From: Sanjeev Rana [mailto:sanjeev.rana@crestechglobal.com]
Sent: 06 June 2020 09:59
To: All <all@crestechglobal.com>
Subject: Organizational Notification: Advisory for Employees travelling; Interstate & Overseas in the background of COVID-19
Importance: High

Advisory for Employees travelling; Interstate & Overseas in the background of COVID-19

As an organization we believe in view of the evolving COVID-19 situation with continued risk of further spread, all Outstation trip apart from essential travel should be **deferred as much as possible**. This is to reduce the risk of travellers being infected while out-station and spreading it to others when they return to office.

We ask for your understanding and cooperation in doing your part to safeguard the interest of public health and the health of your colleagues. For employees who are already in their home-town or who may need to travel for personal exigency, the guiding principle will be ownership of the individual for adhering to the government protocols and guidelines in managing the spread of the infection.

Mandatory Guidelines:
- All employees will strictly adhere by the directives and guidelines issues by Govt. (MHA) and State Govt. from time to time, which includes the requirements of quarantine for travelling passengers, on arrival at their destinations, and to adhere any additional health protocols as prescribed by the destinations states and Union Territories.
- As an Organization we have deferred all work-related travel as far as possible
- Travel to Client-site only on Approval of BU head with prior information to HR
- Employees travelling to Client-Site need to provide health and travel self-declaration form (attached)
- All Employees will take prior approval for any out-station or Overseas travel from their Reporting Manager & HR.
- Any Leave of absence may be applied/approved considering the protocols regarding quarantine as this will impact the availability post leave
- Mode of travel should be by-road as far as possible.
- Any period of quarantine or absence resulting from out-station travel related protocols to be observed by employee will be considered as LWP.

- Employee will submit a health and travel self-declaration form(attached) on return from Outstation travel (including while on leave) before reporting for work.
- Everyone must take the responsibility of own personal protection.
- Employees to ensure for WFH they meet the **ESSENTIAL REQUIREMENTS FOR WFH (AT HOME)** as shared earlier (see trail mail)

Let us imbibe ***"Principle of Solidarity"*** *Everyone is Responsible and can protect themselves, family and colleagues."*

Regards,

Sanjeev Rana
AVP - Human Resources

From: Sanjeev Rana [mailto:sanjeev.rana@crestechglobal.com]
Sent: 03 June 2020 14:10
To: All <all@crestechglobal.com>
Subject: ESSENTIAL REQUIREMENTS FOR WFH (AT HOME)

Dear All,

Trust all are healthy and doing fine.

Considering the recent Government directives on COVID-19, most of the businesses and travel restrictions have been lifted and we expect an end to lock-down pretty soon.
As an organization we consciously would like to ease the WFH model so as to minimise risk to our associates however it has been observed in some instances there has been an issue of connectivity and availability of associates.
Since the past few months were more or less a stop-gap measure wherein all stakeholders including clients were accepting delays/disruptions due to Connectivity or likewise, however now WFH maybe a "New Normal" and we need to Step-Up as professionals so that WFH can sustain as a model.
More so, now we have the markets and borders opening, it becomes important for all of us to gear-up to take-care of the issues we are facing with connectivity at the earliest.

Note: Do act on making these arrangements right now, when the relaxations are in place, as the timing and nature of the relaxations are uncertain. It's sensible that we act on it ASAP.

As long as we are working from home please follow the WFH guidelines that were shared earlier. However, I'm re - emphasizing a few essential requirements.

ESSENTIAL REQUIREMENTS FOR WFH (AT HOME)	
AVAILIBILITY	AS PER OFFICE TIMINGS/PROJECT NEED
INTERNET CONNECTIVITY	WIRED CONNECTION WITH 5 MBPS MINIMUM
INFRA : LAPTOP/SYSTEM +MOUSE/ACCESORIES	AS PER PROJECT NEED, CAMERA ESSENTIAL, GOOD QUALITY HEADPHONES, PROPER WORKPLACE WITH NO DISRUPTION
COMMUNICATION MEANS	HANG-OUT/WHATSAPP/PHONE CALLS/ CUSTOMER MANDATED LIKE WEBEX etc.
POWER BACKUP	UPS/INVERTOR WITH ATLEAST 4HRS BACKUP EQUIVALENT
BACK-UP PLAN	*Ensure you have a Plan B if your internet connectivity is disrupted or if you face any issues with your laptop or other IT Assets. Have a spare Laptop and other devices of your own ready to avoid interruptions in work.*
REQUEST FOR IT HR, FINANCE & ADMIN SUPPORT	REQUEST AS PER EXISTING PROCESS RESPECTIVE DEPT. WILL PROVIDE EMAIL SUPPORT/REMOTE SUPPORT/SUPPORT AT OFFICE WITH PRIOR APPOINTMENT

Since this is going to be a long term, it's important to make these arrangements as soon as possible. Bad internet or power failures will no more be an acceptable reason for disruption.
Besides, you should invest in creating a proper working space (table, chair, bigger screens, etc..) for your own health.
People who are in hometowns, back up of your laptop is your responsibility. There is no way we can send replacement from here.

Travelling Home: Some of you might be planning to travel to your home town. Do follow the safety precautions and have a safe trip.

Rgds