

CoVID -19 / WORK FROM HOME POLICY

❖ Introduction:

The working from home policy includes the measures that we are actively taking to mitigate the spread of coronavirus. All the employees of BWRL 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.

❖ Policy Brief and Purpose:

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus (COVID-19). You are kindly requested to follow all these 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 are witnessing unprecedented volatility due to the spread of COVID-19. In order to deal with this public health situation, the corporate sector is required to play a vital role in implementing the strategic policy decision of social distancing, which is most crucial for reducing the rate and extent of the disease transmission at community level. To prevent the spread of the virus further, as good citizens, we are exercising extreme caution and this policy is made which is our step in direction to support the Government during this pandemic of coronavirus (COVID-19). This policy is susceptible to changes with the introduction of additional governmental guidelines and notifications. We shall keep all our employees updated as soon as possible by email. We have outlined the required actions employees should take to protect themselves and their co-workers from a potential coronavirus (COVID-19) infection.

❖ Scope:

This coronavirus policy applies to all of our employees who physically work in our Organization.

❖ 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 (based on CDC announcements), we'll ask you to work from home for 14 calendar days, and return to the office only if



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Village Khadki – BK, Taluka Chalisgaon,
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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 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 Head of the Department of the employee and Human Resource Department of the respective location. 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 Head of the Department of such employee and Human Resource Department of the respective location 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;
- The Reporting Manager/Head of Department and other relevant 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 unauthorized disclosure of information, or unauthorized access to company's systems.

❖ **SICK LEAVE ARRANGEMENTS:**

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request for leave and approval from the Head of the Department of such employee and Human Resource Department of the respective location.



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- 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.

❖ **TRAVELING/COMMUTING MEASURES:**

- All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners).
- If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we'll ask you to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.

❖ **Board Meetings of the Company:**

Considering the need to take precautionary steps to overcome the outbreak of the coronavirus (Covid-19), the Government has in-principle decided to relax the requirement of holding Board meetings with physical presence of directors under section 173 (2) r/w rule 4 of the Companies (Meetings of Board and its Powers) Rules, 2014 for approval of the annual financial statements, Board's report, etc. Such meetings till 30th June, 2020 be held through video conferencing or other audio visual means by duly ensuring compliance of rule 3 of the said rules.

❖ **General rules:**

- The Organization will operate as per effective government guidelines from time to time.
- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled. You can also use the sanitizers you'll find around the office.
- Wear a face mask when you are around other people.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected. Avoid close contact with people who are sick.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).
- A separate tray for couriers is kept at the reception area. Courier person can place the envelope/package in the tray and courier may be left untouched for at least 24 hours.
- Avoid ordering from Zomato, Swiggy, Amazon etc as far as possible.



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- Avoid gyms, garden, lobby and other exercise areas, where surface contact or air-borne contamination is inevitable.
- No visitors are allowed in the organization unless in case of urgency with the approval of HR department.
- Avoid touching others bag's, computers, laptops or tiffins or belongings.
- Avoid social activities such as going to pubs, restaurants, theatres and cinemas.

Let's all be more aware and alert. Please stay safe and healthy, use Work-From-Home opportunities to spend precious time with your family and loved ones and support the Health Sector and Government to take decisions.

We hope that you will take all possible precautionary measures at your end to meet this public health situation and contribute to containing the disease and minimizing its contagious effect.

We recognize 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.

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