



Date: March 9, 2020

Update to the memo sent on March 2, 2020

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

The following is an interim guidance to all Associates with respect to the Coronavirus (COVID-19) outbreak. This is effective immediately and replaces the advisory sent on March 2, 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 currently 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. For all US-based Associates, Company strongly advises against personal travel abroad unless it is an emergency or unavoidable situation. If you do travel abroad, please comply with the following:
 - a. You need to take email approval from your Task Force Leader prior to your travel. Such approvals will be given only for emergencies or unavoidable situations.
 - b. Do not report to your client project or work location, upon your return, unless (i) you place yourself in self-quarantine in your home to help curb the spread of the virus (for a 14-day period from the time of return to the US) AND (ii) you have a prior approval to return to work from your Task Force Leader. This is to help curb the spread of the virus. Please note, the self-quarantine time would be considered as work from home. Please be in touch with your supervisor or CSD or Client Partner to understand what work is expected of you during this quarantine period.

Unless you are unwell, the Company is expecting you to work during this quarantine period as we are aiming to minimize impact on client deliverables.

3. If any member of your household or family member has travelled abroad and returned or is visiting with you, please follow point # 2b. We strongly encourage you to defer any planned travel by family members visiting from abroad.

GUIDELINES FOR WHEN YOU ARE SICK:

1. Associates who experience symptoms such as of fever, runny nose, acute respiratory illness or other related symptoms should stay home and immediately inform their Task Force Leader. Associates should be fever-free for 48-hours without the use of medication (e.g. cough suppressants) 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, will be sent home immediately and should promptly seek medical attention. The Company will not consider this time as leave and the sick days will not get deducted from your paid time off.
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 Task Force Leader of such a situation. The Company will not consider this time as leave and the sick days will not get deducted from your paid time off.

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

1. If you have been diagnosed with COVID-19, please:
 - a. Please follow CDC guidelines. Click [here](#) for current guidelines.
 - b. Inform your Task Force Leader as soon as possible. This is to ensure that the Company will be able to take actions for the welfare of all our Associates and also fulfil any current and future obligations with Government authorities.

ADDITIONAL GUIDELINES FOR PREVENTING THE SPREAD IN OUR COMMUNITIES

1. Avoid meeting co-workers and clients face-to-face. 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.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands. Avoid scheduling in-person meetings with five people or more.
3. Cancel or postpone all conferences, gatherings, workshops and training sessions and other nonessential gatherings until further notice.
4. 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.
5. Minimize congregating in areas where large numbers of people socialize and pass through.
6. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
7. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.



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

1. The Company has identified measures with suppliers and support staff to ensure that they are briefed on maintaining hygiene. Further, at each of our locations, the Company has identified vendors to provide additional services that are aimed at maintaining hygiene.
2. The Company will setup additional channels of communications using [Microsoft Teams](#) and a [webpage](#) to keep you informed on any additional updates and information pertinent to the Outbreak and measures and guidelines that we are instituting to address the same. Please add the website link to your bookmark for easy access.
3. The Company is communicating our internal guidelines to our Clients so that they are informed of the measures we are undertaking and also how we are mitigating risks and minimizing service disruptions to their businesses that may arise from these measures.
4. The Company will take the necessary steps for enabling Associates to work from home if such a situation arises or to comply with local government guidelines.

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>

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

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