

Health, Safety & Environment Manual



Genesys International Corporation Limited,

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Profile of Genesys International Corporation Limited:

Genesys International Corporation Ltd., a publicly held company listed on Bombay Stock Exchange, was founded in 1995 with a mission to become a global leader as a single-source Photogrammetry, GIS / Mapping Services, and IT consulting firm. The company has been progressively adopting advanced technologies in the field of survey, data acquisition and mapping, from different platforms (Terrestrial, Mobile, Aerial and Space) and associating with partners in various geographies, to be able to deliver quality services, products and solutions. Genesys International is positioned to provide professional resources, depth of services, and quality products to meet the most demanding project requirements – anywhere in the world.

As a holistic spatial resource planning company Genesys offers a suite of services, products and solutions from:

- Survey
- Mapping
- Geospatial
- Remote sensing
- LiDAR
- Photogrammetry
- AM / FM / GIS
- IT - Customized Software development

A profile of Genesys clientele includes local, state, and federal agencies; telecommunications firms; utilities; energy companies; water/waste water companies; agriculture and environmental companies; engineering firms; transportation authority's; as well as insurance, financial and e-commerce enterprises worldwide.

These services demand a high level of commitment to ensure that client requirements are met. This is ensured by selecting best talent to work on each project from a resource pool of Survey, Mapping, and Geospatial, Remote sensing, LiDAR, Photogrammetry, Ortho, AM/FM/GIS, and IT professionals. Combining quality personnel with appropriate production capacity enables undertaking of each project with assurance that it will be successfully completed based upon our client's specific project scope, time-frame, and budget.

Reference for Additional Introduction - http://www.igenesys.com/about_us.html

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1 SCOPE

This Health, Safety & Environment Manual, hereafter referred as “HSE Manual”, is applicable to all functions identified and activities at Genesys Int. Corp. Ltd., Mumbai. The locations under scope are

Sr.No.	Name and address	Activities
1	<p>Corporate Office</p> <p>73-A, 75, 77 SDF III, SEEPZ, Andheri (East), Mumbai 400096</p>	<p>Core Activities:</p> <ul style="list-style-type: none"> • Survey • Mapping • Geospatial • Remote sensing • LiDAR • Photogrammetry • AM / FM / GIS • Orthophoto • IT - Customized Software development <p>Support Activities:</p> <ul style="list-style-type: none"> • HR • IT IS • Administration
2	<p>Development Centre</p> <p>Unit 103 & 104, Multi storied Building, SEEPZ, Andheri (East), Mumbai 400096</p> <p>Tel: +91 - 22 – 44884488 Fax: +91 - 22 – 2829 0603</p>	<p>Core Activities:</p> <ul style="list-style-type: none"> • Survey • Mapping • Geospatial • Remote sensing • LiDAR • Photogrammetry • AM / FM / GIS • Orthophoto <p>Support Activities:</p> <ul style="list-style-type: none"> • HR • IT IS • Administration

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Scope of HSE Management System:

“Provision of services in the area of GIS comprising Mapping and Geospatial Services, Remote Sensing, Advanced Survey, LiDAR, Photogrammetry, Proprietary tools, Products, image analysis and end-to-end spatial solutions, and support functions”

2 ORGANIZATIONAL CHART (GENERAL)

The Organisation chart and the overall role and responsibilities are available in HR/GEN/01.

ROLES AND RESPONSIBILITIES (HEALTH, SAFETY & ENVIRONMENT)

Chairman and Managing Director (CMD)

- Provide vision, leadership and strategic direction to the organization on HSE
- Oversee the development and implementation of organisation wide HSE programs aligned to the International Standard
- Build leadership team to ensure effective management of HSE
- Constantly evaluate effectiveness of HSE implementation and development
- Develop and implement successful Human Resources strategies that support the HSE objective of the organization
- Enhance and Build the Capability of Genesys Employee through co-creating learning experiences and opportunities on HSE

Head - Facilities & Logistics

- Ensure stringent budgetary control, financial discipline and statutory compliance towards HSE
- Contribute to create and execute HSE Implementation enabling to achieve organisation's HSE objectives
- Constantly evaluate effectiveness of HSE implementation and development
- Ensure secure, hygienic, well maintained facilities & work environment
- Provide safe & comfortable transport for the employees to commute to work
- Provide hygienic and good quality cafeteria services for the employees

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- Ensure effective utilization of space and workstation management of the facilities

Head - Compensation, Benefits & Ops

- Constantly evaluate effectiveness of HSE implementation and development
- Develop and implement successful Human Resources strategies that support the HSE objective of the organization
- Enhance and Build the Capability of Genesys Employee through co-creating learning experiences and opportunities on HSE through L&D Behavioural programmes.

Operational Excellence Team - Leadership

- Assisting HSE Management Representative in conducting HSE internal audits
- Monitor the effectiveness of HSE

3 GENERAL REQUIREMENTS

The HSE Management of Genesys Int. Corp. Ltd., Mumbai, is committed to establish, document, implement, maintain and continually improve a Health, Safety and Environment Management System in accordance with the requirements of the Standards ISO 14001 and ISO 45001 and determined how it will fulfill these requirements.

Genesys Int. Corp. Ltd., Mumbai, has defined and documented the scope of its HSE Management system in this document.

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4 GENESYS HEALTH AND SAFETY POLICY

Genesys International Corporation Ltd is one of India's leading global organizations in the field of GIS Solutions, Remote Sensing and Photogrammetry Services.

To maintain and enhance its business, Genesys has identified the need of establishing an HSE Framework. The overall objective of an HSE Policy is to provide framework for Health & Safety including its employees, working environment.

GENESYS is committed to conducting its operations in a manner that:

- Protects the health and safety of its employees, contractor personnel and the general Public.
- Minimises adverse environmental impacts & protects its equipment and assets.

In order to implement this Policy, the GENESYS will:

- Comply with all applicable HSE laws, regulations, international industry standards and other related internal mandatory requirements.
- Ensure that HSE is an integral part of business decision-making processes at all levels of the Company via the application of a proactive, systematic, timely and risk based approach to HSE management.
- Provide the necessary training to ensure that all employees and contractors are aware of their roles and responsibilities regarding HSE.
- Hold all employees accountable for HSE performance and empower all members of our workforce to stop any work that is considered unsafe.
- Seek to continually improve HSE performance by fostering a positive HSE culture.

To ensure a continual improvement in HSE, the process will be evaluated on an ongoing basis and through management reviews and improvements would be reflected through changes in policies and procedures. All employees are encouraged to review these policies on a regular basis and actively participate in the HSE program.

Genesys International Corp. Ltd.

Date: - January 17, 2018

Sajid Malik

Chairman & Managing Director

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5 HSE PLANNING

5.1 Identifying Environmental Aspects / Hazard Identification, Risk Assessment and Controls:

Genesys Int. Corp. Ltd., Mumbai, has established, implemented and maintained a procedure (PD/FL/15) for ongoing Environmental Aspects & Hazard Identification, Risk Assessment and determination of necessary controls.

The procedure for Environmental Aspects, Hazard Identification and Risk Assessment shall take into account:

- Routine and non-routine activities
- Activities of all persons having access to the workplace, including contractors and visitors
- Human behavior, capabilities and other human factors
- Identified environmental Aspects, Hazards originating outside the workplace capable of adversely impacting the Environment and affecting health & safety of persons under the control of the Organization within the workplace
- Environmental aspects or hazards created in the vicinity of the workplace by work-related activities under the control of Organization
- Infrastructure, Equipment, Environment, materials at the workplace, whether provided by GENESYS. or by others
- Changes or proposed changes in the Organization, its activities, or materials
- Modification to the HSE management system, including temporary changes, and their impacts on operations, processes, and activities
- Any applicable legal obligations relating to risk assessment and implementation of necessary controls
- The design of work areas, processes, installations, machinery/equipment, operating procedures and work organization, including their adaptation to human capabilities.
- Results of these assessments are considered when determining OH&S controls.
- Determine those aspects that have or can have significant impact(s) on the environment and are taken into account in establishing, implementing and maintaining its environmental management system.

When determining the controls, or considering the changes to existing controls, considerations shall be given to reducing risks according to the following hierarchy:

- a. Elimination
- b. Substitution
- c. Engineering controls
- d. Signages / warnings and/or administrative controls
- e. Personal Protective Equipment

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GENESYS shall document and keep the results of identification of hazards and risk assessments and determined controls up-to-date. GENESYS shall ensure that the O&HS risks and determined controls are taken into consideration when establishing, implementing and maintaining its Integrated Management System.

5.2 Legal and Other requirements:

GENESYS, Mumbai, has established, implemented and maintained a procedure to identify and access the legal and other HSE requirements that are applicable (PD/FL/16). The organisation shall keep this information up-to-date.

The Organization has taken into account all applicable legal and other requirements to which the organization has subscribed while establishing the HSE Management system. The organization also communicates relevant information on legal and other requirements to persons working under the control of the organization and other relevant interested parties

5.3 HSE Objectives and Programme(s):

GENESYS, Mumbai has established, implemented and maintained documented Health, Safety & Environment Objectives within the organization.

The objectives that are derived considering the significant environmental aspects and significant risk of occupational health and safety are measurable and include the commitment to prevention of pollution, prevention of injury and ill health, compliance to legal, its significant environmental aspects and other applicable requirements and continual improvement.

GENESYS, Mumbai has also taken into account its technological options, its financial, operational and business requirements, views of relevant interested parties while establishing and reviewing its objectives. The objective document contains the responsibility for achieving objectives and timelines.

The organisation shall establish, implement and maintain programs for achieving its objectives.

6 IMPLEMENTATION AND OPERATIONS

6.1 Resources, roles, responsibilities, accountability and authority:

GENESYS, Mumbai has ensured the availability of resources essential to establish, implement, maintain and improve the Health, Safety & Environment Management System. Resources include human resources and specialized skills, Organizational Infrastructure, technology and financial resources.

Roles, responsibility and authority for HSE Management System have been defined in section 3 of this manual, documented and communicated as per procedure (PD/FL/18)

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GENESYS, Mumbai has appointed the Group Manager, Facilities and Infrastructure as the Management Representative (MR) for establishing, implementing and maintaining the HSE Management System. Other than the current role in the Organization, the MR will be responsible and authorized for:

- **Ensuring that HSE management system is established, implemented & maintained in accordance with the requirements of ISO 14001 and ISO 45001 standards**
- **Reporting to Top Management on the performance of HSE for review, including recommendations for improvement.**

6.2 Competence, Awareness & Training:

GENESYS, Mumbai has developed a procedure for ensuring that any person(s) performing tasks for it or on its behalf that have potential to cause a significant Environmental impact or Health/Safety Hazard identified by GENESYS., Mumbai , is/are competent on basis of appropriate education, training or experience (PD/FL/14).

This procedure will ensure that all working at GENESYS., Mumbai or on behalf of it are aware of:

- The importance of conformity to the HSE Policy and procedures and with the requirements of the HSE management system.
- Emergency preparedness and response requirement is documented covering work activities, behavioral aspects of persons etc. and the same is periodically evaluated for its effectiveness to mitigate the risk. Refer to (PD/FL/15) Environmental aspect, hazard identification, risk assessment and determining controls
- The significant Health/Safety hazards and Environmental aspects and related actual or potential impacts associated with their work, and the benefits of improved personal performance.
- Their roles and responsibilities in achieving conformity with the requirements of the HSE management system. Refer to (PD/FL/19) Emergency Preparedness and Response
- The potential consequences of departure from this procedure.
- The organisation shall identify the training needs associated with its HSE risks and its HSE management system. It shall provide training or take other actions to meet these needs.
- The training shall be imparted to participants considering the level of responsibility, ability, language, skill and literacy and risk. Refer to (PD/FL/14) preparedness of Training and Awareness

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6.3 Communication, Participation & Consultation:

6.3.1 Communication:

GENESYS. Mumbai ensures adequate communication between various levels and functions regarding the processes of HSE and their effectiveness. The Organization has established, implemented and maintained a documented procedure for:

- Communication with regards to its HSE hazards and HSE management systems
- Internal communication among various levels and functions of the Organization regarding effectiveness of HSE management system
- Communication with contractors and other visitors to the work place.
- Necessary communication to public authorities regarding emergency planning and other relevant issues.
- Receiving, documenting and responding to relevant external communications from interested parties

Ref:PD/FL/17

6.3.2 Participation and Consultation:

- GENESYS., Mumbai has established, implemented and maintained a procedure for :Participation of employees, workers by their involvement in identification of Hazard & Environmental aspects, risk assessments and determination of controls, incident investigation and development & review of HSE policy and objectives
- Consultation with employees, workers and contractors where there are changes that can affect HSE matters
- Communication with employees, workers regarding their representation on HSE matters
- Consultation with external interested parties about pertinent HSE matters

Reference: PD/FL/17

6.4 Documentation:

The HSE Management System documentation at GENESYS., Mumbai includes

- HSE Policy, Objectives & Targets
- Description of the scope of HSE management system
- Description of the main elements of the HSE management system and their interaction, and reference to related documents
- Documents, including records, required by the ISO 14001 & ISO 45001 standards, and

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Documents, including records, determined by GENESYS., Mumbai to be necessary to ensure the effective planning, operation and control of processes that relate to its significant Health/Safety hazards & Environmental aspects to the management of its HSE risks.

6.5 Control of Documents:

GENESYS., Mumbai has established a procedure (PD/OET/01) for control of documents. This procedure addresses the following requirements of the standards:

- All HSE documents are approved for adequacy prior to issue
- All HSE documents are reviewed and updated as necessary and all such updates are re-approved
- All HSE documents have a system for identifying the changes and current revision status
- It is ensured that relevant versions of applicable documents are available at points of use,
- It is ensured that documents remain legible and readily identifiable
- The procedure requires that documents of external origin determined by the company to be necessary for the planning and operation of the HSE are identified and their distribution controlled
- The procedure addresses the system for preventing unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose

6.6 Operational control of HSE:

GENESYS., Mumbai has prepared a procedure (PD/FL/18) to define the elements of the operational control process. The organisation has operational control processes implemented and maintained for:

- operational controls as applicable to it and its activates,
- Controls related to purchase of goods, equipments and services
- Controls related to contractors and visitors to the work place
- Documented procedures, to cover situations where their absence could lead to deviation from the HSE policy and objectives.

The Organization has prepared Hazard Identification and Risk Assessment (HIRA) document (FM/FL/05) and the Environmental Aspect Impact register (FM/FL/13). These documents identify significant HSE risks and implementation of operational controls.

The Organization has established implemented and maintained documented procedures and SOPs to stipulate operating criteria to address these controls and added them in HSE management system. The procedures are also communicated to suppliers and contractors as appropriate.

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6.7 Emergency preparedness & Response:

GENESYS., Mumbai has established, implemented and maintained a procedure (PD/FL/19) to identify potential emergency situations and potential incidents that can have an impact on the HSE management system and its response to such emergency situations. The procedure addresses the following:

- Identification of possible emergency situations and potential accidents pertaining to Health, Safety & Environment.
- Systems to respond to such emergencies and prevent or mitigate associated adverse HSE consequences.
- Need for taking into account the needs of relevant interested parties like local emergency services and neighbors
- System for conducting periodical tests of the emergency preparedness refer to (PD/FL/19) Emergency Preparedness and Response
- System for revising and improving upon the response based on experience of periodical tests and actual situations faced
- List records related to above activities
- GENESYS has created an “Emergency Response Team (ERT)” and an “Emergency Response Plan” to cater to requirements of emergency situations at GENESYS., Mumbai . The plan has been communicated to all employees and contractors operating within the premises.
- The Emergency response process shall be reviewed for improvement as per the procedure (PD/FL/19) after actual emergency situation and periodic testing of the procedure is undertaken.

7 CHECKING

7.1 Monitoring and Measurement of HSE performance:

All testing and measuring instruments owned by GENESYS is calibrated as per the procedure (PD/FL/20). Calibrated Testing and measuring instruments are used by the contractors.

GENESYS., Mumbai has established, implemented and maintained a documented procedure (PD/FL/20) for Monitoring and measuring the HSE performance. This procedure has been established to provide for:

- Monitoring of the extent to which the organisation’s HSE objectives are met
- Monitoring the effectiveness of controls for HSE
- To monitor and measure on a regular basis, the key characteristics of its operations that can have a significant environmental impact
- Ensure that calibrated or verified monitoring and measuring equipment is used and maintained and shall retain associated records.

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7.2 Evaluation of compliance:

GENESYS., Mumbai being consistent with its commitment to compliance, has established, implemented and maintained a procedure (PD/FL/16) for periodically evaluating compliance with applicable legal and other requirements.

7.3 Incident Investigation:

GENESYS., Mumbai has established, implemented and maintained a procedure (PD/FL/21) to record, investigate and analyze incidents. The procedure addresses the following

- System for recording incidents, refer (PD/FL/21)
- Determining underlying HSE deficiencies and other factors that might be causing or contributing to the occurrence of incidents by conducting “Root Cause Analysis”
- Identify corrective action
- Identify opportunities for preventive action
- Identify opportunities for continual improvement
- Communicate the results of such investigations

Safety Committee shall review the effectiveness of the corrective and preventive actions implemented based on the accident investigations.

7.4 Non-conformities, Corrective Action and Preventive Action:

The Organization has established, implemented and maintained a procedure (PD/OET/03) for dealing with actual and potential non-conformities and for taking corrective and preventive action. The procedure defines the requirements for

- Identifying and correcting non-conformities & taking actions to mitigate their Health, Safety and Environmental risks
- Investigating non-conformities, determining their causes and taking actions in order to avoid their recurrence
- Evaluating the need for action to prevent non-conformities and implementing appropriate actions designed to avoid their occurrence
- Recording and communicating the results of corrective actions and preventive actions taken
- Reviewing the effectiveness of corrective actions and preventive actions taken.
- Where the Corrective and preventive action identified a new or changes hazards or the need for new or changed controls, the procedure is required that the proposed actions are taken through a risk assessment prior to implementation.

7.5 Control of Records

GENESYS., Mumbai maintains records of various activities to provide evidence of conformance to requirements and effective operation of HSE. Most of the records are

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maintained electronically. The Organization has developed a procedure (PD/OET/05) that defines the steps involved in controlling all such records. This procedure addresses the requirements of identification, storage, protection, retrieval, retention time and disposition of the records. Records are legible, readily identifiable, retrievable and traceable.

7.6 Internal Audit:

GENESYS., Mumbai conducts Internal Audits at planned intervals to determine whether the HSE management system:

- Conforms to the planned arrangements for HSE management, including the requirements of standard ISO 14001:2015 and ISO 45001:2018
- Is effectively implemented and maintained
- Is effective in meeting the Organizations HSE policy & Objectives
- Provide information on the results of the audits to management

The Organization has established, implemented and maintained a documented procedure (PD/OET/02) to define the responsibilities and requirements for planning and conducting Internal Audits, establishing records and reporting results. The audit program is planned taking into consideration the status and importance of the processes and the areas to be audited, as well as the results of previous audits. The audit criteria, scope, frequency and methods are defined in the procedure and checklists used during the audit. The procedure ensures that the selection of auditors and conduct of audits are done objectively and impartially. The procedure also specifies that auditors do not audit their own work.

The procedure addresses the responsibility for taking prompt corrective actions to eliminate non-conformities and their causes. Records of the audits and their results are maintained.

8 MANAGEMENT REVIEW

The Top Management of GENESYS., Mumbai has formed Health, Safety & Environment Committee to periodically review its HSE management system and ensure its continuing suitability, adequacy and effectiveness. The Organization has established a procedure (PD/OET/04) for conducting Management Review. This review includes assessing opportunities for improvement and the need for changes to HSE management system, including HSE Policy, Objectives and targets. Records of Management Review Meetings shall be retained for communication and consultation.

Management reviews are held once in a year. The Management Representative is responsible to organize and conduct the Management Reviews. Inputs to the management review includes

- Results of internal audits and evaluations of compliance with legal requirements and with other requirements to which GENESYS., Mumbai has subscribed
- Communication(s) from external interested parties, including complaints
- The HSE performance of the Organization
- Result of participation and consultation

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- The extent to which HSE objectives and targets have been met
- Status of incident investigations, corrective and preventive actions
- Follow-up actions from previous management reviews
- Changing circumstances, including developments in legal and other requirements related to HSE aspects
- Recommendations for improvements

The Output from Management review shall be consistent with the organisation's commitment to continual improvement and shall include decisions and actions related to

- Possible changes to policies, objectives, targets and other elements of the HSE Management System
- Improvement and effectiveness of HSE

Relevant outputs of Management Review shall be made available for communication and consultation.

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