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
Security & Safety Management


At AJCL, we believe safety and security is every team member's responsibility. For its part, AJCL takes full measures to ensure the well being, safety and security of all its team members and others who visit our office locations. We recognize the importance of putting our team members and visitors at ease and making them feel safe and comfortable while they are on our premises. Team members use a biometric fingerprint system for entry into premises and visitors are given passes to identify all persons entering and/or exiting our office locations. The biometric entry system and visitor passes play a critical part in case of an emergency so that if we need to evacuate the premises, all persons can be accounted for. Along with the biometric entry system, we have CCTV cameras installed at strategic points throughout our premises which monitor and record the movements of all those entering or exiting office locations. The cameras are monitored 24 hours 7 days a week by security watch persons who report back to the Admin regularly, and in the case of any emergency. AJCL expects every team member to play their part in ensuring a safe and secure workplace is maintained, by remaining vigilant about their work surroundings and to report any suspicious or hostile activities or persons. It is also our expectation that team members help upkeep safety regulations by following the general housekeeping rules and guidelines to keep hallways, stairwells, driveways and storage areas clear of obstructions, clean and uncluttered. Lose wiring and/or cables running across the floor, and food or water spills should also be a safety concern. All such matters should be reported to the Admin promptly.

Important Contact Numbers




In case of emergency, the following contact numbers should be used, depending on the situation:

- Police – 15
- Rescue Center - 1299
- Fire Fighters – 116
- K-Electric – 118
- PTCL – 1218
- EDHI Ambulance - 115

	Name	Signature	Date
Prepared by:	<u>EmmaRuth Vadevalloo</u>	<u></u>	<u>30-04-2020</u>
Reviewed by:	<u>Zaki Jaffer</u>	<u></u>	<u>30-04-2020</u>
Approved by:	<u>Omer Jaffer</u>	<u></u>	<u>04-05-2020</u>

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- CHIPA Ambulance – 1020
- SSGC – 1199

	Name	Signature	Date
Prepared by:	<u>EmmaRuth Vadevalloo</u>	<u></u>	<u>30-04-2020</u>
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