



ACTION PLAN FOR RESUMING OPERATIONS POST COVID-19

MARUTI SUZUKI
FROM THE MD'S DESK

Dear Colleagues,

We are together combating the unprecedented challenges of COVID-19. This pandemic has challenged human life across the world.

Central and State Governments are leading the management of this health calamity. Corporates are aligning and associating with these initiatives in full force. Team Maruti Suzuki along with its business partners is also supporting Government and the community.

My compliments to the real heroes who are executing these initiatives at ground level, risking their lives. Under such a situation, aligning with the national policy and government guidelines we will progressively resume operations in a graded manner. However, post lockdown we must continue to take all necessary precautions for a much longer duration. Aspects like 'Social distancing' will have to be integrated into our lifestyle.



Individually and collectively, as a team, we have to ensure that we are:

<u>Safe for SELF</u>		
Safe at HOME	Safe in TRANSIT	Safe at WORKPLACE
Safe for FAMILY	Safe for COLLEAGUES	Safe for COMMUNITY

These may appear simple words but these carry a huge responsibility and an enormous challenge. Implementing these surely means a change in our way-of-life. Changes in how we walk, talk and even breathe. How we keep ourselves safe and also ensure safety of other human beings will decide how soon we win this battle.

To facilitate this change, our COVID-19 Task Force, under guidance of management, has worked out a detailed SOP for safe start of operations. Each element of this plan integrates YOUR SAFETY at the core.

Guidelines include starting from home to going back safely. Aspects like behavior at workplace, usage of canteen and other common facilities, guidelines in case of sickness and health emergency are explained in detail.

Any changes in Government's guidelines to align with advices from WHO and medical fraternity will be communicated separately by the COVID 19 CFT. In addition, the 'Wellness Mitra' mobile app for Maruti Suzuki family, will help you to stay connected and updated about developments related to COVID-19. Please keep a close watch for such updates.

You may note COVID-19 has brought several economies to a standstill. Businesses, large, medium, small and micro have been severely impacted. Several of them today are facing the challenge of their existence. As such the situation may not improve instantly, however, I am sure that our solidarity as a Nation will defeat this invisible enemy and we will emerge stronger.

I am confident that "Team Maruti Suzuki" will show the right spirit of being safe towards this challenge.

Stay safe. Stay positive.

Kenichi Ayukawa

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MSIL CARES

MSIL CARES



Extending support to Government:

- MSIL has entered into an agreement with **AgVa Healthcare** to rapidly scale up production of ventilators for the Government
- Our joint ventures, **Krishna Maruti Limited** and **Bharat Seats Limited** have also committed to support the Government with production of face masks and protective clothing respectively.



Care for people and community

- Each day over 7000 meals are prepared in MSIL canteens in Gurugram and Manesar, and distributed to colleagues living close to the plants
- More than 500 Dry Ration kits are distributed everyday to the villages in vicinity of our plants in Gurugram and Manesar





ORGANIZATIONAL STRATEGY

STRATEGY FOR COVID-19

Facilitated through COVID-19 Task Force

A



SOCIAL DISTANCING

- Working with not more than 50 % manpower
- Markings at all crowd gathering places to facilitate social distancing

B



SCREENING & MONITORING

- Usage of **Aarogya-Setu** by all
- Continuous monitoring of Employee health through an in-house app **Wellness-Mitra**
- Mandatory non-contact body temperature scanning

C



DISINFECTION & SANITIZATION

- Regular Sanitization of all common / large areas, touch prone areas
- Disinfection Tunnels at Entry
- Use of Automated Sanitizer Dispensers

D



CONTAINMENT PLAN

- Isolation areas near entry gates
- Quarantine rooms for suspected cases

E



PREVENTION & AWARENESS

- Masks for all employees
- Hazmat suits & PPE for all staff dealing with multiple people
- Awareness through Trainings, OHC Doctors

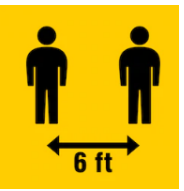
SOCIAL DISTANCING



- ✓ **Office Employees:** Not more than 50% employees at any given point of time. Employees to be divided in shifts and alternate day rosters
- ✓ Staggered shift start and end timings



- ✓ **Production Employees:** To be called as per government guidelines
- ✓ Shorter shifts for Production employees, no overlap between shifts providing a cushion of almost 1 hour for disinfection



- ✓ **Social Distancing Markings:** To ensure a distance of 2 m at all crowded areas like Entry Gate, Bus Stops, Water Coolers, Canteens etc.



- ✓ **Rules & Guidelines:** Detailed Social distancing guidelines laid out for all activities carried out from commuting to and working in office



SCREENING & MONITORING

PHYSICAL MONITORING



- ✓ Mandatory Thermal Screening pan India including Plants, HO, ZO/ROs, R&D
- ✓ Company Transport Users to be screened before boarding the bus

DIGITAL MONITORING



- ✓ Advisory for employees to use Aarogya Setu App
- ✓ 'Wellness-Mitra' app to monitor employee health

DISINFECTION & SANITIZATION



COMMON AREAS

✔ Decontamination of Common Use Areas in every shift



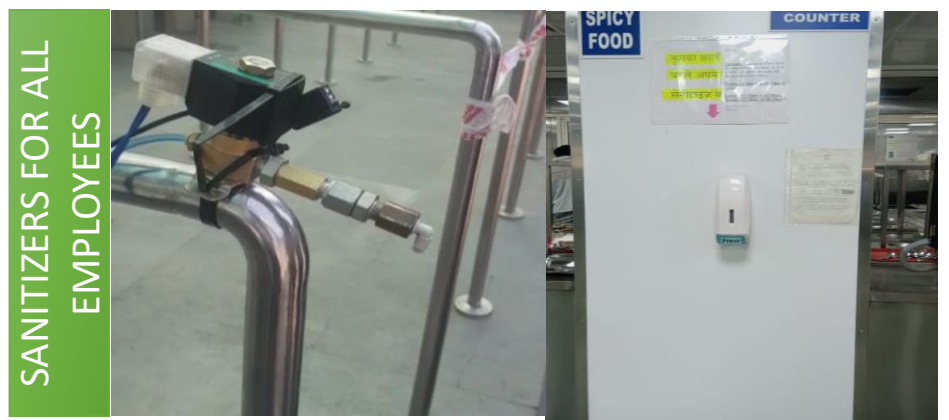
DECONTAMINATION TUNNELS

✔ Every entrant must pass through tunnels spraying disinfectant mist of Sodium Hypochlorite



TOUCH-PRONE AREAS

✔ Frequent Disinfection / Sanitization of all touch points



SANITIZERS FOR ALL EMPLOYEES

✔ In-house designed Auto-Dispensing Sanitizers placed at accessible points

CONTAINMENT PLAN



Separate Isolation area near Entry gate for people showing symptoms



OHC at each plant would have a temporary quarantine room

PREVENTION & AWARENESS



- ✓ **Masks for All Employees:** Compulsory once out of the house



- ✓ **PPE for all staff:** All our security guards, Canteen & Pantry Staff, Housekeeping, OHC & Transport staff to be provided with PPEs.

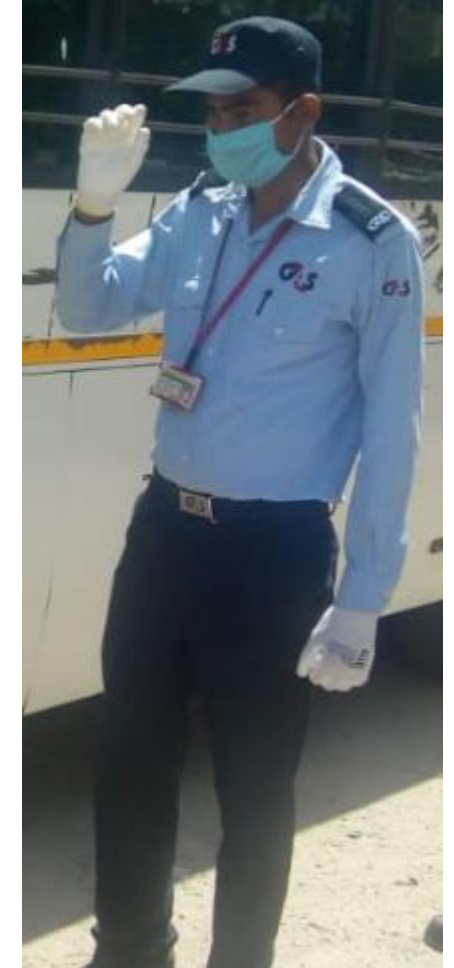
- ✓ **Hazmat Suits** for all staff dealing with multiple interactions



- ✓ **Awareness & Education:** To be driven by COVID-19 Task Force through Mailers, Posters & Digital Sessions

- ✓ Maruti Suzuki Training Academy (MSTA) led awareness sessions

- ✓ Training by in-house Medical Staff





THE NEW WAY OF LIFE FOR MARUTIANS

EMPLOYEE BEHAVIORAL FRAMEWORK

ALL MARUTIANS ARE TOGETHER IN THIS HOUR WITH UNFLINCHING FAITH

F

FLEXIBILITY TO CHANGE AS SITUATION UNFOLDS

A

AWARENESS & ALERTNESS TO MAINTAIN CONSTANT VIGIL

I

INSPIRE EVERYONE IN THE COMMUNITY WITH OUR EXEMPLARY BEHAVIOUR

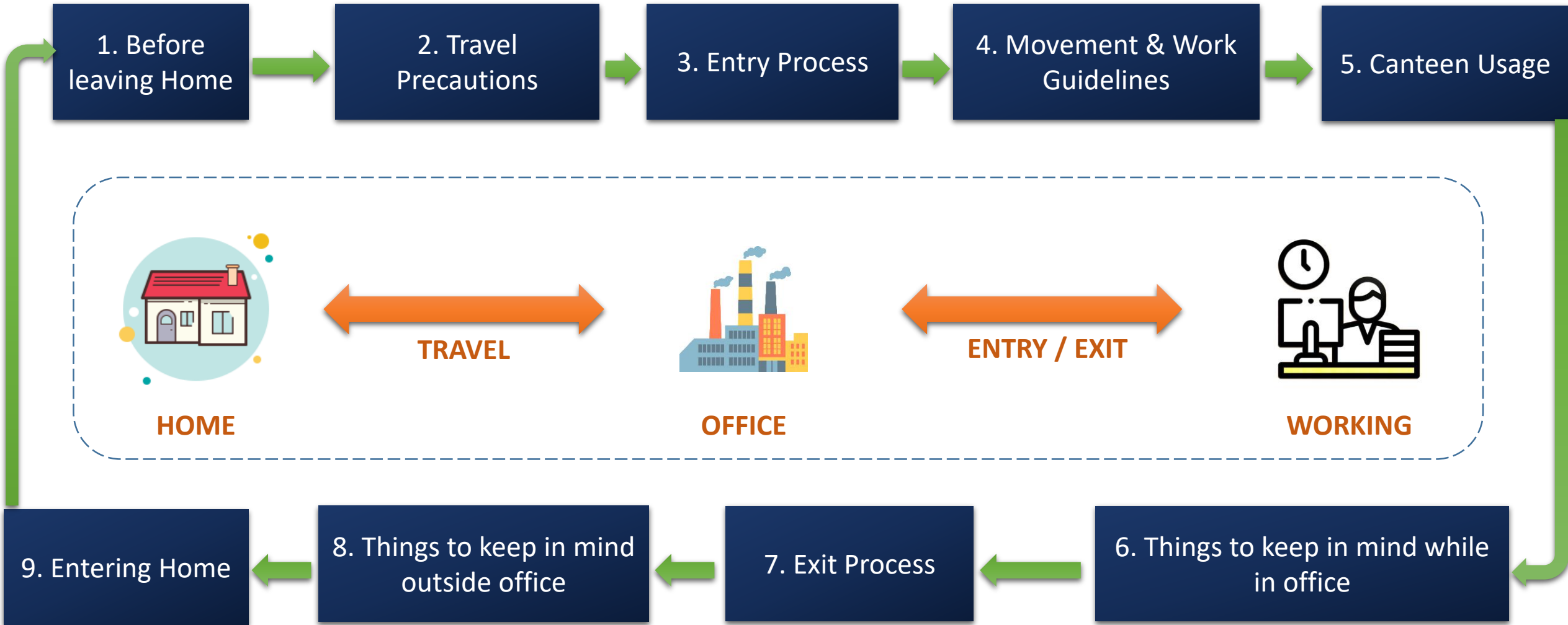
T

THANKFUL FOR WHAT WE HAVE & TO THOSE WHO FIGHT FOR US

H

HEALTH IS ABOVE EVERYTHING ELSE – FOR YOU & EVERYONE AROUND YOU

EMPLOYEE ACTION FRAMEWORK



WHEN AT HOME



Monitor Health



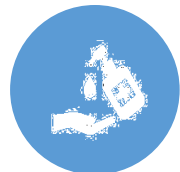
- Check your temperature & fill the Health Check-Sheet
- Update Self Declaration Form / Wellness Mitra App

Wear a Mask



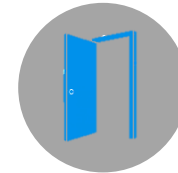
- Wear a mask at all times outside home
- Carry a spare mask

Always Carry



- Small Sanitizer Bottle
 - Handkerchief
 - Paper Soap

After Reaching



Ask the Door to be kept open

- Don't touch your door or door handle
- Inform your family in advance to leave the door open



Sanitize before Entering

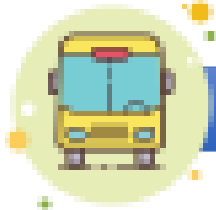
- Leave your shoes outside
- Wash your hands and sanitize your belongings



Take a bath & Give clothes in Laundry

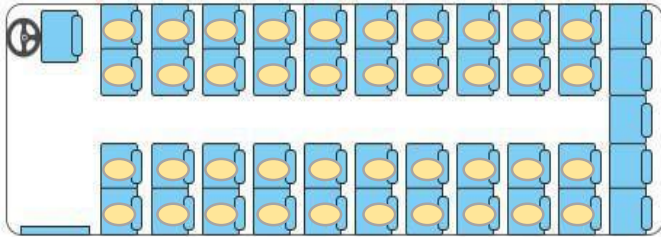
- Give your clothes for laundry
- Take a bath

TRAVELLING

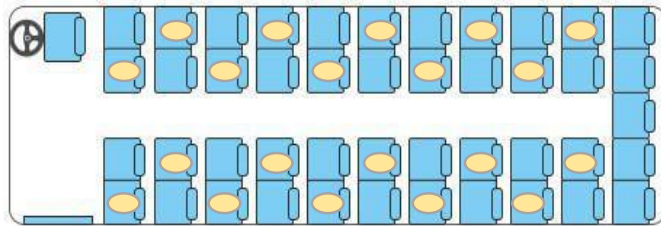


Company Transport

EARLIER



NOW

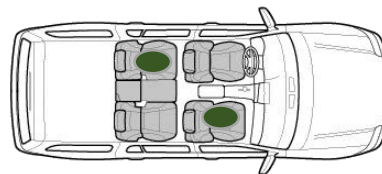
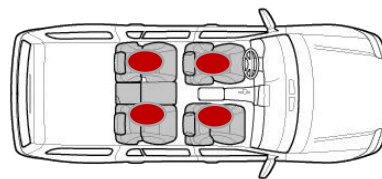


- ✓ Bus Capacity reduced to 50%
- ✓ Maintain Social Distance while boarding
- ✓ De-boarding for each bus to be done one by one, keep sitting until instructed



Personal Transport

- ✓ Use of Self-Transport is highly recommended
- ✓ If using a 2-wheeler, wear proper gear including Helmet & Gloves
- ✓ For refueling, use e-Payments or give exact amount of cash (No return change)
- ✓ Avoid Car-Pooling, if no option then not more than 2 people.

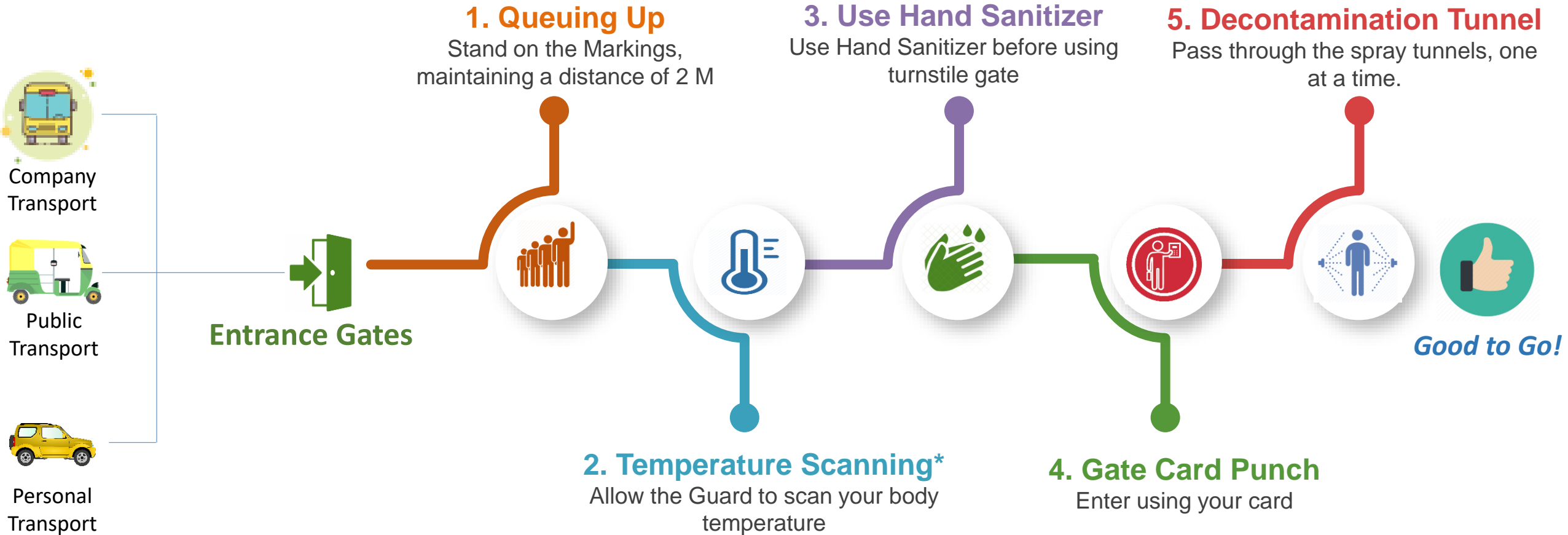


Public Transport

- ✓ Preferably, avoid Public Transport
- ✓ In case unavoidable take care of following:
 - ✓ Mandatory use of Masks & Gloves
 - ✓ Avoid touching anything
 - ✓ Don't use shared autos & cabs
 - ✓ Practice social distancing
 - ✓ Immediately use a sanitizer once your journey is complete



ENTRY IN THE COMPANY – SOP & PROCESS



**In case of High Temperature >98.3 F*

Proceed to Isolation Area

Wait to be escorted to OHC

Allow the Doctor to check you

As per doctor's guidance, proceed home or towards the quarantine room

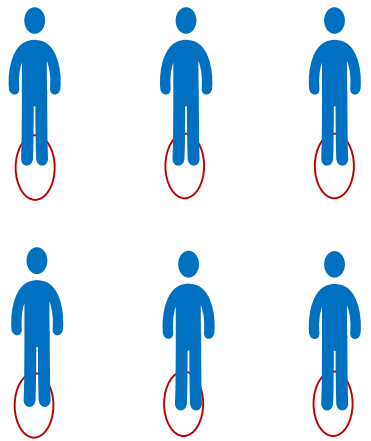
ENTRY IN THE COMPANY - ILLUSTRATION



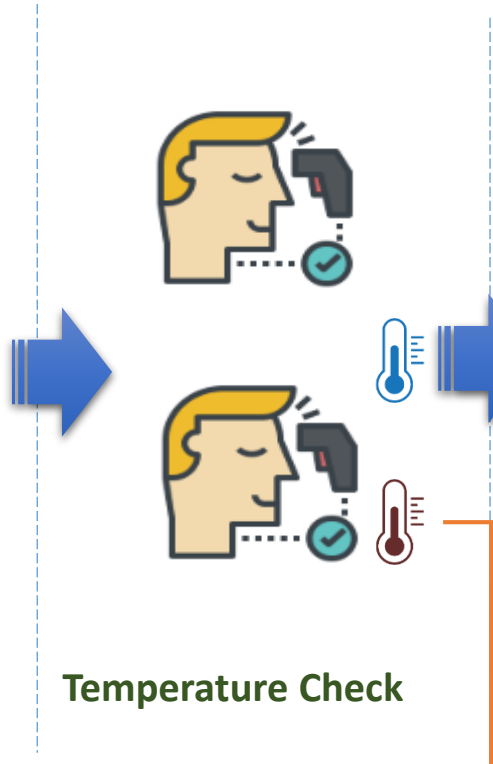
HR & OHC Helpdesk for your convenience



Ambulance Stationed near entry



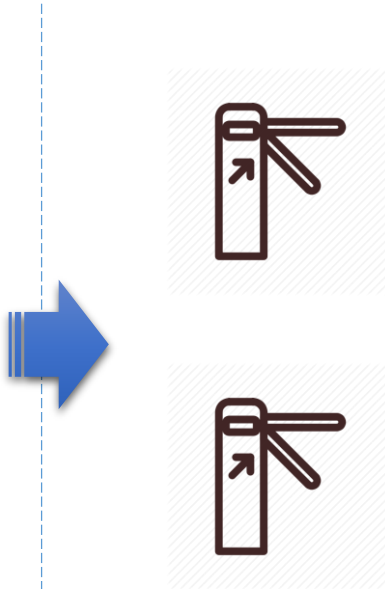
Waiting Queues



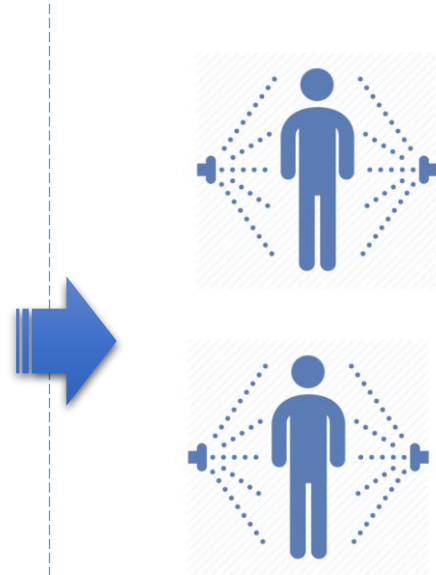
Temperature Check



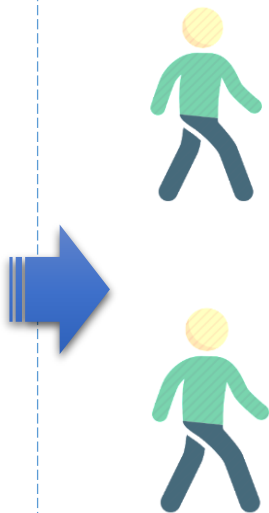
Hand Sanitization



Entry through Turnstile

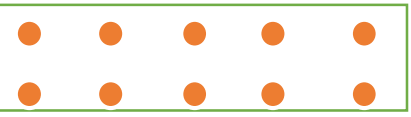


Decontamination Tunnels



Proceed

ISOLATION AREAS



Kindly proceed to Isolation Areas if instructed by the guard.



Bag Checking & Laptop In/Out process has been discontinued

GUIDELINES for Movement Within Company



WALKWAYS

- Do not walk in groups & Maintain Social Distancing of 2 meters
- Security, Safety & Volunteers to point out if crowding (Roko-Toko)



ATTENDANCE PUNCHING

- Biometric has been disabled - Use cards without contact
- Follow markings while in the queue



OFFICE WORKING

- Follow new seating plan with social distancing
- Use digital medium / phones for interaction in place of physical mediums



SHOPFLOOR WORKING

- Adequate partitions to avoid social distancing
- 100 % adherence to safety norms



TEA-BREAKS

- Dry Snacks, Serving to be done by single Volunteer / Pantry Staff
- Employees coming to Tea-point to follow distancing norms
- Increased no. of Tea-Points & Deferred tea-breaks



USING WASHROOMS

- Distancing norms while using restrooms
- Clean Taps before & after use
- Avoid spitting in the urinals



UTILIZATION OF CANTEEN FACILITIES



Staggered Meal Times

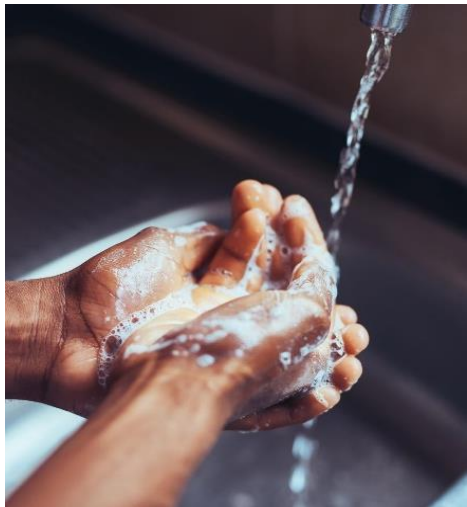


Location wise different Entry/Exit Points



Limited Food Menu

GUIDELINES WHEN EATING IN CANTEEN



Wash Hands

1



Stand on Markings

2



Sanitize Hands

3



Let the staff serve

4



Sit as per New Layout

5

THINGS TO KEEP IN MIND WHEN IN OFFICE

Meeting Room Usage

- Avoid Physical Meetings
- If unavoidable, attendees to follow social distancing norms
- Meeting rooms may be converted for work stations

Work Area Rules

- No Handshakes, Greet your hands in Namaste
- Define your chair, don't use anyone else's chair
- Don't share food or snacks on the desks
- Keep sanitizing / washing your hands every few hours
- Sanitize your laptops, mobiles and desks twice daily

**CLOSED /
DISCONTINUED**



**FOREIGN / DOMESTIC
TRAVEL**



CRECHE



**RECREATIONAL
CENTER**



**ENGAGEMENT
ACTIVITIES**



**FOOD
COURT**

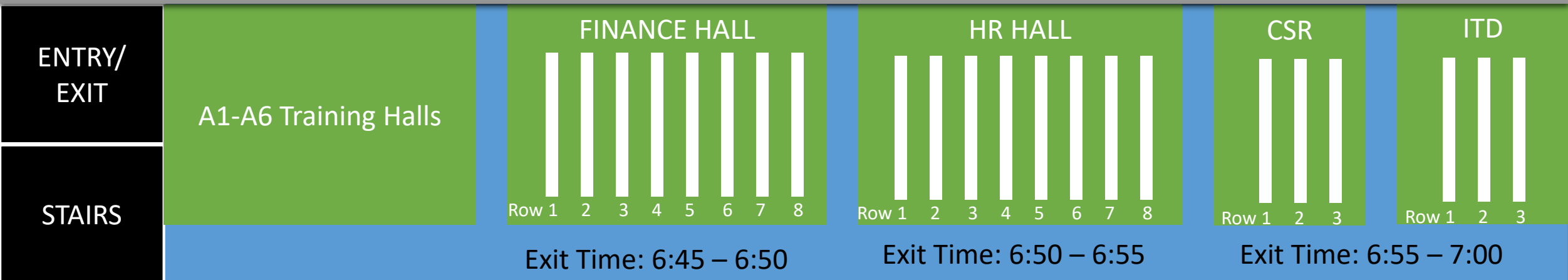


**LARGE GATHERINGS &
TRAININGS**

PROCESS FOR EXITING COMPANY PREMISES

- ✓ Floor Coordinators for every office area
- ✓ Floor Coordinator to orchestrate Employee Exit in Staggered Manner
- ✓ Avoid Bunching Up

ILLUSTRATIVE EXAMPLE - GURGAON PLANT | MEZZ 1 OFFICE – SAMPLE EXIT PLAN



- In the above illustration, each of the major office area has a pre-defined exit time window
- Coordinator to regulate exit, only two rows allowed to exit at a time in a sequential manner.
Eg: Starting with Finance Hall, Row 1-2 will exit first, followed by Row 3-4 and so on

THINGS TO KEEP IN MIND WHEN RETURNING HOME

Sanitize Your Vehicle

Sanitize Yourself and Contact points like handles, arm rest, etc. of vehicle before entering



Avoid Gatherings

Avoid any public gatherings, try not to join any social meetings, maintain social distancing always



Avoid Going to Public Places

Do not visit high foot fall areas like malls, big markets, restaurants, etc.



Shop from Dedicated shops only

For important grocery and daily need items shop from a dedicated shops only



Carry your bags while shopping

Avoid taking packets, plastics bags from outside



MOBILE PAYMENT

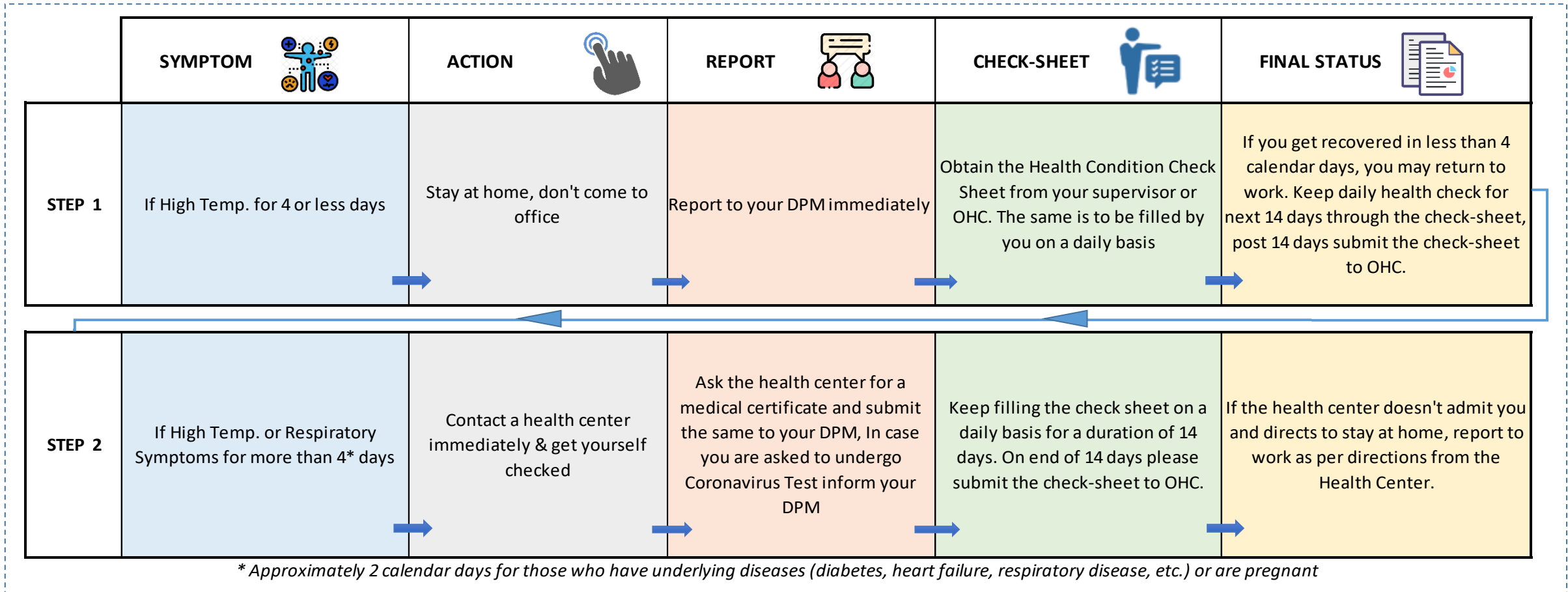
Try to make Mobile or E-payments

Avoid transaction of currency notes with anyone, make mobile or e-payments whenever possible



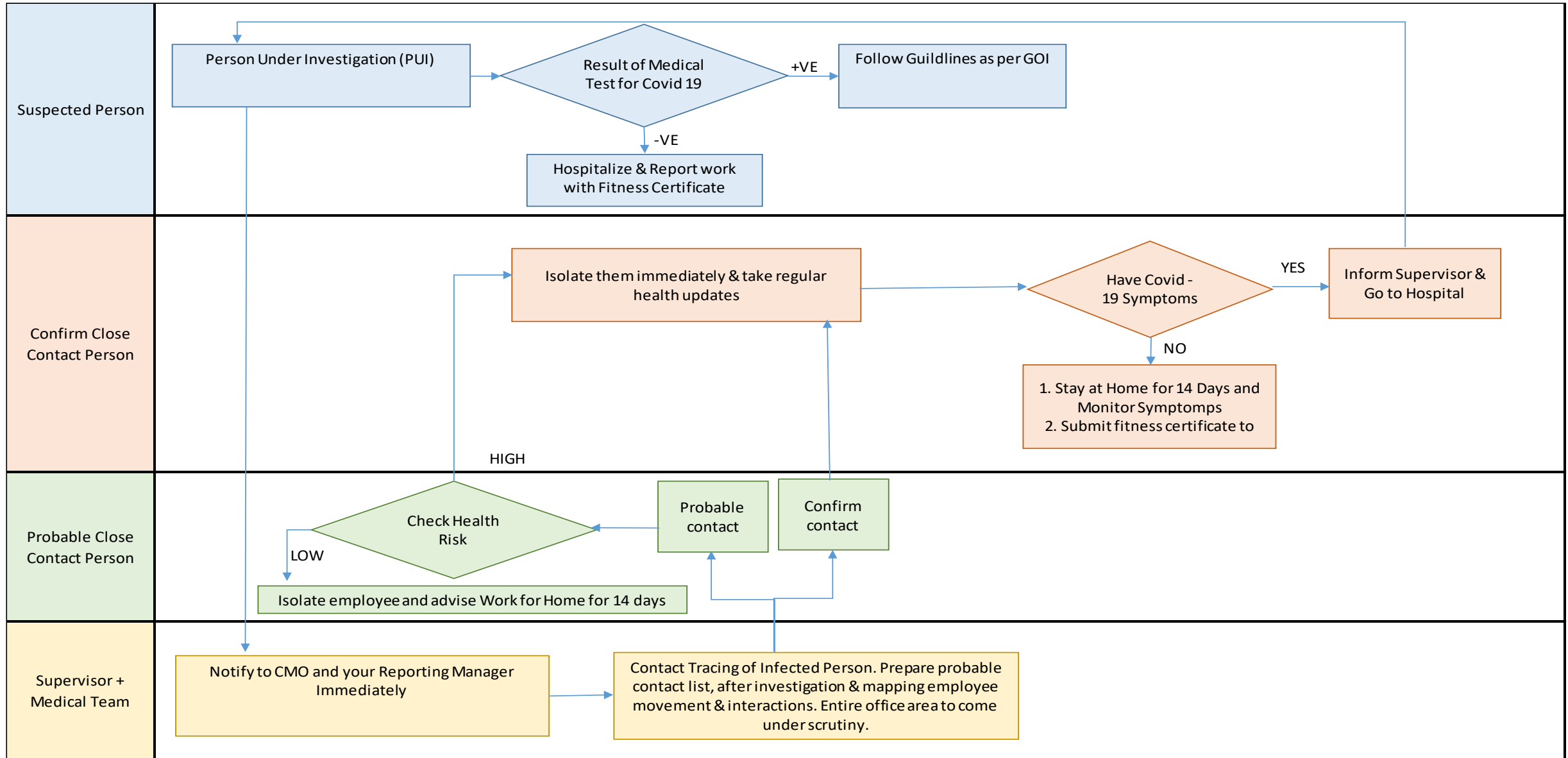
GUIDELINES IN CASE OF SICKNESS

SELF SICKNESS



STEP 3	If you undergo a coronavirus test	POSITIVE RESULT	- Follow instructions given by the health center. No need to submit the health condition check-sheet.
		NEGATIVE RESULT	- Follow procedure directed by the health officials in case a retest or self quarantine is required. Join back office once deemed fit by the authorities.

SUSPECTED POSITIVE CASE IN MSIL





GENERAL HEALTH ADVISORY

WASHING HANDS



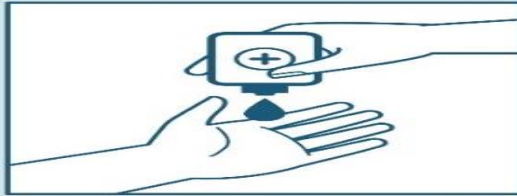
	<p>Wet hands with water</p>
	<p>Apply enough soap to cover all hand surfaces</p>
	<p>Rub hands palm to palm</p>
	<p>Right palm over left dorsum with interlaced fingers and vice versa;</p>
	<p>Palm to palm with fingers interlaced</p>
	<p>Backs of fingers to opposing palms with fingers interlocked;</p>
	<p>Rotational rubbing of left thumb clasped in right palm and vice versa;</p>
	<p>Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;</p>
	<p>Rinse hands with water;</p>
	<p>Dry hands thoroughly</p>

SANITIZATION & MASKS

SANITIZE YOUR HAND



Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol



APPLY THE PRODUCT ON THE PALM OF ONE HAND



RUB HANDS TOGETHER



COVER ALL SURFACES UNTIL HANDS FEEL DRY (20 SEC)

ADVISORY ON MASK



Before putting on a mask clean hands with sanitized or wash them with soap



Cover mouth and nose with mask and make sure there are no gaps between your face and the mask



Replace the mask as soon as it is damp



Avoid touching the mask while using it



Do not reuse a single use mask



To remove the mask: remove it from behind

WHEN OUTSIDE

PRECAUTIONS WHILE TRAVELING



Always Wear Mask



Maintain Social Distancing in Car/Company Transport



Sanitize your hands Before boarding
Sanitize your hands after de-boarding



WHEN EATING IN COMMON PLACES



Maintain social distancing while queuing and seating



Wash or Sanitize your hands before and after eating



Avoid talking during meal



Don't Spit out food on tables and trays



Use tissues and dump the tissues in Close lid Dustbins



Avoid Sharing Utensils

DISINFECTING RESIDENCE

REGULAR CLEANSING AND DISINFECTION IN RESIDENCE



Kitchenware: Place in Boiling or High temperature water for 15 Min



Frequent Contact Areas: Door Handles, Tables/Chairs and Floor should be cleaned with Disinfectant





Mobile/Tablets/Laptops: Use alcohol based wipes to clean surface frequently


CARE FOR YOUR LOVED ONES


TAKING CARE IF YOU HAVE ELDERLY AT HOME




 Spending time with family & connecting to loved ones

 Getting them involved in recreational and daily activities


 Cut down on listening to news

 Make some time for exercise

 Elderly with chronic conditions should monitor and consume medicine daily


TAKING CARE IF YOU HAVE KIDS AT HOME





 Disinfect/Sanitize Toys Frequently

 Do not blow on Baby's Food

 Wash your hands once arrived home before carrying kids

 Teach and reinforce everyday preventive actions

 Avoid bringing Kids out and help them stay active

 Do not share utensils

PRECAUTIONS FOR SELF

LET'S ALL DO OUR PART



Avoid close contact with people who are sick



Cover your cough or sneeze with a tissue or elbow, then throw the tissue in the trash



Keep your home and surroundings clean and well-ventilated



Monitor your temperature twice daily



AVOID touching your face with your hands

Lastly, Remember as directed by MD San



In case of any clarifications/
consultations do reach out to us



Covid19.helpdesk@maruti.co.in



0124 - 4393514

The MSIL COVID19 Task Force is there to help you. Details have already been circulated to you vide our **COVID Advisory Number 5**

POLICY GUIDELINES FOR POST LOCK DOWN RESUMPTION OF WORK

Version 1
Date of Issue: 12.04.20
HR DIVISION

As we start preparing for restarting our operations after a Lockdown, there is still a lot of ambiguity regarding the way forward. We expect that in the coming days, this scenarios will become clear with Government announcing specific measures and directions.

Whenever we resume our operations after the lockdown, the risk of COVID 19 infections will remain and if we don't take stringent precautions it still can come into our homes and workplaces as well.

Our employees have been showing exemplary courage, resilience and putting in their best efforts for business continuity during this lockdown period, despite facing challenges of resources and mobility. They are following the guidelines of the government and also our internal ones, thereby preventing any one of us or our family members getting effected by this infection till now.

In order to prevent the spread of this infection as and when we restart, we are issuing/refreshing our earlier guidelines for restating our work post lockdown.

Objective

To endure the Safety & wellness of our employees , their families so that COVID 19 infections are prevented from entry into our workplaces, homes & the community in which we live while ensuring our business continuity

Guiding principles

- Safety and health of our employees will of prime importance.
- All Central and State government directions will be adhered to at all times.
- Social distancing practices will be enforced and emphasized.
- Daily health monitoring and check procedures at workplaces to be strengthened.
- Visitor controls and checks to continue
- Travel restrictions to continue.
- Quarantine practices to continue for health and high risk cases

Sections

Section 1

Pre resumption of work guidelines for employees

Section 2

Post joining guidelines & gate control

Section 3

Travel Advisories

Section 4

Meeting Guidelines

Pre Resumption of Work Guidelines for Employees



Need to check the health Conditions of the employee & Travel history of our employees. Hence, we request you all to follow the following:

CONTROL AREA	KEY DIRECTION	INSTRUCTIONS FOR EMPLOYEES
Pre Joining Health Monitoring	<ul style="list-style-type: none"> • Monitor temperature daily • Keep track of cough and cold like symptom • To start monitoring minimum 3 days before start of attending office • Daily reporting of health in App – WELLNESS MITRA • Download the app on your MOBILE from : https://msilappstore.com/WellnessMitra/ 	<ul style="list-style-type: none"> • Fever during last 3 days → Quarantine at home for next 7 days from the day of fever. • If fever persists → Get in touch with Company doctor immediately. Inform DPM/ HRBP ▪ Report between 7 PM to 7 AM daily ▪ Instructions of downloading to your MOBILE in Annexure 1 ▪ Android Version Available. iOS version to be notified later
Travel History Reporting	<ul style="list-style-type: none"> • Report about your movement to other States/ locations other than home • Report in Google Form Link: https://forms.gle/Gg7EXZT7XQHcKHxBA 	<ul style="list-style-type: none"> ▪ Based on your health conditions, destination etc. you will be advised for your rejoining procedure ▪ Report 2 days before restart. ▪ See instruction in Annexure 2

Section 1

Pre resumption of work guidelines for employees

SOCIAL DISTANCING # SELF DISCIPLINE# TOGETHER WE DEFEAT COVID19

Post Joining Guidelines

Once you have joined back , MAINTAIN SOCIAL DISTANCING at workplaces . We will ensure that you keep safe and sound . Self discipline & caution will always be the key.

CONTROL AREA	KEY DIRECTION	INSTRUCTIONS FOR EMPLOYEES
Staggered working in Office Areas	<ul style="list-style-type: none">Limit the number of employees in our work areasUpto a max. 50% of employees on any given day in office areas	Depending on the decision of the Vertical heads: <ul style="list-style-type: none">Staggered day wise workingShift working (Group 1 → 8.00 AM to 1 PM, Group 2 → 1.30 PM to 6.30 PM)Alternate location working will be informed to some.Other employees will work from home as per the guidelines for WFH.Duty roster to be based on work requirement, possibility to from home will be informed by respective division/ Vertical
	<ul style="list-style-type: none">Employees Returning from Japan after their training/ deputation to self quarantine	<ul style="list-style-type: none">14 days mandatory quarantine at home or as directed by government subsequently

Section 2

Post joining guidelines & gate control

Post Joining Guidelines

Once you have joined back the office , MAINTAIN SOCIAL DISTANCING . We will ensure that you keep safe and sound . Self discipline & caution will always be the key.

CONTROL AREA	KEY DIRECTION	INSTRUCTIONS FOR EMPLOYEES
Strict Hygiene at All Times	<ul style="list-style-type: none">Mandatory wearing of masks at all times.Frequent cleaning of hands by sanitizers, soap etc.	<ul style="list-style-type: none">Employees can carry their own masks. We will also issue masks for which suitable arrangements will be madeHand sanitizers available at various locations depending on the need.
	<p>All employees attending office will be required to maintain high standards of personal hygiene</p> <ul style="list-style-type: none">Mandatory checking of temperature at various locations on entrySelf Disinfection at Sanitization booths installed at the entry gates at factory	<ul style="list-style-type: none">Employees may also carry their own personal thermometers for daily self checking if required.Checking thru non contact thermometers at gateIf fever, can be asked to return back.Employees to cooperate with the security/ OHC employees at the gate.

Section 2

**Post joining
guidelines & gate
control**

SOCIAL DISTANCING # SELF DISCIPLINE# TOGETHER WE DEFEAT COVID19

Post Joining Guidelines



Once you have joined back the office , MAINTAIN SOCIAL DISTANCING . We will ensure that you keep safe and sound . Self discipline & caution will always be the key.

CONTROL AREA	KEY DIRECTION	INSTRUCTIONS FOR EMPLOYEES
<p>Strict Hygiene at All Times</p> <p>All employees attending office will be required to maintain high standards of personal hygiene</p>	<ul style="list-style-type: none"> High risk employees to continue remote working 	<ul style="list-style-type: none"> Pregnant women, employees in higher age brackets with previous medical history of chronic respiratory diseases, acute diabetes etc. To be approved by the company doctor and respective DVM
	<ul style="list-style-type: none"> Avoid Public Transport Employees to use their own transport for commuting to work 	<ul style="list-style-type: none"> No pillion rider for two wheelers. Max. 2 persons in a passenger car (one in front seat, one back) Please pool & support colleagues
	<ul style="list-style-type: none"> Avoid touching common articles in office & and practice social distancing Crèche, gyms and play areas to remain closed. 	<ul style="list-style-type: none"> Don't touch any objects other than your own laptop, mobile, chair, table, water-glass/bottles etc. Avoid going in groups to tea points, water coolers, canteen etc. Carry own water bottles and lunch to support in social distancing in canteens. <i>Canteen usage guidelines to be notified</i>

Section 2

Post joining guidelines & gate control

SOCIAL DISTANCING # SELF DISCIPLINE# TOGETHER WE DEFEAT COVID19

Travel Advisories

Strict Control on travel. Avoid all forms of travel except business/ personal emergency.

CONTROL AREA	KEY DIRECTION	INSTRUCTION FOR EMPLOYEES
International Travel	<ul style="list-style-type: none">No International travel	<ul style="list-style-type: none">If travel restrictions lifted by Government for certain countries, we will need level 1 Ringi approval for the same.Such information will be shared by HR from time to time
Domestic Travel	<ul style="list-style-type: none">Avoid inter-state travelWe strongly recommend not to undertake domestic travel till further notice	<ul style="list-style-type: none">In cases of unavoidable reasons like supplier visits etc., prior approvals to be taken from Vertical HeadEmployees to follow all precautions of social distancing like limiting of multiple people going to same location, avoid travel of more than 2 persons per car, wearing of masks at all times, avoid going to vendors/ suppliers canteen, conference halls with more than 10 people in a room, frequent hand sanitization and other such precautions.
Private Travel	<ul style="list-style-type: none">Avoid all overseas private travel.	<ul style="list-style-type: none">Report to the respective DVM prior to travel.Self- quarantine for 14 days on return

Section 3

Travel Advisories

SOCIAL DISTANCING # SELF DISCIPLINE# TOGETHER WE DEFEAT COVID19

Meeting Guidelines

Avoid face to face meeting of more than 10 peoples. Use electronic media tools for conducting meetings. Non essential meetings/ vistor's not to be called to work places.

CONTROL AREA	KEY DIRECTION	INSTRUCTION FOR EMPLOYEES
Meeting Guidelines	<ul style="list-style-type: none">• Avoid all meetings, conferences, events, training programs	<ul style="list-style-type: none">• Maximize the usage of Webex, VC etc. for meetings within and outside MSIL.• Not more than 10 members in meeting.• Avoid sitting face to face
Visitor/Non essential staff guidelines	<ul style="list-style-type: none">• Strict control on visitors, vendors and other service provider employees.• All non -essential visitors like summer trainees etc. will not be allowed	<ul style="list-style-type: none">▪ Avoid calling them to our work locations.▪ In case necessity, visitors to give a self -declaration about their health and travel history to security at gate▪ Mandatory temperature checking at gate.

• **These guidelines will be subject to all applicable notifications/orders/guidelines of the Government that may be issued in respective of any lifting off the lockdown and reopening of offices, factories etc.**

Section 4

Meeting Guidelines

COVID19 Monitoring Committee



COVID19 Monitoring Committee (CMC) & Action Plan Committee (CAPC) under Col. Mahendra Singh to continue daily Monitoring, Review & evaluate the horizontal deployment of Action Plans

MANAGING DIRECTOR

CMC Members – Daily Review

- Rajesh Uppal, MEB
- Ajay Seth, CFO & MEB
- RS Kalsi, MEB
- H Matsuura, Sr. EO
- T Hasuike, Sr. EO
- Rajiv Gandhi, Sr. EO
- CV Raman, Sr. EO
- Vikram Khazanchi, EO
- Y Deoka, Sr. Advisor
- S. Hashimoto, NPD
- S. Ranjhan, DVM

CAPC

17 MEMBERS

Vertical & Location Task Forces

VERTICAL TASKFORCES

FACTORY LOCATION TASKFORCES

HEADOFFICE & RO TASKFORCE

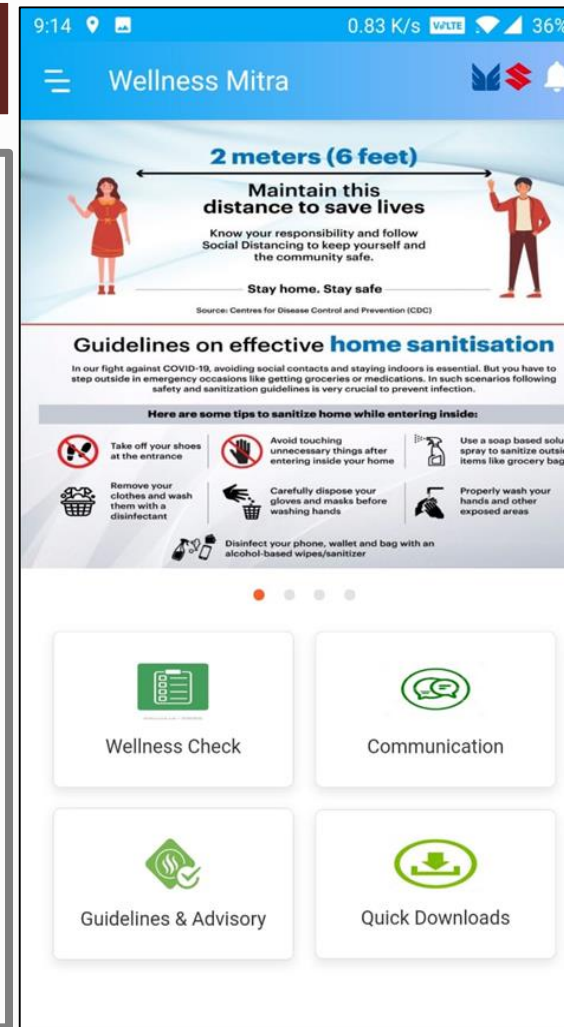
For any queries & concerns regarding COVID19 Virus, please reachout to email corona19.Helpline@maruti.co.in

Annexure 1 → WELLNESS MITRA

Daily Health & Wellness reporting in this App by all employees
Important communication tool & information medium

WELLNESS MITRA

- Download the app from the link <https://msilappstore.com/WellnessMitra/>
- You can copy/ type above link in the Google Search bar in your mobile
- Click on Install option and allow Install from Unknown sources in Setting
- Login the App using your Staff ID as username and DOB in (dd/mm/yyyy) format as your password
- Submit your Health Status "**DAILY**" in the Wellness Update tile between 7 PM to & 7 AM
- Make sure you fill up the mandatory field i.e. "**Current State**" and "**Current District**" where you are presently residing at



9:14 0.06 K/s WLTE 36%

Safety & Health of our employees & their family remains paramount always. In this regards, you are requested to update your health status by answering following questions on DAILY BASIS !

Current staying state/ वर्तमान में रहने की राज्य*

Current staying district/ वर्तमान में रहने वाला जिला*

Do you have fever (greater than 37.2C or 99F ?)
(क्या आपको 37.2 डिग्री सेल्सियस या अधिक का ज्वर (बुखार) है ?)*

Do you have any other suspected symptoms such as cough, difficulty in breathing ? (इनमे से कोई लक्षण (खांसी, साँस लेने में तकलीफ़ ?)*

Any family member or close contact have any suspected symptoms such as fever, cough, or poor breathing ? (परिवार के किसी सदस्य या नजदीकी परिजन को इनमे से कोई लक्षण (बुखार, खांसी, साँस लेने में तकलीफ़ ?)*

Do you find any Covid-19 positive case in your neighbourhood ? (नजदीकी क्षेत्र में कोई भी कोविड-१९ का

Annexure 2 → Google Form for reporting travel

Only those employees who have travelled out of the base locations to fill this form
Mandatory to report latest 2 days BEFORE ATTENDING OFFICE

GOOGLE FORM FOR REPORTING TRAVEL

- Click on the google form link <https://forms.gle/Gg7EXZT7XQHcKHxBA>
- Can be downloaded on PC/ Mobile
- Login the App using your Staff ID and fill all the mandatory fields
- Fill this form only once & only by those people who have traveled outside their base locations

SELF-DECLARATION : EMPLOYEE'S TRAVELLING OUTSIDE HOME LOCATION

The safety of our employees, supplier partners, customers, families and visitors remain MSIL's top Priority. As the corona virus disease 2019 (COVID-19) outbreak continues to spread, it is necessary for all of us to take all precautions to prevent its entry in our homes and workplace.

This form is a self-declaration form which is ONLY TO BE FILLED BY EMPLOYEES WHO HAVE TRAVELLED TO OTHER LOCATION OUTSIDE THEIR NORMAL LOCATION OF STAY in past 21 days before 15 April 2020

* Required

Personal Information

Employee Name *

Your answer

SELF-DECLARATION : EMPLOYEE'S TRAVELLING OUTSIDE HOME LOCATION

* Required

Travel History

Kindly mention the details of your travel

State Of Travel *

Choose

District Of travel *

Choose

SELF-DECLARATION : EMPLOYEE'S TRAVELLING OUTSIDE HOME LOCATION

* Required

Travel History

Kindly notify if you have travelled in last 21 days

Any travel undertaken to other location

Yes

No

Back Next

City of Travel *

NA

Address of Place visited *

NA

Is your place of stay declared as a COVID-19 Hotspot

Yes

No

Date of Travel *

Date

dd----yyyy

General Instructions



- **These guidelines will be subject to all applicable notifications/orders/guidelines of the Government that may be issued in respect of any lifting of the lockdown and reopening of offices, factories etc.**
- **Each location/ Vertical can suitably modify/ add additional precautionary steps while being within the policy guidelines issued**
- **For any clarifications, doubts, suggestions please get in touch with the respective HRBPs / Location HR Heads/ DVM CTHR**
- **While these are indicative guidelines and will be subject to overall rules & regulations of the Company. Some deviations have been permitted in our policies keeping the severity of the situation and ONLY for the duration till the situation normalizes.**

Thank You