

# COVID-19 Policy

## Purpose

In accordance with the company's duty to provide and maintain a workplace that is free of known hazards, we are adopting this policy to safeguard the health of our employees and their families; visitors; and the community at large from infectious disease, that is COVID-19, may be reduced by vaccinations. This policy complies with all applicable laws and is based on the guidance & directives from the core management and appropriate government entities.

## Scope

All employees are required to receive vaccinations as determined by the government registration process. Employees not in compliance with this policy will be placed on unpaid leave until their employment status is determined by the human resources department.

## Procedures

Employees will be notified via SMS about the COVID-19 registration date, center & code. This vaccination is free of charge and is provided by the Government of Pakistan.

All employees are to work with their managers to schedule appropriate time to comply with this policy.

Employees will be required to provide, via email, either proof of vaccination or proof of registration.