

## Health & Safety Policy

### 1. Policy Statement

Deepsense Digital Solutions is committed to providing a safe, healthy, and secure work environment for all employees, visitors, clients, contractors, and stakeholders. As a digital marketing and technology services organization, we recognize our responsibility to prevent workplace injuries, occupational health risks, and unsafe conditions.

We are committed to complying with all applicable health and safety laws, regulations, and statutory requirements and to continually improving workplace safety standards.

### 2. Purpose

This policy establishes the organization's commitment to:

- Protect the health, safety, and well-being of employees and stakeholders
- Prevent workplace accidents, injuries, and occupational illnesses
- Provide safe infrastructure, equipment, and working conditions
- Promote safety awareness and responsible behavior
- Ensure legal and regulatory compliance

### 3. Scope

This policy applies to:

- All employees (permanent, contractual, interns, trainees)
- Vendors, service providers, and contractors
- Clients and visitors

**Deepsense Digital Solutions Private Limited**

No 10, 3rd Floor, 1st Main Rd, United India Colony, Kodambakkam, Chennai, Tamil Nadu 600024 TN.

Ph: 044 - 4302 4282

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- All office premises and work-related locations
- Remote and work-from-home environments, where applicable

#### 4. Legal Compliance

Deepsense Digital Solutions shall comply with applicable health and safety requirements under:

- Occupational Safety, Health and Working Conditions Code, 2020
- Shops & Establishments Act (Tamil Nadu)
- National Building Safety & Fire Safety norms
- Local municipal and fire department safety requirements

#### 5. Health & Safety Commitments

The organization commits to:

##### 5.1 Safe Workplace Environment

- Maintain clean, safe, and hygienic office premises
- Ensure adequate lighting, ventilation, and ergonomic workspace design
- Maintain safe electrical systems and equipment

##### 5.2 Fire & Emergency Safety

- Maintain fire extinguishers and emergency exits
- Display evacuation plans and emergency contacts
- Conduct periodic safety drills and awareness programs

##### 5.3 Occupational Health & Ergonomics

- Promote ergonomic seating and workstation practices

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- Encourage regular breaks to prevent eye strain and musculoskeletal issues
- Provide guidance on posture and screen-time management

#### **5.4 First Aid & Medical Preparedness**

- Maintain accessible first aid kits
- Train designated first aid responders
- Display emergency medical contacts

#### **5.5 Mental Health & Well-being**

- Promote a respectful, stress-aware work culture
- Encourage work-life balance and supportive management practices
- Provide access to grievance and support mechanisms

#### **5.6 Hygiene & Sanitation**

- Maintain clean restrooms and drinking water facilities
- Ensure regular cleaning and waste disposal
- Promote personal hygiene practices

#### **5.7 Safe Use of Equipment**

- Ensure safe usage of electrical and IT equipment
- Avoid overloading power sockets and unsafe wiring
- Report hazards immediately

### **6. Employee Responsibilities**

Employees are expected to:

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- Follow safety guidelines and procedures
- Maintain a clean and hazard-free workspace
- Report unsafe conditions, incidents, or hazards immediately
- Use equipment responsibly
- Participate in safety training and drills

## **7. Incident Reporting**

All workplace incidents, injuries, near-misses, or unsafe conditions must be reported immediately to HR/Admin.

An incident register shall be maintained, and corrective actions shall be implemented.

## **8. Training & Communication**

- Safety guidelines shall be communicated during employee induction.
- Periodic awareness sessions shall be conducted.
- Safety signage and emergency contacts shall be displayed prominently.
- The policy shall be accessible to employees and stakeholders.

## **9. Stakeholder Communication**

This Health & Safety Policy shall be communicated to:

- Employees and interns
- Vendors and service providers
- Clients and visitors (where relevant)
- Building management and facility partners

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## 10. Review & Continuous Improvement

This policy shall be reviewed annually or when required due to changes in law, workplace conditions, or operational requirements.

## 11. Compliance & Accountability

Failure to adhere to health and safety requirements may result in disciplinary action.

Management is responsible for implementation, monitoring, and continuous improvement of safety practices.

**Approved By:** Management – Deepsense Digital Solutions



**Rakesh R - Director  
Deepsense Digital Solutions Pvt**