, 4 & 5

   a) Safety Shoes – Rs. 1200/-
   b) Reflective Jacket – Rs.300/-
   c) Helmet – Rs.500/-

For associates at Level 0 & 1

a) Safety Shoes Rs. 2000/-
b) Reflective Jacket Rs. 300/-
c) Helmet Rs.500/-

5. HRMS will inform Payroll to recover the amount as per 4 above from associate's salary immediately after reissue of the item.

6. If any of the PPE gets damaged due to a poor site conditions leading to accident, the re-issue cost will be borne by the Company. The cost will be debited to the Project's Construction Budget. This will be subject to certification of the concerned Project Head.

7. At the time of resignation, an associate needs to return the Helmet back to the respective site Stores In-Charge.

8. In case an associate resigns prior to completion of life cycle of safety jacket and safety shoes, the corresponding amount (as per 3 and 4 above) will be recovered from the Full & Final settlement of dues.

9. The HRMS associate at site will have to sign off the Clearance Form required for Full & Final settlement.

10. The site Stores In-Charge will maintain a buffer stock of 10% of total strength of the associates at site.

11. The concerned associate has to approach the Stores Cell for reissue of PPE at least 15 days prior to the expiry of the life expectancy of each PPE item.