



Applying Ethics In Practices

Welcome to the OSMS “Code of Ethics”

At OSMS, we take great pride in doing ethically. We are both committed to upholding the greatest ethical standards in everything we do and to improving everything around us for a better place. It has become embedded in our culture. It's how we define ourselves.

Our Code of Ethics defines our principles, approach to life, and method of management; it is more than just a set of norms. It helps everybody of us in blending ethical conduct into our daily activities. We have Zero tolerance approach towards any kinds of unethical and Corruption/Bribery attempt and practices

The trust we create in our clients and stakeholders is the base of the value we provide them, and it is also the key to our success as an organization and as individuals.

We collectively, build our company the unique place that it is—because we have created a distinct culture based on common customs, habits and behaviours.

To implement this change, we need to focus on accountability, commitment, ownership, and collaboration, putting Wipro's success first. Decisiveness, responsiveness, and mutual respect will shape this culture and inclusiveness.

Speaking up when something doesn't feel right is crucial for us. Report any illegal or unethical behaviour as soon as you witness it or suspect it..

Keep in mind that your actions count.

Kamal bir Singh

Proprietor



Our Code of Ethics and Core Values

Our Code of Ethics enhances our culture of compliance, ethical conduct, and responsibility by defining essential behaviours in more depth and building on our basic values.

It is everyone's responsibility to keep OSMS's culture of integrity intact.

We involve our leadership including promoters, partners, top management to commit, encourage, create an inclusive, transparent, and safe environment where everyone feels safe speaking out at work.

The OSMS Code of Conduct is applicable to all Including Proprietor, Partners, Senior Management, Employees and other parties with whom OSMS has business. The employees are including full-time employees, management, subcontract auditors, and others.

OSMS expects and requires all including our business partners to act and behave appropriately, and their actions must comply with the Code of Conduct.

The goal of OSMS's Code of Conduct is to establish a foundation of values that guide our work and that we expect our business partners to follow, rather than to present an extensive list of standards. The standards outlined in this Code are minimum, not maximal.

Everyone has a duty to alert OSMS of any violations of this Code. OSMS retains the right to terminate the contract with any partners that violate the agreement or show no commitment to improve.

When joining the organization, everyone—owners, proprietors, partners, employees, and subcontractors—will receive a copy of this code and be required to confirm their acceptance of adhering to its principles. Additionally, a copy of this Code will be accessible via the Ozone Online portal.



Social Responsibility Code of Conduct/Ethics

How to follow our code of ethics

What OSMS must do :

OSMS Commits to Supporting employees and other OSMS partners

- Providing a precise set of policies, standards, and behaviour that defines expectations across all our operations and areas where we work.
- Respect & maintain our employees' privacy and human rights at work.
- Empowering workers with the expertise, guidance, and training.
- Creating a welcoming, positive, motivating, and transparent workplace where staff members may voice their concerns and issues without worrying about facing repercussions.
- Providing channels for reporting issues, such as access to a "SpeakUp" service hosted by a Independent party.
- Listening and responding promptly to questions and concerns.
- Prohibiting retaliation or discrimination against those who express concerns.
- Encourage our partners, subcontractors, and others who are involved with OSMS to adopt the same or similar standards of ethical behaviour.

What Employees must do :

- Always act with integrity in our culture.
- Comply with all applicable laws, rules, and regulations in every country where we conduct business.
- Report any alleged infringements upon our code without worrying about reprisals

What Partner/Other Parties must do:

All Partners are responsible for preserve our culture of honesty. It is not only the right thing to do, but also a vital aspect of our commitment to excellence and our passion to being a responsible corporate citizen.

Learn

- Recognize, learn, and comply to our code.
- Be aware with all the specifics of our Code, policies, and procedures that apply to your specific everyday tasks.

Be aware

- Keeping an eye open for and respond to changes in your industry or role that could affect OSMS's legal and regulatory compliance.

Be Vigilant

- Report any alleged violations of the rules, our code, or our policies and procedures.
- Engage entirely with any investigations related to our rules, procedures, and code.



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Commit

- Finish the required compliance training courses offered by OSMS on schedule.
- Complete an annual endorsement demonstrating your commitment to our Code's principles.

What OSMS Managers must do:

Managers are responsible for encourage a compliance culture where employees know exactly what they need to do and can raise concerns without fear of retaliation.

Educate

- Remind colleagues that maintaining our code of conduct and acting ethically always come before company goals.
- Make sure colleagues are aware that they can always report possible legal, policy, or procedure violations to us without worrying about facing repercussions.

Lead

- By proactively monitoring compliance initiatives, you may build a culture of ethical behaviour, integrity, and legality.
- Emphasize the value of compliance whenever the situation requires it.
- Never get retribution on anyone or enable someone to take retribution on you for reporting anything in good faith.

Communicate

- Inform us immediately if you become aware of any suspected violations of the law, our code, or our policies, procedures, etc.



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The OSMS Code of Conduct apply to anyone working as full-time employee, Management, Subcontract auditors and others include all parties where OSMS is working with them.

OSMS expects and requires all including our business partners to act and behave appropriately, and their actions must comply with the Code of Conduct.

OSMS's Code of Conduct is not intended to provide an exhaustive list of requirements but, rather, to provide a foundation of principles from which we work and from which we also expect our business partners to work. Our business partners include, but are not limited to, contractors and suppliers. The provisions of this Code constitute minimum, and not maximum, requirements.

It is the contractual duty of the business partner to inform OSMS if it breaches the requirements of this Code. In cases where They do not meet the requirements, OSMS expects them to be willing to work systematically to meet the requirements or to reach an alternative solution which can be satisfactory to OSMS. Any partners who are violators and unwillingness to improve then OSMS has full rights to terminate the contract.

Monitoring and Review

All queries or concerns relating to this Code should be addressed should be addressed directly to OSMS, or by direct email at ethics@ozonesustainability.com

if anyone is aware of or suspects misconduct, he/she must report it to the top management thru available communication channels. These available channels are directly contact to OSMS Top Management (+91-9711002728), Hotline number (+91-9711002728). If he/she is still concerned, after having spoken with management, or feel uncomfortable speaking with them, he/she must contact the Impartiality committee thru email ID " Integrity@ozonesustainability.com & Ethics committee thru email ID ethics@ozonesustainability.com.

Anyone submitting an alert through the whistleblowing channel will be protected from any harassment, persecution or discriminatory behaviour. Moreover, every call, written communication and/or e-mail will be dealt with confidentially unless it is absolutely necessary to share such information in order to address the matter appropriately.

Monitoring & Maintaining the Code of Conduct/Ethics thru

- Regular surveys of auditors, Non auditor employees, partners to determine the state of the ethical environment in the OSMS.
- Regular reviews of the formal and informal processes within the OSMS. On an annual basis at least, that could potentially create pressures and biases that would undermine the ethical culture.
- Regular reference and background checks as part of hiring procedures-Competency procedure OP-05
- Regular declarations by auditors, Non auditor employees, partners that they are aware of the requirements for ethical behaviour in doing the OSMS activities.
- Regular programs to update and renew the organization's commitment to an ethical culture



Social Responsibility Code of Conduct/Ethics

INTEGRITY/ETHICS – CORE PRINCIPLES

Our conduct is established by loyalty and integrity, which is reflected in the following core principles.

- We operate in compliance with recognized standards, and observe local and international laws and regulations wherever we conduct business.
- We are accountable for our actions and stand by them. Staff are continuously informed and trained to raise their awareness on how to address ethical issues.
- We are committed to continuous improvement. Staff shall report internal violations of this OSMS Code of Conduct. The first point of contact where such violations are reported is always the direct supervisor who may call senior/top management for support.
- We maintain integrity/ethics and build confidence. Should staff or business partners be confronted with violations of the OSMS Code of Conduct, they may also contact an external person who monitors scheme or anonymously, which is committed to confidentiality and anonymity.
- We are accountable for our staff. Nobody may suffer disadvantages from compliance with the OSMS Code of Conduct.
- We have zero tolerance approach towards unethical business practices and operate our business free from corruption or bribery.

Communication & Training

OSMS works to prevent corruption & maintain a ethics culture within the company through policies, procedures and activities including training.

We regularly communicate and Train the OSMS personnel and Non OSMS personnel in ethics behaviour.

To that end, Scheme manager has responsibility to ensure that all staff members are aware of and follow to the Code of Ethics & procedures. This includes giving each staff member a copy of the Code of Ethics, training them, explaining to them the roles that arise from the Code of Ethics and procedures, and ensure they understand that any violation of the Code of Ethics will result in a serious breach of their responsibilities, leading to the disciplinary actions including automatic termination of contract.

- This training is mandatory for all OSMS personnel and Non OSMS personnel
- Training shall be conducted at least once in a six months for all personnel and effectiveness shall be taken thereafter. If satisfaction is not found then Retrain the personnel is mandatory before the assign the work to him/her.
- Before Join OSMS as a partner, employee or management, This training shall be part of Induction training of incoming personnel
- Confirmation of acceptance of Code of ethics policy is mandatory at the time of joining OSMS and also It is to be renewed on an annual basis.



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- Conformation of acceptance of training on Code of Ethics & others that they have received, read and understood by them.

OSMS's Code of Conduct: Principles

1. Compliance with laws and regulations

- Owners, Management, Employees and Partners must comply by all applicable laws, rules, and laws governing and conduct business as part of commitment. Employees must become sufficiently knowledgeable about the legal requirements referring to their jobs, work, and business to identifying potential non-compliances or risks and to know when to discuss their Responsible Person.
- Workers should avoid from engaging in any activity that might expose them to illegal or unlawful activity, damage the company's reputation or image, or serve other interests.
- In case of any illegal conduct, OSMS shall report to local authorities as per applicable requirements and process. OSMS may take disciplinary action, including termination of employment. OSMS will conduct disciplinary actions in accordance with applicable local laws, and our employment and contracting policies.

2. Organizational governance

OSMS has appropriate policies, procedures and management systems (informal or formal) in place to enable us to make and implement decisions.

3. Anti-bribery and corruption

It is our policy to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to Bribery and Corruption and are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and implementing and enforcing effective systems to counter bribery. OSMS employees, partners and other representatives are prohibited from accept or facilitate any form of benefit, services, entertainment giving or receiving money or gifts which could be construed as bribes.

All OSMS auditors and staff are prohibited to take meal or beverages from any party, directly or indirectly, related to an audit, with the exception of traditional facility such water, coffee, tea, or soda. In case of client or party has provided any meal from directly or indirectly related to a social compliance services, The OSMS auditor or personnel shall pay for the meal at the current market rate and obtain a receipt to evidence payment. The personnel can claim the cost of same from OSMS office after producing the receipt of payment of meal.

OSMS's culture is based on core values and is focused all over respect, social equality, and shared ethical values. In order for our people to be at their best every day, making your conduct count is about encouraging these values and defining the kinds of behaviours we expect from and for them.

OSMS has established policy and procedure, OP-01 Anti-Bribery & Corruption (ABC) Policy, which we shall follow in our all activities in OSMS.

No retaliation



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OSMS encourages openness and protect those employees, facility workers and others who speak up in good faith.

Employees who refuse to pay or refrain from engaging in any unethical behaviour, such as attempts to bribe, threaten, or intimidate, will not encounter retaliation.

Speaking Up and Zero Tolerance for Retaliation

We speak up about concerns knowing OSMS never tolerates retaliation.

Speak up about disrespectful, inappropriate, fraudulent, unethical or illegal behaviour.

These available channels are directly contact to OSMS Top Management (+91-9711002728), Hotline number (+91-9711002728). If he/she is still concerned, after having spoken with management, or feel uncomfortable speaking with them, he/she must contact the Impartiality committee thru email ID “ Integrity@ozonesustainability.com & Ethics committee thru email ID ethics@ozonesustainability.com.

3.1 Handling of Sensitive Information:

The OSMS policy protects facility employees who report sensitive information that could lead to retaliation, disadvantages, or attempts to bribe, threaten, or coerce them.

During the audit process at facility, OSMS has and follow policy that OSMS will maintain confidentiality of information collected during the audit and worker interviews and worker’s protection will be taken as most priority basis.

- During whole audit process and in Worker interviews, A Contact cards including all details of OSMS’s contact details, Accreditation board in their Local language are being distributed to interviewed workers, worker representatives and other workers.
- It SHALL be explained that the aim of distributing the contact cards is to provide additional assurance and communication means for the workers to OSMS and accreditation board in case of any grievance with facility.
- Cards shall also be distributed randomly to workers during the facility walkthrough. Also stated that the workers shall not require to return the contact details to the facility.
- All OSMS auditors are being instructed and Shall take assurance on No-retaliation against Interviewed workers in future for by being chosen for interview from facility management.
- Auditors also take assurance that all selected workers SHALL be compensated in the same manner as if working at their regular job and will not be otherwise disadvantaged by being chosen for interview.

All such collected information shall remain confidential except in case of :

1. To discuss the findings of audit but need to with caution and auditors shall not reveal any identity or worker’s information to management and ensure comments that cannot be traced back to workers or other personnel.
2. If there is more sensitive information collected, then such information shall be communicated to an appropriate party – whether the client, service requestor, program owner, APSCA or authorities – for the benefit of the facility workers or OSMS Auditors.



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We shall comply with APSCA requirements

3.2 Avoiding Conflicts of Interest

All must avoid circumstances in which their personal interests conflict or appear to conflict with their ability to make decisions that are in the best interests of the company while performing their duties. When it is impossible to avoid, conflicts of interest—real, imagined, or perceived—must be reported to the management in the way that the company specifies.

Ref doc: Procedure on Independence, Impartiality & Conflict of Interest OP-02A

4. Anti-trust and fair competition

All of the owners, management, employees, and partners have a duty to treat one another fairly as well as any clients, partners, competitor companies, and other outside parties that interact or do business with the company. They should not manipulate, conceal, or abuse privileged information or positions, or engage in any other unfair dealing practices such as deception.

OSMS prohibits any practices which seek to increase sales other than through legitimate sales and marketing efforts.

The OSMS expects all to refrain from any actual or potential violations that may have a direct or indirect impact on the Company.

5. Information security

OSMS seeks to maintain the confidentiality of commercial and personal information in its charge. OSMS has established an Information Security Management System (ISMS) framework to protect its information assets. An information asset is any information or information system which is sensitive, confidential or has value to us, including third party information processed by us.

Use of Internet and Other Electronic Media

Employees are required to utilize all OSMS means of communication, including email, the Internet, and phones, sensibly and appropriately, and only for intended uses.

Employees shall use email with company domain only.

6. Whistleblowing

Employees can be the first people who realize in the event that there may be something wrong within the organization for which they work but sometimes feel inhibited in expressing their concerns. OSMS has a Whistle blowing Policy and provides a whistle-blower hotline to raise serious concerns to us



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How to Raise Concerns

Raise a concern to any of the following:

- Your management or other trusted person
- OSMS Top Management
- OSMS Ethics/Integrity Helpline

These available channels are directly contact to OSMS Top Management (+91-9711002728), Hotline number (+91-9711002728). If he/she is still concerned, after having spoken with management, or feel uncomfortable speaking with them, he/she must contact the Impartiality committee thru email ID " Integrity@ozonesustainability.com & Ethics committee thru email ID ethics@ozonesustainability.com

Behaving Professionally

We are responsible for supporting the Company in this endeavour and are expected to demonstrate high professional behaviour. Professionalism is created through exercising high standards of integrity and honesty in work, mutual respect towards other individuals in building cordial relationships, good business practices and maintaining a high level of competence

We conduct ourselves in accordance with the highest standards of professional behaviour.

7. Human rights, slavery & labour practices

We treat employees, customers and all parties we interact with fairly, with respect and dignity. We create and maintain an environment that fully uses the talents of our diverse workforce, including but not limited to:

7.1.1 Employment Relationships

- 7.1.2 OSMS Shas a process that enables us to ensure that all workers on our premises are documented, and have a right to work legally.
- 7.1.3 OSMS ensures that all workers are provided with written and understandable information about their employment conditions, including wages, hours, and holidays, before they enter into employment; and about details of their wages for the pay period concerned each time that they are paid.

7.2 Employment is freely chosen

- 7.2.1 All work is conducted on a voluntary basis, and not under threat of any penalty or sanctions.
- 7.2.2 Workers are not required to lodge "deposits" or their identity papers with OSMS, labour providers or agencies to obtain work, and are free to leave after reasonable notice.

7.3 Modern Slavery



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- 7.3.1 OSMS has a zero-tolerance approach to Modern Slavery. It takes action to prevent slavery, servitude, forced or compulsory labour and human trafficking (modern slavery), a crime and a violation of fundamental human rights within its own business and supply chain
- 7.3.2 OSMS reserves the right to require contractors, suppliers and other business partners to provide assurance that neither they, nor their own suppliers, engage in any form of Modern Slavery.

7.4 Freedom of Association and right to collective bargaining is respected

- 7.4.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively, without prior authorisation from management, according to national law.
- 7.4.2 OSMS adopts an open attitude towards worker representation and the activities of trade unions.
- 7.4.3 OSMS does not discriminate against or otherwise penalise worker representatives and gives worker representatives access to the workplace in order to carry out their representative functions, in accordance with national law and international labour standards.
- 7.4.4 Where the right to freedom of association and collective bargaining is restricted or prohibited under law, OSMS does not restrict workers from developing alternative mechanisms to express their grievances and protect their rights regarding working conditions and terms of employment.

7.5 Working conditions are safe and hygienic

- 7.5.1 OSMS provides a safe and hygienic working environment, bearing in mind the prevailing knowledge of the industry, legal requirements and of any specific hazards. Adequate steps are taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- 7.5.2 Workers receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.
- 7.5.3 Access to clean toilet facilities and to potable water and, if appropriate, sanitary facilities for food storage is provided.
- 7.5.4 Accommodation, where provided, is clean, safe, and meets the basic needs of the workers.
- 7.5.5 Responsibility for health and safety shall be assigned to a senior management representative and regular risk assessments must be carried out.
- 7.5.6 Access to adequate medical assistance and facilities must be provided.

7.6 Child labour shall not be used

- 7.6.1 There is no recruitment of child labour. OSMS implements age verification checks as part of the recruitment process.
- 7.6.2 OSMS does not employ any person under the age of 15, unless local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age shall apply. If, however, local minimum age law is set at 14 years of age in accordance with developing country exceptions under ILO Convention No. 138, the lower will apply.
- 7.6.3 Children and young persons under 18 are not employed at night or in hazardous conditions.



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7.7 Compensation is paid

- 7.7.1 OSMS ensures that wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher.
- 7.7.2 OSMS has a transparent process to ensure that workers understand their wages before they enter employment, and about the particulars of their wages for the pay period concerned each time that they are paid.
- 7.7.3 OSMS does not make deductions from wages as a disciplinary measure, nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All deductions are recorded.
- 7.7.4 Wages are paid regularly and on-time.

7.8 Working hours are not excessive.

- 7.8.1 Working hours comply with national laws, collective agreements, and the provisions of 7.8.2 to 7.8.5 below, which are based on international labour standards, whichever affords the greater protection for workers.
- 7.8.2 Working hours, excluding overtime, are defined by contract, and shall not exceed 48 hours per week*. All overtime is voluntary. Overtime is used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It is not used to replace regular employment.
- 7.8.3 The total hours worked in any seven-day period shall not exceed 60 hours, except where covered by clause 7.8.4 below.
- 7.8.4 Working hours may exceed 60 hours in any seven-day period only in exceptional circumstances where all of the following are met:
 - i. This is allowed by national law;
 - ii. It is allowed by a collective agreement, freely negotiated with a workers' organization representing a significant portion of the workforce;
 - iii. Appropriate safeguards are taken to protect the workers' health and safety;
 - iv. OSMS can demonstrate that exceptional circumstances apply, such as unexpected production peaks, accidents or emergencies;
- 7.8.5 Workers are provided with at least one day off in every seven-day period or, where allowed by national law, two days off in every 14-day period, as well as national holiday.

* International standards recommend the progressive reduction of normal hours of work, when appropriate, to 40 hours per week, without any reduction in workers' wages as hours are reduced.

7.9 No discrimination or harassment

We do not tolerate discrimination or harassment of any kind based on a person's characteristics, such as race, religion, age, sex, sexual orientation, gender identity or expression or any other characteristics protected by law. Our associates are prohibited from discriminatory or harassing conduct



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7.10 Regular employment is provided

- 7.10.1 To every extent possible, work performed is on the basis of recognised employment relationships established through national law and practice and international labour standards.
- 7.10.2 Obligations to workers under labour or social security laws and regulations arising from the regular employment relationship are not avoided through the use of labour-only contracting, sub- contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

7.11 No harsh or inhumane treatment is allowed

- 7.11.1 OSMS commits to a workplace free of inhumane treatment and harassment.
- 7.11.2 OSMS prohibits, and does not tolerate, physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse, corporal punishment, mental coercion, physical coercion or other forms of intimidation. Any disciplinary measures taken are recorded.
- 7.11.3 OSMS provides training on non-discrimination and harassment where possible.

7.12 Disciplinary procedures and grievances

- 7.12.1 OSMS has established written disciplinary procedures and explains them in clear and understandable terms to its workers. All disciplinary actions and performance management actions are recorded and explained to workers. Workers have the right to trade union or other appropriate representation at disciplinary action which may lead to significant disciplinary penalties or dismissal.
- 7.12.2 OSMS provides a grievance mechanism for workers (and their organizations, where they exist) to raise workplace concerns. This grievance mechanism involves an appropriate level of management and addresses concerns promptly, using an understandable and transparent process that provides timely feedback to those concerned, without any retribution. The mechanism also allows for anonymous complaints to be raised and addressed. The existence and scope of this mechanism is clearly communicated to all workers and their representatives, and all workers have equal access.
- 7.12.3 OSMS has developed processes for communicating and consulting with workers and their democratically elected representatives to share information on the business and to gather feedback.

8. Competence:

OSMS shall follow competence procedure OP-05, procedure is having requirements at a minimum, the relevant knowledge, skills and attributes as per competency framework of specific scheme. OSMS shall ensure that competent auditors (only CSCAs and ASCAs) are deployed in order to provide confidence for the results and maintain the integrity of audits.

Procedure includes process and requirements of training and education for auditors included Induction training, On job Specific training, and continuing education & training.



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OSMS shall ensure that all training should be conducted by qualified trainer, appropriate training materials and evaluate the feedback of training from trainee. The Training Effectiveness Survey is evaluated and repeat the training on regular basis to get more effectiveness in training feedback.

OSMS shall ensure that all records of auditor competence in his/her personnel file. The records included education and training records having Date of training, Training topics Trainer(s) Training outcomes and education in personnel files of the auditor

9. Supervision

OSMS ensure that all audits shall be performed as per approved protocols and procedure requirements. All processes shall be followed at all activities in OSMS.

- i. All auditors and individual staff have the communication channel such as phone call, email or can contact directly to Scheme Manager, Manager, or above level directly very easily to get any resources required and address any issues or circumstances
- ii. In Social compliance audit team includes an ASCA, the CSCA shall ensure that the ASCA is only involved in audit elements consistent with the individual's skills, competencies and experience. Additionally, the CSCA shall ensure all assigned work is properly completed and performed consistent with client or collaborative program requirements.
- iii. In case of auditor (whether ASCA or CSCA) has not been properly trained, the He/She shall communicate the concerns to appropriate OSMS scheme manager or his/her senior management or APSCA.

10. Records Management

- i. OSMS have established procedure OP-13 : control of records for control and maintain the records .
- ii. OSMS retain records while the information they contain serves a business need, or is required by law or for accreditation in Hard and electronic copies. All types of records including Electronic or Hard copies shall be kept controlled of the releasing authority. The releasing authority shall update the index and maintenance, storage, retrieval and disposal of database.
- iii. Electronic data shall be stored in systems with unique password and include a record identifying all individuals who have accessed the data.
- iv. All social compliance records shall be kept as per scheme specific requirements, at a minimum: Completed and final audit report, signed Code of ethics, summary of audit, facility map, records related to facility's working hour and remuneration, worker interviews and records related to technical file review process.



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- v. All audit records shall be kept for a minimum of five years, or longer if required by applicable law or contractual agreement, from the date of the audit whether or not the client is active.”
- vi. Electronic records shall be subject to same archive, retention and retrieval requirements as their paper equivalents
- vii. Records destruction past their retention period shall be documented and mode of destruction should be clearly indicated.

11. Workplace safety

OSMS trying our level best to create and maintain environmental, adopt safety work practices and secure work environments that minimize the risk of injury. All personnel and associates are required to understand and comply with OSMS policies.

We encourage people be in safe in their workplace whether they are at auditee’s location or OSMS facilities. we expect and require them to report practices or conditions that are unsafe work conditions to the senior manager.

OSMS has established policies and procedures OP- 08 risk assessment which is related to risks related to security and safety of auditors and other personnel while they are at their workplace. These Risks include Threats from Injury & Loss of Life.

We prohibit behaviours that pose a threat or create dangers in the workplace. Violent actions, threats, verbal abuse, intimidation, harmful acts against any person—our associates, customers, suppliers or other visitors—damage or destruction of property are not tolerated. Drugs and alcohol can impair thinking and present a risk in the workplace. Our associates are expected and required to follow the applicable local laws about alcohol and drug use. Employees must also comply with applicable substance and alcohol policies and rules

12. Financial and Accounting Practices

To protect OSMS assets and operations and to give accurate, truthful, and timely data to OSMS shareholders and management, the company maintains a system of internal controls including reporting systems, an internal audit section, and an independent external auditor.

Employees have to conform to the OSMS system of internal control in both its letter and its spirit and offer full support to any audit or inquiry.

13. Political Activities

OSMS has a strict policy of neutrality in all political processes in the countries and areas in which it operates. Even if the OSMS is involved in the communities in which it lives and operates, it is the OSMS’s policy not to make, directly or indirectly through a third party, any cash or in kind contribution to any political organization. OSMS does not contribute funds or resources to any political party, elected official or candidate for public office in any country, and does not support any political campaign.



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14. Environment

OSMS complies with all local and national environmental regulations. We seek to protect the environment and work to minimize negative environmental impacts from our operations, products, services and supply chain. Where practical to do so, actions include the prevention of pollution, reduction of waste, reduction of impacts associated with energy use and minimizing the use of natural resources. We also seek to undertake initiatives to promote greater environmental responsibility where possible.

15. Community involvement and development

Where practical and appropriate, OSMS actively contributes to our local communities, undertaking activities such as: contributing to environmental protection, enhancing local environmental quality, supporting the education of communities at all levels, in particular the education of children, women and vulnerable groups in the local community and supply chain, the creation of employment opportunities, skills development, health improvement initiatives and social investment and philanthropy.