ACTION PLAN FOR RESUMING OPERATIONS POST COVID-19
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:

<table>
<thead>
<tr>
<th>Safe for SELF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safe at HOME</td>
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<tr>
<td>Safe for FAMILY</td>
</tr>
</tbody>
</table>

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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      b) Travel
      c) Entry in the Company – Process & SOP
      d) Guidelines for Movement Within Company
      e) Utilization of Canteen Facilities
      f) Things to Keep in Mind while in office
      g) Process for Exiting Company Premises
      h) Things to Keep in Mind when outside office
      i) Reaching Back Home
4. Guidelines in case of Sickness
5. Overall Health Advisory
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.
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

- Decontamination of Common Use Areas in every shift
- Every entrant must pass through tunnels spraying disinfectant mist of Sodium Hypochlorite
- Frequent Disinfection / Sanitization of all touch points
- 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

1. Before leaving Home
2. Travel Precautions
3. Entry Process
4. Movement & Work Guidelines
5. Canteen Usage
6. Things to keep in mind while in office
7. Exit Process
8. Things to keep in mind outside office
9. Entering Home
WHEN AT HOME

Before Leaving

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

- 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

1. Queuing Up
   Stand on the Markings, maintaining a distance of 2 M

2. Temperature Scanning*
   Allow the Guard to scan your body temperature

3. Use Hand Sanitizer
   Use Hand Sanitizer before using turnstile gate

4. Gate Card Punch
   Enter using your card

5. Decontamination Tunnel
   Pass through the spray tunnels, one at a time.

*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
Good to Go!
ENTRY IN THE COMPANY - ILLUSTRATION

HR & OHC Helpdesk for your convenience

Ambulance Stationed near entry

Bag Checking & Laptop In/Out process has been discontinued

Waiting Queues

Temperature Check

Hand Sanitization

Entry through Turnstile

Decontamination Tunnels

Proceed

Kindly proceed to Isolation Areas if instructed by the guard.
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

1. Wash Hands
2. Stand on Markings
3. Sanitize Hands
4. Let the staff serve
5. Sit as per New Layout
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

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

<table>
<thead>
<tr>
<th>ENTRY/EXIT</th>
<th>FINANCE HALL</th>
<th>HR HALL</th>
<th>CSR</th>
<th>ITD</th>
</tr>
</thead>
</table>

- 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

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
## Coronavirus Symptoms

- Have a fever of 99.5°F or higher
- OR / AND
- Respiratory symptoms of difficulty in breathing and strong malaise

### COVID-19: Employee Action Guidelines

<table>
<thead>
<tr>
<th>SYMPTOM</th>
<th>ACTION</th>
<th>REPORT</th>
<th>CHECK-SHEET</th>
<th>FINAL STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 1</strong></td>
<td>If High Temp. for 4 or less days</td>
<td>Stay at home, don’t come to office</td>
<td>Report to your DPM immediately</td>
<td>Obtain the Health Condition Check Sheet from your supervisor or OHC. The same is to be filled by you on a daily basis. If you get recovered in less than 4 calendar days, you may return to work. Keep daily health check for next 14 days through the check-sheet, post 14 days submit the check-sheet to OHC.</td>
</tr>
<tr>
<td><strong>STEP 2</strong></td>
<td>If High Temp. or Respiratory Symptoms for more than 4* days</td>
<td>Contact a health center immediately &amp; get yourself checked</td>
<td>Ask the health center for a medical certificate and submit the same to your DPM, In case you are asked to undergo Coronavirus Test inform your DPM. Keep filling the check sheet on a daily basis for a duration of 14 days. On end of 14 days please submit the check-sheet to OHC. If the health center doesn’t admit you and directs to stay at home, report to work as per directions from the Health Center.</td>
<td></td>
</tr>
<tr>
<td><strong>STEP 3</strong></td>
<td>If you undergo a coronavirus test</td>
<td><strong>POSITIVE RESULT</strong></td>
<td>- Follow instructions given by the health center. No need to submit the health condition check-sheet.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>NEGATIVE RESULT</strong></td>
<td>- 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.</td>
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</tr>
</tbody>
</table>

*Approximately 2 calendar days for those who have underlying diseases (diabetes, heart failure, respiratory disease, etc.) or are pregnant*
SUSPECTED POSITIVE CASE IN MSIL

Suspected Person
- Person Under Investigation (PUI)
- Result of Medical Test for Covid 19
  - +VE: Follow Guidelines as per GOI
  - -VE: Hospitalize & Report work with Fitness Certificate

Confirm Close Contact Person
- Isolate them immediately & take regular health updates
- Have Covid-19 Symptoms
  - YES: Inform Supervisor & Go to Hospital
  - NO: 1. Stay at Home for 14 Days and Monitor Symptoms
        2. Submit fitness certificate to

Probable Close Contact Person
- Check Health Risk
  - HIGH: Isolate employee and advise Work for Home for 14 days
  - LOW: Probable contact
        Confirm contact

Supervisor + Medical Team
- Notify to CMO and your Reporting Manager Immediately
- Contact Tracing of Infected Person. Prepare probable contact list, after investigation & mapping employee movement & interactions. Entire office area to come under scrutiny.
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wet hands with water</td>
<td></td>
</tr>
<tr>
<td>Apply enough soap to cover all hand surfaces</td>
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</tr>
<tr>
<td>Rub hands palm to palm</td>
<td></td>
</tr>
<tr>
<td>Right palm over left dorsum with interlaced fingers and vice versa;</td>
<td></td>
</tr>
<tr>
<td>Palm to palm with fingers interlaced</td>
<td></td>
</tr>
<tr>
<td>Backs of fingers to opposing palms with fingers interlocked;</td>
<td></td>
</tr>
<tr>
<td>Rotational rubbing of left thumb clasped in right palm and vice versa;</td>
<td></td>
</tr>
<tr>
<td>Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;</td>
<td></td>
</tr>
<tr>
<td>Rinse hands with water;</td>
<td></td>
</tr>
<tr>
<td>Dry hands thoroughly</td>
<td></td>
</tr>
</tbody>
</table>
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
- Cut down on listening to news
- Getting them involved in recreational and daily activities
- 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
- Wash your hands once arrived home before carrying kids
- Avoid bringing Kids out and help them stay active
- Do not blow on Baby’s Food
- Teach and reinforce everyday preventive actions
- Do not share utensils

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**MARUTI SUZUKI**
### LET’S ALL DO OUR PART

<table>
<thead>
<tr>
<th>Precaution</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Avoid close contact with people who are sick</td>
<td></td>
</tr>
<tr>
<td>Cover your cough or sneeze with a tissue or elbow, then throw the tissue in the trash</td>
<td></td>
</tr>
<tr>
<td>Keep your home and surroundings clean and well-ventilated</td>
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</tr>
<tr>
<td>Monitor your temperature twice daily</td>
<td></td>
</tr>
<tr>
<td>AVOID touching your face with your hands</td>
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</tr>
</tbody>
</table>
In case of any clarifications/consultations do reach out to us

0124 - 4393514

Covid19.helpdesk@maruti.co.in

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

Lastly, Remember as directed by MD San

SAFE YOU
SAFE COMMUNITY
SAFE IN TRANSIT
SAFE AT WORK
SAFE AT HOME
SAFE FAMILY
SAFE COLLEAGUES
SAFE WHEN OUTSIDE
POLICY GUIDELINES FOR POST LOCK DOWN RESUMPTION OF WORK
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:

<table>
<thead>
<tr>
<th>CONTROL AREA</th>
<th>KEY DIRECTION</th>
<th>INSTRUCTIONS FOR EMPLOYEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre Joining Health Monitoring</td>
<td>• Monitor temperature daily</td>
<td>• Fever during last 3 days → Quarantine at home for next 7 days from the day of fever.</td>
</tr>
<tr>
<td></td>
<td>• Keep track of cough and cold like symptom</td>
<td>• If fever persists → Get in touch with Company doctor immediately. Inform DPM/ HRBP</td>
</tr>
<tr>
<td></td>
<td>• To start monitoring <strong>minimum 3 days before</strong> start of attending office</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Daily reporting of health in App – <strong>WELLNESS MITRA</strong></td>
<td>• Report between <strong>7 PM to 7 AM daily</strong></td>
</tr>
<tr>
<td></td>
<td>• Download the app on your MOBILE from: <a href="https://msilappstore.com/WellnessMitra">https://msilappstore.com/WellnessMitra</a></td>
<td>• Instructions of downloading to your MOBILE in Annexure 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Android Version Available. iOS version to be notified later</td>
</tr>
<tr>
<td>Travel History Reporting</td>
<td>• Report about your movement to other States/locations other than home</td>
<td>• Based on your health conditions, destination etc. you will be advised for your rejoining procedure</td>
</tr>
<tr>
<td></td>
<td>• Report in Google Form Link: <a href="https://forms.gle/Gg7EXZT7XQHcKHxBA">https://forms.gle/Gg7EXZT7XQHcKHxBA</a></td>
<td>• Report <strong>2 days before restart.</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• See instruction in Annexure 2</td>
</tr>
</tbody>
</table>

**# 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.

<table>
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<tr>
<th>CONTROL AREA</th>
<th>KEY DIRECTION</th>
<th>INSTRUCTIONS FOR EMPLOYEES</th>
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</table>
| Staggered working in Office Areas | • Limit the number of employees in our work areas  
• Upto a max. 50% of employees on any given day in office areas | Depending on the decision of the Vertical heads:  
• Staggered day wise working  
• Shift 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 |
| • Employees Returning from Japan after their training/ deputation to self quarantine | • 14 days mandatory quarantine at home or as directed by government subsequently |

# SOCIAL DISTANCING # SELF DISCIPLINE# TOGETHER WE DEFEAT COVID19

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.

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<tr>
<th>CONTROL AREA</th>
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</table>
| **Strict Hygiene at All Times** | - Mandatory wearing of masks at all times.  
- Frequent cleaning of hands by sanitizers, soap etc.  
- **Mandatory checking of temperature** at various locations on entry  
- Self Disinfection at Sanitization booths installed at the entry gates at factory | - Employees can carry their own masks. We will also issue masks for which suitable arrangements will be made  
- Hand sanitizers available at various locations depending on the need.  
- Employees may also carry their own personal thermometers for daily self checking if required.  
- Checking thru non contact thermometers at gate  
- If fever, can be asked to return back.  
- Employees to cooperate with the security/OHC employees at the gate. |

# SOCIAL DISTANCING  # SELF DISCIPLINE# TOGETHER WE DEFEAT COVID19

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.

<table>
<thead>
<tr>
<th>CONTROL AREA</th>
<th>KEY DIRECTION</th>
<th>INSTRUCTIONS FOR EMPLOYEES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strict Hygiene at All Times</strong></td>
<td>• High risk employees to continue remote working</td>
<td>• Pregnant women, employees in higher age brackets with previous medical history of chronic respiratory diseases, acute diabetes etc.</td>
</tr>
<tr>
<td></td>
<td>• Avoid Public Transport</td>
<td>• To be approved by the company doctor and respective DVM</td>
</tr>
<tr>
<td></td>
<td>• Employees to use their own transport for commuting to work</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Avoid touching common articles in office &amp; and practice social distancing</td>
<td>• No pillion rider for two wheelers.</td>
</tr>
<tr>
<td></td>
<td>• Crèche, gyms and play areas to remain closed.</td>
<td>• Max. 2 persons in a passenger car (one in front seat, one back)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Please pool &amp; support colleagues</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Don’t touch any objects other than your own laptop, mobile, chair, table, water-glass/bottles etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Avoid going in groups to tea points, water coolers, canteen etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Carry own water bottles and lunch to support in social distancing in canteens.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Canteen usage guidelines to be notified</td>
</tr>
</tbody>
</table>

# SOCIAL DISTANCING # SELF DISCIPLINE# TOGETHER WE DEFEAT COVID19
# Travel Advisories

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

<table>
<thead>
<tr>
<th>CONTROL AREA</th>
<th>KEY DIRECTION</th>
<th>INSTRUCTION FOR EMPLOYEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Travel</td>
<td>• No International travel</td>
<td>• If travel restrictions lifted by Government for certain countries, we will need level 1 Ringi approval for the same.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Such information will be shared by HR from time to time</td>
</tr>
<tr>
<td>Domestic Travel</td>
<td>• Avoid inter-state travel</td>
<td>• In cases of unavoidable reasons like supplier visits etc., prior approvals to be taken from Vertical Head</td>
</tr>
<tr>
<td></td>
<td>• We strongly recommend <strong>not to undertake domestic travel till further notice</strong></td>
<td>• Employees 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.</td>
</tr>
<tr>
<td>Private Travel</td>
<td>• Avoid all overseas private travel.</td>
<td>• Report to the respective DVM prior to travel.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Self- quarantine for 14 days on return</td>
</tr>
</tbody>
</table>

# 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/visitors not to be called to work places.

<table>
<thead>
<tr>
<th>CONTROL AREA</th>
<th>KEY DIRECTION</th>
<th>INSTRUCTION FOR EMPLOYEES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Guidelines</td>
<td>• Avoid all meetings, conferences, events, training programs</td>
<td>• Maximize the usage of Webex, VC etc. for meetings within and outside MSIL.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Not more than 10 members in meeting.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Avoid sitting face to face</td>
</tr>
<tr>
<td>Visitor/Non essential staff guidelines</td>
<td>• Strict control on visitors, vendors and other service provider employees.</td>
<td>• Avoid calling them to our work locations.</td>
</tr>
<tr>
<td></td>
<td>• All non-essential visitors like summer trainees etc. will not be allowed</td>
<td>• In case necessity, visitors to give a self-declaration about their health and travel history to security at gate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Mandatory temperature checking at gate.</td>
</tr>
</tbody>
</table>

• 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.

# SOCIAL DISTANCING # SELF DISCIPLINE # TOGETHER WE DEFEAT COVID19
COVID19 Monitoring Committee


**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 reach out to email corona19.Helpline@maruti.co.in
**WELLNESS MITRA**

- Download the app from the link [https://msilappstore.com/WellnessMitra/](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
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/Gg7EXZT7XQHcKHxA](https://forms.gle/Gg7EXZT7XQHcKHxA)
- 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
General Instructions

• 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.

• 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