

EMPLOYEE HANDBOOK

Protect yourself and others from Coronavirus



बामर लॉरी एण्ड कं. लिमिटेड
(भारत सरकार का एक उद्यम)

Balmer Lawrie & Co. Ltd.
(A Government of India Enterprise)

www.balmerlawrie.com

MESSAGE FROM C&MD



Prabal Basu
Chairman & Managing
Director

All of us at Balmer Lawrie are dealing with the COVID-19 pandemic with utmost resilience and are working together to overcome the challenges that time is throwing at us. We are putting that extra effort and walking that extra mile to keep our businesses in operation and cater to the needs of our customers and various stakeholders. However, along with business continuity, safety of our employees has been our topmost priority. We have adopted the 'New Normal' and all necessary precautions are being taken to contain the spread of COVID-19 in the workplace.

I am happy that this handbook has been developed for our employees. This is a simple and easy to follow day-to-day guide to protect yourselves and others from COVID-19. We have been proactive in communicating to all Balmer Lawriens about the Dos and Don'ts to be followed in the workplace and this handbook is an addition to our various initiatives. Communication from the Administrative Ministry (MOPNG), Ministry of Home Affairs and other Government Departments have also been intimated to all employees through circulars issued by the HR Department.

All of us will also have to be flexible, accommodative and reduce avoidable expenses through use of technology, efficient work practices, proper planning and elimination of wasteful activities. As every employee strives to restore and grow the businesses, let's acknowledge the fact that any inaction or indifferent and negative attitude at our end may dampen the spirit of this coordinated effort. We, as responsible employees, should be extremely sensitive in these trying times and work towards the growth and development of our Company.

I wish for good health and well-being of all Balmer Lawriens, their families and loved ones. Let us all together fight this challenge with unified effort and may we emerge successful! Stay safe and ensure safety and wellbeing of others!

MESSAGE FROM D [HR & CA]



Adika Ratna Sekhar
Director [HR & CA]

COVID-19 has taught us new ways of living! In order to adapt to the 'New Normal', we had to consciously bring about behaviour and lifestyle changes to deal with the unimaginable disruptions. Hon'ble Prime Minister, Shri Narendra Modi had rightly said that the Coronavirus has significantly changed the contours of professional life. These days, home is the new office. The internet is the new meeting room. For the time being, office breaks with colleagues are history. Most meetings, are now via video conferencing.

At Balmer Lawrie, all of us are following the COVID-19 prevention SOPs and ensuring safety in our business processes and operations. We are also leveraging technology, to the maximum extent possible, for regular day to day activities. The HSE Department has proactively conducted awareness workshops on prevention of COVID-19 for all employees. Regular sanitization of offices and plants is being done by the Regional HR Departments and concerted efforts are being made by all concerned to combat this pandemic. This handbook on COVID-19 further enhances our endeavour to continuously remind all employees to take requisite precautionary measures and stringently adhere to all protocols for containing the spread of the disease. Besides Dos and Don'ts, the handbook talks about the Aarogya Setu App and COVID-19 immunity booster recommendations by the Ministry of AYUSH.

Every crisis brings with it new opportunities. Let's also explore and evaluate opportunities and growth areas for our Company that would give a fillip to the businesses and functions. We also have to be sensitive to the needs of the business environment and our various stakeholders. Fighting the pandemic is surely not easy and it will be possible only if all of us are together. Resilience and togetherness will help us to emerge successful. Staying healthy and positive is the need of the hour. So, take care of your health and follow all advisories to protect yourself and others from COVID-19. My best wishes to all of you and stay Safe!

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WHEN ENTERING OR EXITING OFFICE



Temperature Check – Check your temperature before leaving home. If you have high temperature, you must consider staying at home.



Identity Card – Always carry documents to establish your organizational identity and Government ID such as Aadhar, Driving License, Voter ID etc.



Wear Mask – Wearing a mask while leaving for work is mandatory. Always carry an extra mask for emergency.



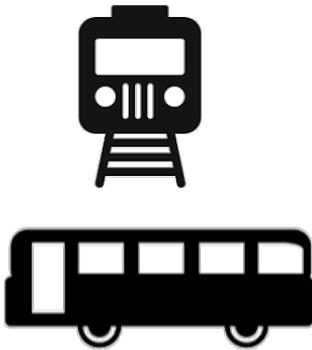
Check the route well – Be aware of the containment zones and the local regulations and traffic conditions in the areas you will travel through.

TRAVELLING TO OFFICE



Whenever possible, use Private Transport to office

- Drive your own vehicle to office
- If using a two-wheeler, ride solo
- If using a four-wheeler, two passengers are allowed including driver
- The driver must follow the same safety precautions



While travelling in Public Transport

Maintain social distancing while traveling in public transport. Avoid touching any surface and wear a mask mandatorily.



Hand Sanitizer

Always keep a sanitizer handy for sanitizing your hands frequently.

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WHEN YOU LEAVE FOR OFFICE



Thermal Check – Thermal screening will be done for employees and visitors while entering the office premises. Please cooperate with the security personnel assigned for this job.



Wear mask and maintain social distancing – While entering / exiting the office premises, employees must adhere to social distancing norm and wear a mask.



Sanitizing is essential to stay safe – Sanitize your hands properly before entering office.

DURING WORK HOURS IN OFFICE



Avoid crowding and maintain social distancing while using lifts. Alternatively use stairs whenever possible.



Avoid handshakes and try using contactless forms of greeting.



Always keep your mask on while in the office premises.



Cover your nose and face with your elbow while sneezing or coughing.



Stick to your allotted workstation. While using common printers and xerox machines ensure sanitizing your hands before and after use. Please use soft copies as much as possible.



If you carry lunch from home, please have it at your workstation. Lunch at cafeteria should be consumed by maintaining social distancing and hygiene protocols.

FOR SALES & MARKETING AND FRONTLINE STAFF



In case, a face to face meeting is necessary, don't involve more than 5 individuals in one meeting. Try using a digital medium.



Maintain a distance of 2 meters with your stakeholders when you interact with them. Wear a mask at all times.



Consume hygienically prepared food and follow cleanliness protocol before and after meals.

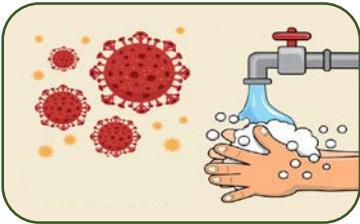
“Don't fight the storm. Be the storm.”

EMPLOYEE AWARENESS



Sanitisation & Disinfection –

Regular disinfection and sanitization of common areas and workstations are being done.



Regular hand wash – Wash your hands with soap often.



Breaks – Breaks can be taken but not in groups.



Posters & Guidelines – Posters and guidelines have been displayed at multiple visible areas in the office.

GO DIGITAL



Virtual Meeting & Interactions – At this time of COVID-19 pandemic, the best way to stay safe is to avoid meeting visitors in person. Therefore, please use all available digital platforms and video calls.



Usage of Smart Phones – Continue using smartphones and other digital devices to do your regular day-to-day activities



Stay connected – Stay connected with line managers, team members and HR through Telephone, Mails & WhatsApp.



Aarogya Setu App – Download Aarogya Setu App and do the Self Check. Also keep yourself updated regarding Covid-19 related news.

AROGYA SETU APP



“ Aarogya Setu is an important step in our fight against COVID-19. By leveraging technology, it provides important information. As more and more people use it, its effectiveness will increase. I urge you to download it.”

Narendra Modi
Hon'ble Prime Minister of India

How does the Aarogya Setu app work

- ✓ It is designed to keep track of other **Aarogya Setu** users that a person came in contact with, and alert him or her if any of the contacts tests positive for COVID-19.
- ✓ It achieves this using the phone's Bluetooth and GPS capabilities. The app will keep a record of all other **Aarogya Setu** users that it detected nearby using Bluetooth, and also a GPS log of all the places that the device had been at 15- minute intervals.
- ✓ These records are stored on the phone till the time any user tests positive or declares symptoms of COVID-19 in a self-assessment survey in the app. In such cases, the records are uploaded to the servers.
- ✓ You will be alerted if someone you came in close proximity with, tests positive. The app alerts are accompanied by instructions on how to self-isolate and what to do in case you develop symptoms.

Download Now

Adroid

<https://play.google.com/store/apps/details?id=nic.go.i.aarogyasetu>

iOS

<https://apps.apple.com/in/app/aarogyasetu/id1505825357>

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AFTER OFFICE



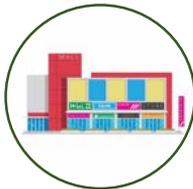
Carry Company ID proof and Government ID card while you get home and also keep the mask on.



Avoid public gatherings in order to maintain social distancing.



Carry your own shopping bags to the market.



Avoid visiting areas which have high footfall like malls, markets etc.



Avoid cash transactions and make use of E- Payment methods for contactless payment



Sanitize your hands thoroughly before entering home

BOOST YOUR IMMUNITY



COVID-19 Crisis



Ministry of AYUSH recommendations, based on Ayurvedic literature and scientific publications, for preventive health measures and boosting immunity with special reference to respiratory health.

Measures for Enhancing Immunity

- Drink warm water throughout the day.
- Daily practice of Yogasana, Pranayama and Meditation for at least 30 minutes.
- Spices like Haldi (Turmeric), Jeera (Cumin), Dhaniya (Coriander) and Lahsun (Garlic) recommended in cooking.

Ayurvedic Immunity Enhancing Tips

- Take Chyavanprash 10gm (1tsf) in the morning. Diabetics should take sugar free Chyavanprash.
- Drink Herbal Tea/Decoction (Kadha) made from Tulsi (Basil), Dalchini (Cinnamon), Kalimirch (Black Pepper), Shunthi (Dry Ginger) and Munakka (Raisin) - once or twice a day. Add jaggery (Natural Sugar) and/or fresh Lemon Juice to your taste, if needed.
- Golden Milk- half tea spoon Haldi (Turmeric) powder in 150 ml Hot Milk - once or twice a day.

Immunity Boosting Measures for Self-Care

Simple Ayurvedic Procedures

- **Nasal Application**– Apply Sesame Oil/Coconut oil or Ghee in both the nostrils (Pratimarsh Nasya) in morning and evening.
- **Oil Pulling Therapy**– Take 1 table spoon Sesame or Coconut Oil in mouth. Do not drink, swish in the mouth for 2 to 3 minutes and spit it off followed by warm water rinse. This can be done once or twice a day.

Actions During Dry Cough/Sore Throat

- Steam inhalation with fresh Pudina (Mint) leaves or Ajwain (Caraway Seeds) can be practiced once in a day.
- Lavang (Clove) powder mixed with Natural Sugar/Honey can be taken 2-3 times a day in case of cough or throat irritation.
- These measures generally treat normal dry cough and sore throat. However, it is best to consult doctors if these symptoms persist.

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OTHER PRECAUTIONS



Pulse oximeter – Use the device to check your oxygen level. The silent depletion of oxygen in the body of asymptomatic patients can be fatal. In case the oxygen level is below 80% immediately consult the doctor.



Quarantine– If asked to go in for quarantine, please stay indoors, separate yourself from others, monitor your health, and follow directions from your state or local health department.



Fever reducers – Use thermometer to check your temperature. In case of fever, take fever reducing medicines like Paracetamol or Ibuprofen



Medical help – Seek medical help if you think you have COVID-19. Your doctor will recommend treatment for any symptom or complication that develop and let you know if you need to seek emergency treatment.

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Call your Regional HR Team if you need help and support

“We are in this together, and we will get through this, together”