

## I. HEALTH AND SAFETY POLICY

Shine complies with all the national and local, provincial or applicable laws and regulations of the country that are related to the health and safety of employees.

- The Company adopts the policy which provides all the staff with proper, well-maintained tools and equipment.
- The Company adopts the policy to instruct the employees about Safe Work Procedures which therefore improves the condition of work.
- The Company uses Fire Extinguishers for the safety of the employees as per the need of it.
- The Company prefer suitable working environment with proper condition of lights, ventilation and soon.
- The Company is concerned about the healthy living of its employee; hence have facility of mineral water and hygienic lunch.
- The Company operates fixed working hour and weekly holidays as per International Labor Organization (ILO).
- The Company sets its own target for the improvement of health and safety performance and promotes conservation of energy and reduces waste.
- The Company adopts the policy of packaging the products which is crucial to prevent wastage, guarantee our high quality standards and inform our customers. We lead the development and use of materials from sustainably-managed renewable resources considering packaging and product performance requirements.

A circular stamp with the text "Shine Trade Pvt. Ltd." around the top edge and "Kathmandu, Nepal" around the bottom edge. In the center of the stamp is a handwritten signature in black ink.

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Preeti Singh Kayestha  
Director