Measures / Best Practices Adopted by Industry to Combat COVID -19 outbreak

As on 23 March 2020
<table>
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<tr>
<th>Sr No</th>
<th>Company Name</th>
<th>Page No</th>
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<tr>
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<tr>
<td>2.</td>
<td>Thermax Limited</td>
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<td>3.</td>
<td>Hyundai Motor India Limited (HMIL)</td>
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<td>4.</td>
<td>VE Commercial Vehicles</td>
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<td>5.</td>
<td>JM Financial Limited</td>
<td>6</td>
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<td>6.</td>
<td>MyBox Technologies Private Limited</td>
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<td>7.</td>
<td>Pinnacle Industries Limited</td>
<td>27</td>
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<td>8.</td>
<td>Torsa Machines Limited</td>
<td>29</td>
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Summary of the Advisory issued by AVAADA Group

AVAADA group proactively closed down its major offices much before lock down in Delhi, Mumbai and Noida and allowed employees work from home. This has helped in social distancing. Employees were provided training on remote working platforms. All premises are being sanitized and disinfected. Thermal scanner were installed at entry and visitor movement were monitored. Detailed guidelines were issued enabling employees understand gravity of scenario and precautions towards wellbeing of themselves, families and partners. Sanitizers and n95 masks were distributed. All physical meetings were stopped and employees were encouraged to maintain a minimum distance of 2 meters in unavoidable meetings. Employees travelling through public transport were advised to avoid same. Ayurvedic herbs which boost immunity were distributed. SPOC was appointed and help line to support employees have been set up. Partners have been sensitized about possible delays. AVAADA operate in renewable energy generation wherein plants are to kept running for larger national interest & energy security and hence AVAADA has taken all possible steps proactively to ensure that business continuity /operational continuity is maintained and at the same time health and wellbeing of its employees, their families and partners etc are kept as sacrosanct. Employees has taken ownership of maintaining social distancing and with these proactive measures all teams of AVAADA Group are safe & fine“
Summary of the best practices being deployed by Thermax Limited

Since the outbreak of Coronavirus, Thermax has been continuously taking steps to protect its employees from being exposed to any threats. The company first banned international travel to China, followed by South East Asia and subsequently ban on any foreign travel. Domestic travel was allowed only under compelling situations with approval from senior management.

The company having its headquarters in Pune with a significant portion of employees, the crisis management actions commenced on the same day when the first case was detected in the city. The chairperson, managing director and Executive Council (comprising all business and key functional leaders) have teleconference and meetings daily to take quick decisions on ensuring business continuity while prioritising employees’ wellbeing. A Coronavirus crisis management team led by the HR head of the company was formed with all HR representatives, supported by the Admin, Corp Comm and HSE functions. They connect every day to take stock of the ongoing situation and accordingly put in place various mechanisms. Some key policies/practices that have been introduced, mainly in the past couple of weeks are as follows:

24 x 7 HR Assistance: To address any queries or assistance pertaining to the Coronavirus situation, we have introduced a 24x7 HR Assistance mobile number. Instances could be employees stranded during travel, visa issues, guidance on returning to work after illness or quarantine, medical emergencies etc.

Mandatory Quarantine for 14 days: Employees returning from international travel should mandatorily quarantine themselves by staying at home for 14 days and consultant their Group HR Head/HR Associate before resuming work.

Stay at home if unwell or cases if any in society premises: Those suffering from cold, cough, fever or flu have been asked to compulsorily stay at home, and refrain from coming to the office until they recover. In the situation of any case(s) of Coronavirus being detected in any employee’s society premises, employees should call their Group HR Head/HR Associate immediately before coming to work.

Attendance: The biometric machines at all India office locations of Thermax have been deactivated. Hence, we will be marking 100% attendance (auto approved) for all employees from March 11th till March 31st, 2020. This arrangement will be reviewed on March 31st, 2020.

Work from Home – Businesses have been empowered to allow work from home. The same has been conveyed to businesses. To support continuity of work, the IT team is continuously working on making necessary resources in place for ex. Security measures, laptops to a few employees, network access for managing applications etc. Communication is sent out to employees regularly on how they can work effectively while being away from their teams.
Wellness measures at workplace: We have increased the frequency of sanitising all office floors, door handles, elevator buttons and other frequently touched objects. Non-Contact Infrared Body Thermometer has been made available at all locations for checking all employees/ visitors entering the company premises. Sanitizers have been placed in elevators and canteen timings have been staggered to avoid crowd.

Leave Policy – Any leave/ work from home taken on account of an employee showing symptoms peculiar to Coronavirus or being asked to stay at home as a precautionary measure will be on the company’s account and not deducted from their leave kitty.
Hyundai Motor India Ltd official statement

22 March 2020

Hyundai Motor India is a responsible and caring brand. The safety, health and hygiene of its employees, customers, business partners and the communities is of utmost priority in every situation.

Keeping this in mind, Hyundai Motor India Ltd will be taking the preventive counter-measure of suspending its Manufacturing operations at the Chennai facility from Monday, 23rd March 2020 till further notice to stop the spread of coronavirus (COVID-19) - a global pandemic.

We will await further notifications from State Government to resume plant operations.

Additionally under the Hyundai Cares Program, HMIL has reiterated various initiatives aimed at promoting safety and welfare of all its stakeholders:-

1. 24*7 roadside assistance to customers in case of any emergency

2. Customers who are not able to avail vehicle warranty/ extended warranty/ Free Service due to health emergency or dealership shutdown in affected cities - HMIL will offer extended support of 2 months.

3. 1000 Doorstep advantage bikes / emergency road service cars to provide any assistance to customers

For further information contact

Hyundai Motor India Ltd:
Ravi Sharma (+91-9899290497)
Email: ravisharma@hmil.net
Work from Home Advisory for COVID - 19

This is with reference to the communication shared by our MD & CEO on 17th March, 2020. It is imperative that we take immediate measures and therefore Work from Home (WFRH) arrangement is being implemented at VECV till 31 March, 2020.

Employees who can avail of the Work from Home facility:

Mandatory WFH Criteria
1. Who are suffering from health issues, showing flu like symptoms i.e fever, cough
2. Who have been to foreign country in the last 14 days
3. Who have certain medical conditions and are prone to catch the infection

Discretionary WFH Criteria (Call to be taken by employees)
1. Parents with children aged below 12-years
2. Expecting parents
3. Specially-abled employees

In addition to the above, employees whose roles permit them to work from home will be identified by their function heads.

Work from Home Guidelines:
1. Employees should be available during their respective working hours. Maintain exclusive availability during the work hours, let the team and other stakeholders know your presence so that they can reach out to you for business as usual
2. Ensure that the deliverables are clearly set, agreed with your manager and updated on an ongoing basis
3. Download the office tools and familiarize yourself with the same, if not used earlier. An IT advisory is to be followed

All the above measures are being taken to ensure we follow social distancing and minimize external interface to enhance employee and extended family's safety, it is imperative that as a responsible citizen you stay home and avoid travelling / attending any gatherings/ crowded places etc.

Employees excluded to Work from Home (other than Mandatory WFH Category):
1. Employees in manufacturing & factory locations, parts distribution, COCOs and other essential services across the country will continue to operate to support our customers & associates subject to strict adherence to various guidelines issued on prevention of spread of Covid 19.
2. EMT & FMT members are advised to continue to attend office subject to strict adherence to various guidelines issued on prevention of spread of Covid 19.

We recommend maintaining all forms of social distancing and following advisories. The above arrangement is subject to periodic review and we will share further communication on an ongoing basis.
Dealing with COVID-19
Initiatives of JM Financial Ltd

- Among the firsts within the Financial Services industry to recognise the challenge and commence WFH for all staff and introduce total restriction on use of public transport by the staff and stoppage of all domestic and international travel.
- Clear quarantine guidelines for the staff, applicable even when close family members exposed to risk.
- Transport and parking support to all essential staff at work.
- Remote BCP sites activated to ensure business and client support continuity.
- Proactive and regular updates to the staff clarifying the queries and concerns with clear and consistent message of safety of self and family first.
- Strategic committee of all CEOs, HR and Compliance Head of the group working as Command Centre, reviewing situation on real time basis and providing daily guidance.
**MyBox Technologies: Internal Best Practices to reduce business and health risk on account of COVID-19**

*Internal emails issued by HR Department of MyBox Technologies:*

**Email 1 (dated 7/3/2020)**

Dear Colleagues,

As all of you are aware, COVID-19 is a humanitarian and societal crisis of unprecedented speed and scale.

MyBox’s top priority is to protect the health and safety of its employees and their families. We are making rapid, informed decisions, and taking prompt actions to protect and support our employees and ensure that critical business operations continue. We are also closely following the advisory from Ministry of Health, Govt. of India.

Following is the Advisory for all employees:

- All meetings that involve more than 5 people should make use of digital medium.
- All travel is suspended, essential travel may be undertaken with the prior permission of department head
- Employees are advised to avoid public transport and move to pooled cabs among office colleagues
- Employees are encouraged to use hand sanitizers frequently and gargle every 2 hours. These are kept at reception, pantry and prominent locations.
- Sanitize or deep clean your desks frequently
- Any employee having flu-like symptoms or fever should inform respective reporting manager and HR
- Immediately inform HR and contact state-wise helpline numbers (attached) if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

We shall keep you posted and update through regular communication.

Human Resources

**Email 2 (dated 17/3/2020)**

Hi Everyone,

Bearing wellness in mind for each member of MyBox family, we have decided to halt finger punching in the biometric machine till further notification. And also advised to limit or minimize printing of documents to avoid touching the surface by everyone, as prevention to spread the virus.
It’s a time to take extra care of yourself and not to panic. Choose to be self-quarantine, in case you are down with cold, cough and fever. Consult your nearest doctor in case of any unusual discomfort to your body.

Would request everyone to follow the preventive measures as attached in the email to make this workplace safe for all of us

Human Resources

NOTE

In addition, MyBox Technologies has also circulated some pdf documents enclosing the following information:

1. Presentation on the spread and how to prevent / control the coronavirus
2. Symptoms of the coronavirus
3. Statewise helpline numbers
There's only ONE thing you need to understand about how a coronavirus SPREADS.
THE VIRUS SPREADS WHEN these droplets GET INTO YOUR EYES NOSE MOUTH.

SICK PERSON

HEALTHY PERSON
So if you see someone who is visibly coughing/sneezing/sick, you can choose to:

1. Keep your distance. 2m to 0.5m will keep you safe from large droplets.
OR,

② Give them a mask. They can cough/sneeze into it and protect everyone else nearby.
And in general, it's a good idea to avoid crowds, because you don't know who might be sick.

People who are infected can show no symptoms, but are still infectious.

Maybe she's not sick, just protecting herself.
However, sometimes a sick person’s saliva can get on other things...

- Their hands
- Door knobs
- Train straps
- Pens
- Mouse
- Chopsticks
- Tissue
- Cups
- Lift buttons
- Stair bannisters
- & even on the outside of your face mask

Healthy person
AND IF YOU TOUCH ANY OF THESE THINGS BY ACCIDENT, AND THEN TOUCH YOUR FACE,

```
:RUB EYES:
```

OR YOUR LOVED ONES FACE

YOU MIGHT ALL FALL SICK.
Viruses can last for up to 24 hours on objects, so the only effective way to get rid of them is to wash them off with soap.
Which is why it is also good to follow these 5 precautions.
1. Do NOT touch your face. (Or anyone else’s face.)

If you HAVE to, wash your hands with soap thoroughly first.

- Wash with soap up to here
- Use elbow
WHAT IS THOROUGHLY?

WASH THE BACK OF YOUR HANDS

BETWEEN THE FINGERS

UNDER THE NAILS

FOR 20 SECONDS

ENOUGH TIME TO SING "HAPPY BIRTHDAY" TWICE × 2
2. Throw away masks once they feel gross, don't wear them for more than a day!

* Bacteria grows on the insides of your mask if you wear them too long.

Also, don't touch the outside of the mask if you can.

If you did, don't worry, just wash your hands with soap after.
3. Do not share food, utensils, cups, towels.

- Use a serving spoon.
- Everyone gets their own towel: Mommy, Daddy, Baby.
AND FINALLY,

5. ALWAYS WASH YOUR HANDS WITH SOAP...

• BEFORE YOU EAT

• AND AFTER BEING OUT IN THE PUBLIC
STAY SAFE, EVERYONE!
MAIN REFERENCES FOR MEDICAL INFO:


3. "This animation shows how far your sneeze can actually travel," by Chia-Yi Hou and Andrea Schmitz, in Business Insider (Jan 21, 2020)

Read the articles for more tips!
Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms* can include:
- **Fever**
- **Cough**
- **Shortness of breath**

*Symptoms may appear 2-14 days after exposure.

Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

For more information: [www.cdc.gov/COVID19-symptoms](http://www.cdc.gov/COVID19-symptoms)
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Pune Platform for Covid#19 Response (#PPCR)

Background:

While the current Covid-19 situation in India appears to be not out of control, it is essential to stay ultra-cautious. The availability of medical care and equipment will be crucial in the coming weeks.

Problem Statement:

The government and private healthcare facilities are putting in their best efforts. However, in the spirit of a heightened level of preparedness and the experience of countries like Italy, it is crucial that these facilities have a more than adequate supply of medical equipment and relevant consumables.

Focus Areas -

1. N95 Masks
2. Sanitisers
3. PPE Equipment for Health Care workers
4. Ventilators and other critical care equipment

Quantity Required -

1. Masks - 50,000 – 100,000
2. Sanitisers – 50,000 – 100,000
3. PPE Equipment for Health Care workers - 5,000
4. Ventilators and other critical care equipment – 50 – 100

Response Approach:

In view of this, some of the prominent leaders of industry and commerce have come together to set up a platform (assisted by the ‘Maharatta Chamber of Commerce, Industries and Agriculture’ secretariat that has history of 86 years) to assess the potential gaps in the demand and supply of these provisions in the Pune region. This includes leading members of MCCIA, CII, YPO, EO and several industry and social groups. Our group has been working 24x7 over the last few days.

- Forum for Hospitals – We have also created a group of all the leading hospitals in the city. Several meetings and discussions are conducted around the clock to ensure coordination and to discuss key developments. A complete needs assessment was also done to map their requirements. We continue to work closely with them to supplement the work been done by the government.

- Development of Ventilators – We have identified several leading corporates and entrepreneurs that are now working intensively round the clock to plan for local production of ventilators.
As of 23rd March 2020 midnight, we have been successful in ordering 25 ventilators, 100,000 masks and 2,000 PPE Equipment.

We have been able to locate 25 more ventilators, which can also be made operational in the coming 2-3 days. This will significantly enhance the available capacity dedicated for COVID patients.

**Key Leaders of the Initiative:**

Over 25 of the leading CEO's and business leaders of Pune are now working closely together under several sub groups to achieve quick results.

We have received exceptional support from the business/trade/private citizens of Pune and over 5 cr in contribution are received in the past 3 days.

Our requirement is to raise a minimum of 8 cr more to make the required impact in supporting the above objectives. These funds are needed in the next days to have the required impact.

A contribution of 15 lacs can help in installing one ventilator which can save multiple lives in the coming week and months.

We appeal to each of you for your support for the task of protecting our city from the impending crisis.

**Logistics and Details:**

All such donations made to (routed via) MCCIA will receive income tax exemptions under section 80G.

For support on Bank details/transaction receipts/80 G certificate, you may please approach Ms. Satavisha Natu on csr@mcciapune.com or on 098505 86619

**Next Step:**

Please drop us a one-liner at csr@mcciapune.com if you would like to contribute so that our team can get in touch with you to discuss the details

Or you may Whatsapp/call
Mr Prashant Girbane on +91 7722071007

Looking forward to your support for our PPCR initiative.

**Sudhir Mehta**
Coordinator

+919850999535
mehta@pinnacleindustries.com
Dear Sir/Madam,

We at Torsa care for the well being of The World, Our Nation, Our Customers, Associates, StakeHolders and Our Employees!

Owing to the recent WorldWide Outbreak of the Covid19 & to Support The All Round Well Being of All Beings, We at Torsa have decided to take measures for ours and Your Safety and Good Health!

We are letting our people Work From Home from 18.00 hrs on the 23rd of March 2020 until 09.30 hrs on 31st March 2020.

This could mean a temporary delay in execution of your orders on and off site, but we promise you that we will come back after this brief stint of self restraint with more zeal, power and performance!

During this entire time we shall be available to you for communication at the following contact points:-

At our Toll free number 1800 121 5696 we are available for all communications between 09.30 am and 18.00 hrs on Weekdays & Weekends.

Should you wish to connect with us on email please write to us at support@torsa.com or info@torsa.com or simply use the email address for your dedicated RM.

We are also available on the following phone numbers for Phone Calls and Whats Up Communications during Business Hours of 09.30 am and 18.00 hrs including weekends :-

**SALES**  Vinay Deorah  +919435 400354  vinay@torsa.com

**ENGINEERING**  Indranil Deb  +91 93659 71712  ideb@torsa.com

**FINANCE**  Surajit Bakshi  +91 93659 71632  sbakshi@torsa.com

**PURCHASE**  Arun Bose  +91 99540 92751  abose@torsa.com

**PROJECTS & LOGISTICS**

HS Prasad  +91 99541 33558  hsprasad@torsa.com

We thank you for your understanding, support and good wishes and Wish You and Your Loved Ones Safety and Health!

Thanks & Best Regards

Gopi Krishna More
Managing Director,
Torsa Machines Limited

Email: info@torsa.com
Web: www.torsa.com

703 Eco Centre  EM Block  Salt Lake Sector V  Kolkata 700091
TollFree: 1800 121 5696  Ph: +91 33 4603 9410 | 4603 9414 | 4603 9415