

Jubilant Generics Limited – COVID-19 – Employee Initiatives

Preventive Measure Guidelines for Employees

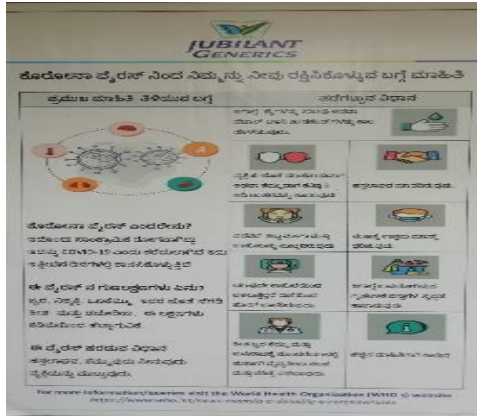
The health and safety of the employees is of paramount priority & the Company is committed to it. To ensure safe working conditions at its plants, Jubilant's site teams took preventive measures and implemented the following guidelines:

Self-Care & Preventive Actions by Employees

- Each employee should ensure his daily temperature checking at the time of security check
- Each employee should give self-declaration pertaining to their movement and medical treatment history in defined format
- In case of any symptoms(Like fever , cough , runny nose , headache , tiredness, difficulty in breathing etc.), employee should report and adhere to 14 days self-quarantine
- Employee should report any case of suspect or positive in the society where he is staying. He should come forward for 14 days self-quarantine.
- Employees should ensure daily sanitisation of their work/ office area himself. This should include gates, doors, doorknobs, lifts even commonly operated valve handle should also be wiped clean with disinfectant at the beginning of the shifts.
- Follow the etiquettes of sneezing and coughing. Use tissues while coughing and sneezing and dispose the contaminated tissues in a closed container immediately
- Wash hands with soap and water after going to the washroom, before eating and after sneezing or coughing. Practice coughing or sneezing into your elbow instead of hands
- At the start of duty clean Laptop/Desktop/ key boards/mouse/ telephone in offices/Control rooms
- Wash hands with soap at least every 2-3 hours
- Do not touch your face, mouth and eyes while coming in contact of any surface/ person
- Use simple dust mask during duty hours and Sanitize office chairs/Tables /display boards/door knobs/stairs etc.
- Upon reaching home, ensure daily washing of clothes hot water and detergent
- Till further communication stop travels of employees from severity effected areas like Pune, Mumbai, Noida/Delhi etc.

Social Distancing

- Minimum persons should be present for critical operation with at least 6 feet distance
- Maintain distance in buses /Canteen /Control room/Offices/Work place
- No Handshakes



Workplace Sanitization/Fumigation/Preventive Checks: Administration/HOD

- At the main gate, 100 % employees temperature checking should be done while coming for duty
- Ensure availability of liquid soaps at all plants. Housekeeping person should be specifically asked to check and replenish the stock in the various plants and washrooms
- Minimise contact points like Canteen , Security gates , housekeeping , Tea/Lunch shelters /Meeting rooms
- Ensure that Toilets are cleaned twice a day
- Ensure hygiene and sanitization of other contact points like drivers, contract persons, maids, emergency vendors, milk man etc.
- Main gate: Visitors and Local Guests entering inside premises will be sanitized at Main Gate with Hand-sanitizer. No casual visitor or delivery boy will be permitted inside the office premises. For extremely important business meeting, Security Team will seek permission for entry from Site head
- Office sanitization on daily basis:
 - All major touch points inside Office premises must be cleaned two to three times a day with disinfectant. e.g. doorknobs, glass doors, door handles, hand-railing for staircase, Lift buttons and Lift car doors, Washroom and Pantry, Cabinet handles, Telephone Instruments, Laptop and Keyboard, Computer screen and Mouse, Remote controls, Chair Handles and Arm rest, Workstation desk and Table etc.
- Daily Sanitization of buses/gates/office doors
- Sanitization of the cabins of all trucks/ tankers reporting to plant and leaving the plant.
- Proper Weekly disinfection/fumigation of common area/ offices/ Plants
- Minimise paper movement - Convert paper movement work to on-line systems including issuance and control of BPRs, COAs, Bills verification & payment, Invoices and despatch documents hard copies movement

Post Incident Measures taken by the Company

- In order to extend post event support to the Company employees, Jubilant formed five different committees, to extend on time support required for various requirements such as
 - Food items
 - Medicines
 - Dry ration
 - Occupational Health Centre committee to take care of infected employees
 - Wellbeing committee – To approach the family of employees, who are currently undergoing the COVID-19 treatment in Hospital.

- All the HODs/Department heads had been advised to maintain daily communication/phone calls with their respective team members to understand their well-being and to list down any support required from the Company. This report is being discussed with Top Management to get their guidance and extending the possible support to in need employees every day.
- Provided the necessary support such as tooth brushes/nose masks/soaps/sanitizers/Bed Sheets/Grooms/Mosquito mate/Coils/Lizols/Hot water cattle/Fruits & Medicines to all the Employees tested positive and admitted at Dist. Hospital & K R Hospital.
- Provided support to more than 150 employees quarantined by local government at various hostels. Arrangements were made for daily necessity items such as Food, Water, fruits, Medicine and Dry Ration for them & their family members. Supported the Elderly family members/parents above 65-80 years, with daily medicines on time.
- From 27th March 2020 till 05th April 2020, provided daily needs & basic necessities items such as tooth brushes/nose masks/soaps/sanitizers/Bed Sheets/Grooms/Mosquito mate/Coils/Lizols to 168 members, quarantined at various locations such as Chamaraja Nagar, HD Kote, K R Pet, Mandya, Sree Rangapatnam etc. Extended support to members quarantined at various hotels within and outskirts of Nanjangud and Mysore.
- Every day the Company is taking care of its bachelor employees' food, water and any other basic need. Providing minimum 270-300 packs of 3 meals per day being made available to Bachelor employees at their doorstep. Made quick arrangements for their immediate accommodation in Company owned guest houses wherever faced difficulties.
- In addition to food & water arrangements, the Company has also provided safe stay arrangement for some female workers in company guest-houses.
- Any Employee who is home quarantined and finding any difficulty for basic needs have been supported with Dry Ration kit comprises of Rice, Pulses, Potatoes, Onion, Soaps, Oil, Handwash, Tea Powder, Vegetable Kit. So far, this help has been extended to 100 plus Employees whereas services are on to cater the needs of additional 900+ Employees.
- The entire Nanjangud site has been Sanitized by M/s Hi Care which are experts at such sanitization.

