

*Date: March 3, 2020*

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

**ValueMomentum** is committed to the welfare of its Associates and Customers. The Company has been closely monitoring the Coronavirus (COVID-19) outbreak and due to the continued spread and uncertainty of the situation and out of an abundance of caution, we are establishing the following travel guidelines effective immediately:

- All Company business travel from India to the US or any other country is currently **prohibited** until further notice.
- For all the ValueMomentum India associates, Company strongly **discourages personal travel abroad**. If you do travel abroad, please comply with the following;
  - You need to take written approval from your Reporting Manager/CSD and subsequently communicate your travel to your respective HR BP’s.
  - **You will not be allowed to report to office**, upon your return unless:
    - You place yourself in self-quarantine for a 14-day period (14 days from the time of return to India). Please note, the self-quarantine time would be considered as leave, unless the project permits you to work from home.
  - Before reporting to office, you are required to present a **physical fitness certificate** to the HR BP.
- If you have travelled abroad and returned in the past 14 days, please contact your HR BP.
- If any member of your household has travelled abroad and returned in the past 14 days, or plans to travel in the near future, please contact HR BP.

At ValueMomentum, your health and wellness is of utmost importance. If you are feeling unwell and have signs of a **fever** and symptoms ranging from a **mild cough and/or runny nose to shortness of breath**, we encourage you to promptly seek medical attention and avoid returning to work until deemed fit by your physician.

We remind all Associates to maintain good hygiene and recommend reviewing the **DHR** (Department of Health Research) and the **WHO's** (World Health Organization) 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://dhr.gov.in/whatsnew/2019-novel-corona-virus>

<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 days. You may reach HR team for any clarifications or concerns.

**Regards,  
Human Resources**