



ZYETA

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ESG- Policy Manual – OHS

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EMPLOYEE'S HEALTH AND SAFETY POLICY

ZYETA/ESG/P-01

1. Introduction

Management is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risk to the health, safety and welfare of workers, contractors, authorized visitors and anyone else who may be affected by our operations. We are committed to ensuring we comply with the OSHAS, BOCW Act, the work health and safety regulations with International Labor Organization Convention No. 167 and applicable codes of practice.

2. Scope of Application

2.1 Who is Covered: This policy applies to all employees, contractors, interns, and visitors who are present at Zyeta workplaces.

2.2 Business Area or Operation Covered: This policy covers all operations related to design consultation and project management services through Building Information Modeling (BIM), including office environments, on-site project locations, and remote work settings.

2.3 Geographical Area Covered: It covers all the branches.

3. Responsibilities

3.1 Management

Will provide and maintain as far as possible.

- A safe working environment
- Safe system of work
- Plant and substance in safe condition
- Facilities for the welfare of workers
- Information, instruction, training and supervision that is reasonably necessary to ensure that each worker is safe from injury and risks to health
- A commitment to continually improve our performance through effective safety management.
- A commitment to consult and co-operate with workers in all matters relating to health and safety in work place
- Adopt best practices in mitigation and minimize impact on environment through prevention of pollution/Emission, recycling of waste and conservation of natural resources

3.2 Workers

Each worker is obligation to:

- Comply with safe work practices, with the intent of avoiding injury to themselves and others and damage to plant and equipment.
- Take reasonable care of the health and safety of themselves and others
- Wear personal protective equipment and clothing where necessary
- Comply with any direction given by management for health and safety
- Not misuse or interfere with anything provided for health and safety
- Report all accidents and incidents on the job immediately, no matter how trivial
- Report all known or observed hazards to their supervisor or manager.

4. Application of this policy

We seek the co-operation of all workers, customers and other persons. We encourage suggestions for realizing our health and safety objectives to create a safe working environment with zero accident rate. This policy applies to all business operation and functions, including those situations where workers are required to work off-site.

5. Governance of this policy

This Health & Safety Policy is governed by Zyeta Senior Management Team, which includes the Health & Safety Officer and the ESG & Sustainability Committee. These bodies are responsible for ensuring the enforcement, implementation, and continual improvement of health and safety practices in alignment with the company's operational objectives

6. Employees health and safety Policy

6.1 Sustainability Dedication Pledge

Zyeta integrates sustainability principles into its operations, aiming to reduce environmental impact while ensuring health-conscious and safe work environments. The company focuses on reducing exposure to harmful materials and promotes sustainable building practices in design consultations and projects. By incorporating eco-friendly solutions and minimizing environmental hazards, Zyeta ensures that employees work in spaces that are both safe and aligned with sustainable practices, contributing to the overall well-being of staff and the environment. This commitment to sustainability enhances both health and safety across all levels of the organization.

6.2 Physical Health at Work

Zyeta prioritizes a healthy workforce by providing safe, ergonomically designed workspaces both in the office and on-site. Regular maintenance of office equipment and safe working conditions are ensured to promote physical well-being. All office and work areas will be equipped with ergonomic furniture to prevent injury, and employees are encouraged to take breaks and practice healthy work habits. Regular safety training, including first aid and fire safety, will prepare employees for physical safety concerns, ensuring they are well-equipped to handle any potential emergencies in the workplace.

6.3 Employee Health & Safety Responsibilities

Zyeta actively embeds health and safety into its operations by taking a proactive approach to preventing risks and supporting employees. Management is responsible for leadership, resource allocation, and training on safety matters. They ensure the policy is effectively implemented across the organization. Employees must adhere to health and safety protocols, participate in training, and promptly report safety hazards or health concerns. A dedicated health and safety committee will monitor risks, suggest improvements, and guide safety initiatives across all departments, ensuring a comprehensive approach to workplace health and safety.

Zyeta is committed to providing a safe and healthy working environment for all employees, minimizing risks related to physical and psychological health at work. We will conduct regular risk assessments and ensure compliance with Indian laws like the Factories Act, 1948 and the Occupational Safety, Health and Working Conditions Code, 2020. Our goal is to enhance employee well-being by reducing workplace accidents and implementing stress management programs.

6.4 Diversity Equity Practices

Zyeta is dedicated to fostering a diverse, equitable, and inclusive work environment where all employees are treated with respect and fairness. We comply with the Equal Remuneration Act, 1976 and the Disabilities Act, 1995, ensuring equal opportunity regardless of gender, background, or disability. Our policies aim to prevent discrimination, harassment, and abuse, promoting a safe, inclusive workplace.

6.5 Hazard Identification and Management

Zyeta ensures a safe work environment by implementing a hazard identification and risk management process. Regular risk assessments will be conducted, particularly before starting new projects or entering new work areas, to identify potential hazards. Personal Protective Equipment (PPE) will be provided to employees working in hazardous environments, ensuring safety on-site.

Safety audits and inspections will be regularly conducted to monitor adherence to safety standards and identify any areas for improvement, ensuring that potential risks are minimized and a safe working environment is maintained across all operational areas.

Zyeta is committed to fostering a healthy work-life balance for all employees, recognizing that well-rested employees are more productive and engaged. To combat fatigue, we will proactively monitor and manage workloads, ensuring that tasks and deadlines are reasonable and achievable. Where possible, flexibility in work hours will be offered, enabling employees to better balance their professional and personal lives.

We will encourage regular breaks throughout the workday to promote mental rejuvenation and reduce the risk of physical strain. By creating an environment that prioritizes well-being, Zyeta strives to reduce fatigue, increase job satisfaction, and maintain high standards of work performance.

6.6 Labor Rights Protection

Zyeta is fully committed to preventing child labor, forced labor, and human trafficking within its operations, in line with the Child Labour (Prohibition and Regulation) Act, 1986 and the Bonded Labour System (Abolition) Act, 1976. We ensure strict compliance with these laws and regularly conduct audits to guarantee that our operations do not engage in or support such practices.

6.7 Emotional Well-being Care

Zyeta recognizes mental health as equally important as physical health and is committed to promoting mental well-being in the workplace. The company encourages work-life balance through flexible working arrangements and supportive time-off policies to prevent stress and burnout. Employees have access to confidential counseling services through an Employee Assistance Program (EAP) to address personal or work-related mental health concerns. Additionally, regular workshops on stress management techniques such as mindfulness, yoga, and time management will help employees manage stress effectively, creating a balanced and supportive work environment.

6.8 Ergonomic Design Deficiency

Zyeta is dedicated to promoting a healthy work environment by ensuring all workstations are ergonomically designed. This includes providing adjustable desks and chairs that allow employees to alternate between sitting and standing positions, reducing strain and improving posture.

Workstations will be regularly assessed to ensure they meet ergonomic standards, and necessary adjustments will be made to address individual employee needs. By prioritizing ergonomic design, Zyeta aims to minimize the risk of musculoskeletal injuries and enhance overall employee comfort and well-being, contributing to a healthier and more productive workplace.

6.9 Workplace Muscle Strain

Zyeta is committed to minimizing the risk of musculoskeletal disorders by adopting ergonomic standards for all workstations. The company will provide ergonomic workstations that allow for both sitting and standing positions to support employee comfort and reduce the likelihood of MSDs. Employees will receive training on proper posture, ergonomics, and the importance of taking regular breaks to mitigate strain. Zyeta encourages the use of adjustable desks, ergonomic chairs, and tools that support healthy work habits. Through these measures, Zyeta aims to promote employee health and well-being while preventing musculoskeletal injuries in the workplace.

6.10 Work-Related Stress

Zyeta is committed to fostering a supportive work environment that reduces stress and promotes mental well-being. The company will implement effective workload management strategies, provide stress management training, and offer access to counseling services to support employees. Zyeta encourages open communication between staff and management, ensuring concerns are addressed constructively.

Recognizing employee achievements and promoting a healthy work-life balance are key to stress reduction. By cultivating a culture of support and well-being, Zyeta aims to create an environment where employees feel valued, supported, and equipped to manage workplace stress, contributing to long-term health and success.

6.11 Workplace Environment Conditions

Zyeta is dedicated to ensuring optimal working conditions for all employees, which include fair wages, reasonable working hours, and access to social benefits. We will regularly evaluate employee satisfaction and aim to align our practices with the Factories Act, 1948 and the Code on Wages, 2019 to promote a balanced work-life culture. We commit to continuous improvement of working conditions in line with employee feedback.

6.12 Workload Pressure Burnout

Zyeta is committed to preventing burnout by focusing on effective workload management and realistic project timelines. To reduce excessive work-related stress, we will ensure that task distribution is fair and manageable for all employees. Zyeta will provide the necessary resources, training, and support to help employees prioritize and complete their tasks efficiently. We will regularly assess workloads to prevent overburdening individuals and ensure adequate time to meet deadlines. Additionally, employee well-being programs, stress relief initiatives, and opportunities for relaxation will be implemented to combat burnout, maintaining a healthy and motivated workforce.

6.13 Professional Growth Training

Zyeta values employee development and is committed to providing career growth opportunities through comprehensive training, continuous learning, and mobility programs. We will adhere to the Skills Development and Employment Act, 2020 and focus on creating a culture of professional development that empowers employees to excel in their roles and progress in their careers.

6.14 Workplace Safety Measures

Zyeta is committed to ensuring the safety of all employees involved in on-site work. To mitigate construction site risks, we will provide appropriate personal protective equipment (PPE) such as helmets, gloves, and safety boots. Comprehensive safety training will be provided to ensure that employees understand the specific risks they may encounter on-site and are equipped with the necessary skills to handle them. Site-specific safety protocols will be enforced, and regular risk

6.15 System-Related Stress

Zyeta is committed to mitigating the stress caused by technological challenges and deadlines. We will provide employees with comprehensive training on BIM software and other technological tools, ensuring they have the skills and confidence to navigate complex systems. Additionally, we will offer ongoing technical support to address issues promptly and reduce frustration.

Realistic project timelines will be established to minimize pressure, and employees will be encouraged to reach out for help when needed. By ensuring our systems are user-friendly and providing adequate resources, we aim to alleviate technological stress and support employees in maintaining a healthy work-life balance.

6.16 Health-Related Absenteeism

Zyeta is committed to reducing absenteeism by addressing the underlying causes of health issues in the workplace. We will implement preventive measures such as ergonomic workstation adjustments, stress management training, and regular health checkups to minimize the risk of health-related absenteeism. In addition, Zyeta will support employees during their recovery with flexible leave policies, ensuring they have the time they need to recover fully. Return-to-work programs will also be offered to help employees transition back into their roles safely and effectively, promoting a healthier, more engaged workforce and minimizing disruptions to business operations.

7. ESG Objectives

Sl. No.	Sustainability Issue	Objective	Measure	Target Value for April 2025-March 2026
1	Sustainability Dedication Pledge	Enhance sustainability initiatives	Percentage of sustainability-related activities completed (Percentage)	95% activities (↑)
2	Physical Health at Work	Improve physical health initiatives	Percentage of employees with access to health programs (Percentage)	100% (→)
3	Employee Health & Safety Responsibilities	Increase awareness of health & safety roles	Percentage of employees aware of responsibilities (Percentage)	100% (→)
4	Diversity Equity Practices	Increase diversity & inclusion	Percentage of diverse hires (Percentage)	35% diverse workforce (↑)
5	Hazard Identification and Management	Improve hazard identification processes	Number of identified hazards (Count)	10 hazards identified (↑)
6	Labor Rights Protection	Eliminate Child Labor, Forced Labor And Human Trafficking	Number of child labor violations, forced labor violations, human trafficking cases	0 violations (→)

7	Emotional Well-being Care	Increase mental health support programs	Number of mental health support sessions offered (Count)	6 sessions (↑)
8	Ergonomic Design Deficiency	Improve workstation ergonomics	Percentage of employees with ergonomic workstations (Percentage)	100% (→)
9	Workplace Muscle Strain	Reduce WRMSDs incidents	Number of WRMSD cases reported (Count)	0 cases (↓)
10	Work-Related Stress	Reduce work-related stress levels	Percentage of employees reporting work-related stress (Percentage)	5 % (↓)
11	Psychosocial Hazards	Reduce psychosocial hazards	Number of psychosocial hazards identified (Count)	0 incidents (→)
12	Workplace Environment Conditions	Improve overall working conditions	Employee satisfaction survey (Score 1-10)	10/10 (→)
13	Workload Pressure Burnout	Reduce burnout risk	Percentage of employees experiencing burnout (Percentage)	1 % (→)
14	Professional Growth Training	Increase training opportunities	Percentage of training hours per employee (Hours)	100% (→)
15	Workplace Safety Measures	Improve on-site safety	Number of on-site safety incidents (Count)	0 incident (→)
16	System-Related Stress	Reduce technological stress	Percentage of employees reporting stress due to technology (Percentage)	2 % (↓)
17	Health-Related Absenteeism	Reduce absenteeism due to health issues	Percentage of absenteeism due to health (Percentage)	2% absenteeism (↓)

8. Disciplinary Action for Policy Violations

At Zyeta, we are committed to maintaining a safe, respectful, and productive work environment that promotes the well-being of all employees. We expect all team members to adhere to company policies, maintain professionalism, and comply with health and safety standards. Any violation of these policies, including misconduct, failure to follow established procedures, or unsafe work practices, will result in disciplinary action. Actions may range from verbal warnings to termination, depending on the severity of the violation. All employees are expected to contribute to a positive workplace culture in line with Zyeta's values and standards.

9. Distribution

The Employee Health & Safety Policy will be distributed to all employees during their induction and made accessible to current staff via the company intranet and employee handbooks. Contractors and subcontractors will also receive a copy of the policy and must acknowledge their understanding and commitment to complying with its terms.

This ensures that all individuals working with Zyeta are informed about the company's health and safety standards, fostering a shared responsibility for maintaining a safe and supportive work environment across all levels of the organization. Regular updates and reminders will be provided to ensure ongoing compliance and awareness.

10. Annual Review

Zyeta is committed to the continuous improvement of its Employee Health & Safety Policy. An annual review will be conducted to assess the effectiveness of the policy, identify areas for improvement, and ensure compliance with evolving regulations and best practices. Feedback from employees, contractors, and health and safety audits will be considered to refine processes, update training programs, and enhance risk management strategies.

The goal is to maintain a dynamic, proactive approach to health and safety, ensuring the well-being of all employees and stakeholders while fostering a culture of continuous improvement in workplace safety and employee health.

11. Conclusion

Zyeta's Employee Health & Safety Policy underscores our dedication to protecting the physical and psychological well-being of all employees. By proactively managing health and safety risks, we strive to create a balanced, productive work environment. This policy will be regularly reviewed and updated to meet the evolving needs of our employees, regulatory requirements, and business operations. Zyeta's management ensures effective communication and implementation of this policy, making it an integral part of our continuous improvement process. We are committed to fostering a culture of health, safety, and well-being for both our employees and the communities we serve.

WORKING CONDITIONS POLICY

ZYETA/ESG/P-02

1. Introduction

Zyeta is committed to maintaining a work environment that reflects our core values of integrity, sustainability, and employee well-being. This policy outlines our approach to providing fair, transparent, and equitable working conditions, including competitive wages, comprehensive benefits, and flexible working hours. We prioritize work-life balance, employee satisfaction, and open communication to foster a positive workplace culture. Zyeta ensures compliance with local labor laws and global best practices, with measurable objectives to track progress in these areas. Our goal is to create a conducive work environment that enhances employee productivity, satisfaction, and long-term business success.

2. Scope of Application

2.1 Who: This policy applies to all employees, contractors, and temporary workers associated with Zyeta.

2.2 Business Area or Operations Covered: All design consultation and project management services using Building Information Modeling (BIM).

2.3 Geographical Area Covered: It covers all the branches

3. Roles and Responsibilities

3.1 Management

- Ensure the implementation and continuous monitoring of this policy across all departments and locations.
- Provide resources necessary for improving working conditions and addressing any employee concerns.
- Regularly review working conditions and engage employees in feedback sessions.

3.2 Human Resources (HR)

- Oversee compliance with this policy, ensure that employees are educated about their rights, and handle any complaints or concerns regarding working conditions.
- Facilitate training for managers and employees on work-life balance, health, and safety.

3.3 Supervisors and Managers

- Maintain a supportive and fair work environment for their teams.
- Ensure that employees have clear work expectations, appropriate workloads, and the resources to succeed.

3.4 Employees

- Actively engage in promoting a healthy work culture by providing feedback to managers and HR regarding any concerns or suggestions for improvement in working conditions.
- Respect the working conditions set by Zyeta and engage in two-way communication to ensure mutual understanding.

4. Application of this Policy

This policy is applicable in all work-related settings, including office spaces, remote work, project sites, and client premises. It covers various aspects of working conditions such as health and safety, working hours, wages, benefits, non-discrimination, and grievance redressal mechanisms.

5. Governance of this Policy

This policy is governed and overseen by Zyeta's Senior Management Team, with support from the Human Resources (HR) Department and the ESG Committee. They are responsible for ensuring that the principles outlined in this policy are adhered to, monitored, and effectively integrated into the company's daily operations. They will also ensure that periodic audits and assessments of working conditions are conducted to ensure compliance.

6. Working conditions policy

6.1 Workforce Health Insurance

Zyeta provides comprehensive health care coverage to all employees and their dependents as part of our commitment to employee welfare. In line with the Employees' State Insurance Act, 1948, we offer medical insurance, access to health services, and coverage for work and non-work-related injuries and illnesses. The health care plans are clearly communicated to employees to ensure they are aware of their coverage options.

6.2 Work-Life Integration

Supporting employees in maintaining a healthy work life-balance by providing flexible working arrangements, where feasible. Promoting a supportive and understanding work culture that respects personal and family responsibilities.

Zyeta recognizes the importance of maintaining a healthy work-life balance to prevent burnout and enhance employee satisfaction. We offer flexible working arrangements, such as remote work or adjusted hours, to accommodate personal and family needs. Zyeta actively discourages excessive overtime and promotes a clear boundary between work and personal life, particularly outside business hours. Employees are encouraged to prioritize personal time, and we respect their right to disconnect from work emails, calls, and messages unless an urgent business need arises. This approach helps employees recharge and maintain their overall well-being.

The inability to offer flexible working conditions, such as remote work options or flexible hours, poses significant risks, including increased employee burnout, dissatisfaction, and turnover. In today's highly competitive labor market, especially for skilled workers, employees increasingly expect flexibility in how they balance work and personal life. Zyeta acknowledges this need and supports a flexible work culture that includes remote work opportunities, flexible working hours, and other adaptive practices. This helps employees manage their personal and family commitments, ensuring they maintain a positive work-life balance, which in turn boosts retention and job satisfaction.

6.3 Working Hours

Employees at Zyeta are expected to adhere to standard business hours, typically from 9:00 AM to 6:00 PM, Monday to Friday. However, flexible working arrangements may be considered based on the nature of the role or location, subject to mutual agreement. Overtime work may be required occasionally and will be compensated according to statutory requirements or company policies. Employees are entitled to regular breaks during working hours, including a one-hour lunch break and additional short breaks, to support productivity and overall well-being. The company strives to ensure employees' working hours remain reasonable and manageable.

6.4 Wages and Benefits

Zyeta is committed to providing fair, competitive wages and benefits that align with industry standards and the responsibilities of each position. Employees will be paid in accordance with the minimum wage regulations set by the Government of India and other applicable laws. We offer a competitive salary structure based on skills, experience, and performance. Salary reviews are conducted annually to adjust for inflation, individual performance, and market trends. Additionally, employees are entitled to statutory benefits like Provident Fund (PF), Employees' State Insurance (ESI), and Gratuity, along with other benefits such as health and life insurance.

Zyeta ensures that employees receive equitable remuneration that reflects their role, responsibilities, experience, and performance. In addition to competitive salaries, employees are provided with a range of social benefits, including medical insurance, life insurance, performance bonuses, and other incentives. Zyeta also offers opportunities for professional development to support employees' career growth. These benefits are part of a comprehensive compensation package that not only rewards employees for their contributions but also enhances their overall well-being and financial security. Social benefits are regularly reviewed to meet the evolving needs of employees.

6.5 Two-Way Dialogue

Zyeta fosters a culture of open and transparent communication between employees and management regarding working conditions. We encourage employees to raise any concerns they may have about their work environment or policies. Regular employee satisfaction surveys are conducted to gauge the overall work climate and identify any potential areas for improvement. In addition, quarterly feedback sessions are held between management and staff to discuss working conditions, potential issues, and corrective measures. This approach ensures that employees' voices are heard and helps management make data-driven decisions for enhancing the work environment.

6.6 Work Schedule Flexibility

Zyeta recognizes the need for flexibility in modern work environments and supports flexible work arrangements for all employees. In compliance with the Indian Labor Laws, we offer options such as telecommuting, part-time work, and flextime to help employees balance their professional and personal lives. This ensures that employees have the autonomy to manage their schedules without compromising their productivity.

6.7 Employee Satisfaction Feedback

Zyeta conducts annual employee satisfaction surveys to assess overall morale, job satisfaction, and the work environment. These surveys help the company gather valuable insights into employees' views on working conditions, communication, and other aspects of their employment experience. The results of these surveys are shared with employees, and action plans for addressing any concerns or areas of improvement are put in place. By conducting regular surveys, Zyeta ensures that employees feel heard, valued, and involved in the decision-making process regarding workplace policies and practices.

Zyeta regularly seeks feedback from its employees to assess satisfaction levels and improve the work environment. Through annual employee satisfaction surveys, we gather insights on workplace morale, management effectiveness, and overall job satisfaction. This initiative is in line with best practices and ensures that we continuously improve our workplace culture to maintain high employee engagement.

6.8 Retention Vulnerability Factor

Without competitive social benefits, including healthcare, retirement pensions, and other social protections, companies may face challenges in retaining skilled employees. Employees in such organizations may seek opportunities elsewhere for better benefits and security. To mitigate this, Zyeta ensures the provision of comprehensive benefits packages that include high-quality healthcare, life insurance, and retirement plans. These benefits are designed to align with global best practices, reinforcing Zyeta's commitment to employee well-being and long-term retention. By offering a solid support structure, Zyeta helps ensure employees feel valued and supported in both their professional and personal lives.

6.9 Family Support Programs

Zyeta promotes a work environment that supports the balance between work and family responsibilities for all employees. We have implemented initiatives such as flexible work hours, parental leave, and child care support. These initiatives, compliant with the Maternity Benefit Act, 1961, and Indian Employment Laws, ensure that employees, whether parents or caregivers, have the opportunity to manage family responsibilities alongside their work commitments.

6.10 Welfare Protection Gap

Operating in regions with minimal or no state-provided social protections exposes companies to increased risk. In these areas, it becomes imperative for employers to step in and provide their own benefits to avoid dissatisfaction, employee turnover, and potential legal complications. Zyeta is committed to meeting or exceeding international standards for employee social protections, such as healthcare and pension plans, especially in regions with limited government-provided social benefits. By implementing these standards, Zyeta ensures that employees are protected regardless of the region, promoting job security and satisfaction while avoiding legal issues associated with insufficient protections.

6.11 Non-Standard Pay Rates

Zyeta is committed to ensuring that employees are fairly compensated for extra or atypical working hours. In line with the Indian Labor Laws (Factories Act, 1948 & Payment of Wages Act, 1936), employees working beyond their regular hours are entitled to overtime pay at the prescribed rates. Zyeta ensures adherence to these laws and establishes a transparent system for documenting and compensating overtime. Employees are informed of the overtime policies through clear communication channels.

6.12 Ethical Labour Practices

Promoting ethical behaviour, integrity, and professionalism among employees. Maintaining strict adherence to applicable laws, regulations, and ethical standards. Providing training and awareness programs to educate employees about ethical conduct and the consequences of unethical practices. To ensure effective implementation and continuous improvement of our social initiatives, we will designate responsible individuals or committees to oversee the implementation and monitoring of this policy. Provide resources, support, and training to employees to facilitate the implementation of social initiative. Periodically review effectiveness of this policy, assess progress, and make necessary adjustments to align with changing needs and best practices. Failure to uphold fair wages and ethical labor practices can severely damage a company's reputation, resulting in regulatory scrutiny and loss of employee trust. Employees who feel they are not being treated fairly in terms of compensation and working conditions may experience reduced morale and productivity, which can, in turn, lead to higher turnover rates.

Zyeta is dedicated to maintaining ethical labor practices by offering competitive wages, transparent pay structures, and ensuring compliance with international labor standards. By upholding these principles, Zyeta fosters trust, improves employee satisfaction, and reduces reputational and legal risks.

6.13 Occupational Safety Hazard

Providing a safe and healthy work environment that complies with applicable health and safety regulations. Implementing measures to prevent occupational hazards, accidents, and injuries. Encouraging employee well-being through initiatives that promote physical and mental health, work-life balance, and stress management. Neglecting employee health and wellness programs can have a profound impact on both morale and productivity. In sectors that rely on highly skilled labor, the consequences can be especially damaging, as absenteeism and decreased efficiency become critical issues.

Zyeta mitigates this risk by investing in robust healthcare and wellness initiatives aimed at safeguarding employees' physical and mental well-being. These programs include access to healthcare, fitness resources, and mental health support. By ensuring employees' health is a top priority, Zyeta aims to reduce absenteeism, improve productivity, and maintain a high standard of workplace morale.

6.14 Employee Pay Communication

Zyeta ensures that all employees are fully informed of their remuneration structure, including base salary, bonus schemes, and any financial benefits. The company communicates this information through accessible channels such as employee handbooks, direct communication from HR, and online portals. Zyeta adheres to Indian Labor Law (Minimum Wages Act, 1948), ensuring that all employees understand how their compensation is structured and any opportunities for salary advancement.

6.15 Employee Engagement

Encouraging open and transparent communication channels within the organization. Facilitating regular employee feedback mechanisms, such as surveys, suggestion boxes, and town hall meetings, to foster employee engagement and address concerns. Promoting a culture of recognition and appreciation to celebrate employee achievements and contributions. Encouraging employees to actively participate in social initiatives and community service activities.

Collaborating with external organizations or NGOs to address social issues and contribute to community development. Supporting and organizing volunteering programs, charitable events, and initiatives to give back to the society. When organizations lack strong employee engagement practices, such as feedback mechanisms or opportunities for collective input, they risk disconnecting from employee needs. This disengagement can lead to dissatisfaction, low morale, and ultimately a decrease in productivity and retention.

Zyeta actively prioritizes employee engagement through regular satisfaction surveys, open communication channels, and other feedback systems. These initiatives help identify issues early, ensuring employees feel heard and valued. By fostering an environment of continuous communication and alignment with company goals, Zyeta enhances workplace morale and strengthens overall employee commitment.

6.16 Talent Attraction

To remain competitive in sectors like BIM and project management, attracting and retaining top talent is essential. Companies that fail to invest in professional growth opportunities may struggle to attract skilled employees, leading to talent shortages that can hinder growth and innovation. Zyeta addresses this by offering robust career development programs, training opportunities, and clear career progression paths. These initiatives demonstrate Zyeta's commitment to employee growth and foster an environment where top talent can thrive, ensuring that the company remains a strong competitor in its industry by continually attracting highly skilled professionals.

6.17 Compliance and Legal

Operating across multiple regulatory environments exposes companies to legal risks, particularly when employee rights are not adequately protected. Compliance with both local and international labor laws is crucial to avoid potential legal issues or penalties. Zyeta is committed to adhering to all applicable labor laws and regulations, ensuring that employees' rights are respected across all regions of operation. By maintaining strict compliance with these laws, Zyeta not only reduces the risk of legal liabilities but also strengthens its reputation as an ethical employer that values employee rights and welfare.

7. ESG Objectives

Sl. No.	Sustainability Issue	Objective	Measure	Target Value for April 2025-March 2026
1	Workforce Health Insurance	Enhance healthcare coverage	Percentage of employees with healthcare coverage (Percentage)	100% (→)
2	Work-Life Integration	Improve work-life balance	Percentage of employees with flexible work schedules (Percentage)	95 % (↑)
3	Working Hours	Improve working hour management	Percentage of employees with reasonable working hours (Percentage)	100 % (→)

4	Wages and Benefits	Increase wage competitiveness	Percentage of employees receiving competitive wages (Percentage)	100 % (→)
5	Two-Way Dialogue	Increase communication on working conditions	Number of communication channels for working conditions (Count)	5 channels (↑)
6	Work Schedule Flexibility	Improve work schedule flexibility	Percentage of employees with flexible work schedules (Percentage)	95% (↑)
7	Employee Satisfaction Feedback	Increase employee satisfaction	Employee satisfaction survey (Score 1-10)	10 /10 (→)
8	Retention Vulnerability Factor	Enhance employee retention by reducing turnover risk and strengthening engagement.	Percentage of employees identified as retention risks due to low engagement, dissatisfaction, or external job offers.	15% (↑)
9	Family Support Programs	Increase family-friendly initiatives	Number of family-friendly programs offered (Count)	3 programs (↑)
10	Welfare Protection Gap	Improve social protections in low-regulated regions	Percentage of employees in low-regulated regions receiving benefits (Percentage)	100% (→)
11	Non-Standard Pay Rates	Reduce non-standard pay rates	Percentage of employees on non-standard pay (Percentage)	0% (→)
12	Ethical Labour Practices	Strengthen ethical labor practices	Number of ethical labor violations (Count)	0 violations (→)

13	Occupational Safety Hazard	Improve health and safety standards	Number of health & safety incidents reported (Count)	0 incidents (→)
14	Employee Pay Communication	Improve pay transparency	Employee feedback on pay transparency (Score 1-10)	9/10 (↑)
15	Employee Engagement	Increase employee engagement	Percentage of employees actively engaged (Percentage)	100 % (→)
16	Talent Attraction	Enhance talent attraction strategies	Number of new hires (Count)	8 hires (↑)
17	Compliance and Legal	Ensure compliance with labor laws	Number of compliance violations (Count)	0 violations (↓)

8. Disciplinary Action for Policy Violations

Any violation of this policy will be addressed after a thorough investigation. Potential actions include a Verbal or Written Warning for minor, first-time violations, Suspension or Temporary Disciplinary Action for repeat offenses or serious breaches, and Termination of Employment for severe, repeated violations or actions that jeopardize employee safety and well-being. Zyeta is committed to fostering a supportive and respectful work environment and expects all employees to follow the guidelines set forth in this policy. Adherence to these standards ensures a positive and safe workplace for everyone.

9. Distribution

This policy will be distributed to all employees, both new and existing, ensuring accessibility across multiple platforms. It will be included in the employee handbook and posted on the internal portal for easy reference. The HR department will ensure that all employees are briefed on the policy during their orientation and training sessions, highlighting key aspects of working conditions. This approach guarantees that every employee is informed about their rights and responsibilities, promoting awareness and adherence to the policy across the organization. Regular reminders and updates will also be provided to maintain understanding and compliance

10. Annual Review

To ensure the policy remains relevant and effective, it will be reviewed annually. This review will take into account the evolving needs of the company, feedback from employees, and any changes in local or global regulatory requirements. The HR department will lead the review process and propose any necessary modifications. Any updates or adjustments to the policy will be communicated promptly to all employees through internal channels, ensuring transparency and alignment. This proactive approach ensures that Zyeta maintains high standards of working conditions and remains compliant with applicable laws and best practices.

11. Conclusion

Zyeta is committed to creating a socially responsible and supportive work environment that values the well-being, safety, and development of its employees. We aim to ensure employee health and safety, promote work life balance, engage employees, and make a positive impact within the organization and the border community. Zyeta is dedicated to upholding high standards of working conditions that prioritize employee welfare, satisfaction, and professional growth.

This policy is designed to foster a culture of transparency, fairness, and well-being, ensuring that employee's feel valued and supported. We recognize that creating a positive work environment is a collective effort, and through ongoing collaboration with our employees, we aim to continually enhance the conditions we offer. By focusing on employee needs and promoting an atmosphere where everyone can thrive, Zyeta strives to build a sustainable, engaging workplace that contributes to both individual and organizational success.

SECURITY CONCERN REPORTING POLICY

ZYETA/ESG/P-03

1. Introduction

Zyeta is dedicated to ensuring the confidentiality, integrity, and availability of information within the organization. We understand that safeguarding sensitive information is essential to maintaining trust with clients, employees, contractors, and business partners. Information security issues, including data breaches or unauthorized access, pose serious risks to our operations and reputation. To address these risks, Zyeta has implemented this Whistleblower Policy, offering a secure and confidential process for reporting concerns related to information security violations. This policy ensures swift action in resolving security incidents, reinforcing our commitment to the highest ethical standards and protecting sensitive data across our operations.

2. Scope of Application

2.1 Who: This policy applies to all employees, contractors, clients, and stakeholders associated with Zyeta.

2.2 Business Area or Operation Covered: All design consultation and project management services provided through Building Information Modeling (BIM).

2.3 Geographical Area Covered: It covers all the branches.

3. Roles and Responsibilities

3.1 Whistleblower

- The whistleblower has a responsibility to report any concerns related to information security in a timely manner and in good faith.
- They must provide as much detail as possible, including relevant evidence, to assist with the investigation.
- Whistleblowers must refrain from making malicious or unfounded claims.

3.2 Management Team

- The management team, including the IT department and information security officers, is responsible for reviewing, investigating, and addressing any reports of information security concerns.

- Management ensures that all employees and stakeholders are aware of the policy and its importance.

3.3 IT & Information Security Team

- This team is responsible for investigating and mitigating information security concerns that have been reported.
- They will assess the severity of the reported incidents and coordinate with other departments as necessary.
- The team will ensure that incidents are resolved, and the necessary corrective actions are implemented.

3.4 HR and Compliance Teams

- The HR and Compliance teams are responsible for ensuring that employees are protected from retaliation and that any disciplinary actions are applied to those who fail to comply with the policy.
- They will also ensure that the organization complies with applicable laws and regulations regarding information security.

3.5 Third-Party Reporting Channels

- Zyeta will also provide third-party reporting channels, such as external reporting services, for whistleblowers that may prefer anonymity or wish to ensure independence in the investigation process.

4. Application of the Policy

This policy applies to all security concerns, including but not limited to data breaches and cybersecurity threats, unauthorized access to company information or property, workplace violence or threats, fraudulent activities and corruption, and safety hazards at project sites.

5. Governance of this Policy

The governance of this policy is overseen by Zyeta's Senior Management and the Security & Risk Management Committee. The Chief Security Officer (CSO) is responsible for the implementation, monitoring, and enforcement of this policy. The CSO, along with the Risk Management team, will assess any reported security concerns, oversee investigations, and ensure appropriate actions are taken to address potential threats. This policy will be reviewed regularly to ensure its alignment with Zyeta's security objectives and any emerging risks or threats.

6. Security concern reporting Policy

6.1 Non-Retaliation Guarantee

Zyeta upholds a strict non-retaliation policy to protect whistleblowers from any form of harassment, discrimination, or adverse actions for reporting information security concerns in good faith. Whistleblowers will be shielded from retaliation, whether direct or indirect, ensuring they can raise concerns without fear. Any individual found retaliating against a whistleblower will face severe disciplinary action, potentially including termination of employment or contract. This policy helps create a safe environment where employees and stakeholders feel confident in reporting security issues, knowing that their actions will be protected and valued.

6.2 Confidentiality Guarantee

Zyeta ensures that all reports of information security concerns will be handled with the highest level of confidentiality. The identity of the whistleblower will not be disclosed without their consent, except when required by law or regulatory authorities. The information provided by the whistleblower will be used exclusively for investigating the concern raised, ensuring that their personal information and the details of their report remain secure. This policy is crucial in fostering trust and encouraging individuals to report concerns, knowing their identities and any sensitive details will be protected throughout the investigation process.

6.3 Dedicated Reporting Channel

Zyeta provides multiple channels for reporting information security concerns, ensuring that stakeholders have convenient, accessible options. Internal reporting channels include email ([infosec.reporting@Zyeta.in]), a designated contact person in the Information Security Team, and a hotline for immediate assistance. Additionally, a third-party reporting service is available for those who prefer anonymity or wish to ensure independence in the investigation process. This external service is operated by a trusted partner, accessible through both email and hotline, providing whistleblowers with multiple methods of reporting while ensuring confidentiality and impartiality throughout the process.

7. ESG Objectives

Sl. No.	Sustainability Issue	Objective	Measure	Target Value for April 2025-March2026
1	Non-Retaliation Guarantee	Ensure protection from retaliation for individuals reporting security concerns.	Percentage of reported security concerns with no retaliation	100%(→)
2	Confidentiality Guarantee	Ensure confidentiality for all security concern reports.	Percentage of security concern reports processed confidentially	100%(→)
3	Dedicated Reporting Channel	Provide a secure, dedicated channel for reporting security concerns.	Percentage of employees aware of the dedicated reporting channel	100%(→)

8. Disciplinary Action for Policy Violations:

Employees who violate this policy, including failing to report information security concerns, will face disciplinary action, which could result in termination of employment. Contractors, suppliers, and business partners found in violation of the policy may have their contracts or business relationships terminated, with potential legal action taken if necessary. Retaliatory behavior against a whistleblower will not be tolerated under any circumstances. Individuals found guilty of retaliation will face severe consequences, including possible legal action, to ensure a safe and supportive environment for reporting security concerns. These measures are essential in maintaining integrity and accountability within Zyeta's operations.

9. Distribution

The Information Security Whistleblower Policy will be distributed to all employees, contractors, and relevant stakeholders to ensure awareness and adherence. It will be incorporated into employee handbooks, onboarding programs, and shared through the company's intranet for easy access. Regular training sessions will be held to reinforce the importance of the policy and its provisions. Acknowledgement of the policy will be required from all employees and contractors through signed statements to ensure understanding and commitment. This proactive approach ensures that all stakeholders are informed and understand their responsibilities under the policy.

10. Annual Review

The Information Security Whistleblower Policy will undergo an annual review to assess its effectiveness, relevance, and compliance with legal and regulatory changes. The review will include input from the management team, IT department, HR, and compliance officers to ensure the policy remains up-to-date and responsive to emerging threats. Adjustments or updates will be made as necessary, and any changes will be communicated to all employees, contractors, and stakeholders. Regular assessments ensure that Zyeta continues to uphold its commitment to transparency, security, and a safe environment for reporting concerns.

11. Conclusion

Zyeta is committed to upholding the highest standards of information security and ethical conduct in all aspects of its operations. Our Whistleblower Policy provides a secure and confidential channel for reporting concerns related to information security, ensuring transparency and accountability. By encouraging open communication and protecting whistleblowers from retaliation, we aim to create an environment of trust where issues can be addressed promptly and effectively. This policy is integral to maintaining the integrity of our organization and reinforcing our commitment to safeguarding sensitive information and fostering a culture of ethical behavior. We encourage all stakeholders to be vigilant and proactive in identifying and reporting information security risks, ensuring that Zyeta continues to protect sensitive data and maintain its reputation as a trusted partner in the industry.

Acknowledgement of Receipt for Policy

I hereby acknowledge that I have received a copy of the Policy. I understand that it is my responsibility to thoroughly read the contents of the Policy and adhere to the policies, rules, and regulations outlined therein.

By signing below, I confirm my commitment to comply with the principles and guidelines stated in the Policy.

Signature

:



Name

: Shailesh D'souza | General Manager –EHS

Date

: 5th February, 2024