



Date: March 11, 2020

Guidance for Sub-Contracting Suppliers (“Partners”)

Dear valued Sub-Contracting Suppliers,

ValueMomentum has appointed a COVID-19 Task Force, which has been meeting daily and monitoring the ongoing COVID-19 Outbreak (coronavirus) situation. The aim of the Task Force is to minimize the spread of COVID-19 within our community, minimize it spreading between our community and our clients and minimize the disruption of our service to our Clients and our work. The Task Force will coordinate any ValueMomentum (“Company”) required measures.

Our Employees and Contractors, (together “Associates”), have been provided Guidelines with respect to the Coronavirus (COVID-19) outbreak, initially on Mar 2 and subsequently on Mar 9. These Guidelines include:

- Travel Guidelines for our Associates
- Guidelines to Associates who demonstrate illness
- Additional Guidelines to prevent the spread of COVID-19 in our communities
- Additional actions being taken by ValueMomentum to prepare for addressing the outbreak

We have and will continue to share updates to such Guidelines as the situation warrants. Please review the detailed guidelines and forthcoming updates on this [Webpage](#). Further, we have setup additional channels of communications using Microsoft Teams, to which our Contractors are being added, and a group ID for the Task Force to ensure communications on any additional updates and information pertinent to the incident.

For the welfare of all our Associates and those in our Communities, we request your continued partnership and cooperation to address the situation, especially as it relates to the following scenarios:

- In the event an Associate has traveled on or after the date of “[Guidelines for US-based Associates](#)”, that you will encourage them to self-quarantine and follow the associated guidelines
- In the event that an Associate experiences sickness or is diagnosed with COVID-19, you will inform the Task Force at CTF@valuemomentum.com and also encourage the Associate to do so and follow the procedures outlined
- Centers for Disease Control and Prevention (CDC) has issued [recommended](#) strategies for employers to ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies; CDC is also encouraging employers to institute non-punitive leave policies. We expect your adherence to these guidelines to provide an assurance to the Associate, such that they do not take unwarranted risk of going to work and possibly infecting others.

If you have queries, please contact Gopal Bora at gopal.bora@valuemomentum.com. If you require to share updates on any incidents concerning your operations or our Associates, please contact our Task Force directly at CTF@valuemomentum.com.

Sincerely,
Gopi Gade (“GK”)
Task Force Coordinator - US
ValueMomentum