



MANUFACTURING JWELLERY SAFETY POLICY

Chandigarh, India

JEWELRY POLICY FOR MANUFACTURING

1. Purpose

The purpose of this Jewellery Policy is to establish guidelines and standards for wearing jewelry in the manufacturing areas of the Sark Group. This policy aims to ensure employee safety, maintain a hygienic working environment, and protect valuable manufacturing equipment from potential damage.

2. Scope

This policy applies to all employees, contractors, and visitors entering manufacturing areas within Sark Group premises.

3. General Guidelines

3.1 Safety Considerations:

- Employees are prohibited from wearing loose jewellery, such as necklaces, bracelets, or rings with protruding stones, which could pose safety hazards near machinery.

3.2 Personal Protective Equipment (PPE):

- Employees must comply with PPE requirements. Any jewellery that interferes with the proper fit and function of PPE, such as gloves, safety glasses, or helmets, should not be worn.

3.3 Exception for Wedding Bands:

- Plain wedding bands without protruding stones or sharp edges are allowed. However, employees should exercise caution to prevent accidents.

4. Specific Manufacturing Areas Guidelines

4.1 Cleanroom and Sterile Environments:

- In cleanroom environments, where contamination control is critical, the wearing of any jewellery, including wedding bands, is generally prohibited. Exceptions may be made based on specific job requirements and after obtaining approval from the supervisor.

4.2 Machine Operation:

- Employees operating machinery or equipment that requires precision are prohibited from wearing any jewellery that could get caught in moving parts.

5. Security Measures

5.1 Prohibition of Valuable Jewellery:

- To prevent theft or loss, employees are advised not to wear valuable jewellery to the manufacturing areas.

6. Compliance and Enforcement

6.1 Supervisory Oversight:

- Supervisors are responsible for enforcing this policy within their respective areas. They have the authority to address non-compliance and take appropriate corrective action.

6.2 Disciplinary Measures:

- Violations of this policy may result in disciplinary actions, ranging from verbal warnings to written warnings, and, in severe cases, termination of employment.

7. Communication and Training

Sark Group will provide employees with training on this jewellery policy during orientation and periodically thereafter. Regular communication and reminders will be used to reinforce compliance.

8. Review and Revision

This policy will be reviewed periodically to ensure its continued relevance and effectiveness. Any necessary revisions will be made to align with industry best practices and regulatory requirements.

