

HR Dept.	KALYANI TECHNOFORGE LTD	Revision 04
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Security Policy



Scope: This policy applies to all employees of Kalyani Technoforge subsidiaries and affiliates worldwide.

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a) Purpose

To provide a safe and secure environment to carry out business

b) Applicability

To all employees, consultants, visitors, customers, suppliers, contractors and labors except for Corporate location.

c) Policy

1. Objectives –

- To protect company's area, assets property, material, members, employees, visitors and customers.
- Prevent losses, damages, injuries and destruction from theft, sabotage, subversion, natural calamities, disturbances and terrorism.
- Control movements of personnel, vehicles and material.
- Enforce regulations.

2. The security system consists of Security staff, security equipment, policies, procedures and Employee support.

3. All employees, visitors, customers, consultants, suppliers, contractors, labors will enter and exit through gate only. All material carrying vehicles will be in warded / dispatched through Material Gate. All personnel and vehicles are liable to be searched by Security Staff during entry / exit from KTFL.

4. Following Control Permits are issued –

- Employees– Id badges, Out passes
- Visitors provided with colored badges.
- Contractors / Suppliers/ Labors – Work permits, Passes and out passes.
- Special permissions for working after 1700 hrs, on holidays and on long shut offs.
- Entry into KTFL will be denied in case of absence of permit card.

5. Movement of vehicles –

- All employees and visitors shall park their vehicles in parking area only.
- All two wheeler riders shall wear helmets otherwise will not be permitted to ride into the Company premises.
- Vehicles carrying material will have to show the license, PUC and permit letter to the security personnel at the gate.

6. Security of Information –

- Visitors are not permitted to take their cameras and camera phones in KTFL premises.
The visitor shall disclose the laptop, pen drives in their possession to the security staff before entering the company premises.
- Company employees shall not be permitted to use camera mobile phones inside the production area.

7. Safety Precautions –

- All visitors shall adhere to safety norms and use Personal Protection Equipment's (PPE) when entering production area.
- Entry with Weapons, Arms, Ammunitions and Explosives in KTFL premise is illegal.
- All employees are required to wear safety gear, safety glasses, and safety clothing for their job/position while at their workstation
- All employees working around moving machinery are prohibited from wearing loose clothing.
- All tools will be in use or will be stored at their proper location at all times, no tools

are to be left in any location where they are not being used or being stored

- All work areas are to be kept properly ventilated
- No machinery is to be modified by any employee who is not specifically trained in the technical aspects of the machinery

8. Employee Support

Do's	Don'ts
Do enter details in Out Register before going out during the working / shift hours.	Don't over speed within the factory premises.
Do inform the main gate well in advance in case you are expecting any visitor and sign the visitor pass after meeting.	Don't report to work under the influence of alcohol / drugs
Do lock your vehicle and park it properly in parking lot	Don't gamble inside the company premises
Do keep your personal belongings (Wallet, Mobile etc.) in safe custody.	Don't take company property outside the factory without authorization.
Do inform HOD / Security dept. if you have lost / found any item.	Don't destroy any company property deliberately
Do bring to the notice of security personnel any suspicious person / vehicle in factory.	Don't make any false, vicious or malicious statements concerning any employee, the company or any of its products
Do bring to the notice any security violation at your work place.	Don't loaf on the job or in the wash room or other areas during working hours
Do cooperate with Security staff during search.	Don't punch fellow employee's card or permit another employee to punch your card (Proxy Punching).
	Don't enter any unauthorized area or department without proper authority

	Don't smoke on company roads, canteen, and office premises unauthorized area & violate any fire regulations.
	Don't violate any safety and health regulations
	Consumption of tobacco in any form is banned
	Don't spit on roads and work places and litter the area
	Do not enter into argument with Security Staff.
	Restrict the use of Mobile phone while working on machine