

## **Work From Office Policy**

### **PURPOSE:**

Due to the current Covid-19 pandemic situation, Appedology Pvt. Ltd. is committed to ensuring employee and community safety as our top priority and enabling continuous delivery to all our stakeholders. Therefore, Employees are instructed to work from the Office by maintaining mandatory SOPs. This policy includes SOP, 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 acknowledging this policy. It is a formal agreement between the company and the employee. Selected employees are eligible to work from Office, but the employee recognizes that this option may only sometimes be appropriate or possible in all circumstances.

### **THE POLICY:**

### **APPLICATION OF THE POLICY:**

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

### **WORK HEALTH AND SAFETY:**

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

- Employees must come to Office wearing a facemask.
- Once employees arrive at office premises, they'll be provided with a new disposable facemask. They must wear masks throughout the day to allow their tasks to be performed and carried out in a safe environment free of hazards and distractions.
- Temperatures will be monitored through thermal guns at the entry points by the dedicated person(s).
- Individuals with headaches, flu, and high-temperature symptoms shall not be allowed on the office premises.
- Practice social distancing by maintaining over 2 feet distance between the Individuals.
- Employees are instructed to cover their faces with elbows while having Sneeze or coughing.
- Place sanitizers at entryways and provide employees with disinfecting wipes.
- The practice of handshake and greetings by physical contact in any manner is actively discouraged among Employees.
- Use Alternate greetings such as waving or bowing.
- Clean workspace and shared items with disinfectants (door handles, copy machines/printers, break rooms, remotes, light switches) three times daily.
- Surfaces (e.g., Desks and tables) and objects (e.g., Telephones, keyboards) need to be wiped with



- disinfectant regularly and will be used by only the company's designated persons.
- Place signs on entrances requesting that sick guests/ Employees do not enter the building.
  - Smoking is not allowed within Office premises to promote good respiratory hygiene.
  - All the waste from any process is probably to be disposed of and, in no case, thrown out in the open.
  - The Packages/Items from outside the optional premises shall be discouraged as far as possible.
  - All cafeterias have enough space between seating places to discourage people from eating together in groups.
  - Mandatory distance will be practiced among Employees to sit on vans.
  - Employees should be bound to maintain a minimum 1.5-meter distance in the van.
  - The floor must be cleaned regularly with disinfectant before and after every shift, and the premises must be fumigated as required.
  - All those suffering from illness, flu-like symptoms, fever, dry cough, and body aches must not visit Office premises and seek medical advice.
  - Adequate arrangements for hand disinfection by use of hand sanitizers (that meet a minimum standard of containing at least 70% alcohol) and, ideally, where possible, frequent hand washing with soap and water, thoroughly washing hands for at least 20 seconds.
  - Use tissue paper and dispose of it properly.
  - If you feel any symptoms of the virus, you must go and get yourself tested at your own expense and inform the team manager immediately.
  - You are entitled to take care of your health. The company or management will not be held responsible.

## **VIOLATION OF POLICY:**

In case of policy violation, the company has complete authority to take strict actions against the individual, including termination of the services. In case of a breach of this policy, the company has the right to take steps and is entitled to put a penalty on the employee. The company also reserves the right to amend any points in this SOP, and Employees are abode to follow the updated policy notification.

I take complete responsibility for resuming work from the Office and acknowledge the above-stated policy.

**Employee Name:** Farrukh Khan

**Employee ID:** APD-1667

**NIC:** 42101-7345622-2

**Department:** Support Operations (Non Calling)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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