

Guideline: Your personal responsibility as an Employee

- **Hygiene:** Please wash your hands regularly and use the hand-sanitizer provided to minimize the spread of germs. Also be especially vigilant when you visit public places (e.g. hospitals, supermarkets, banks, kiosks).
- **Personal health:** In the event you are unwell, i.e. have a cold, cough or fever, we request that you inform your project lead and work from home.
- **Go Digital for meetings:** Use Skype or WhatsApp calls/video to minimise travel and physical interaction, where use of such tools would help you to minimize exposure.
- **Overseas travel:** Any official or private overseas travel must be with prior approval. It is highly recommended that you refrain from overseas travel. In case you have to travel for unavoidable reasons, you need to inform HR and management in writing and obtain permission. If you do travel, you cannot come into office for 14 days but need to work from home as a precautionary measure. You must also inform HR on the travel details of any immediate family members or those who live with you. If you have family members, relatives or friends who have recently travelled overseas, who are in close contact with you, please inform HR and decide on the next steps with your Project Lead.
- **Business continuity:** Please ensure that the internet connection provided to you is operational and you can be productive to work from home, should the need arise.

- **Personal details:** We will also require additional details about your family, home/lodging, commute and other details in order to better analyze an incident and assess impact. Please cooperate by providing your response promptly to such requests.
- **Track your movements:** Please use your phone to keep track of your movements such that it's possible to assess your risk or potential risk to others, should the need arise.
- **Awareness of Personal Space:** We encourage you to use our traditional "Ayubowan" greeting instead of the customary handshake.
- **Events:** All external and internal events which involves gathering of people will be postponed, until further notice. Please do not participate at any crowded events.
- **Parcel deliveries:** All courier parcel deliveries should be restricted. Therefore please refrain from ordering parcels to office.