



Date: April 6, 2020

**Weekly Update from ValueMomentum's COVID-19 Task Force Coordinators
Mar 30 – Apr 5, 2020**

To ValueMomentum Associates, Clients' Task Force Representatives and Partners,

We hope this message finds all of you safe and well. Please see below updates on what we have been focused on during the past week:

Safety of our Associates, our Clients & our joint communities

- Good news! Our first Associate, about whom we reported on Mar 25 as likely having contracted COVID-19, is doing much better, and as is their family! Our Associate is a real fighter and our thumbs up to them! Our collective best wishes and prayers are also working!
- We are working on arranging for services and programs targeted at the well-being of our Associates, especially when they are not working in a team setting. The Task Force, facilitated by the Company's HR & operational teams, and with authorization from the Board, have acquired such services for our employee's well-being.
- For our US associates, we have rolled out an Employee Assistance Program (EAP) through our health plan, CIGNA. The additional benefit, effective 4/1/2020, offers ALL employees and their dependents access to licensed clinicians to help with emotional, behavioral, and other issues. For our associates in India, we are offering an online wellness initiative in collaboration with CureFit. Through this initiative, VM associates can attend virtual classes on fitness and meditation. We advise all associates to take advantage of these programs to help optimize physical, emotional and social health in order to stay focused and positive through this time. Several resources to engage the children during the lockdown have also been shared with the associates.
- Our HR Teams, along with the managers, are in regular touch with all the associates addressing any concerns and alerting the Task Force of any areas that require additional attention.
- We have been monitoring incidents involving our Associates who may be experiencing COVID-19 related symptoms or have been in contact with confirmed cases. Currently, we are monitoring the following cases:
 - a. Confirmed Case –
 - i. On Mar 25, we informed you of a US-based Associate, who likely has COVID-19. As shared above, the Associate and their family is doing much better.
 - b. Contacts with a Confirmed Case –
 - i. On Apr 1, the Task Force became aware that one of our associates in New Jersey, US has been exposed to a family member who tested positive for COVID-19. This associate is not showing symptoms but is in self-isolation at home. The associate has not interacted in-person with any associate or client



since Dec 2019. Our Task Force Leader (Head of HR, US) is in touch with the Associate.

Business Continuity

- All our Associates continue to work from home and meet project deliverables without any productivity loss.
- The Company's Information and Communications Technology (ICT) team is providing support to Associates working from home. The Support Portal used by our India associates (ISRS) has been enhanced to support remote servicing needs.
- The Company's HR team has been working closely with all the Associates and will continue to support them in addressing their anxieties relating to accommodation, infrastructure and other needs.
- The Task Force will conduct several virtual townhalls in the next few weeks focused on business updates, employee wellbeing and responding to any Associate concerns.
- The Task Force is actively tackling every issue and circumstance that is coming up. The Task Force communicates throughout the day and has a daily debrief to anticipate and prepare for any other issues that may arise. The Task Force continues to update the Company's Board regularly.
- The Board has informed the Task Force that a Financial Task Force has also been setup on Mar 30, to be better prepared if lockdowns continue for a long period.
- The Task Force will continue to communicate with you, often on procedures, changes, precautions and any reported or potential cases.
- Rapid and transparent communications, along with safety and operational continuity, is a key mandate of the Task Force. Our marketing team is working tirelessly in helping us with this mandate. Please keep checking COVID-19 [website](#) and Teams ([US](#) & [India](#)) channels regularly. We are posting updates as we gather new information as well as FAQs on key topics.

Please be sure to adhere to the guidelines issued by your local governments to keep you, your family and your community safe. Please do not hesitate to contact your Task Force Leader with any questions or concerns you may have. You can also reach the Task Force at CTF@valuemomentum.com.

Wishing you and your families health and safety,

Gopi Gade ("GK")
Task Force Coordinator

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Task Force Coordinator