

Work From Office Policy

PURPOSE:

Due to current Covid-19 pandemic situation, Appedology Pvt. Ltd. is committed to ensure employee and community safety as our top priority and enable continuous delivery to all our stakeholders. Therefore, Employees are instructed to work from Office by maintaining mandatory SOPs. This policy includes SOP that includes compulsory check-in, temperature screening, social distancing and performance expectations.

SCOPE OF POLICY:

Working from Office is a necessary arrangement that can only occur by acknowledgement of this policy. It is a formal agreement between the Company and the employee. Selected employees are eligible to work from Office, but the employee acknowledges that this option may not necessarily always be appropriate or possible in all the circumstances.

THE POLICY:

APPLICATION OF THE POLICY:

This policy applies to all activities that are permitted to be carried on while working from Office during Covid-19 Pandemic in a manner that re calibrate it's ways of working to ensure that operations are still in an efficient and effective manner while ensuring the prevention of the spread of Covid-19.

WORK HEALTH AND SAFETY:

The workers and staff are properly briefed on the COVID-19 and spread of disease and the required precautions against the disease as well as symptoms of the disease and required steps of self- isolation and seeking proper medical advice.

- It is mandatory for Employees to come office wearing a facemask.
- Once Employee arrives at office premises, they'll be provided with a new disposable facemask and it will be compulsory for them to wear a mask throughout the day that will allow their tasks to be performed and carried out in a safe environment free of hazards and distraction.
- Temperatures will be monitored through thermal guns on the entry points by the dedicated person(s).
- Individuals with headache, flu, and high temperature symptoms shall not be allowed in the office premises.
- Practice social distancing by maintaining over 2 feet distance between the Individuals.
- Employees are instructed to cover their face with elbow while having Sneeze or cough.
- Place sanitizers at entryways and provide employees with disinfecting wipes.
- Practice of handshake and greetings by physical contact in any manner is actively discouraged among Employees.

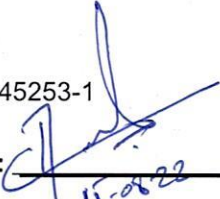
consent of the individual/entity.

- Employees are strictly not allowed to contact our Clients/suppliers/Customers and their families on social media network or at any other unofficial online forum. If any former or active employee found guilty by any means, company will terminate such individual followed by a defamation law suit by our legal team.
- Employees are prohibited to officially represent or use Appedology Pvt. Ltd. or any of their clients' name on the social media for any fund raising/public welfare awareness activity unless officially designated, permitted and assigned by the Higher Management.
- In general, any action or activity on social media (even of the social media) that may bring any sort of disrepute or disrespect to the company, such act will be strictly dealt by the disciplinary management.
- Failure to comply with aforesaid policies, rules and regulations will be termed as a serious breach of the company's code of conduct. Disciplinary action will be taken against violators which may not be limited to suspension/termination of employees' contract and may go beyond to the limits of legal, civil and criminal prosecution of the employee by our legal team.

Employee Name: Areeb Shahid

Employee ID: APD-1089

CNIC #: 42201-7945253-1

Signature & Date: 
15-08-22

Through Administration of

Appedology Pvt. Ltd.

HR-SM-03