

RMSI Environmental, Health & Safety Policy

RMSI is committed to follow environmental and occupational health & safety (EHS) and practices in all its operations, products and services, fostering an environmental responsibility and occupational health & safety, awareness among its employees and stakeholders.

The organization is equally committed to conduct operations in an environmentally responsible and safe manner adopting eco-friendly and safe work practices aimed at protection of environment including prevention of pollution, injury and ill-health.

The organization is also committed to achieve continual improvement in all areas of environment and occupational health & safety related matters and to comply with all applicable legal, customer and other requirements.

RMSI aims to reduce its carbon footprint by improving resource efficiency especially for energy, paper and water use, reducing wastage by adopting '3R - reduce, reuse and recycle' philosophy, promoting a green environment and eliminating occupational health and safety related incidents.

RMSI follows the green ethos like:

- Paper-free office premises (digital documentation and minimum use of paper)
- Pollution free campus
- Electronic communication

RMSI strives to achieve its EHS milestones by engaging employees and contractors through active participation and consultation, while also conducting regular awareness and refresher sessions on EHS procedures to ensure sustainable performance.

The policy is communicated to all the persons working under the control of the organization and to the interested parties.

It is maintained as documented information, provides a framework for setting environment and occupational health & safety objectives for the organization and is reviewed periodically to ensure its relevance to the organization.

RMSI aims to fulfill its environmental commitments through the following broad-level steps and actions:

- I. **Reduction in use of plastic:** Employees are encouraged to use recycled paper cups and minimize the use of plastic cups in the office premises. As part of this initiative, reusable water bottles are distributed to employees for their personal use. We encourage employees to use paper bags, recycle paper and 'say no to plastic'.
- II. **Regular interactive sessions/talk show on Environmental Management topics:** To keep the employees aware and informed about the contemporary environmental challenges, we conduct regular sessions and seminars on global and local issues in environmental management and sustainable development.
- III. **Environmental conservation:** To make employees responsible towards the conservation of environment, they are constantly encouraged to:
 - Plant trees
 - Switch over to CFLs and LEDs
 - Turn off electronic gadgets when not in use
 - Print on two sides of paper
 - Use public transport for local conveyance
- IV. **Celebrating Special Events:** World Environment Day, Earth Day and Earth Hour are celebrated every year to create awareness towards the Earth's environment.
- V. **Green RMSI:** The CSR-wing of the company, Helping Hands, regularly organizes green initiatives. Also, saplings are distributed as prizes during various events to encourage a greener environment.
- VI. **Decarbonisation:** RMSI actively supports global efforts to combat climate change by pursuing decarbonisation strategies across our operations. We aim to reduce our carbon footprint through sustainable practices, energy-efficient technologies, and continuous monitoring of emissions.
- VII. **Minimization of carbon emissions:** Following procedures ensure minimum carbon emissions in the organization's daily operations:
 - Electronic reports/documents - Electronic reports are encouraged instead of hard copies. Duplex printing (printing on both sides of paper) is done to save paper.
 - Regular Environmental Audit - A dedicated team within RMSI regularly audits on its processes and practices. Project Managers are imparted training on measures for reduction of carbon emissions.
 - Electricity Consumption - Employees are encouraged to switch-off lights and computer systems when not in use. Energy efficient appliances including Compact Fluorescent Lamps (CFLs) are used in the organization.
 - Individual computer must be switched-off before leaving the office every day.
- VIII. **Climate Change and Disaster Management:** RMSI provides solutions for climate change adaptation, risk assessment, disaster prevention, mitigation, and preparedness both at the global and regional levels. Additionally, the company organizes various seminars/sessions on environmental management, climate-change and disaster risk reduction for internal as well as external stakeholders.
- IX. **Handling of Chemical and Biological Substances:** RMSI ensures the safe handling, storage, and disposal of chemical and biological substances in compliance with environmental and occupational safety regulations. Strict control measures, including proper labelling, ventilation systems, and protective handling procedures, are in place to minimize exposure risks.
- X. **Renewable Energy:** RMSI acknowledges the importance of renewable energy in promoting environmental sustainability and reducing carbon emissions. While our operations primarily rely on conventional energy sources, we recognize the need to support responsible energy

consumption and efficiency. We comply with applicable regulations and encourage the consideration of renewable energy alternatives where feasible.

- XI. **Animal Welfare:** While our business activities do not directly involve animal-related processes RMSI is committed to ensuring compliance with recognized animal welfare standards across its operations.
- XII. **Soil Quality:** RMSI recognizes the significance of maintaining soil quality for environmental well-being. Although our direct operations do not involve large-scale land use or agricultural activities, we comply with relevant environmental regulations and support responsible waste disposal and pollution prevention measures.
- XIII. **Responsible Chemical Management:** RMSI does not use any hazardous chemicals as part of our operations. We have nonetheless established robust processes to manage the handling, storage, and disposal of chemicals in compliance with applicable regulations.
- XIV. **Sustainable Resources Management:** RMSI advocates for the efficient use of resources and integrates sustainability into daily operations. We emphasize conservation and responsible consumption to ensure long-term resource availability.
- XV. **Noise Emissions:** RMSI's operations do not result in noise emissions. Wherever applicable, we adopt preventive measures mitigate noise emissions and their impact.
- XVI. **Reuse and Recycling:** RMSI promotes reduction of waste and encourages reuse as well as recycling of materials wherever feasible. We implement waste segregation and recycling initiatives across our offices and operations to minimize environmental impact.
- XVII. **Commitment to Biodiversity, Land Use & Deforestation:** RMSI is committed to protecting biodiversity, using land responsibly, and avoiding deforestation in all its activities. While our work does not directly cause deforestation or adverse impacts on land/ biodiversity, we ensure that we follow environment-friendly practices and support efforts to conserve natural ecosystems across our operations.
- XVIII. **Compliance with law:** Meet all applicable government regulations and statutory requirements.
- XIX. **Reaching out to all the stakeholders:** Communicate the environmental policy to all employees, customers, business associates and other stakeholders and ensure it is reflected in the company's daily operations.
- XX. **Regular monitoring and review:** Review meetings are held periodically by the Management to ensure a safe, healthy and greener work environment within the company. Also, yearly audits like CMMi and ISO compliance assess the overall well-being of employees and the safety standards and norms followed in the organization.

At RMSI, protection and safeguarding of the environment is an integral part of its Health and Safety Policy and the company shall continuously strive to fulfill all its environmental obligations and commitments as a socially responsible organization.

RMSI also ensures that all its health and safety/ environmental initiatives are in line with the following standards:

1. **Occupational Safety:** Potential for employee exposure to safety hazards are identified and assessed, and controlled through preventative measures and ongoing trainings.
2. **Emergency Preparedness:** Potential emergency situations and events have been identified and assessed, emergency plans and response procedures have been implemented to minimize their impact.
3. **Occupational Injury and Illness:** Procedures and systems are in place to track and manage occupational injury and illness.
4. **Personal Protective Equipment (PPE):** Employees, consultants and vendors working on premise are required to use appropriate personal protective equipment (PPE) such as protective clothing, gloves, eyewear, ear muffs, and respiratory gear, as may be required depending on their nature of work. RMSI ensures the availability of PPE and promotes awareness on its proper use to minimize exposure to occupational hazards.
5. **Machine Safety:** All machinery and equipment used at RMSI undergoes regular inspections and maintenance to prevent mechanical failures or injuries.
6. **Fire Safety:** RMSI prioritizes fire prevention and emergency preparedness through strict adherence to fire safety regulations. Fire detection and suppression systems are maintained, emergency evacuation plans are in place, and regular fire drills are conducted. Employees receive training on fire response protocols to ensure workplace safety and minimize fire-related risks.
7. **Ergonomic Well-being and Eye Care:** Given that our employees work extensively on computer systems and spend prolonged hours seated, we prioritize workplace ergonomics and eye health. All new joiners receive training on best ergonomic practices, with regular refresher sessions conducted to reinforce these principles. Ergonomically designed chairs are provided to support proper posture and prevent discomfort. Additionally, we publish regular advisories on good ergonomic practices and eye health, and organize periodic health talks and check-ups to promote employee well-being.
8. **Incident and Accident Management:** RMSI follows a structured approach to incident and accident management to ensure workplace safety and regulatory compliance. All workplace injuries, near-misses, and hazardous conditions must be promptly reported, investigated, and documented. Preventive measures are implemented based on root-cause analysis, and employees are trained in emergency response protocols to mitigate future risks.
9. **Sanitation:** Employees are provided with ready access to clean toilet facilities, potable water and sanitary eating facilities.
10. **Health and Safety Communication:** Regular advisory communication pertaining to various aspects of health and safety is shared with employees. Environmental, Health and Safety Training is also provided to all employees upon their joining as well as regularly thereafter.
11. **Environmental Permits and Reporting:** RMSI ensures that all required environmental permits, approvals and registrations are obtained, maintained and kept current with adherence to all reporting requirements that are applicable.
12. **Pollution Prevention and Waste Reduction:** Emissions and discharge of pollutants and generation of waste is minimized at the source or by other practices like re-use, recycling, reduction in consumption etc.
13. **Water Quality Consumption and Management:** RMSI does not use water in any of its operational purposes. However, a water harvesting system is in place to cater to requirements such as drinking water and water used for cleaning and washroom facilities. We ensure that the quality of water is maintained through regular checks and are committed to responsible water management practices.

- 14. Hazardous substances:** RMSI ensures safe handling, movement, storage and use of diesel being used in the DG sets at its premises.
- 15. Solid waste:** Non-Hazardous solid waste like food waste is systematically managed and responsibility off or recycled.
- 16. Air Quality:** Air Emission from DG sets used at RMSI's office premises are routinely tracked and monitored. Compliance is ensured as per applicable government regulations.
- 17. Energy Efficiency and Greenhouse Gas (GHG) Emissions:** Energy consumption and all relevant Scopes 1 and 2 greenhouse gas emissions are tracked and documented by RMSI along with measures to improve energy efficiency and minimize energy consumption, as well as greenhouse gas emissions.

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