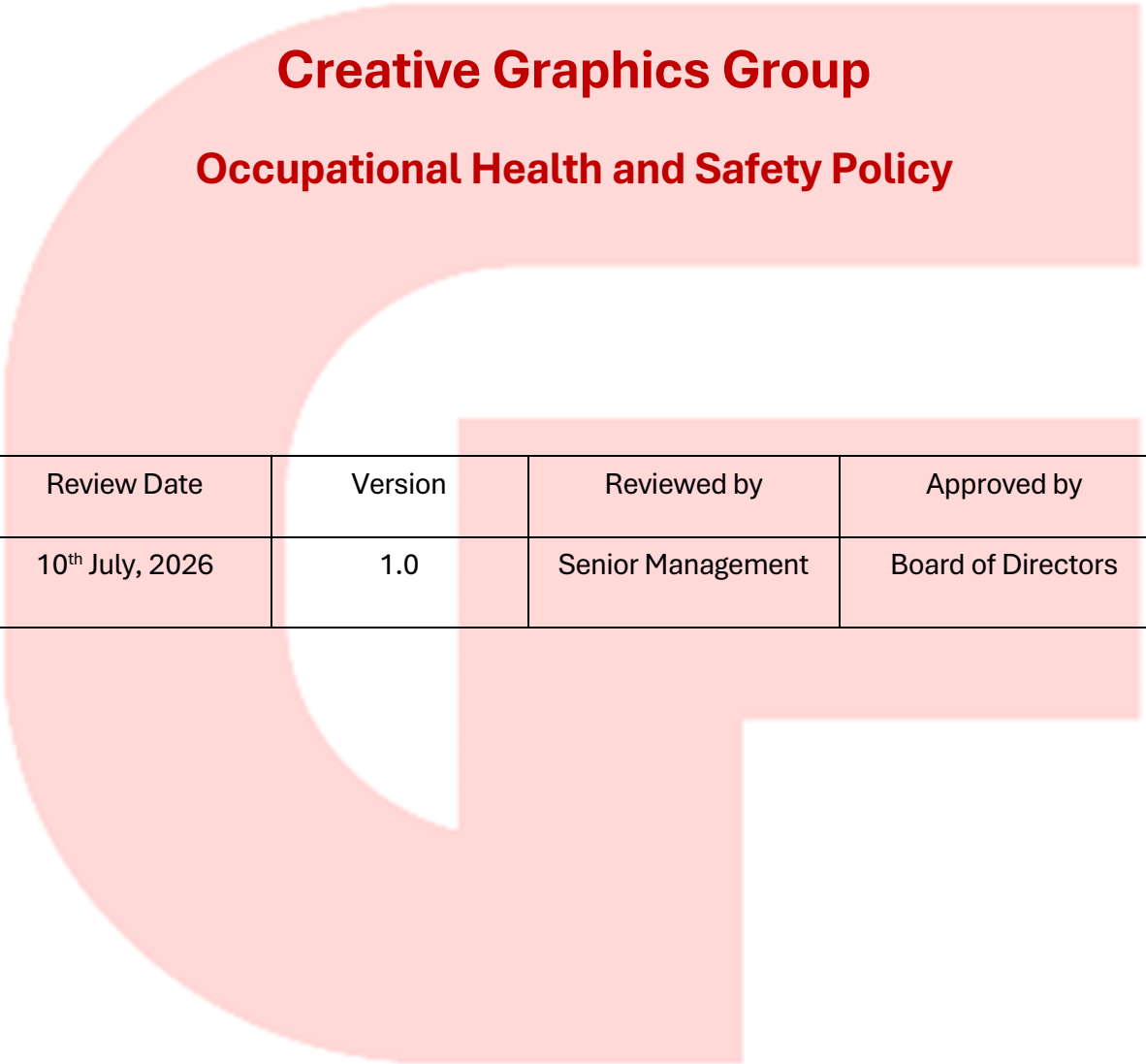




Creative Graphics Group

Occupational Health and Safety Policy

Review Date	Version	Reviewed by	Approved by
10 th July, 2026	1.0	Senior Management	Board of Directors

Table of Contents

1. Purpose	3
2. Scope.....	3
3. Definitions	3
4. Objectives.....	3
5. Policy Commitments	4
5.1 Legal Compliance and Standards	4
5.2 Hazard Identification and Risk Management.....	4
5.3 Personal Protective Equipment (PPE)	5
5.4 Emergency Preparedness	5
5.5 Health and Well-Being	5
5.6 Worker Consultation and Participation	5
5.7 Contractor and Procurement Controls	6
5.8 Incident Investigation and Corrective Action.....	6
5.9 Continual Improvement	6
6. Roles and Responsibilities	6
7. Grievance Mechanism.....	7
8. Communication and Training.....	7
9. Monitoring and Review	7
10. Related Policies.....	8

1. Purpose

Creative Graphics Group (hereinafter referred to as the “Company”) is committed to providing safe and healthy working conditions for the prevention of work-related injury and ill health appropriate to the purpose, size, and context of the organization.

The Company recognises that effective occupational health and safety (OHS) practices are integral to responsible business conduct and is committed to managing OHS risks, complying with applicable legal requirements, and continually improving its OHS practices and performance to protect the safety and well-being of all persons working at or visiting its premises.

2. Scope

This Policy applies to Creative Graphics Group and covers all offices, production facilities, warehouses, and any other premises operated by the Company. It extends to all full-time and part-time employees, contractual workers, vendors, and any other individuals engaged in activities on behalf of, or at the premises of, the Company.

3. Definitions

- **“Company”** refers to Creative Graphics Group.
- **“Policy”** refers to this Occupational Health and Safety Policy.
- **“Occupational Health and Safety (OHS)”** refers to the framework of policies, procedures, and practices designed to prevent workplace injuries, illnesses, and fatalities.
- **“Hazard”** refers to any source, situation, or act with the potential to cause injury, ill-health, or loss.
- **“Risk”** refers to the likelihood and severity of harm arising from exposure to a hazard.
- **“Incident”** refers to any unplanned event that results in, or has the potential to result in, injury, ill-health, damage, or other loss.
- **“Personal Protective Equipment (PPE)”** refers to equipment worn or used to minimise exposure to hazards that may cause workplace injuries or illnesses.

4. Objectives

The Company shall establish, monitor, and periodically review its OHS objectives to support continual improvement in workplace health and safety performance.

- Ensure that all identified workplace hazards are assessed and controlled within defined timelines, with priority given to higher-risk hazards and residual risks reduced to levels that are as low as reasonably practicable.
- Ensure that all new employees receive Occupational Health and Safety (OHS) induction training upon joining the Company to promote awareness of workplace hazards, safe work practices, emergency procedures, and their roles and responsibilities in maintaining a safe workplace.
- Conduct emergency preparedness and response drills periodically at each operational location to test readiness and identify opportunities for improvement.
- Ensure that all reported incidents and near-misses are investigated, root causes identified, and corrective actions implemented within agreed timelines, with relevant learnings shared to prevent recurrence.
- Promote a culture of worker participation by providing opportunities for employees, particularly non-managerial workers, to contribute to decisions affecting workplace health and safety.

Progress against OHS objectives shall be monitored through relevant performance indicators and reviewed periodically by Management and the Board of Directors as part of the Company's OHS governance and reporting processes.

5. Policy Commitments

The Company is committed to maintaining a safe and healthy workplace through effective occupational health and safety (OHS) practices that are appropriate to the size, nature, and operational context of its operations, and to continually improving its effectiveness to enhance safety performance. The following commitments reflect the Company's obligations under all the applicable Indian occupational health and safety legislation.

5.1 Legal Compliance and Standards

The Company shall comply with all applicable health and safety laws, regulations, and standards in India, including the Factories Act, 1948, the Building and Other Construction Workers Act, 1996, and any other relevant legislation applicable to its operations. Where industry best practices exceed regulatory minimums, the Company shall endeavour to adopt them progressively.

5.2 Hazard Identification and Risk Management

The Company shall establish and maintain a systematic approach to identifying workplace hazards and assessing associated occupational health and safety risks. It is committed to eliminating hazards, wherever practicable, and reducing occupational health and safety risks by implementing appropriate mitigation and control measures. The Company shall take all

reasonable steps to ensure that identified risks are effectively managed to prevent workplace injuries, illnesses, and incidents, while fostering a safe and healthy working environment for all employees and other relevant stakeholders.

5.3 Personal Protective Equipment (PPE)

The Company shall provide appropriate and functional PPE to employees where required by the nature of their work. Employees are expected to use the prescribed PPE consistently and report any defects or inadequacies promptly to the supervisors.

5.4 Emergency Preparedness

The Company shall establish and maintain emergency response procedures for foreseeable emergencies such as fires, medical incidents, and other workplace accidents. Emergency exits, first aid kits, and fire suppression equipment shall be maintained in accessible and functional condition. Emergency drills shall be conducted periodically across all office premises, production and warehouse facilities.

5.5 Health and Well-Being

The Company recognises that employee well-being extends beyond physical safety. The Company shall, to the extent practicable, take steps to address ergonomic and psychosocial factors that may affect employee health, including measures to manage excessive workload and promote a respectful work environment.

5.6 Worker Consultation and Participation

The Company recognises that meaningful worker involvement is essential to maintaining a safe and healthy workplace and is committed to providing all workers, particularly those in non-managerial roles, with opportunities to contribute to occupational health and safety decisions that affect them.

- **Worker Participation:** Workers shall be encouraged and enabled to participate in hazard identification, risk assessments, incident investigations, the development of safe work procedures, and the review of OHS performance through mechanisms such as safety walkthroughs, and direct reporting channels.
- **Worker Consultation:** The Company shall seek and consider workers' views before implementing changes that may affect their health and safety, including changes to work processes, the introduction of new equipment or substances, and the development or revision of OHS policies and procedures.
- **Protection from Retaliation:** Workers shall be protected from discrimination, reprisal, or any adverse action arising from reporting incidents or near-misses, raising health and

safety concerns, participating in investigations, or exercising their right to refuse unsafe work.

Every employee has the right to withdraw from a work situation that presents an imminent and serious risk to their safety, without facing adverse consequences for doing so.

5.7 Contractor and Procurement Controls

The Company recognises that its OHS responsibilities extend to contractors, vendors, and service providers engaged on its premises and is committed to ensuring that all external parties comply with applicable OHS requirements.

- The Company shall communicate its OHS requirements to contractors and service providers before the commencement of work. Such requirements shall align with the Company's [Supplier Code of Conduct](#), and where appropriate, the Company shall verify that contractors possess the necessary OHS competence and procedures relevant to the work being undertaken.
- The Company shall establish appropriate controls for outsourced processes and services that present OHS risks and incorporate OHS requirements into procurement and contractual arrangements.

5.8 Incident Investigation and Corrective Action

The Company is committed to ensuring that all incidents and near-misses are reported promptly, investigated to identify their root causes, and addressed through timely corrective actions to prevent recurrence and continuously improve workplace health and safety.

Investigation findings shall be communicated to relevant personnel and used to review and update risk assessments, safe work procedures, and training programmes. Where appropriate, workers involved in or affected by an incident shall be given the opportunity to participate in the investigation process and contribute to the identification of corrective and preventive measures.

5.9 Continual Improvement

The Company is committed to continually improving the suitability, adequacy, and effectiveness of its OHS practices to enhance workplace health and safety performance. Continual improvement shall be supported through periodic reviews of OHS performance, follow-up on corrective actions arising from incidents, audits and inspections, and consideration of worker feedback and other relevant inputs.

6. Roles and Responsibilities

- **Board of Directors:** Hold ultimate systemic accountability and oversight for the OHS practices, ensuring resource allocation and final policy alignment.
- **Head HR:** Acts as the designated Management Representative for the OHS framework, driving operational implementation, regulatory coordination, and reporting to the Board.
- **Departmental Heads and Managers:** Implement OHS requirements within their respective areas of responsibility. Conduct regular safety checks, ensure employees are aware of applicable procedures, and address reported concerns in a timely manner.
- **Employees and Contractual Workers:** Comply with all health and safety procedures, use prescribed PPE, report hazards and incidents promptly, and participate in safety training and drills.

7. Grievance Mechanism

The Company encourages all employees and relevant stakeholders to promptly report any occupational health and safety hazards, unsafe conditions, incidents, near-misses, or other safety concerns without hesitation. Concerns may be reported directly to the immediate supervisor, the Head HR, or any other designated personnel. Reports may also be submitted in writing or through the official email ID(s) designated by the Company for this purpose, as applicable. Where available, employees may also choose to raise concerns anonymously through the Company's Whistleblower Mechanism.

The Company is committed to ensuring that all reported concerns are acknowledged, investigated, and addressed in a timely and appropriate manner. Employees and other individuals who report occupational health and safety concerns in good faith, or participate in related investigations, shall be protected from any form of retaliation, discrimination, or adverse action. The Company encourages open communication and worker participation as essential elements of maintaining a safe, healthy, and responsible workplace.

8. Communication and Training

This Policy shall be accessible to all employees and stakeholders via the Company's website.

The Company shall provide mandatory OHS training at induction and periodically thereafter, covering workplace hazards, safe work practices, emergency procedures, and PPE usage. Refresher training shall be conducted following significant changes to processes or equipment. Any material updates to this Policy require communication to the Board of Directors and Senior Management prior to implementation.

9. Monitoring and Review

This Policy shall be reviewed periodically, or earlier if required by legislative, operational, or significant incident-related changes. The Head HR shall oversee the review process.

Safety inspections, incident investigations, and key OHS performance indicators shall be monitored and reported to Senior Management to support decision-making and corrective action.

10. Related Policies

This Policy should be read in conjunction with the following policies of the Company:

S. No.	Policy
1	Human Rights Policy
2	<u>Supplier Code of Conduct</u>
3	Sustainable Procurement Policy
