



FLAIR WRITING INDUSTRIES LIMITED

HEALTH & SAFETY POLICY

Flair Writing Industries Limited and its subsidiaries (“Flair” or “the Company”) are committed to manufacturing high-quality writing instruments and related products that meet the needs of customers while upholding the highest standards of health, safety, and responsible business conduct.

The Company recognizes its responsibility to ensure the safety, health, and well-being of its employees, contract workers, interns, visitors, suppliers, distributors, and other stakeholders across all its operational locations, including manufacturing plants, warehouses, research & development laboratories, corporate offices, and sales and distribution centres.

This Policy defines the vision, principles, scope, responsibilities, and actions required to ensure a safe and healthy work environment across all operations of the Company.

This Policy has been approved by the Board of Directors of the Company at its meeting held on May 21, 2026 and shall be effective with immediate effect.

Scope

This Policy applies to:

- All permanent and temporary employees
- Contract workers (directly or indirectly engaged)
- Interns and trainees
- Visitors and consultants
- Suppliers, vendors, transporters, and other value chain partners present at Flair sites

Contractors and third parties working at Flair locations are required to comply with this Policy and all applicable health and safety regulations.

Policy Statement

The health and safety of our people are among our most valuable assets. Flair is committed to fostering a strong safety culture across all its operations to prevent work-related injuries, occupational illnesses, and unsafe conditions.

We are committed to:



1. Health & Safety Management System

- Establish and maintain an effective Occupational Health & Safety Management System across all manufacturing plants, warehouses, R&D labs, and offices.
- Periodically review and improve safety performance and processes.

2. Hazard Identification and Risk Assessment (HIRA)

- Conduct Hazard Identification and Risk Assessment (HIRA) for all core manufacturing activities, including:
 - Plastic injection moulding
 - Ink formulation and handling of chemicals
 - Assembly line operations
 - Use of automated and semi-automated machinery
 - Packaging and warehousing operations
- Ensure timely review and updating of risk assessments.

3. Safe Handling of Chemicals and Materials

- Ensure safe storage, handling, and labelling of inks, solvents, adhesives, and other chemicals used in the manufacturing of writing instruments.
- Provide Material Safety Data Sheets (MSDS) where applicable.
- Train employees on chemical safety and spill response procedures.

4. Emergency Preparedness and Response

- Develop and implement emergency response plans for fire, chemical spills, machinery accidents, and other foreseeable risks.
- Conduct regular mock drills and fire evacuation exercises.
- Maintain adequate firefighting equipment, emergency exits, and alarm systems.

5. Safe Infrastructure and Workplace Conditions

- Ensure safe plant layout and machine guarding.
- Provide adequate lighting, ventilation, potable drinking water, sanitation facilities, and temperature control.
- Maintain safe access to workstations and storage areas.
- Ensure availability of first aid facilities and trained first aid responders.



6. Training and Awareness

- Provide regular health and safety training for employees, contract workers, and supervisors.
- Conduct induction safety training for new employees and contractors.
- Display safety signages and hazard labels in appropriate languages.
- Promote awareness on safe machine operations, ergonomics, and proper use of tools and equipment.

7. Personal Protective Equipment (PPE)

- Provide appropriate Personal Protective Equipment (PPE) based on job roles, including:
 - Safety shoes
 - Gloves
 - Safety goggles
 - Masks or respirators (where required)
 - Ear protection (where noise levels require)
- Ensure proper usage and maintenance of PPE.

8. Compliance with Laws

- Comply with all applicable laws and regulations relating to occupational health, safety, and working conditions.
- Maintain statutory registers and conduct health assessments as required by law.

9. Incident Reporting and Investigation

- Establish procedures to report, record, and investigate:
 - Occupational injuries
 - Near misses
 - Dangerous occurrences
 - Suspected occupational illnesses
- Implement corrective and preventive actions to avoid recurrence.

10. Monitoring and Continuous Improvement

- Conduct periodic safety inspections, audits, and reviews.
- Monitor health and well-being of employees through periodic medical check-ups as per statutory requirements.



- Engage internal and external experts to review safety systems and performance.

11. Safety Committee

- Constitute a Safety Committee in accordance with statutory requirements to promote worker participation and consultation in health and safety matters.

12. Integration into Business Decisions

- Integrate health, safety, and environmental considerations into business planning, process design, and operational decisions.
- Consider health and safety performance as an important parameter in employee development and performance evaluation.

Grievance Redressal Mechanism

- Any person covered under this Policy may report health and safety concerns through the Company's Whistle-Blower / Vigil Mechanism or through designated reporting channels.
- All complaints will be handled confidentially and in accordance with the Company's internal policies.
- No employee or stakeholder shall face retaliation for raising genuine health and safety concerns.

Conclusion

Flair Writing Industries Limited is committed to providing a safe and healthy workplace and fostering a proactive safety culture across all its manufacturing and business operations. Every employee, contractor, and stakeholder shares responsibility in ensuring compliance with this Policy and contributing towards a safe and injury-free workplace.

Disclaimer

The Company may review, amend, or update this Policy from time to time to reflect changes in laws, regulations or business practices.