

## SMS PHARMACEUTICALS LIMITED

### WORKING POLICY DURING CORONAVIRUS (COVID19)

Employees should religiously follow all the essential guidelines mentioned in this Coronavirus (COVID-19) policy, there is temporary alterations of exiting office timings, sick leaves and work from home policies in order to combat the coronavirus outbreak.

#### Introduction:

This policy includes the measures that we are actively taking to mitigate the spread of corona virus; all the employees are requested to follow all rules diligently, to sustain a healthy and safe workplace in this unique environment. It is 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 sensitively.

This policy is susceptible to changes with the introduction of additional Government guidelines, if so, we will update you as soon as possible by email/text messages.

#### Scope:

This coronavirus policy applies to all of our employees who physically work in our office(s) and Factory(s); we strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

#### Symptoms of COVID-19:

Symptoms can include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19.

This is why testing is required to confirm if someone has COVID-19.

#### Precautionary Guidelines:

DO's	DON'TS
Maintain personal hygiene and physical distancing	Shake hands.
Practice frequent hand washing.  Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visibly clean.	Have a close contact with anyone, if you're experiencing cough and fever.

DO's	DON'TS
Cover your nose and mouth with handkerchief / tissue while sneezing & coughing.	Touch your eyes, nose and mouth.
Throw used tissues into closed bins after use.	Sneeze or cough into palms of your hands.
Maintain safe distance from persons during interaction, especially with those having flu-like symptoms.	Spit in Public.
Sneeze in the inner side of your elbow and not to cough into the palms of your hands.	Travel unnecessarily, particularly to any affected region.
Check temperature & respiratory symptoms regularly; See a doctor if you feel unwell (fever, difficulty in breathing and coughing).  <u>While visiting doctor, wear a mask/cloth to cover your mouth and nose.</u>	Participate in large gatherings, including sitting in groups at canteens or Visit gyms, clubs and crowded places etc.
any fever/ flu-like signs/symptoms, Call State helpline number or the 24x7 helpline number of the Ministry of Health & Family Welfare at 011-23978046.	Spread rumours or panic.

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#### Change in office timings:

Working hours in office are made flexible to avoid group gathering in single slots, the respective employee may attend depending upon convince and work priority between 6am to 10pm. Employees may choose to come at any time between the said slots, but employees will be required to spend minimum working hours in office i.e. 8 (Eight) hours.

Accordingly, if employees chose to come by 6 am then they may leave by after working hours completes.

All the employees are advised to avoid public transport for time being and prefer self-transportation, Further, even avoid touching lift switches, doors, handles. Management hereby temporally relaxes use of Bio Metric, use access cards only.

Sanitizers/ Hand wash are available at every floor entrances; kindly use them before and after entering the office premises. Clean your hands in regular intervals even if they seem clean.

Maintain face to face distance as specified by WHO.

The management is allowing to do work at home to the possible extent whoever suitable.

#### Sick leaves/ Work from home:

☐ If you have cold symptoms, such as cold/sneezing/fever, or feel poorly, request sick leaves or work from home.

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☐ If you have positive COVID19 diagnosis, you can return to the office only after you have fully recovered, with a doctor's notes confirming your recovery.

Before taking sick leave or work from home, the employee should obtain approval from the reporting manager, the employees accepts that he shall stand to following conditions before the approval is granted:

**Conditions:**

1. Such employee shall be available on calls as and when required by the reporting manager/ clients.
2. Such employee shall adhere to the terms of the confidentiality during work from home.
3. Such employee shall be available identically in case of the physical presence of the employee.
4. Employees who have personal responsibilities such as child care or elder care will be expected to manage these responsibilities in a way that allows them to successfully meet their employment obligations.
5. The Reporting Manager has the right of access to the employee to discuss work related issues, during the agreed normal working hours.
6. 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 by management.

We recognize and appreciate that potential business disruption caused by the coronavirus and implementing some of the above mentioned guidelines. Again, the Company is determined to take appropriate preventive steps to protect its workforce and keep the organizations running smoothly through this outbreak.

Employees are also informed that Securities Board of India (SEBI) and Ministry of Corporate Affairs (MCA) have relaxed many statutory deadlines in order to avoid chaos in these tough times. All the employees are again reminded to be cautious for the next couple of months and do our best to stop the virus from spreading.

**[Circulated on March 23, 2020]**

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