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| e-square |
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| Health, Safety and Environmental Policy (HSE)  |
| Business Policy Engineering Project Standardization |
| Version # | 1 | July 2016 |



# Document review

Review of the document

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| --- | --- | --- | --- |
| **Version** | **Name** | **Date** | **Modifications** |
| V0 | Mohammad Tariq | 2ndOctober, 2016 | Input from concerns.  |

Key Stake Holders

|  |  |  |  |
| --- | --- | --- | --- |
| **Department** | **Name** | **Signature** | **Date** |
| BDU South | Shahid Sheikh |  |  |
| HR & Admin | Sami Sajid |  |  |
| BDU North | Mazhar Hussain |  |  |
| BDU South | Wasi Uz Zaman |  |  |
| Accounts | Zameer Uddin |  |  |

CEO Validation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Entity** | **Signature** | **Date** | **Version** |
| Javed Sheikh | ESS |  |  |  |

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# Policy objective and scope

The Health, Safety and Environmental (HSE) policy enunciates the philosophy and commitment of the company towards environmental protection and management of health and safety of employees, contract workmen (outsourced) and visitors. The enhanced HSE policy is as follows:

e-Square as a corporate citizen is committed to demonstrating a high standard of environmental protection, sharing of best practices and provision of a safe and healthy workplace.

To achieve this, we shall work towards:

• Identification of HSE risks and opportunities in our operations

• Environmental protection:

• We shall ensure sustainable resource usage.

• We shall work towards meeting our entire electricity demands from renewable energy through onsite or off-site sources.

• We shall implement newer and efficient technologies for waste water recycling and reuse.

• We shall explore and implement measures to mitigate impact of our operations on climate change.

• We shall work towards pollution prevention.

• We shall nurture and promote biodiversity conservation in our owned sites and help in maintaining the ecological balance.

• Eliminating unsafe incidents, prevention of occupational illness and injuries at the workplace:

• We shall identify hazards and assess risks pertaining to our operations on a periodic basis.

• We shall establish safety committees at all locations to monitor and control employee health and safety matters.

• We shall implement a robust governance to review incidents, investigate and strengthen proactive deployment of actions to avoid occurrence or recurrence.

• We shall work on continually improving the maturity of our Emergency response practices for mitigating operational threats and vulnerabilities.

• We shall facilitate necessary Medical assistance to all personnel working in our campuses as deemed appropriate and in line with policy guidelines.

• Determination of compliance obligations, adherence in all operations, monitoring to ensure fulfilment and correction of non-conformities.

• Embedding HSE culture in the organization.

• We will work with all interested parties to continually improve our Health, Safety and Environmental Management System.

We shall meet mandated health and safety requirements as a minimum and strive to go beyond regulatory limitations to become an innovative leader in, health and safety and environment management as well to establish benchmarks.

# Supporting documents

* ESS New Business Acquisition Process (3P-HR Services)
* ESS New Business Acquisition Process(Headhunting- Executive Search)
* ESS Customer Service - Maintain Client Staffing (OSS Management) Process

# Supporting tools and systems

* HRIS
* ESS CVs data base
* LinkedIn premier tool - (Search Engine)
* Rozee.pk Portal - (Search Engine)
* DIB connect - (Payment Portal)
* HBL portal - (Payment Portal)
* SCB Straight2Bank - (Payment Portal)
* JS connect - (Payment Portal)

# Glossary

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| **Word** | **Definition** |
| 3P | Third Party |
| BDU | Business Development Unit |
| CEO | Chief Executive officer |
| CV | Curriculum Vitae |
| DIB | Dubai Islamic Bank |
| ESS | E-Square Services |
| HBL | Habib Bank Limited |
| HR | Human Recourse |
| HRIS | Human Recourse Information System  |
| JS | JS Bank |
| KPI | Key Performance Indicator |
| MoU | Memorandum of Understanding |
| OSS | Outsource Staffing Service |
| SCB | Standard Chartered Bank |
| SLA | Service Level Agreement |
| SOP | Standard Operating Procedure |
| V0…1 | Document version |