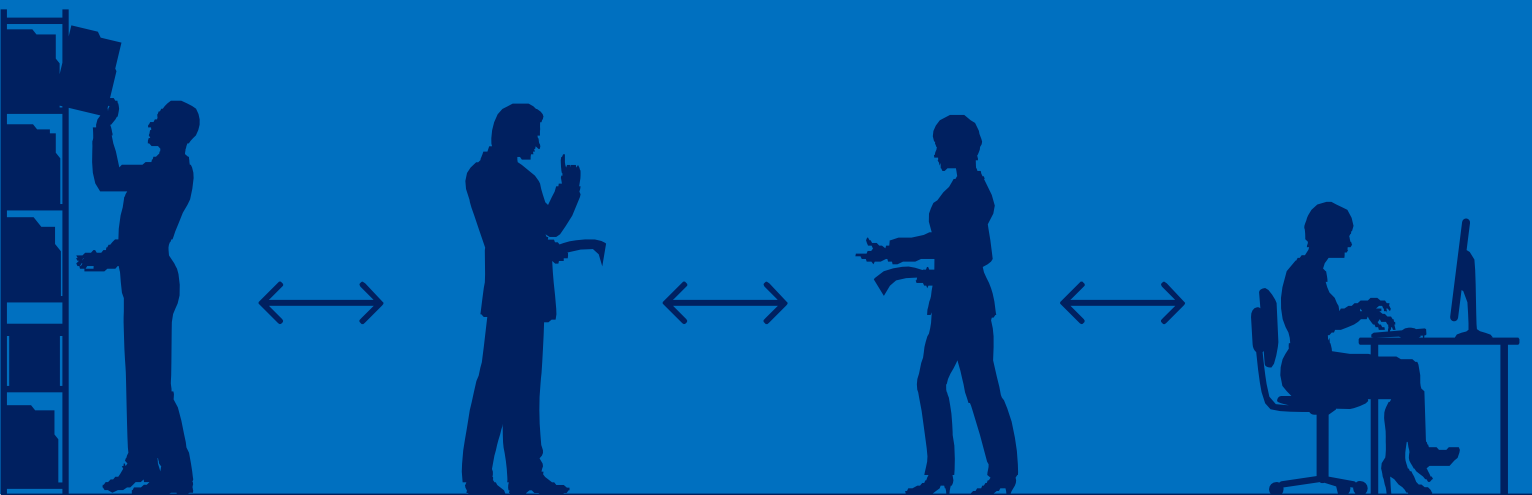




BACK TO WORK HANDBOOK

Safety is our
First Priority



Dear Colleagues,

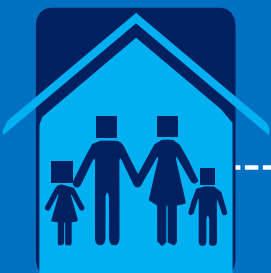
The health and welfare of each of you and your families is of utmost importance to TMILL Group. We assure you that preventive and safety measures have been put in place in preparation for employees to resume work at all our offices and branches in a phased manner across the next few weeks.

As people resume work, they will be given an authority letter from the company which they need to carry with them always. Your HR team will reach out to you with further updates on this.

While stringent protocols are in place, there is a lot you can do to keep TMILL, yourself and your families safe. This handbook includes detailed guidelines to keep in mind while coming back to work.

Regards

Team - HR

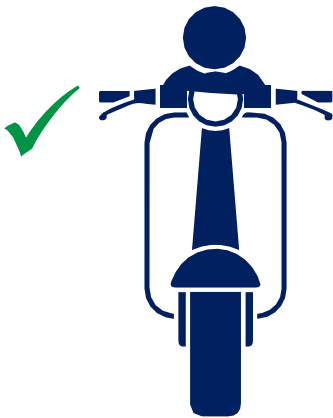
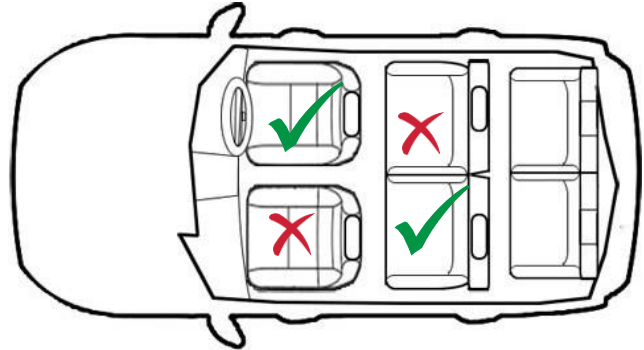


BEFORE LEAVING FOR OFFICE

- Check your temperature every day. If you have fever, stay @home
- Download the Aarogya Setu Govt app. Do the self-assessment. It's super cool
- All superheroes wear a mask. You must wear one too. Keep a spare handy
- Wear your ID card- It's hard to recognize you behind the mask
- Home food is EPIC so carry your own. Outside food is a strict no-no **#CanteenTemporarilyBandhHai**
- Always carry an alcohol-based hand sanitizer with you



GETTING TO OFFICE



- Superheroes fly but we suggest you drive yourself to work in your own car/bike
- Public Transport is a strict no-no-no-no (No Bus, No Train, No Ola, No Uber etc.)
- Sharing is caring. Carpool only with your colleagues:
 - Two-wheeler: Travel solo, no pillion rider allowed
 - Four-wheeler - 2 passengers per sedan & 3 per SUV (including driver)
 - Break these rules and the police will fine you

GETTING TO OFFICE

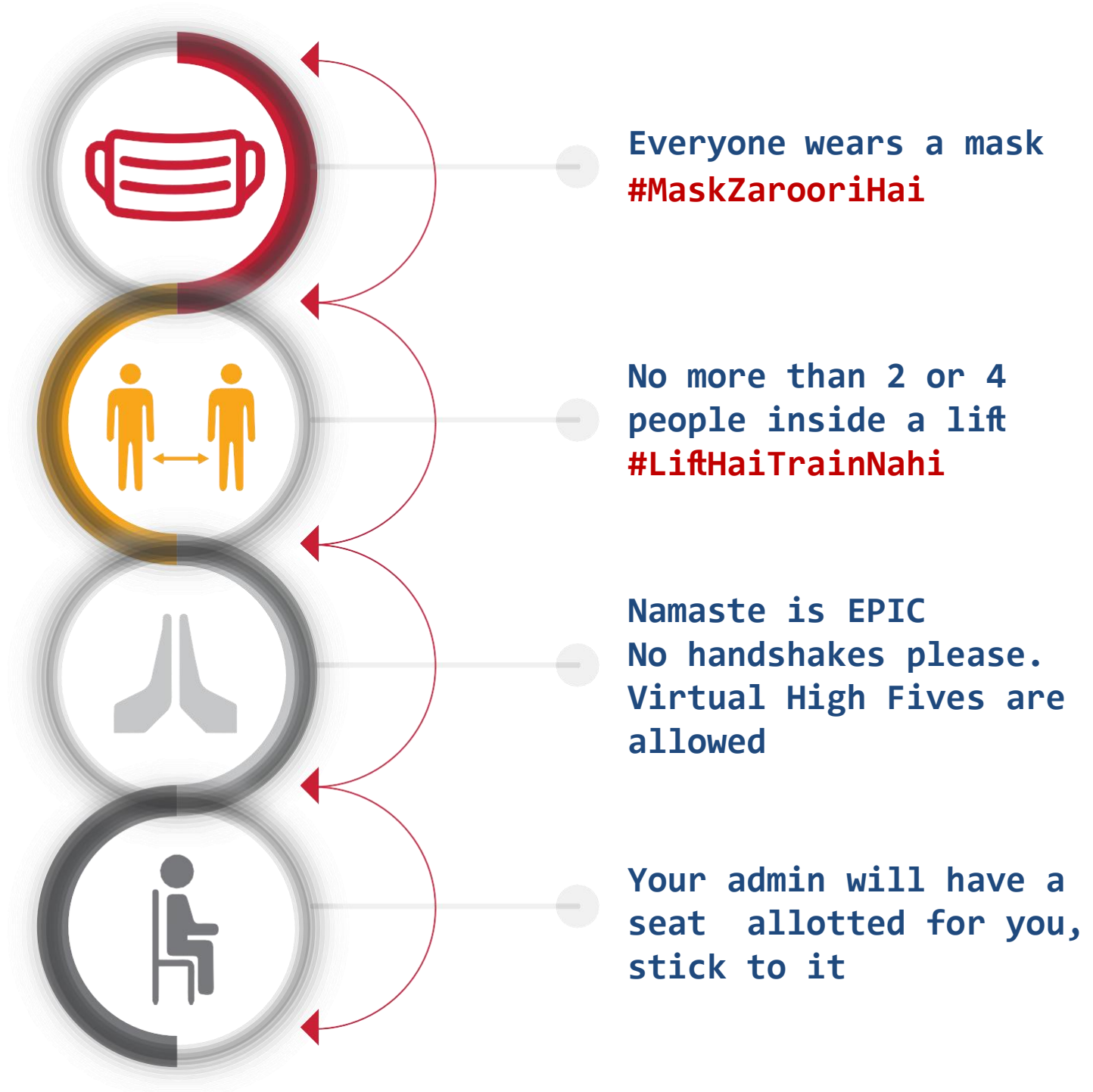
- Some Superheroes need sidekicks.
If you need to get your driver along, they must follow the same protocols (wear masks, temperature check, self-check on app, carry own food & sanitizer)
- Your sidekicks (aka drivers) won't be allowed to leave office once inside **#SabkoSafeRakhnaHai**

BEFORE YOU ENTER OFFICE

- We care for you so we will scan you using complex scientific instruments **#PleaseCooperate**
- No ID Card/ No Mask = No Entry



INSIDE OFFICE

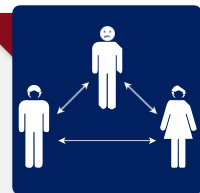


MEETINGS



Face to face meetings
are for boring people.
Be cool. Use MS Teams

If you must meet face to
face, 6 feet distance is
the norm **#DoorizarooriHai**



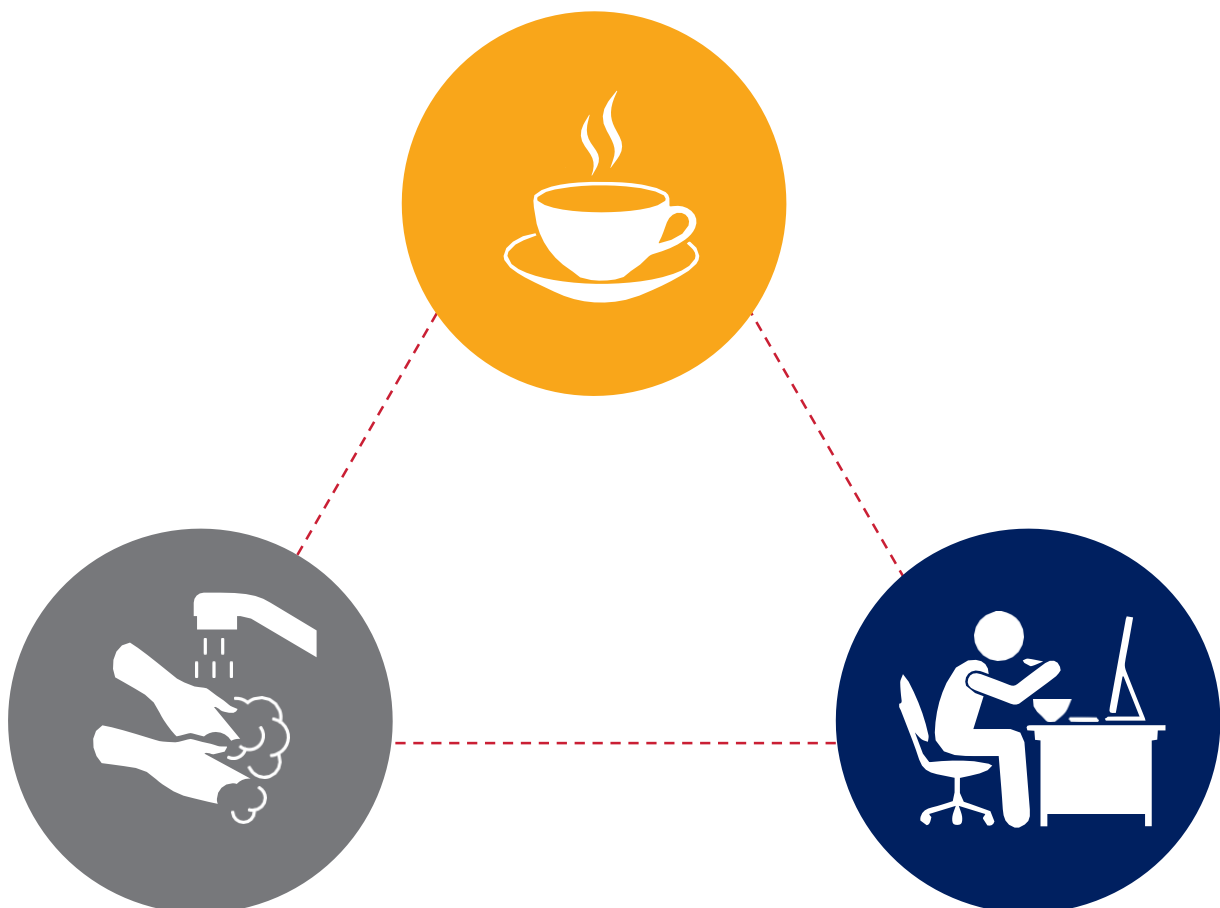
People found crowding will
be donated to science

Stick to soft copies.
Save paper, save the
world. **#BeASuperHero**



SAFETY, HEALTH & HYGIENE

- Everything inside office is super sanitized
#StressNahiLenaKaSirfDeneKa
- Food tastes better at your desks than in the cafeteria **#CanteenTemporarilyBandhHai**
- Chai and Smoke breaks outside office is strict no-no **#SorryBhaiLog**
- WHO (Wash Hands Often) **#JaanHaiTohJahanHai**



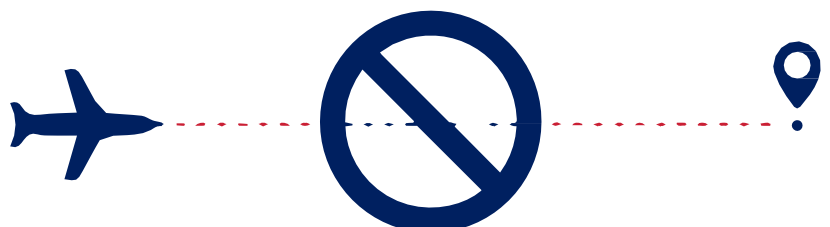
SAFETY, HEALTH & HYGIENE

- Your face is pretty, don't keep touching it
- Social distancing is cool. 6 feet away from anyone or everyone **#LearnSignLanguage**
- Don't call customers to the office/branch unless necessary **#DigitalSahiHai**
- No unnecessary visitors in any of our offices/branches till further notice



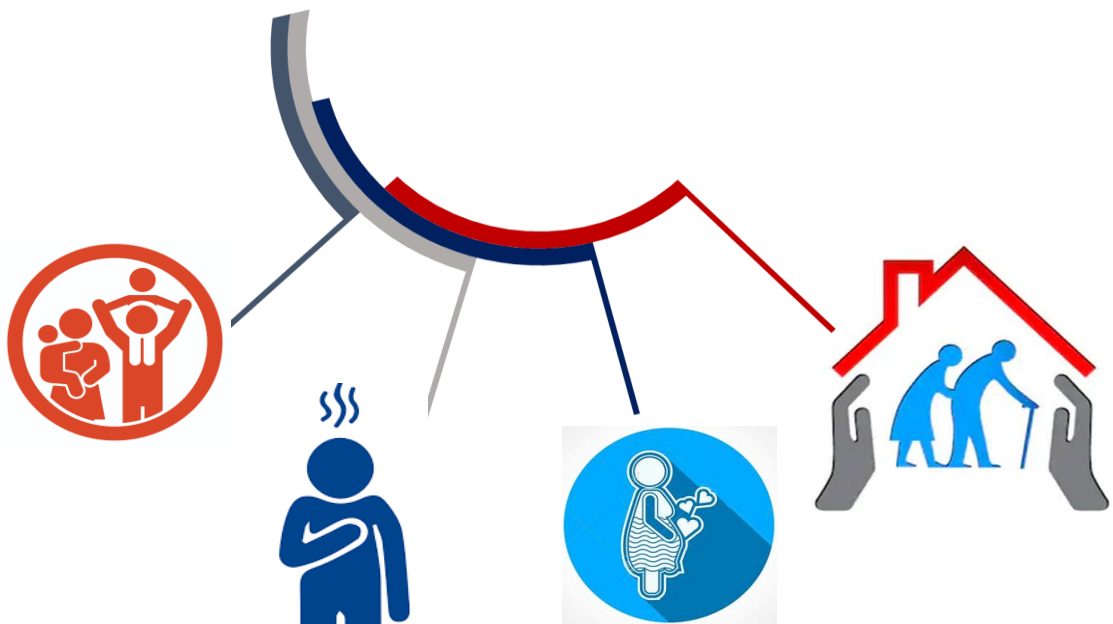
TRAVEL

- No domestic or international travel till further notice **#GoaNextYearJaana**



SPECIAL CASES

- Pregnant women to keep a check on health of the baby and self by working from home **#GharPeRahneKa**
- Show your elderly parents some care by working from home majorly and helping them in the best way possible **#KhayaalRakhnaZaruriHai**
- Employees suffering with susceptible chronic ailments are advised to majorly opt for work from home **#KaamBhiSafetyBhi**
- Employee with kids upto 5 years can keep them in Creche. In case the facility is not available, they can opt for work from home.
#BhiduSabThikHoJaega



AFTER OFFICE

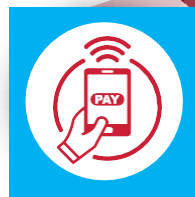
Wear your id card until you reach home



Avoid any public gatherings



Avoid cash transactions & encourage e-payments wherever possible



Use elbows to press lift buttons or to open doors



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



Carry your own bags while shopping



Sanitize your hands before entering home



HELPLINE NUMBERS



Code Red

K L Bhowmick - 9874870077



UTSAH

08042756888/ 08048130142/ 1800-270-1790



Medi Buddy

D P Sharma / Atiqur Rahman
9038011250 / 9836907073



Human Resources

Shabana Khan- 9073302005

OTHER OPERATIONS

For field operations in Ports, Warehousing, Railway Logistics, Maritime Logistics Services, CHA&IL etc. please refer the Operational- SOP **#JaanBhiJahaanBhi**