

# POLICY STATEMENTS OF MANAGEMENT SYSTEMS AT YOTTA

## INTEGRATED MANAGEMENT SYSTEM POLICY

YOTTA Data Services Private Limited's Policy has been established, implemented, and maintained with defined scope of IMS. The policy is used as a means of leading the organization towards improvement of its performance.

The framed IMS policy is an equivalent and consistent part of YOTTA's overall vision, strategy, and long-term business plan.

### Our Commitments:

We at YOTTA Data Services Private Limited are committed ourselves to: Providing reliable, state of the art technologies aimed toward exceeding stakeholder's expectations competitively, contribute to sustainable environment & perform all of its work with utmost care without compromising safety of its employees/ workers under any circumstances through implementation of an Integrated Management system comprising Quality, Environment and Occupational Health and Safety systems by:

- Alignment with needs and expectations of all stakeholders
- Inculcating the culture of "Zero Tolerance on Errors"
- Incorporating practices that minimize the creation of e-waste and other pollution associated with data centre activities.
- Provide safe and healthy working conditions to everyone at workplace for the prevention of work-related injury & ill health.
- Ensure appropriate proactive measures are in place to eliminate hazards and reduce OH&S risks like accidents, work-related illnesses, and near misses.
- Maintain an active engagement with our employees/ workers by promoting their participation and consultation for effectiveness of OH&S performance.
- Comply with all relevant legal, regulatory, and contractual requirements relevant to Environmental & Occupational Health & Safety aspects.
- Continually improve the effectiveness & performance of the Integrated (QHES) management system
- Educate employees and encourage their participation for sustenance of QMS, EMS, OH&S best practices.

## BUSINESS CONTINUITY MANAGEMENT POLICY

We at YOTTA Data Services Private Limited are committed to implement an effective Business Continuity Management System (BCMS) in alignment with ISO 22301 to enhance our business continuity capabilities and protect the interests of our stakeholders by:

- Ensuring availability and resilience of critical IT infrastructure and services
- Mitigating disruptions and minimizing downtime
- Complying with regulatory and statutory requirements
- Continually improving the effectiveness & performance of Business Continuity Management System by incorporating lessons learned
- Educating employees and encouraging their participation for sustenance of the Business Continuity Management practices

## DATA PROTECTION POLICY

We at YOTTA are committed to operate its business in accordance with Data Protection laws and related regulations including their jurisprudence to achieve highest standards of business practices and ethical conduct.

- The objective of this policy is to ensure that: YOTTA proactively addresses data subject's expectations concerning their privacy to create and ensure trust and confidence in YOTTA and the products and services it provides. Listed below are YOTTA's Data Privacy Objectives:
- Identification of emerging risks and trends of data privacy and their impact on YOTTA.
- To establish, implement, maintain, and continually improve data protection framework by conducting Data Protection Impact Assessments and risk evaluations as per Risk Treatment Plan.
- Establishment of Data Privacy training and awareness program for all relevant employees involved in Data Privacy activities. Processing of all personal data shall be as per below principles:
- Lawfulness, Fairness, and Transparency:** Personal data must be processed lawfully, fairly, and transparently, with prior notice to the data subject
- Purpose Limitation:** Personal Data shall be collected only for specified, explicit and legitimate purposes and not otherwise.
- Data Minimization:** Personal Data shall be adequate, relevant, and limited to what is necessary to the purposes of processing.
- Accuracy:** Personal Data shall be accurate and, kept up to date. Efforts must be undertaken to ensure the personal data collected is not obsolete, inaccurate, or redundant.
- Storage Limitation:** It means that Personal Data shall be kept in such a way whereby personal data is stored for no longer than it is necessarily required.
- Integrity and Confidentiality:** Personal Data shall be processed adequate security measures for protection against unauthorized or unlawful processing, accidental loss, destruction, or damage.
- Accountability:** The Data Controller shall be accountable for compliance and shall be responsible to demonstrate evidence therefor.
- Compliance with relevant privacy and data protection laws is maintained thereby minimizing legal liability, regulatory risk, brand, and reputational exposure.

## एकीकृत प्रबंधन प्रणाली नीति

योट्टा डेटा सर्विसेज प्राइवेट लिमिटेड की नीति आय. एम. एस के परिभाषित दायरे के साथ स्थापित, कार्यान्वित और बनाए रखी गई है। नीति का उपयोग संगठन को उसके प्रदर्शन में सुधार की दिशा में ले जाने के साधन के रूप में किया जाता है। तैयार की गई आय. एम. एस नीति योड्डा की समग्र दृष्टि, रणनीति और दीर्घकालिक व्यापार योजना का एक समतुल्य और सुसंगत हिस्सा है।

### हमारी प्रतिबद्धताएँ

योड्डा डेटा सर्विसेज प्राइवेट लिमिटेड में हम इसके लिए प्रतिबद्ध हैं:

- विश्वसनीय, अत्याधुनिक प्रौद्योगिकियाँ प्रदान करना, जिसका उद्देश्य प्रतिस्पर्धी रूप से हितधारकों की अपेक्षाओं को पार करना, टिकाऊ वातावरण में योगदान देना और गुणवत्ता, पर्यावरण सहित एक एकीकृत प्रबंधन प्रणाली के कार्यान्वयन के माध्यम से किसी भी परिस्थिति में अपने कर्मचारियों/ श्रमिकों की सुरक्षा से समझौता किए बिना अपने सभी काम अत्यंत सावधानी से और व्यावसायिक स्वास्थ्य और सुरक्षा प्रणालियों से करना है।
- सभी हितधारकों की जरूरतों और अपेक्षाओं के साथ तालमेल करना.
- “त्रुटियों पर शून्य सहनशीलता” की संस्कृति को विकसित करना.
- ऐसी प्रथाओं को शामिल करना जो डेटा सेंटर गतिविधियों से जुड़े ई-कचरे और अन्य प्रदूषण के निर्माण को कम करना.
- काम से संबंधित चोट और खराब स्वास्थ्य की रोकथाम के लिए कार्यस्थल पर सभी को सुरक्षित और स्वस्थ कामकाजी स्थितियाँ प्रदान करना.
- सुनिश्चित करना कि खतरों को खत्म करने और दुर्घटनाओं, काम से संबंधित बीमारियों और निकट चूक जैसे ओएच एंड एस जोखिमों को कम करने के लिए उचित सक्रिय उपाय मौजूद करना.
- ओएच एंड एस प्रदर्शन की प्रभावशीलता के लिए हमारे कर्मचारियों / कामगारों की भागीदारी और परामर्श को बढ़ावा देकर उनके साथ सक्रिय जुड़ाव बनाए रखना.
- पर्यावरण और व्यावसायिक स्वास्थ्य और सुरक्षा पहलुओं से संबंधित सभी प्रासंगिक कानूनी, नियामक और संविदात्मक आवश्यकताओं का अनुपालन करना.
- एकीकृत (क्यू एच ई एस) प्रबंधन प्रणाली की प्रभावशीलता और प्रदर्शन में लगातार सुधार करना.
- कर्मचारियों को शिक्षित करना और क्यूएमएस, ईएमएस, ओएच एंड एस सर्वोत्तम प्रथाओं को बनाए रखने के लिए उनकी भागीदारी को प्रोत्साहित करना.

## ENERGY MANAGEMENT POLICY

We at Yotta Data Services Private Limited are committed to provide Energy efficient performance in design, build, and operation of our data centers, office premises and all associated services through implementation of Energy Management System and continual improvement in energy efficiency for sustainable growth and conformance to global best practices by:

- Developing reliable, efficient, and resilient energy management systems and processes to ensure the expectations of our customers and other stakeholders are met.
- Integrate our Energy management system in design activities for improvement of energy performance & procurement of energy efficient products and services.
- Complying with applicable legal, regulatory, and contractual requirements on energy efficiency, energy use and energy consumption.
- Enhance effectiveness of Energy Management system to achieve energy efficiency by ensuring resources adequacy, educating employees, and encouraging their participation to achieve objectives and energy targets.
- Continually improving the energy performance and the overall Energy Management System.

*This EnMS policy statement will be reviewed & updated to ensure the continuing effectiveness of the Energy Management System.*

## SERVICE MANAGEMENT POLICY

We at YOTTA Data Services Private Limited are committed to provide reliable, accurate and on-demand services to our customers, through implementation of a Service Management System and continual improvement in the entire value chain involving customers and suppliers to achieve the highest level of satisfaction and conformance to the global best practices by:

- Meeting the requirements and expectations of our customers and other stakeholders.
- Continually improving the effectiveness & performance of the IT Service Management System
- Complying with applicable legal, regulatory, and contractual requirements
- Educating employees and encouraging their participation for sustenance of IT Service Management practices.

## SUSTAINABILITY POLICY

YOTTA is committed to serve as a responsible global corporate citizen, which not only takes responsibility for its own development, but also its impact on people, the environment and society in general. We at YOTTA Data Services Private Limited are committed to contribute to Sustainability in all facilities and processes by:

- Complying with applicable legislation and adoption of appropriate codes of practice.
- Integrating sustainability concepts and opportunities in our everyday business decisions.
- Involving Top Management to achieve the principles and requirements of being a sustainable organization.
- Taking reasonable and appropriate steps to minimize the Environmental Footprint of Facilities, including purchasing, and procuring environmentally responsible products and services used in Facilities and taking steps to reduce waste to landfill. Waste includes, but is not limited to, electronic devices, paper, glass, plastic, metal, and food products.
- Working towards electricity, energy, and water savings in our business practices.
- Implementing Green Building initiatives.
- Set, monitor, review, analyse and evaluate environmental targets on a regular basis towards achieving continuous improvement.
- Engage employees, customers, and partners to adopt Sustainability practices and co-create sustainable solutions to solve social and environmental issues.
- Ensure that all staff are aware of our Sustainability Policy and embrace its principles.
- Monitor our sustainability performance and progress against objectives and targets.

**Our sustainability initiatives are guided by three core pillars with strong fundamentals. These include:**

- Business Sustainability**  
Striving for a stable and profitable progress over time as well as always applying good business practice and corporate governance.
- Social Sustainability**  
Undertaking due diligence of a responsible employer, promoting diversity and inclusivity, and contributing to improve social progress within the communities where we operate.
- Environmental Sustainability**  
Protecting the environment by actively reducing our environmental impact through strategic conservation efforts and resource optimisation.

*We review this policy as the business evolves, ensuring it continues to be in line with current best practice.*

## INTEGRATED POLICY FOR INFORMATION SECURITY

We at YOTTA Data Services Private Limited are committed to maintain robust security practices and controls to preserve Confidentiality, Integrity, Privacy of Personally identifiable information (PII) and availability of any information asset throughout the life cycle of data; including customer data; in providing all types of services; including cloud & managed services.

- We will achieve this in every aspect of information asset through:
- Continually improving the effectiveness & performance of the applicable Information Management Systems
- Complying with all relevant legal, regulatory and contractual requirements
- Inculcating the culture of information security
- Educating employees and encouraging their participation in Information security Management practices.

Sunil Gupta

Co-Founder, MD & CEO,  
Yotta Data Services

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