

## WORK FROM HOME POLICY


Novel Coronavirus (COVID-19) has affected large number of countries including India. Given the magnitude and the extent of its spread, the WHO has declared it a Pandemic. As part of disaster management to meet this urgent health exigency, Ministry of Corporate Affairs has released their advisory on their website [www.mca.gov.in](http://www.mca.gov.in) on 20.03.2020. Vide this advisory, Chairman/MD/CEO of all Companies /LLPs are advised to put in place an immediate plan to implement 'Work From Home Policy' as a temporary measure till 31<sup>st</sup> March, 2020 after which the situation will be reviewed by appropriate authority as per the evolving situation.

Accordingly, OTPC lays down this 'Work From Home Policy' to combat the spread of COVID-19.

- 1) This policy may be called 'Work From Home Policy' of OTPC and shall be applicable both at Company's Registered office & Plant at Palatana, Udaipur, South Tripura and Delhi office.
- 2) This policy shall come into effect from 23 March 2020 till 31<sup>st</sup> March, 2020 initially and shall be reviewed on receipt of further directions/advisory/communication from Government Authorities in this regard.
- 3) The strength of working staff & officers during the continuation of this policy shall be minimised by each HODs by reducing the physical presence of their team by about 50% of total strength of department. For the essential staff on duty, staggered timing will be followed to minimise the physical interaction.
- 4) Each HOD will identify the schedule of the presence of each of their staff to ensure that no critical activity is affected and communicate the schedule to HR department.
- 5) Special emphasis would be given to ensure that rectification work on GT-1 is completed in line with schedule.
- 6) The employees who have been on 'Work From Home' schedule are required to be available on call and ensure internet and computer facility at home to ensure proper usage of working hours.
- 7) Support by IT department wherever required be ensured to facilitate work from home policy.

- 8) It may be noted that work from home does not mean 'no work' and the respective HODs would schedule the work to be allocated to the person at home appropriately to facilitate productivity.
- 9) During the aforesaid period, the employees are advised to adhere to safety instructions as released by Government Authorities from time to time to combat the spreading of COVID-19. Further such employees are not allowed to travel outside the city without permission of MD, OTPC.
- 10) The office timing during the 'Work From Home Policy' shall continue to be from 9.30 a.m. to 6 p.m. This timing however shall be subject to ensuring that criticality of functions is not affected. All the HODs are advised to ensure the same.
- 11) Each Employee is being issued, surgical face mask and one bottle of sanitiser to ensure safety of themselves and their family members.
- 12) The Policy will be reviewed on 31<sup>st</sup> March, 2020 and further directions regarding continuation on same shall be shared separately.

This policy is issued on 20.03.2020 with the approval of MD, OTPC

  
20/03/2020  
S.C. Misra

**(AGM & Head HR & Admin.)**

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