



Coronavirus Preventive Measures

FOR CIRCULATION AMONG FACTORY AND OFFICE STAFF

Following up from circular ADV01 dt. 04 February 2020 and considering the updates of the coronavirus outbreak in our region, we want to take some extra measures to protect your health.

Visitors policy:

- Effective immediately, we are restricting visits from external partners, customers, candidates and any other guests in our factories and offices. Please cancel any onsite meetings you've already planned with them
- We are canceling any scheduled events that would take place in our offices. Don't make plans to host other events until further notice.
- You're also advised to refrain from visiting partners' offices and scheduling meetings.

Travel policy:

- All business trips, no matter the destination, are now canceled. If you have something planned, talk to your manager; we'll try to rearrange trips when we have official guidance that it's safe to travel.
- If you have recently traveled (to any location) or live with someone who did, please reach out to HR and your manager. As a precautionary measure, we might ask you to work from home for 14 days until you're fully asymptomatic.

Work from home:

We're expanding our work from home policy for our office staff members, so you can talk to your manager and Office Admin about the option to work from home in cases where:

- You commute using public transit.
- You have a medical background such that COVID-19 could put your health at risk.
- You live with elderly/children/people with chronic diseases/etc.

In the following days, we will provide you with technical guidelines, along with some productivity tips, to help you work from home effectively. In the meantime, please reach out to your manager in order to coordinate regular meetings and workload.

ALPHONSA

CASHEW INDUSTRIES

For those of you who still work from the office, be extra cautious with hygiene and try to avoid overcrowding meeting rooms. In case you have the slightest symptoms (e.g. cough) but can work, don't risk staying at the office. Talk to your manager immediately and work from home or get sick leave.

These are preventive measures we need to take in order to protect our health, and also not infect our loved ones or fellow citizens. We're also doubling down on our efforts to keep the offices sanitised.

We will be monitoring the COVID-19 outbreak and will let you know as we have new guidance from the local and national authorities. Stay healthy and don't hesitate to contact your managers or Office Admin, if you have any questions or concerns.