

ESG Incident Monitoring Policy

Version – 1.0



ESG INCIDENT
MONITORING
POLICY





ESG Incident Monitoring Policy

1. Purpose

To establish a comprehensive framework for monitoring, reporting, and managing Environmental, Social, and Governance (ESG) incidents. This policy aims to ensure timely identification, investigation, and resolution of ESG incidents to mitigate risks and enhance the company's ESG performance.

2. Scope

This policy applies to all employees, contractors, subcontractors, and stakeholders involved in the company's operations. It covers all types of ESG incidents, including environmental spills, health and safety violations, ethical breaches, and regulatory non-compliance.

3. Objectives

- To identify and report ESG incidents promptly.
- To investigate and resolve ESG incidents effectively.
- To implement corrective and preventive measures to avoid recurrence.
- To ensure compliance with regulatory requirements and industry best practices.
- To enhance transparency and accountability in ESG performance.

4. Definitions

ESG Incident: Any event or situation that has a negative impact on the environment, social conditions, or governance practices. This includes but is not limited to environmental spills, workplace accidents, human rights violations, ethical breaches, and regulatory non-compliance.

Incident Reporting System: A system or platform used for reporting, tracking, and managing ESG incidents.

5. Incident Monitoring and Reporting

5.1. Identification of Incidents

Awareness and Training: Conduct regular training sessions to ensure all employees and contractors can identify potential ESG incidents.

Early Detection: Encourage employees to be vigilant and report potential ESG incidents as soon as they are identified.

5.2. Reporting Incidents

Reporting Channels: Provide multiple channels for reporting ESG incidents, including hotlines, online platforms, and in-person reporting.

Anonymous Reporting: Ensure mechanisms are in place for anonymous reporting of incidents to protect whistleblowers.

Immediate Reporting: Require that all ESG incidents be reported immediately upon discovery, regardless of their perceived severity.

6. Incident Investigation

6.1. Initial Assessment

Incident Triage: Conduct an initial assessment to determine the severity and potential impact of the incident.

Notification: Inform relevant stakeholders, including management and regulatory authorities, as required.

6.2. Investigation Process

Investigation Team: Assemble a team with appropriate expertise to investigate the incident.

Data Collection: Gather all relevant data and documentation related to the incident.

Root Cause Analysis: Conduct a thorough analysis to identify the root causes of the incident.

6.3. Incident Documentation

Incident Report: Prepare a detailed report documenting the findings of the investigation, including the root cause, impact, and recommended corrective actions.

Record Keeping: Maintain comprehensive records of all ESG incidents and investigations for regulatory compliance and future reference.

7. Corrective and Preventive Actions

7.1. Corrective Actions

Immediate Response: Implement immediate corrective actions to mitigate the impact of the incident.

Long-term Solutions: Develop and implement long-term solutions to address the root causes and prevent recurrence.

7.2. Preventive Measures

Policy and Procedure Updates: Update company policies and procedures based on lessons learned from the incident.

Training and Awareness: Conduct additional training sessions to prevent similar incidents in the future.

Continuous Monitoring: Enhance monitoring systems to detect potential ESG incidents earlier.

8. Communication and Reporting

8.1. Internal Communication

Incident Briefings: Provide regular briefings to management on the status and resolution of ESG incidents.

Employee Updates: Inform employees about the incident and the steps being taken to address it, as appropriate.

8.2. External Communication

Regulatory Reporting: Report incidents to regulatory authorities as required by law.

Stakeholder Communication: Communicate with external stakeholders, including customers, investors, and the community, about significant ESG incidents and the actions taken to resolve them.

9. Roles and Responsibilities

9.1. Management

- Ensure the implementation and enforcement of the ESG Incident Monitoring Policy.
- Allocate resources for incident investigation and resolution.
- Review and approve corrective and preventive actions.

9.2. ESG Committee

- Oversee the incident monitoring and reporting process.
- Review incident reports and recommend corrective and preventive actions.
- Ensure compliance with regulatory requirements and industry best practices.

9.3. Incident Response Team

- Conduct thorough investigations of reported ESG incidents.
- Develop and implement corrective and preventive actions.
- Prepare detailed incident reports.

9.4. Employees and Contractors

- Report all ESG incidents promptly using the established reporting channels.
- Participate in training programs related to ESG incident identification and reporting.
- Comply with all policies and procedures related to ESG incident management.

10. Continuous Improvement

Lessons Learned: Regularly review incidents and incorporate lessons learned into policies and procedures.

Feedback Mechanism: Establish a feedback mechanism to receive input on the incident monitoring process and make necessary improvements.

Audit and Review: Conduct regular audits of the incident monitoring process to ensure its effectiveness and make continuous improvements.

11. Compliance and Enforcement

Policy Adherence: Ensure strict adherence to this policy through regular monitoring and enforcement.

Corrective Actions: Implement corrective actions for non-compliance, which may include additional training or disciplinary measures.

Promoting Accountability: Foster a culture of accountability where all employees understand their role in identifying and reporting ESG incidents.

Conclusion

This ESG Incident Monitoring Policy is essential for identifying, investigating, and resolving ESG incidents effectively. By adhering to this policy, the company ensures a proactive approach to managing ESG risks, enhancing transparency, and promoting a culture of continuous improvement in ESG performance.

