

PERSONAL HYGIENE POLICY

Pudumjee Paper products Ltd., Thergaon, Pune, are engaged in the manufacture of Specialty Papers. We are committed to maintain Personal Hygiene in our factory.

In doing so, we will :

- All employees are expected to meet hygiene requirements during regular business hours for the duration of their employment.
- Maintain personal cleanliness by bathing daily.
- Clean and trim fingernails.
- Wash hand before starting the work and /or after using the washrooms with hand sanitizers.
- Uniform / Clothing must be clean, in good condition and fit appropriately.
- Neat and well groomed hair.
- Spitting, Urinating or defecating in any place other than the sanitary facilities provided is strictly prohibited.
- Personal Protective equipment provided by the Company must be worn before starting work, whenever required.

The policy shall be communicated to all work force and made available to Public.

The policy will be reviewed periodically.

Date: 01-06-2018


EXECUTIVE DIRECTOR

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