

## **Work From Office Policy**

### **PURPOSE:**

Due to current Covid-19 pandemic situation, Pro Global 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.
- 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 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, as to promote good respiratory hygiene in the workplace
- All the waste from any process is to be probably disposal off and in no case thrown out in open.
- The Packages/Items from outside of premises that are of optional nature shall be discouraged as far as possible.
- All cafeterias to have enough space in between seating places in order 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 minimum 1.5-meter distance in van.
- The floor must be cleaned on a regular basis with disinfectant before and after every shift and premises fumigated as required.
- All those suffering from illness, flu like symptoms, fever, dry cough and body aches must not visit Office premises and must seek medical advice.
- Adequate arrangements for hand disinfection by use of hand sanitizers (that meet 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 it properly.
- If you feel any symptoms of the virus, you must go and get yourself tested on your own expense and informed team manager on immediate basis.
- You are entitled to take-care of your own health. Company or management will not be held responsible.

#### **VIOLATION OF POLICY:**

In case of policy violation, company has complete authority to take strict actions against the individual, which may include termination of the services. In case of breach of this Policy, company has the right to take actions and entitled to put penalty on the Employee. The company also reserves the right to amend any points in this SOP and Employees are abide to follow the updated notification of the Policy.

I take complete responsibility to resume work form office and acknowledge the above stated policy.

Employee Name: Faiza Shahid

Employee ID: 37404-5903961-2 // P00-0283

NIC: 37404-5903961-2

Department: Collection.

Signature: *Faiza*

Date: 22-4-2021