

# POLICY STATEMENTS OF MANAGEMENT SYSTEMS AT YOTTA

## ENVIRONMENTAL MANAGEMENT POLICY

We at Yotta Data Services Private Limited are committed to contribute to sustainable environment by:

- Striving towards continual improvement of EMS.
- Comply with all relevant obligations relevant to environment, as well as take any additional measures that are considered necessary to favour prevention of adverse environmental impact.
- Incorporating practices that minimise the creation of e-waste and other pollution associated with data centre activities.
- Ensure controls are put in place to conserve resources like electricity, water etc.
- Provide necessary information and resources at all levels within the organisation.
- Educate employees and encourage their participation for sustenance of EMS practices.
- Communicate our Environmental commitment to clients, customers and the public & encourage them to support it.
- This EMS policy statement will be reviewed & updated as necessary.

## OCCUPATIONAL HEALTH & SAFETY POLICY

YOTTA Data Services Private Limited is committed to perform all of its work with utmost care without compromising safety of its employees/ workers under any circumstances.

### Our Commitments:

The policy is an equal consistent part of Yotta's overall vision, strategy, and long-term business plan.

- Provide safe and healthy working conditions to everyone at workplace for the prevention of work-related injury & ill health.
- Comply with all applicable legal & other requirements relevant to Occupational Health & Safety.
- Provide appropriate time and resources to train all our employees/workers for the adherence to safety procedures, safe work practices, familiarity with emergency response & preparedness.
- Ensure appropriate proactive measures are in place to eliminate hazards and reduce OH&S risks like accidents, work-related illness, and near misses.
- Maintain an active engagement with our employees / workers by promoting their participation and consultation for effectiveness of OH&S performance.
- Undertaking reviews to ensure continual improvement in OH&S performance.

## व्यावसायिक स्वास्थ्य और सुरक्षा नीति

योट्टा डाटा सर्विसेस प्राइवेट लिमिटेड किसी भी परिस्थिति में अपने कर्मचारियों/श्रमिकों की सुरक्षा से समझौता किए बिना अपने सभी कार्य अत्यंत सावधानी के साथ करने के लिए प्रतिबद्ध है।

### हमारी प्रतिबद्धता

नीति योट्टा की समग्र दृष्टि, रणनीति और दीर्घकालिक व्यापार योजना का एक समान और सुसंगत हिस्सा है।

- काम से संबंधित चोट और खराब स्वास्थ्य की रोकथाम के लिए कार्यस्थल पर सभी को सुरक्षित और स्वस्थ काम करने की स्थिति प्रदान करना।
- व्यावसायिक स्वास्थ्य और सुरक्षा से संबंधित सभी लागू कानूनी और अन्य आवश्यकताओं का पालन करना।
- सुरक्षा प्रक्रियाओं, सुरक्षित कार्य प्रथाओं, आपातकालीन प्रतिक्रिया और तैयारियों से परिचित होने के लिए हमारे सभी कर्मचारियों/श्रमिकों को प्रशिक्षित करने के लिए उचित समय और संसाधन प्रदान करना।
- सुनिश्चित करना कि खतरों और दुर्घटनाओं को खत्म करे, काम से संबंधित बीमारियों और निकट चूक जैसे ओ-एच-एंड-एस जोखिमों को कम करने के लिए उचित सक्रिय उपाय किए गए हैं।
- ओ-एच-एंड-एस प्रदर्शन की प्रभावशीलता के लिए उनकी भागीदारी और परामर्श को बढ़ावा देकर हमारे कर्मचारियों के साथ सक्रिय जुड़ाव बनाए रखना।
- ओ-एच-एंड-एस के प्रदर्शन में निरंतर सुधार सुनिश्चित करने के लिए समीक्षा करना।

## 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.

## 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

## 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.

## 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.




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Yotta Data Services Private Limited

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