

## **Statement**

As VISAMAN Biotechnologies LLP continues the process of establishing safe and productive working parameters for our employees during Covid-19 pandemic, the following guidelines have been established for in-office and remote work. This policy is temporary and will expire at the sole consent/ discretion of VISAMAN Biotechnologies LLP, with appropriate notice to all employees. This Policy is subject to change as per the guidelines and update of Government from time to time.

All departments are intact in our company. Customer Support team shall always be available to help out the orders of applications in timely manner.

## **Procedures**

Each employee should work with his or her manager as per hierarchy to determine an appropriate work arrangement. Managers must submit a work arrangement form for each of their direct reports by Jan 1<sup>st</sup> 2021. Managers will review work arrangements weekly and monthly thereby make changes as warranted by business needs.

## **Work Arrangement Options and Guidelines**

### Full-Time In-Office

All the employees shall adhere to “work from policy” of our company VISAMAN Biotechnologies LLP

Safety Guidelines: Face mask is mandatory, Social Distancing of minimum 6 ft applies within office premises and in open areas, In person meetings are not allowed till further notice, Sanitization desks are placed at all important points, Use of Virtual meeting system is a mandate, office gatherings are not allowed, No waiting outside restrooms.

Covid-19 Test: Bi monthly Covid Tests are mandatory on 15<sup>th</sup> on each month. Covid Teast Bills shall be re reimbursed and be submitted to [accounts@visaman.ca](mailto:accounts@visaman.ca)

### Full-Time Remote

All the employees that are scheduled for ‘work from home’ shall adhere to the work from policy of our company VISAMAN Biotechnologies LLP

- a. Safety Guidelines: Face mask is mandatory while moving out from home, Social Distancing of minimum 6 ft applies in outside home areas, In person official meetings are not allowed till further notice, Sanitization shall be in place, Use of Virtual meeting system is a mandate.

- b. Participation in Morning and evening virtual (Zoom) meetings, Answering to client queries, follow ups, processing, login in all the software's in time and all work policy measures shall be a mandate for all employees.
- c. Accordingly, the Employee covenants in in agreement with the Employer that he/she will not, under any circumstance during the "work from home", disclose any such confidential information to any person, firm or corporation in any interest until instructed from the manager of the company.
- d. The employer is the legal owner of installed software's and hardware's provided (if applicable) to the employee for smooth operations or work from home for its business. Under NO circumstances the employee shall breach the use of software's and hardware's for loss, personal act or disallowed usage. The employee holds civil, financial, legal or consequential liability of damages in such act of misuse of software or hardware.

**Maintain social distancing, Use protective utilities, Stay safe, Avoid public places, God Bless.**

Thanks

VISAMAN HR Department