

WORKING FROM HOME POLICY DURING NOVEL CORONAVIRUS (COVID-19)

In this Working from Home Policy during Novel Coronavirus (COVID-19), all the essential guidelines employees should follow during the coronavirus outbreak and temporary alterations of existing sick leave and work from home policies.

Introduction

The working from home policy includes the measures that we are actively taking to mitigate the spread of corona virus. All the employees are kindly requested to follow all rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This working from home policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

Scope

This COVID-19 policy applies to all of our employees who physically work in our office(s). We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

Sick leave arrangements

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.
- If you have a positive COVID-19 diagnosis, you can return to the office only after you've fully recovered, with a doctor's note confirming your recovery.

Work from home requests

- If you are feeling ill, but you are able to work, you can request to work from home.
- If you have recently returned from areas with a high number of COVID-19 cases, we'll ask you to work from home for 14 calendar days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.

- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you're a parent and you have to stay at home with your children, request work from home. Follow up with your manager or departmental leader to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19, request work from home. You'll only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

APPROVAL

Before taking the work from home, the employee shall obtain the approval from the reporting manager of such employee. The employee accepts that he shall stand to the following conditions before the approval of the work from home policy is granted to the employee:

- Such employee shall be available on calls as and when required by the client or the reporting manager;
- In case of leave during work from home, the employee shall undertake proper approval from the reporting manager in the manner that is identical to the process followed in case of the physical presence of the employee;
- The employee shall adhere to the terms of the confidentiality during work from home;
- Employees who have personal responsibilities such as child care or elder care will be expected to manage these responsibilities in a way that allows them to successfully meet their employment obligations;
- The Reporting Manager and other relevant council officers have the right of access to the employee to discuss work related issues, during the agreed normal working hours;
- The terms and conditions of employment that apply at the office as detailed in the company's policies will also apply at the home based office. Any variation must be approved in writing and within the scope of the policies before being implemented.
- The employee agrees to ensure that company's owned assets and information will be managed and secured in accordance with company's information management, information confidentiality and information and communication technology security policies. The employee agrees that suitable precautions will be taken to prevent theft or misuse of equipment and information, the unauthorised disclosure of information, or unauthorised access to company's systems.

We recognize and appreciate the potential business disruption caused by the coronavirus and implementing some of the above-stated guidance. Again, the company is determined to take

appropriate preventive steps to protect its workforce and keep their organizations running smoothly through this outbreak