

Resumption of operations in the midst of COVID-19

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Promoting well-being and restarting business while overcoming the pandemic COVID-19

I compliment every member of the team Atul for displaying care, determination and understanding during these unprecedented times. As we commence our operations while India and the world are still in the grip of COVID-19, let us commit ourselves to adopt the best possible ways of working so as to avoid infection.

These guidelines, which are for all the legal entities of our Company in India, are expected to augment and reinforce the mandates of the local, state and central Government*, are divided into five parts. We are sharing more pictorial and less textual PowerPoint slides and will share video-clips so that it becomes easy for everyone to understand the new normal.

1. General guidelines ... Annexure 1
2. Promoting well-being at home ... Annexure 2
3. Promoting well-being at work
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5. Atul township and Ankleshwar residential colony ... Annexure 5

Registered office: Atul House, G I Patel Marg, Ahmedabad 380 014, Gujarat, India
CIN: L99999GJ1975PLC002859





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Not elaborated in this communication are the several actions required for achieving economies of scale, increasing sales, streamlining entire supply chain, revisiting fixed costs, etc to stabilise and grow the business at the earliest. I trust that everyone will fully participate, support and act in making this happen.

If you have any questions at any time, please contact the following members:

1. Department, business or function heads
2. HR business partners
3. Medical practitioners

(Sharat Tripathi)
President, HR
April 24, 2020

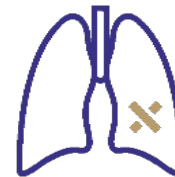
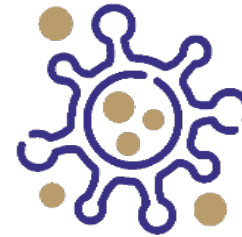
* Legal entities outside of India will follow the guidelines of their respective countries.

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What is coronavirus | coronavirus disease?

- Virus name: severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2)
- Disease name: coronavirus disease (COVID-19)
- Part of a large family of viruses that cause respiratory illness
- A new strain that has not been previously identified in humans



How does the virus | disease spread?

- Through the droplets of coughing and sneezing of an infected person
- By shaking hands | touching an infected person or object
- By touching eyes, nose or mouth with contaminated hands



Annexure 1

General guidelines

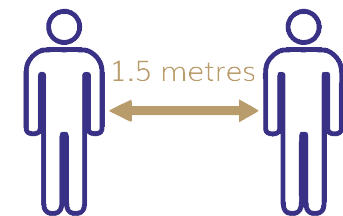


Guidelines for the team member as an individual

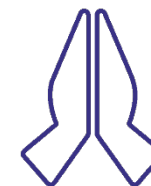
- 01) Remain at home if having fever or suffering from any infectious disease
- Call up a medical practitioner of the Company or the family medical practitioner
 - Self-quarantine if so suggested by the medical practitioner



- 02) Maintain a distance of at least one metre and a half from another individual
- Do not crowd



- 03) Greet as per Indian tradition with folded hands (*namaskar*)
- Do not handshake or hug



- 04) Use handkerchief while coughing or sneezing

- 05) Wear zero power glasses when in public; sun glasses, if in the sun



Guidelines for the team member as an individual

06) Wear a face mask when not alone; learn how to wear, remove and discard



07) Use wash basin with running tap for spitting
- Do not spit anywhere else



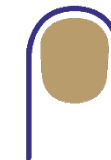
08) Sanitise | wash hands often with sanitiser | soap



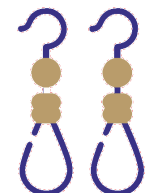
09) Avoid touching face



10) Keep nails short



11) Wear minimum or no jewellery



12) Read, internalise and follow the guidelines circulated and displayed in relevant areas



Explanation related to the guidelines

Related to 01):

- If the team member goes to a family medical practitioner, he (she) may or the team member himself (herself) may call up and brief one of the Company medical practitioners

Medical practitioner	Mobile telephone	E-mail address
Dr Sumant Patel	+91 96698 22736	sumant_patel@atul.co.in
Dr Vishal Mehta	+91 99794 96078	vishal_mehta@atul.co.in
Dr Hiren Dodia	+91 90237 26200	hiren_dodia@atul.co.in
Dr Sandeep Bhandare	+91 93167 55845	sandeep_bhandare@atul.co.in

Explanation related to the guidelines

Related to 08):



Wet hands with water



Apply enough soap to cover all hand surfaces



Rub hands palm to palm



Clean palm to palm with fingers interlaced



Right palm over left dorsum and vice versa



Rinse hands with water after rubbing for at least 20 seconds



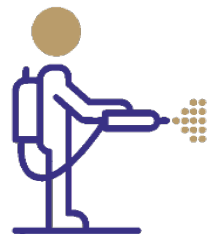
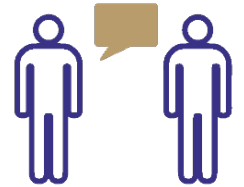
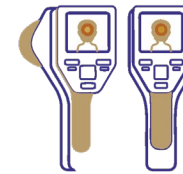
Dry hands thoroughly



Wipe the tap with a tissue

Guidelines for the team member as a function supervisor

- 1) Ensure adequate temperature measuring devices
- 2) Ensure everyone is dealt with politely
- 3) Ensure area is properly and regularly cleaned and sanitised
 - Toilets and urinals thrice in the day shift and once each in the other two
 - Canteens before and after every meal
 - Offices thrice times in the day
 - Other frequently used areas in factory premises twice in the day
- 4) Ensure adequate availability of sanitisers, soaps, etc



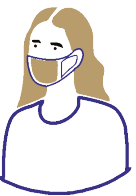
Annexure 2

Promoting well-being at home



Guidelines for the team member

- 1) Adhere to applicable general guidelines – refer to Annexure 1
- 2) Complete the form Family Health Declaration (HD | U&S | 20 | 1)
 - Inform any changes by promptly submitting a new form
- 3) Follow agreed protocol to return to base location if currently away
- 4) Protect nose (steam inhalation) and throat (gargle with warm water and salt)
- 5) Follow Indian traditional ways to build immunity
 - Exercise regularly – do *pranayama* (COVID-19 is a disease of the respiratory system)
 - Eat moderately – consume turmeric, ginger and other herbs



Guidelines for the team member

6) Take particular care of old and young family members



7) Complete the form Domestic Help Health Declaration
(HD | U&D | 21 | 1)

- Fill and submit it if living in the Company residential colonies to allow them entry
- Fill and keep it for your records if living in own residence



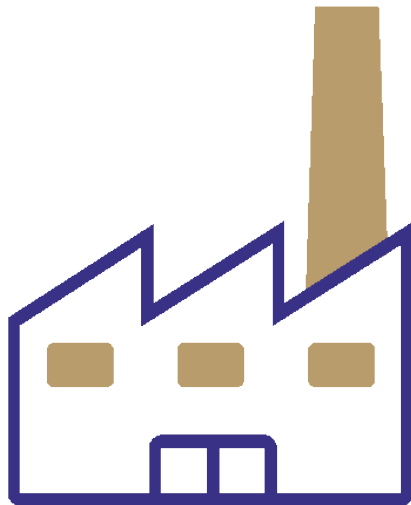
Explanation related to the guidelines

Related to 2):

- i) Family in this context is defined as those members who are living with the team member and the team member himself (herself)
- ii) This form will provide information to the Health department of the Company about the health of the family of the team member. It will also provide information about the practices followed by the other employer(s) in case a family member(s) is (are) working elsewhere

Annexure 3.1

Promoting well-being at work (own location)



Guidelines for the team member

Work area:

01) Adhere to applicable general guidelines – refer to Annexure 1

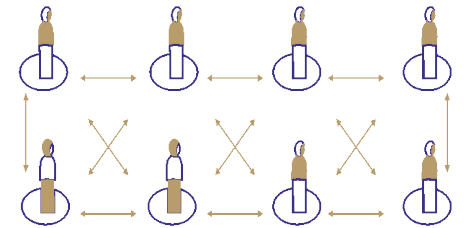
Entrances (factories, plants or offices):

02) Remain in a queue at the gate as per markings

03) Allow security guard to scan the body temperature
 - Proceed to isolation area if temperature is higher than the permissible level

04) Complete recording of attendance

05) Sanitise hands before and after recording of attendance



Guidelines for the team member

Communication and meetings:

- 06) Use conference calls, Skype, Webex, etc for communication to the extent possible
- 07) Ensure maximum 50% capacity in a meeting room



Canteens | Guesthouses:

- 08) Lower the face mask and put it back the right way
- 09) Allow the server to serve the food; do not self-serve
- 10) Bring own water bottle



Occupational health centers:

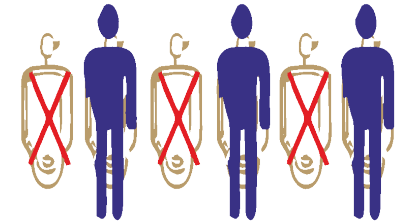
- 11) Wear additional PPEs as per correct protocol



Guidelines for the team member

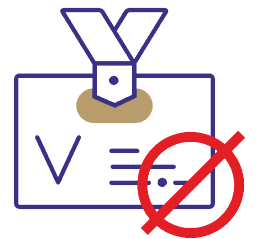
Lavatories:

- 12) Open the door with elbow
- 13) Use alternate urinals and wash basins
- 14) Wash toilets before and after use



Visitors:

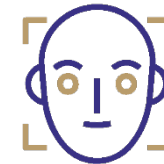
- 15) Avoid calling visitors at this time
- 16) Ensure that visitors, if called, abide by the general guidelines and other relevant ones



Guidelines for the function supervisor

- 1) Develop complementary guidelines (with L+1) if any given guidelines are difficult to follow (refer intranet)
- 2) Install device to mark attendance using facial recognition software
- 3) Install the required device to ensure authorised access in the office buildings
- 4) Reemphasise the updated guidelines at the beginning of each shift
- 5) Wash and follow proper decontamination process for utensils and food

Business Function	Department	Section (if required)	Sub-section (if required)	Activity	Complementary guideline(s)



Annexure 3.2

Promoting well-being at work (travel)



Guidelines for the team member

During travel:

01) Adhere to all general guidelines – refer to Annexure 1

Travel to and from work:

02) Carry a spare mask and a handkerchief



03) Carry a hand sanitiser



04) Use e-payment method or give exact amount of cash for purchase of fuel



05) Travel in own vehicle



Guidelines for the team member

- 06) Meet with group travel requirements if travelling in a group
- Do not travel more than two (excluding driver) in a four wheeler
 - Ensure maximum 50% capacity if travelling in a bus or equivalent



After returning home:

- 07) Leave shoes outside
- 08) Sanitise | wash hands with sanitiser | soap immediately
- 09) Sanitise the belongings
- 10) Take bath | shower and launder the clothes



Guidelines for the team member

Travel between locations of the Company:

11) Do not travel without the written permission of L+1

Other travel for business:

12) Do not travel without the written permission of L+1

- Take approval of the concerned G7 manager if L+1 is not a G7 manager

13) Evolve, if required, additional guidelines for Retail business

- Meet channel partners and end consumers as permitted by the local government

Personal travel:

14) Inform L+1 if travelling out of base location for personal work

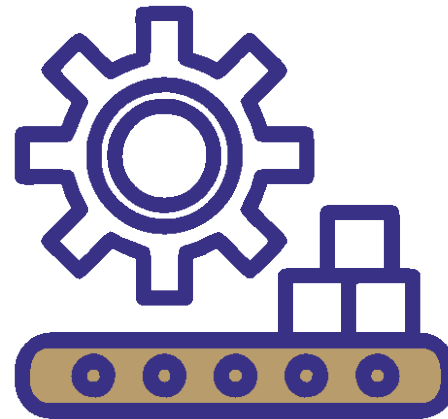
Guidelines for the function supervisor

- 1) Streamline all communication devices
- 2) Define optimum speed of internet connection required
- 3) Determine carefully if there is a real need to travel



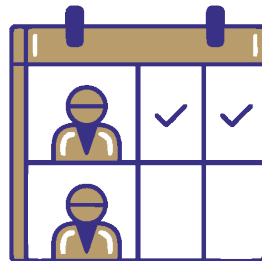
Annexure 4.1

Restarting business (site operations)



Guidelines for the team member

- 1) Come to work as communicated by the function supervisor | concerned HR manager
- 2) Follow the new shift schedule as applicable during this time
- 3) Do know that every function may have different requirements



Guidelines for the function supervisor

1) Develop specific guidelines for

- Handling of raw materials, Intermediates and finished products
 - o Truck drivers and cleaners to remain within three meters of the truck in the factory
 - o Truck drivers to inform security when approaching the security gate
 - o Security to inform the concerned QC, plant or warehouse about the truck arrival
 - o Truck drivers or cleaners to leave the factory the same day
- Labour intensive repairs and maintenance
- Projects



Guidelines for the function supervisor

- 2) Circulate and inform all concerned about the time schedule
 - Call only as many managers, workmen and contract workmen as required
 - Keep shift timings of 12 hours: 7:30 am to 7:30 pm and 7:30 pm to 7:30 am
(longer* shift timings will help decrease crowding)
 - Keep tea timings of 90 minutes starting 9:30 am, 3:00 pm and 2:30 am
(longer* tea timings will help cover all those present at the site)
 - Keep lunch | dinner timings of 90 minutes starting 11:30 am and 9:00 pm
(longer* lunch | dinner timings will help cover all those present at the site)

*Longer timings does not mean longer breaks

- 3) Inform timings, if different, to all concerned
- 4) Review each position creatively, technologically and thoroughly

Guidelines for the function supervisor

5) Take photos and with observations save* in the URL

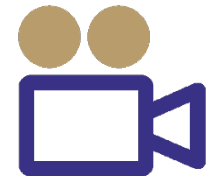
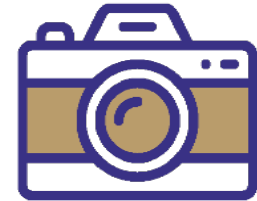
\\atulfs2\Covid19_Restarting20

- Do not take photos unless asked to do so in writing by the Occupier

- Do not use mobile telephone if not permitted

- Name each photo appropriately so that they are easy to locate

*Covid19_Restarting20 has been created on the central server in the data center



Annexure 4.2

Restarting business (work from home)



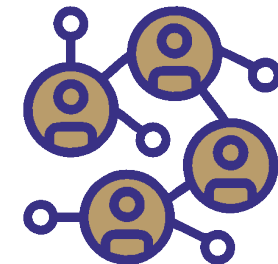
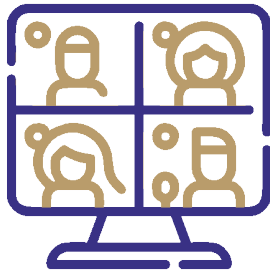
Guidelines for the team member

- 1) Get confirmation from L+1 to work from home
 - L+1 must minimum be a G7 manager
- 2) Have a dedicated desk at home for office work
- 3) Ensure security of confidential and sensitive data | information
- 4) Start and end work as per normal office timings, but be accessible all the time
- 5) Focus on and complete the deliverables | expectations
- 6) Follow the right etiquettes related to conference calls, etc
 - (for example, only one person may speak at a time)
- 7) Follow the other protocols circulated by IT



Guidelines for the function supervisor

- 1) Communicate with the team members working from home
- 2) Enquire regularly about the well-being of the team members and their families
- 3) Set up clear work and e-meeting schedules



Annexure 4.3

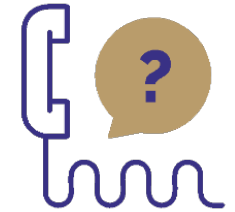
Restarting business (communication with suppliers | customers)



Guidelines for the team member

Common communications:

- 1) Discuss actions taken by the supplier | customer to promote health (ensure safety)
- 2) Share actions expected by the Company to promote health (ensure safety)
 - Share PowerPoint slides, video-clips, etc prepared by Corporate Communications



Communication with suppliers:

- 3) Request the supplier to fill up a check-list as may be helpful to the Company
- 4) Intimate changes, if any, in the dates of payments
- 5) Inform changes in requirements well in advance



Guidelines for the team member

Communication with customers:

- 6) Send a check-list as may be required by the customer
- 7) Seek suggestions and discuss ideas about the best practices
- 8) Ensure receivables are cleared by the customer on due dates
- 9) Share delivery status regularly



Guidelines for the function supervisor

- 1) Ensure inventories are managed in the best possible way
- 2) Ensure supplies are not made to 'risky' customers
- 3) Remain in touch with key suppliers direct
- 4) Remain in touch with key customers direct
- 5) Understand and share likely movement in input prices
- 6) Understand and share activities of competitors
- 7) Prepare and share weekly updates on the operations of the supplier | customer



Annexure 5

Atul township and Ankleshwar residential colony



Guidelines for all the residents and visitors

Residential colonies:

- 1) Inform in writing to the concerned HR manager prior to bringing a visitor in the colony



Ankleshwar Club | Atul Club:

- 2) Do not use if not living in the residential colonies of the Company till further notice



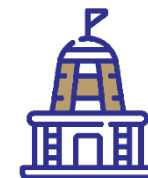
Schools managed by the Company:

- 3) Seek information from the respective Management of the school



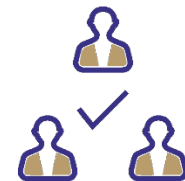
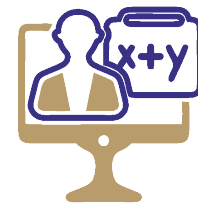
Places of worship:

- 4) Finalise maximum number of persons to assemble at a time in writing



Guidelines for the function supervisor

- 1) Put proper processes in place related to entry of any visitor in the colonies
- 2) Put proper processes in place for Ankleshwar Club | Atul Club
 - Ensure everyone using the facilities is following the applicable general guidelines
- 3) Keep the parents and students well-informed about the way forward
 - Endeavour to engage the students via online classes and use of technology
- 4) Put proper processes in place to monitor movement in all the three places of worship.
 - Engage all the stakeholders to evolve consensus



Implementation of guidelines



thermal screening

Entrance



training on COVID-19 guidelines



hand sanitisation

Implementation of guidelines

Canteen



social distance



food served by the steward

Implementation of guidelines

Sanitisation of offices



Implementation of guidelines



Sanitisation of vehicles
before entering and leaving
the site

We Shall Overcome