



# Flight Flying School Pvt Ltd

## Human Resources Policy and Procedures Manual

### 2.14 Health, Safety & Environment Policy

#### 2.14.1 Policy Statement:

- i. FSTC Flying School Pvt Ltd is committed to providing and maintaining a safe work environment for the health, welfare of our staff, contractors, visitors and members of the public who may be affected by our work.
- ii. We undertake to provide resources in terms of personnel, time and financial outlay commensurate with the commitment we place on OHS to achieve these objectives.
- iii. To do this, FSTC Flying School Pvt Ltd will:
- iv. Develop and maintain safe systems of work, and a safe working environment
- v. Provide information and training at all levels in the organisation to enable all employees to support this policy
- vi. Require all risks to be assessed prior to engaging in new areas of operation, purchasing new equipment, and implementing new work methods, and that these risks continue to be reviewed
- vii. All persons who are responsible for the work activities of other employees will be held accountable for:
- viii. Identifying practices and conditions which could injure employees, clients, members of the public or our environment
- ix. Implementing steps to control such situations
- x. If unable to control such practices and conditions, reporting these to their superiors
- xi. FSTC Flying School Pvt Ltd demands a positive attitude and performance with respect to health, safety and the environment by all employees, irrespective of their position.

#### 2.14.2 Smoking:

FSTC Flying School Pvt Ltd employs a non-smoking policy. Smoking is not permitted on FSTC Flying School Pvt Ltd property or offices at any time. Smoking is accepted to be harmful to the health of those who smoke and those around them (passive smokers). Consequently, smoking while on company premises will be considered as gross misconduct and will render an employee liable to instant dismissal.

Smokers who need to take breaks should do so during their allotted breaks (no more than two per day in addition to their lunch break). These breaks must be limited to 15 minutes from leaving the workplace to recommencing work.

These breaks must not be taken at the entrance to FSTC Flying School Pvt Ltd. This is a poor representation of the Company and people who may be visiting FSTC, visitors do not want to be walking through a cloud of smoke.

No special privileges will be afforded to smokers. Any additional breaks (outside of allotted breaks) must be approved by your manager - these must be limited to 10 minutes from leaving the workplace to recommencing work - and the time must be made up at the conclusion of the working day. Excessive smoking breaks will be regarded as absenteeism and disciplinary action may be taken.



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### **2.14.3 Policy Prohibiting Workplace Violence:**

FSTC Flying School believes that the safety and security of its employees is a priority and has hence adopted a strict policy prohibiting workplace violence.

- i. It shall be mandatory to treat every employee, irrespective of his / her grade or designation, associate and / or vendor, with courtesy and respect:
- ii. Employees are prohibited, at all times, including off duty periods, from engaging in any conduct that threatens or intimidates any employee, customer, supplier, consultant or any other entity interacting with and/or doing business with the Company.
- iii. It shall be the duty of each employee, irrespective of the extent of his/her involvement in the act of violence, to report any such conduct or threats to their immediate reporting authority or any other appropriate member of the Management.
- iv. Any employee of the Company found to be responsible for any such threats or acts of violence shall be promptly subject to disciplinary action which may result in termination of their employment.
- v. Being under the influence of alcohol, illegal drugs, and other controlled substances while on duty shall entail initiation of strict disciplinary action.

### **2.14.4 Harassment Free Workplace Policy:**

The following behaviour is expressly prohibited:

- i. Unwelcome conduct, whether verbal, physical or visual, that is directed towards a person's protected status, such as race, colour, religion, sex, age, national origin, citizenship status.
- ii. Abusive language, physical aggression, deliberately causing injury to another, or any disorderedly conduct or malicious disturbance. This includes intimidation or harassment of others.
- iii. Sexual harassment in any form or manner.
- iv. In addition to covering employees, the Company's harassment free workplace policy extends to business associates such as vendors, professionals, and other providers of goods or services to any unit of the Company irrespective of its location. This policy is strictly applicable and shall cover both work-related settings as well as activities outside the workplace.

### **2.14.5 Accident Prevention Policy:**

Every employee of the Company, irrespective of his / her grade or designation, shall be responsible for taking measures to prevent accidents of any nature or magnitude. In order to prevent any accidents and to minimize workplace hazards, it shall be the duty of every employee to:

- i. Know and obey all safety guidelines that have been laid down.
- ii. To understand the consequences of violation of any such safety regulations.
- iii. To caution other employees/associates, in the event that they are engaging in any unsafe activities or are not observing safety rules.
- iv. To report all unsafe equipment's and/or machines to the concerned person in the Company at the earliest.



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### 2.14.6 Alcohol, Drugs (& Other Substance Abuse):

- i. This policy applies to all levels throughout FSTC Flying School. The policy is not concerned with social drinking or the taking of prescribed drugs for medical purposes, the concern is directed to instances where alcohol or other drug dependence or abuse affects the job performance and or / safety of any employee(s).
- ii. FSTC Flying School Pvt Ltd is concerned by factors affecting an employee's ability to safely and effectively perform work to a satisfactory standard. The Company recognises alcohol or other drug abuse will cause short- term or long-term impairment to such work performance.
- iii. FSTC Flying School Pvt Ltd is committed to creating and maintaining a safe, healthy and productive workplace for all employees. FSTC Flying School Pvt Ltd has a zero-tolerance policy regarding the use of illicit drugs on their premises or the attending of other business-related premises (e.g. clients) while under the influence of illicit drugs. Contravening either of these points may lead to instant dismissal.
- iv. Attending work under the influence of alcohol will not be tolerated and may result in disciplinary action or ultimately dismissal.

### 2.14.7 Manual Handling:

- i. It is the policy of FSTC Flying School Pvt Ltd to provide all employees with a safe and healthy working environment by identifying, assessing and controlling manual handling risks within the workplace.
- ii. While managerial staffs are ultimately responsible for ensuring the health, safety and welfare of all staff, all employees are expected to participate by reporting potential and actual manual handling hazards within the workplace.
- iii. In all circumstances, do not lift or manually handle items larger or heavier than you can easily support. If you are in any doubt, ask for assistance.

### 2.14.8 Worker's Compensation:

1. All employees, including part-time, temporary, and probationary employees, are eligible for workers' compensation benefits as per Company Insurance policy in the event of an injury arising from, or in the course and scope of, their employment.
2. The process to be followed if an injury occurs is as follows:
  - a. The priority in the event of an injury at work is medical attention.
  - b. The injured worker or nearest colleague should initially contact one of FSTC Flying School's authorized Hospitals for Medical Help.
  - c. In the event of any apparently serious injury an ambulance should be called.
  - d. Any employee who sustains an on-the-job injury, experiences a safety incident or near miss must report the incident to their manager.
  - e. The manager must then complete a report on the Incidents and Near Misses. f. This report must include:
    - i. Employee details
    - ii. Time and location the injury/incident occurred
    - iii. Details of the injury including:
      - Part of body injured



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- Time lost
- Name of the first aid attendant
- iv. Details of first aid treatment
- v. Details of any investigation of the accident

### **2.14.9 Total & Permanent Disability:**

- i. If an employee is injured while away from work, FSTC Flying School Pvt Ltd will allow them to exhaust their paid sick leave, accumulated annual leave or long service leave.
- ii. If the injured employee has used all leave owing, been off work for a lengthy period and is not fit enough to return to work then management will discuss with the employee their expectations of returning to work.
- iii. If the employee has incapacity to perform their duties because of the disability, their employment will be terminated in compliance with the termination provisions in their employment contract.
- iv. FSTC Flying School Pvt Ltd will hold an injured worker's position open for a period as stated in the relevant legislation unless it is not reasonably practicable to do so.

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