

Occupational Health and Safety Policy
March 10, 2025

Table of Contents		
Sr no.	Contents	Page no
	Version Control	3
1	Preamble / Introduction	4
2	Important definitions	4
3	Objective	4
4	References to Regulations	4
5	Applicability	5
6	Communication of the Policy	5
7	Details of the Policy	5
8	Governance Structure & Roles and responsibilities	12
9	Delegation of power	12
10	Reporting and monitoring requirement	12
11	Review of the Policy	13
12	Annexures	13

Version Control

Version	Policy Owner Department	Details of Board Sub-committee / HOD approval		Details of Board / Committee approval	
		Sub-committee/HOD	Date of approval	Board/Committee	Date of approval
1.0	Human Resources	Head-HR	March 10, 2025	-	-

1. Preamble/ Introduction

Axis Bank is committed to ensuring its employees remain free from risk to their health and safety at work. The Bank is committed to continual improvement of safety performance and the elimination of workplace injury and illness. It reflects the Bank's determination to comply with all applicable laws and regulations and be respectful of the rights of all affected stakeholders. The Bank, as far as reasonably practicable, aims to always provide and maintain a safe environment of work in all its offices.

While the Occupational Health and Safety Policy (hereinafter called as '**The Policy**') shall be driven by Human Resources (HR) Department; however, for effective implementation of the Policy, the responsibilities shall be assigned to the concerned Departments in the Bank.

2. Important definitions

Term	Definition
Occupational Health and Safety	Occupational Health and Safety (OH&S) is the practice of keeping employees safe and healthy in the workplace. It includes preventing injuries and illnesses, improving working conditions, and promoting employee well-being.

3. Objective

The primary objective of an occupational health and safety policy is to create and maintain a safe working environment for all employees.

4. References to Regulations

Securities and Exchange Board of India (SEBI) vide Circular No. SEBI/HO/CFD/CMD-2/P/CIR/2021/562 dated May 10, 2021, introduced the Business Responsibility & Sustainability Report (BRSR) framework, with mandatory reporting by top 1000 listed entities from Financial Year 2023 onwards. Subsequently, SEBI released a new set of

guidelines on the 'BRSR Core', comprising of a set of ~50 indicators under 9 broad attributes vide Master Circular No. SEBI/HO/CFD/PoD2/CIR/P/2023/120 dated July 11, 2023. Accordingly, reasonable assurance of the BRSR Core shall be mandatory for top 150 listed entities from Financial Year 2024 onwards.

5. Applicability

This Policy is applicable to all employees of Axis Bank.

6. Communication of the Policy

This Policy shall be available to all employees of Axis Bank on One Axis App under the HR Policies Section.

This document is not for general distribution and is meant for use only by the person/persons they are specifically issued to. This document shall not be loaned or given to anyone outside Axis Bank Ltd. and its subsidiary companies. Copying or unauthorized distribution of this document, in any form or means including electronic, mechanical, photocopying or otherwise is illegal.

7. Details of the Policy

I. Responsibilities of the Bank:

The Policy aims to demonstrate implementation of Occupational Health and Safety through the following action points:

- Providing a safe and healthy workplace for employees.
- Reducing the number of accidents and injuries at workplace.
- Providing comprehensive health insurance and wellness programs.
- Encouraging work-life balance and flexible work arrangements.
- Supporting mental health of the employees.
- Fostering an inclusive and supportive workplace culture.
- Ensuring compliance with all applicable OH&S laws and regulations across the Bank's facilities.
- Ensuring recording and reporting of OH&S related incidents.

- Carrying out mock drills covering training, fire drills and physical verification of fire safety equipment, evacuation plans etc. periodically.

II. Responsibilities of the Employees:

- Maintain clean and organized workplace.
- Familiarize themselves with this Policy and all health and safety policies and procedures.
- Take care of their own health and safety and that of others who may be affected by their actions.
- Actively participate in Health and Safety training programs as and when organized by the Bank and comply with safety regulations and standards.
- Report accidents, incidents, dangerous occurrences, and hazards to HoD / Operations Head as and when practically possible.
- Refrain from tampering or misusing any item/equipment provided for health or safety purposes.
- Stay calm and avoid panic in the event of any emergency.
- Refrain from any rumour mongering and take ownership of their own safety and well-being.

III. Guiding principles for protection & improvement of Health and Safety of Employees:

The Bank strives to ensure a safe environment and hence, takes measures for ensuring highest safety standards. Few complimenting Policies offered by the Bank for the protection and improvement of the health of the employees are as follows:

a) Medclaim Policy:

The Bank has a Medclaim Policy which ensures financial protection to its employees from monetary burdens and liabilities that may arise due to health-related situations and emergencies. Four types of Insurance Policies are offered to the employees, namely, Base Policy, Top Up Policy, Parents & Parents-In-Law Policy and Top Up Parents & Parents-In-Law Policy.

Some of the salient features of this Policy are as follows:

- i. New Joiners are added in the purview as and when they join during the financial year. The Policy extends coverage to family members as per defined guidelines.
- ii. All Policy related claims raised by employees are managed and settled through a Third-Party Administrator.
- iii. Medical insurance coverage at Axis Bank is gender neutral and covers across all genders, including LGBTQIA+
- iv. The Policy covers any pre-existing diseases from day one.

The Policy is available on the Bank's One Axis App which is accessible to all the employees.

b) Wellbeing Policy:

Wellbeing generates a sense of wholesomeness, enhances self-esteem and builds confidence thereby increasing professional and personal happiness.

The Bank has a Wellbeing Policy in place, applicable to all the employees, which promotes and monitors employee wellness initiatives of the Bank. The Policy covers aspects such as lifestyle, stress management, mental health, nutrition, physical activity, gender, identity, sexuality, and other components that form an intrinsic part of the healthy life of the employee as determined by the employee themselves.

The Bank's Policy looks at various challenges that arise in the employee's life across three spaces, namely, Personal space, Performative Space and Social Space.

The Wellbeing Policy aims at achieving the following:

- i. Providing employees with resources, tools, and access to wellbeing services to facilitate wholesome wellbeing.
- ii. Normalizing and building acceptance of mental wellbeing as a key component of employee wellbeing.

- iii. Creating confidential podiums of discussion and / or redressal of mental health queries.
- iv. Creating access to professionals and other resources that ensure physical wellbeing.
- v. Under this Policy, the benefits extended to the employees are in form of mandatory leave, maternity / paternity leave, gender affirmation leave, health insurance, health check-ups, home travel reimbursements, counselling, mental wellbeing leave etc.

The Policy is available on the Bank's One Axis App which is accessible to all the employees.

c) Group Term Life Insurance Policy:

The Bank provides Group Term Life Insurance which ensures the well-being and financial security of its employees and their families. This Policy secures financial assistance and independence to the employee's beneficiaries.

The Policy is available on the Bank's One Axis App which is accessible to all the employees.

d) Employee Care Benevolent Fund:

Benevolent Fund is a fund / cash benefit introduced to cover life risk arising out of death due to any reason. It is extended as benevolence in the form of immediate financial assistance to enable the dependent family to tide over their genuine financial stringency.

The Policy is available on the Bank's One Axis App which is accessible to all the employees.

e) Human Rights Policy:

This Policy aims at ensuring a workplace free of discrimination, where everyone brings their whole selves to work. The objective of Human Rights Policy is:

- i. To recognize and acknowledge the Bank's commitment to internationally recognized human rights principles and standards.
- ii. To ensure diversity, equity and inclusion within the organization.
- iii. To ensure that no human rights violations of any sort can occur, knowingly or unknowingly, across the range of the Bank's operations and value chain.
- iv. To ensure that no human rights violation of any sort can occur, knowingly or unknowingly, in accordance with the adopted standards and the scope of this Policy.
- v. To ensure that employees are provided with the necessary training and awareness on the Human Rights Policy and engage with our stakeholders to raise awareness among them.
- vi. To ensure that the coverage of training on human rights is tracked and forms an important KPI, as part of our compliance towards our commitment to respecting and upholding human rights.

Areas covered in Human Rights Policy:

- i. **Non-discrimination and equal opportunity:** The Bank is committed to ensuring that the workplace is free of discrimination and prejudice. In keeping with the same, the Bank adheres to, and regularly update specific metrics to ensure fairness in its decisions related to hiring, promotion, remuneration and benefits.
- ii. **Harassment-free workplace:** The Bank recognizes that a harassment-free workplace is integral to helping the workforce bring their whole selves to work. It is committed to respecting the rights of all the employees and providing them with a work environment free from any physical, verbal, or psychological harm. The Bank's policies and systems have been designed to prevent such instances and address them in case they do arise.
- iii. **Healthy & safe working environment:** The Bank is committed to providing everyone with a safe and healthy workplace. Bank is focused on inculcating a culture of awareness surrounding health and safety.
- iv. **Prohibition of child and forced labour:** The Bank has zero tolerance towards any form of child or forced form of labour. It is committed to ensuring no such instances of child or forced labour occur in any of our operations.

- v. **Grievance Mechanism:** The Bank has put in place different modes of Grievance Mechanism whereby the employee can raise their grievance and get it addressed. These modes include, but are not limited to, employee query resolution portal i.e. HResponse, Whistleblower ID, POSH ID, Townhalls and direct escalation to Senior Management etc. The Bank allows all its employees to exercise the lawful right to 'freedom of association.'

The Policy is available on the Bank's One Axis App which is accessible to all the employees.

f) Diversity, Equity and Inclusion Policy (DE&I):

DE&I Policy provides an inclusive, equitable, culturally competent, supportive, and safe environment where Bank employees model behaviour that enriches the workplace. At Axis Bank:

Diversity encompasses the differences and the uniqueness of identities, thoughts and actions among us based on what we experience in access to opportunities and resources.

Equity ensures everyone has access to the same opportunities and right resources so that there is an equal opportunity to thrive, regardless of where we started.

Inclusion means fostering respect and a team spirit in the workplace and embracing and amplifying the multiple perspectives, voices, and essence of Axis Bank.

Objectives of DE&I Policy:

- i. Ensuring an inclusive working environment free of discrimination at all stages of the employee life cycle.
- ii. Developing plans to promote DE&I principles and cultural competencies among employees across the Bank. Advancing its vision through opportunities for engaging conversations, develop understanding and appreciation of diversity, equity, and inclusion.
- iii. Striving to build and support a community whose members have diverse cultures, backgrounds, and life experiences.

- iv. Ensuring the leaders of the Bank build a culture that is rich in diversity, fosters equity and embodies inclusivity.
- v. Reviewing measurable objectives, monitoring progress on an annual basis, to ensure equity within policies and practices across the Bank.

The Policy is available on the Bank's One Axis App which is accessible to all the employees.

g) Prevention Of Sexual Harassment at Workplace Policy:

The Bank has formulated and adopted a Policy on Prevention of Sexual Harassment of women (POSH) at workplace. The Bank has complied with the provisions relating to the constitution of Internal Committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. The Bank is committed to provide women a safe environment free from sexual harassment at the workplace.

The Bank has set out a Policy for Prevention of Sexual Harassment at Workplace (hereinafter referred to as the 'POSH Policy') to prevent sexual harassment and to enforce strong disciplinary action in face of any such occurrence. The Policy seeks to create a healthy, safe, and secure work environment that enables employees to work free from unwelcome, offensive, and discriminatory behaviour.

Objectives of POSH Policy:

- i. Provide a work environment free from fear, reprisal, coercion, discrimination, and harassment.
- ii. Express zero tolerance to sexual harassment at workplace through Prevention, Resolution and Deterrence of sexual harassment.
- iii. Enable all those working, associated, and visiting the Bank to raise their concerns and make complaints without any fear.
- iv. Provide a clearly stated redressal mechanism for any sexual harassment occurring at workplace.
- v. Provide procedure for resolution, settlement, or prosecution of complaints of sexual harassment.
- vi. Conduct fair inquiry and reach reasonable decision in a timely manner.
- vii. Compliance with applicable Law.

The Policy is available on the Bank's One Axis App which is accessible to all employees.

h) Emergency Response:

The Bank also has detailed guidelines in place to deal with the emergency situations like riots, floods, fires, strikes etc. as part of the Emergency Response Planning and Management (ERPM) Guidelines, the same can be referred to in the ERPM Guidelines.

i) Code of Conduct and Ethics:

The Bank's Code of Conduct and Ethics reflects unwavering dedication to ethical conduct and integrity, reinforced by its core Values. It outlines the expected behaviour of all employees to ensure ethical decision making in their roles. Additionally, it stresses compliance with regulatory standards and establishes procedures for detecting and reporting ethical violations. New hires acknowledge the Code, while existing staff reaffirm it annually.

The Code of Conduct and Ethics is available on the Bank's website which is accessible to all employees.

8. Governance Structure - Roles and Responsibilities of Board of Directors/ Senior Management (To be defined as per the Regulation) - Not Applicable

9. Delegation of Power (Delegation matrix for w.r.t actionable/sanctioning powers to be mentioned wherever applicable) - Not Applicable

10. Reporting / Monitoring requirements

The Bank is committed to upholding the highest standards of health and safety in the implementation and monitoring of this Policy. It shall conduct regular internal reviews to ensure its effectiveness. The Departments involved in ensuring such continuous improvement are:

- Human Resources
- Sustainability & CSR

- Ethics
- Risk
- Corporate and Real Estate Services (CRES)

These Departments shall have overall responsibility for implementing this Policy, monitoring, and reviewing the health and safety measures of the Bank periodically.

11. Review of the Policy

The Policy will be reviewed and updated on an annual basis, or earlier if warranted, to reflect changes in regulations, industry developments, and organizational needs, if any.

12. Annexures - Nil