

NPR FINANCE LIMITED

Todi Mansion, 1, Lu- Shun Sarani, 9th Floor, Kolkata-700 073
CIN-L65921WB1989PLC047091 , E-MAIL- npr1@nprfinance.com
PHONE NO. – 033 2237 7201, Website: www.nprfinance.com

COVID – 19: Work from Home Policy

INTRODUCTION

NPR Finance Ltd. (the “Company” or “NPR”) acknowledges that, Human Capital is one of the most important factors for the success or failure of a Company. It is human capital which acts as a catalyst and driving force to the growth of any organization. We, at NPR, are concerned for the safety, health and well-being of every single employee.

1. PREFACE

1.1. The last quarter of our financial year 2019-2020, has been marked in our Country with the outbreak of a highly infectious respiratory disease, caused by a new “coronavirus” - hereinafter, “COVID-19”. The disease was discovered in China in December, 2019 and has since, spread around the world.

1.2. COVID-19 is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). It may be possible that a person can get COVID-19 by touching a surface or object that is contaminated with the virus on it and then touching their own mouth, nose, or possibly their eyes.

1.3. In view of the fact that, the disease spreads through contact transmission, the Ministry of Corporate Affairs (“MCA”) has advised corporates to put in place an immediate plan to implement a “Work from Home” policy as a temporary measure to curb the spread of the disease. The Work from Home plan will enable to break the chain of transmission and thereby, is being considered as one of the most vital tools to fight the disease.

1.4. Moreover, every regulatory agency is taking measures to mitigate the negative impact of the pandemic.

1.5. The Company strives to come forward hand-in-hand with the people of India in such trying times to ensure that the stakeholders are served to the best of the ability of the Company and that, the health and safety of the employees is also not compromised with.

1.6 In lieu of the above, the Board of Directors (“the Board”) has adopted this Policy on 20th March, 2020.

2. POLICY OBJECTIVES.

This Policy is framed to ensure a safe working environment for all employees without risking their safety and health so that, the NPR family collectively and uniformly responds to the challenges posed by COVID-19. The foundation of this Policy is based on the principle: “**Stay Alert, Stay Safe**”.

3. APPLICABILITY

This Policy shall be applicable on all Employees of the Company - whether part time or contractual.

4. POLICY GUIDELINES

- All employees are advised to Work from Home where their job duty permits it, until further Notice by the Management.

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- It is advised to replace in-person meetings with video or telephone conferences and increase teleworking options during the quarantine period.
- In case of an urgency, where, it becomes absolutely essential to commute to office, then the concerned employee is duty bound to inform about the same to his /her Department In-charge immediately and to take the necessary permission from the Management.
- Such number of employees shall not exceed the lower of the following limit:
 - a) 20-30% of the total employee size on a single day at each office, unless a higher number is permitted by the Management at its discretion; or
 - b) Such other numbers as prescribed by the Government of India / State Government/Regulatory bodies from time to time.
- Every employee(s) who is required to visit the Office is mandatorily required to wear mask covering his nose to mouth and maintain social distancing.
- Sanitizers in adequate numbers are available in the Office for usage by the employees. It is strongly recommended to use the same frequently.
- In the ambit of unavoidable on-field visits/business trips, it is mandatory for the respective staff(s) to inform the Branch in-charge/Branch Manager of the same. Such visits / trips shall be pursued only if, the Statutory Authority(s) has allowed the same in the relevant area/city/town/district etc. and further, all mandatory Rules/Regulations etc. issued by the State Government/Central Government/ any Statutory Authority(s) etc. shall be adhered or to be followed in this regard. It is also strongly advised to wear mask, carry sanitizer and maintain social distancing.
- If any employee has symptoms of the disease, he/she is advised to visit the doctor immediately. It is mandatory for every employee to inform the Department Head in case he/she tests positive for the COVID-19 disease and is not supposed to rejoin office unless a Clearance Certificate / Medical Fitness Certificate to that effect is issue by the Hospital/Doctor.
- In case an employee suppresses from the Company, the fact of testing positive for the COVID-19 disease, or having symptoms of the disease and the same is subsequently discovered by the Company - he /she shall be held liable for the safety and health of the remaining co-employees who come in contact with him/her. The Management will be at its discretion to take any action against such employees who suppress such vital information from the Company and put the life of others at risk.
- Stay Safe, Stay Healthy.

5. DO' S & DON'TS: TIPS FOR SELF, FAMILY & COMMUNITY PROTECTION.

5.1. DO'S

- Stay at home.
- Maintain social distancing. Maintain atleast 1 meter distance in case you go out for essentials.
- Meditate and keep a positive attitude.
- Eat well, stay hydrated, get adequate sleep.

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- Wash your hands after using the toilet, before eating and if you cough/sneeze into your hands (kindly follow the 20-seconds hand-washing rule).
- Please Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- It is advised to 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, please avoid close physical contact with others and take extra precautionary measures.
- Meet friends online and play indoor games with immediate family.
- Refer the respective official websites for accurate information:

Sl. No.	Ministry /Department	Regulator	Website
1.	Ministry of Health and Family Welfare	Govt. of India	https://www.mohfw.gov.in/
2.	Health & Family Welfare Department	Govt. of West Bengal	https://www.wbhealth.gov.in/
3.		Govt. of NCT of Delhi	health.delhigovt.nic.in/
4.		Govt. of Gujarat	https://gujhealth.gujarat.gov.in/

5.2. DON'TS

- Go out unless absolutely necessary.
- Go to crowded places.
- Blindly forward unverified news.
- Hug or shake hand with people.
- Make frequent trips outside your house.
- Meet friends in person.
- Play Games outdoors with neighbours.

6. DISCLOSURES.

Relevant disclosures will be required to be made in terms of the various applicable laws in force.

7. AMENDMENTS IN THE POLICY.

7.1. The Board or any person authorised by the Board in this regard, has the power to amend the Policy as and when required.

7.2. Any subsequent amendment / modification in the applicable laws in force and/or any binding Notification/Circular/Order/Press Release, etc. issued by the various Regulators/ Government of India / respective State Governments pertaining to the State where the Branch and Head Office is situated - shall automatically apply to this Policy.