



Date: March 9, 2020

Update to the Employee Advisory sent on March 3, 2020

To All ValueMomentum Employees & Contractors (“Associates”),

The following is an interim guidance to all Associates in India with respect to the Coronavirus (COVID-19) outbreak. This is effective immediately and replaces the advisory sent on March 3, 2020.

TASK FORCE

1. ValueMomentum has appointed a Task Force to deal with this incident. 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. They have the full support of our Company Board to take any action and make any decision necessary to achieve this.
2. The Task Force Leaders include an overall coordinator in USA (Gopikrishna Gade [“GK”]), an overall coordinator in India (Uma Gogineni) and identified location-specific leaders. Task Force Leaders will be point persons to coordinate any Company-required measures and to address any concerns or events that may occur. These Task Force Leaders will also be responsible for coordinating with local authorities to institute measures required by such authorities. The names and contacts of all the Task Force Leaders will be shared with everyone shortly.
3. The Task Force will meet daily to discuss our approach to the outbreak and to lead communications and coordination of all matters with our Associates, Clients and Suppliers.
4. If you have any questions or concerns, please contact your Task Force Leader. While currently there is no report of anyone in our community being infected with COVID-19, we must be prepared when this changes. Please cooperate with the Task Force on this matter.

TRAVEL GUIDELINES:

1. All Company business travel (domestic and abroad) is prohibited until further notice. If you have any planned travel, please cancel immediately. If you do need to continue with an already planned business travel, please work with Task Force Leaders and get approval to continue with the travel.
2. Company strongly advises against any non-essential personal travel, specifically to countries / Indian states that are in the [Watchlist](#). If you need to travel to the said locations, please comply with the following;
 - a. Do inform your CSD and concerned HR Business Partner of your travel plans and travel dates.
 - b. Upon your return, place yourself in self-quarantine for 14 days in your home before you return to your work location to help curb the spread of the virus. If your project allows and you receive an approval from the CSD, you may work from home during this period. Please take guidance from your Manager/ CSD as to how you can minimize impact on client deliverables.

3. If any member of your household or family member has travelled to the places in the [Watchlist](#) and returned or is visiting with you, please follow point # 2b.

GUIDELINES FOR WHEN YOU ARE SICK:

1. Associates who experience symptoms such as fever, runny nose, acute respiratory illness or other related symptoms should stay home and inform their HR Business Partner and Manager. Associates should be fever-free for 24-hours without the use of medication before returning to work.
2. Associates who experience symptoms such as fever, runny nose, acute respiratory illness or any other related symptoms while at work, should inform their HR Business Partner and leave for home immediately. Promptly seek medical attention.
3. If an Associate's family member is sick or shows symptoms of fever, runny nose, acute respiratory illness or any other related symptoms, the Associate should work from home and/or care for their family member. Please immediately inform your HR Business Partner of such a situation.

GUIDELINES, IF AN ASSOCIATE IS TESTED POSITIVE FOR COVID-19

1. If you have been diagnosed with COVID-19,:
 - a. Please isolate yourself, get the diagnostic tests done at a hospital approved by your local government and follow the advice of your Doctor.
 - b. Inform your HR Business Partner, CSD and Task Force Leader immediately. This is to ensure that the Company will be able to take actions for the welfare of all our other Associates and also fulfil any current and future obligations with Government authorities.

ADDITIONAL GUIDELINES FOR PREVENTING THE SPREAD IN OUR COMMUNITIES

1. Associates are encouraged to follow personal hygiene guidelines that have been shared with them as well as displayed prominently at all our work locations. Please inform the Location Admin if you notice anything amiss.
2. Associates are encouraged to use the telephone, online conferencing, e-mail or Teams to conduct business as much as possible, even when participants are in the same building.
3. Avoid scheduling conferences that require people to sit in close proximity – Use Teams or Online Conferencing instead.
4. Cancel or postpone all conferences, gatherings, workshops and training sessions and other nonessential gatherings until further notice.
5. Cancel or postpone in-person visits by vendors or prospective employment candidates and utilize video conferencing tools, instead. For any essential meetings, please route requests to your Task Force Leader.
6. Minimize congregating in areas where large numbers of people socialize and pass through.
7. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.
8. Avoid visiting office locations other than your home base unless absolutely essential. Connect remotely with Associates at other locations as much as possible.

9. Please do not circulate any information regarding the virus unless you are sure it is authentic and verified by proper sources. The Company will share periodic updates received through appropriate channels.

ADDITIONAL ACTIONS BEING UNDERTAKEN BY THE COMPANY TO PREPARE FOR ADDRESSING THIS OUTBREAK

1. The Company has identified specific measures for maintaining enhanced hygiene and the same have been shared with suppliers and support staff. Adherence to these measures is being continuously monitored.
2. All offices have been stocked with adequate disinfectants and sanitizers. All surfaces within the office are being cleaned thoroughly every day.
3. Biometric access has been disabled at all work locations till further notice to reduce scope for contact. Please be disciplined and enter Work premises using your own access cards.
4. The Company will setup additional channels of communications using [Microsoft Teams](#) and a [Webpage](#) to keep you informed of any additional updates and information pertinent to the Outbreak as well as measures and guidelines that are being instituted. The same information will also be displayed at the Reception at all our Work locations. Please add the website link to your bookmark for easy access.
5. The Company is communicating our internal guidelines to our Clients so that they are informed of the measures we are undertaking and how we are mitigating risks and minimizing service disruptions to their businesses that may arise from these measures.
6. As per the guidelines provided by the local government, healthy employees are expected to work from our offices; the Company will communicate any new guidelines issued by such local government authorities.

We remind all Associates to maintain good hygiene and recommend reviewing the CDC's and the WHO's websites for the most up-to-date information relating to COVID-19 exposure, risk, and prevention.

Below are the links with advice for the public regarding this topic

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>

<https://www.mohfw.gov.in/DraftTraveladvisorytotravelersUpdated06032020.pdf>

We will continue to monitor the Coronavirus issue and provide further updates in the coming weeks. Any questions or concerns should be directed to Task Force group ID: CTF@valuemomentum.com, or by contacting your local Task Force Leader.

Sincerely,
Uma Gogineni
Task Force Coordinator - India