



ACML/COVID-19 POLICY

POLICY BRIEF & PURPOSE:

ACML COVID-19 policy aims to take and implement measures to mitigate and avoid chances of contracting novel coronavirus infection. The company emphatically proposes to sustain a healthy and safe workplace in this unique circumstances affecting to human lives and health. The need of the hours is to behave responsibly at a work place and put in place health precautions. The management endeavors to ensure and assure always to treat and put forth the importance of your health at the workplace while tackling contagious and high risk diseases with due sensitivity to human life values including employees, customers and all stakeholders.

ACML COVID-19 policy is amenable to additional regulatory directions from time to time and till such time as it is warranted and the company will keep update all concerned in this regard.

SCOPE AND APPLICABILITY:

ACML COVID-19 policy aims to apply and implement it to all employees who physically work in our office(s) and other concerned stakeholders including Authorised Persons, Auditors, clients / investors dealing with the company and shall remain in force till 31st March 2020. The applicability of this policy can be extended till such time thereafter in case of need.

WORK FROM HOME:

- Departmental Heads shall decide and reshuffle the job priorities of their department and advise the concerned department employees either to work from home or for shorter duration in the office or to work in shift.
- If you have a positive COVID-19 diagnosis, resume the work only after you've fully recovered, with a doctor's note confirming your recovery.
- If you have recently returned from areas with a high number of COVID-19 cases (based on [CDC](#) announcements), the company may ask you to work from home for certain number of calendar days, and return to the office only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to come into physical contact with any colleagues during this time.
- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.
- If you need to provide care to a family member infected by COVID-19, request work from home. You'll only be permitted to return to the office for such number of calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

TRAVELLING/COMMUTING MEASURES:

- In-person meetings should be done virtually where possible, especially with non-company parties
- If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.



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GENERAL HYGIENE RULES:

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands. You can also use the sanitizers you'll find around the office.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures.

STAY SAFE & HEALTHY.