

Workplace Health, Safety and Wellbeing Policy

Kovon Global Private Limited | Level 2 Company-Wide Employee Policy

Policy owner	Head of People
Operational support	Admin / Facilities support
Day-to-day safety owner	Admin Manager / Office Admin / Facilities Lead / Head of People if no separate admin
Approving authority	CEO review with Management approval
Effective date	1 April 2026
Version	1.0
Office location	3rd Floor, No 75/1, Arunachaleshwara Building, Bellandur Main Rd, next to Citrus Plaza, opposite to Vakil Gardenia Apartment, Bellandur, Bengaluru, Karnataka 560103
Review frequency	Annual, or earlier after incident, office change, audit finding, legal change or management direction
Applies to	Employees, interns, consultants, contractors, agency workers, visitors and vendors while at Kovon premises or performing Kovon work
Related policies	POSH Policy; Code of Conduct; Disciplinary and Grievance Policy; Remote Work Policy; Travel and Expense Policy; Information Security Policy

Safety and wellbeing standard

Everyone at Kovon is expected to act with reasonable care for their own safety and the safety, dignity and wellbeing of others. Hazards, injuries, threats and unsafe conditions must be reported promptly.

1. Purpose

Kovon Global Private Limited ("Kovon" or the "Company") adopts this policy to promote a safe, healthy, respectful and supportive workplace for people working at Kovon premises, remotely, while travelling, or while performing Kovon work.

The policy covers office safety, emergency response, first aid, fire and evacuation, incident reporting, ergonomics, mental wellbeing, remote-work safety, visitor safety, travel safety and related responsibilities.

2. Scope and Applicability

This policy applies to employees, interns, consultants, contractors, agency workers, visitors and vendors while at Kovon premises or performing Kovon work.

Kovon's corporate office is located at 3rd Floor, No 75/1, Arunachaleshwara Building, Bellandur Main Rd, next to Citrus Plaza, opposite to Vakil Gardenia Apartment, Bellandur, Bengaluru, Karnataka 560103. The policy also applies to approved remote work locations, client/vendor sites, business travel, events, meetings and any place where work is performed for Kovon.

3. Roles and Responsibilities

Role	Responsibilities
Head of People	Own the policy, safety communications, incident coordination, wellbeing escalation and records.
Admin / Facilities	Maintain day-to-day office safety, emergency contacts, first-aid kit, building coordination, visitor process and hazard resolution.
Managers	Monitor team wellbeing, workload, safe work practices, incident reporting and reasonable support needs.
Employees / covered workers	Follow safety rules, report hazards/incidents, use equipment safely and maintain respectful conduct.
Visitors / vendors	Follow sign-in, escort, safety, security and conduct requirements while at Kovon premises.
CEO / management	Review serious incidents, resource needs, corrective actions and material safety risks.

4. Emergency Contacts and Communication

HR/Admin will publish and periodically update emergency contacts, including building security, fire, ambulance, nearest hospital, police and office admin.

Emergency contact information should be accessible at the office, in employee communication channels and through HR/Admin announcements where feasible.

5. First Aid and Medical Emergency

Kovon will maintain a first-aid kit and identify a first-aid point/person where feasible. Employees should know where first-aid resources are located and how to contact Admin/HR during an emergency.

In a medical emergency, Kovon may arrange emergency support or transport where feasible, but this does not replace professional medical care. Employees and managers should seek qualified medical assistance promptly when needed.

6. Fire Safety and Evacuation

Employees and covered workers must remain aware of evacuation routes, emergency exits, assembly points where communicated and fire extinguisher locations.

Kovon will support fire extinguisher access, evacuation route awareness, periodic drills where feasible and building-level safety coordination. Exits, stairways, fire equipment, alarms and access routes must not be blocked.

No one should re-enter the building during an emergency until authorised by building/security/emergency personnel.

7. Office Conduct and Hazard Prevention

Office safety requires reasonable care, clean work areas and responsible use of equipment. Covered persons must not:

1. use unsafe or damaged equipment;
2. tamper with electrical, fire, security, CCTV, access-control or alarm systems;
3. block exits, corridors, extinguishers or emergency routes;
4. bring weapons, explosives, illegal substances or dangerous items to the workplace;
5. engage in violence, threats, intimidation or unsafe conduct;
6. ignore spills, loose wires, damaged furniture, overloaded sockets or other hazards;
7. create hygiene, pest, waste or cleanliness issues through careless conduct.

8. Clean Desk and Secure Workspace

Employees should maintain a clean and secure workspace. Confidential documents, candidate/client records, access cards, devices and personal data must not be left exposed or unattended.

Food, beverages and personal items should be managed in a way that avoids hygiene, damage, pest, safety or equipment risks.

9. Incident and Hazard Reporting

Safety incidents and hazards must be reported to the manager and Head of People. Serious incidents involving misconduct, threats, violence, harassment, retaliation, intentional harm or policy breach may also be reported to ethics@kovon.io.

Injury, fire, hazard, violence, threat or unsafe condition must be reported immediately. A written incident record should be completed within 24 hours where feasible.

Incident / hazard	Examples
Injury or illness at work	Fall, cut, fainting, medical distress, ergonomic injury, work-related illness.
Fire or facility hazard	Smoke, spark, blocked exit, electrical fault, water leak, damaged furniture.
Security or violence risk	Threat, assault, weapon, aggressive visitor, unsafe behaviour.
Mental wellbeing concern	Severe burnout, distress, panic, self-harm concern, work-related stress escalation.
Travel / remote-work incident	Accident during business travel, unsafe remote-work condition, incident at client/vendor site.

10. Remote Work Safety

Employees working remotely are responsible for maintaining a reasonably safe remote workspace. Remote work safety includes ergonomic setup, safe electrical use, secure workspace, appropriate breaks, mental wellbeing and compliance with the Remote and Hybrid Work Policy.

Employees should use safe seating, proper lighting, stable internet/power arrangements, secure device placement and screen privacy. Unsafe remote work conditions should be discussed with the manager or Head of People.

11. Ergonomics and Workstation Health

Employees should take reasonable steps to prevent avoidable strain, including appropriate chair/table setup, screen height, lighting, keyboard/mouse position and regular breaks.

Employees experiencing discomfort or ergonomic issues should inform their manager or Head of People so reasonable adjustments or guidance can be considered.

12. Work Stress and Mental Wellbeing

Employees may approach their manager or Head of People for workload, burnout, mental wellbeing or support needs. Managers should respond respectfully, maintain confidentiality where appropriate and escalate serious concerns to HR.

Kovon may support wellbeing through manager check-ins, workload review, leave options, role prioritisation, referral to professional help where available, or reasonable workplace adjustments.

This policy does not require employees to disclose private medical information beyond what is work-relevant for support, accommodation, safety or emergency response.

13. Anti-Harassment and Respectful Workplace Link

Harassment, bullying, threats, discrimination, retaliation, intimidation and sexual harassment are safety and wellbeing risks. Such matters should be handled under the POSH Policy, Code of Conduct and Disciplinary and Grievance Policy as applicable.

Employees should report concerns early. Kovon prohibits retaliation against persons who raise safety, wellbeing, harassment or grievance concerns in good faith.

14. Substance Abuse and Fitness for Work

Working under the influence of alcohol, illegal drugs or other substances that impair safety, judgement, conduct or work performance is prohibited.

Bringing illegal substances to the workplace or using them during work, business travel, company events or client/vendor meetings is prohibited. Prescription medication that may affect safety-sensitive work should be managed responsibly and confidentially with HR/manager support where needed.

15. Visitors and Vendors

Visitors and vendors must sign in, follow building/Kovon safety and security rules, and be escorted where needed. Visitors and vendors should not access restricted areas, systems, documents or employee workspaces unless authorised.

The host employee or function is responsible for ensuring visitors follow safety, security, confidentiality and conduct requirements.

16. Travel and Offsite Safety

Employees must take reasonable care during business travel, client visits, candidate meetings, vendor visits, events and offsite work. Travel should follow the Travel, Expense and Reimbursement Policy and any safety instructions from Kovon, client, venue or local authorities.

Travel-related incidents, accidents, threats, harassment, medical emergencies or unsafe conditions must be reported to the manager and Head of People promptly.

17. Health Disclosures and Accommodation

Employees should disclose only work-relevant health or safety limitations when accommodation, emergency support, return-to-work planning, safety adjustment or legal compliance is needed. Kovon will respect privacy and restrict access to health information on a need-to-know basis.

Employees should not be pressured to disclose unrelated private medical details.

18. Return to Work After Illness or Injury

After illness, injury, medical leave or workplace incident, HR may request a fitness certificate, work restriction information or accommodation review where reasonably needed for safety, role readiness, legal compliance or workplace planning.

Return-to-work arrangements may include modified duties, phased return, temporary remote work, ergonomic support, leave extension or other reasonable adjustment based on role, medical guidance and business needs.

19. Non-Compliance and Consequences

Failure to follow safety, emergency, visitor, substance, reporting, confidentiality or conduct requirements may result in counselling, access restriction, disciplinary action, contract action, vendor action, termination or legal escalation depending on severity.

Intentional harm, threats, violence, tampering with safety systems, illegal substances, weapon possession, retaliation or deliberate concealment of serious safety incidents may be treated as serious misconduct.

20. Review and Amendment

This policy will be reviewed annually by the Head of People with Admin/Facilities support and approved through CEO review with Management approval. Kovon may amend safety practices, emergency contacts, reporting rules and wellbeing measures based on incidents, office changes, audits, legal requirements or management direction.

Appendix A: Safety Quick Checklist

1. Know emergency exits and published emergency contacts.
2. Do not block exits, fire equipment or access routes.
3. Report injuries, hazards, threats and unsafe conditions immediately.
4. Complete written incident record within 24 hours where feasible.
5. Use equipment safely and report damaged equipment.
6. Keep confidential documents and devices secure.
7. Use safe remote-work setup and take reasonable breaks.
8. Report workload, burnout or wellbeing concerns early.
9. Do not work under influence of alcohol/drugs.
10. Ensure visitors/vendors follow sign-in and safety rules.

Appendix B: Acknowledgement

I acknowledge that I have received or been given access to Kovon's Workplace Health, Safety and Wellbeing Policy. I understand that I must follow safety rules, report hazards/incidents, act respectfully and protect my own and others' wellbeing while performing Kovon work.

Name	
Role / engagement type	
Department / function	
Signature / electronic acknowledgement	
Date	