



RETURN TO WORK POLICY

Signature

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[Date]

POLICY STATEMENT

Contour Software Pvt. Ltd. ('Contour Software') is committed to providing healthy and safe workplaces for our workers. Preventing the spread of COVID-19 is our primary goal.

The Contour Software's Return to Work (RTW) policy sets forth the general guidelines for each service line to consider before planning to return its team back to the office. The current guidelines have been contemplated in this policy and its addenda, the addenda are subject to changes based on applicable local and provincial level guidelines so timely and accurate information can guide appropriate responses. Perseus Group Management will also provide updated guidance from time to time as it becomes available.

Contour Guidelines

Except for minimum essential functions (e.g., functions that cannot be performed remotely or have limitations), all Contour Software employees are advised to work from home (unless they have an equipment / infrastructure / comfort / productivity / better distancing reason to come to office or it has a materially negative impact on its business and/or advised by the Management).

Whether employees are working from home or office, they should keep HR informed in case, any of their close family members/relatives are tested positive COVID and should avoid visiting office without prior approval from HR.

In case of working from office, employees MUST ensure that they comply with the guidelines and protocols outlined below:

- All employees are expected to wear a face mask while coming to office for their own protection as well as with whom they may come in close contact while working from office.
- All employees should disinfect/sanitize hands upon entering the premises and after any interaction with employees, or items in the business.
- The staff must co-operate with the building and office admin staff in temperature checks and other SOPs while entering/leaving and during their stay in office.
- There shouldn't be groups discussions in a close seating arrangement during the stay in office; all employees should maintain six feet of social distancing from other staff.
- Use tissue papers while sneezing/coughing and dispose it off properly in the bin.
- Employees should keep at least 6 feet distance with the colleagues during their group discussions/meetings and while having conversations with the admin staff especially around the reception area.
- Employees are advised to help themselves for meal/tea service and minimize availing the services of Office administration staff for everyone's safety.

Availability of office facilities will be limited during the pandemic situation; employees are advised to use these facilities responsibly and at their own risk.

RTW Plan Activation

The Contour Software's Emergency Response Team (see Annex 1) has activated this Policy, in consultation with key leaders of the Perseus Group. This Policy will remain in place until further notice.

PRIVACY

All Administration employees that collect certain employee health information (whether voluntarily or as required), must strictly observe best practices to ensure privacy of such information, including by adhering to the following requirements:

1. Inform employees of possible exposure of COVID-19 but refrain from disclosing identity of affected employees.
2. To the extent that daily screening of employees is required, data must be collected, maintained, and used in a strictly confidential manner.
3. All daily screening and employee temperature check data (if required), must be stored in an encrypted and password-protected manner, which will be provided by Contour Software's Local IT.
4. Any requests for information regarding an employee's health information must be directed to HR.

Addenda

https://constellationhbs.sharepoint.com/:w:/r/sites/CR/Shared%20Documents/Contour_Handbook/COVID19%20ReturntoWork%20Policy/Addendum%20BTW%20Pakistan.docx?d=w8ae46f6f7f724e28a11cc22a7fef4344&csf=1&web=1&e=6XV8hm

Annex 1

Contour Software Emergency Response Team

Name	Email	Phone Number	Location
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Annex 2

Employee COVID-19 Acknowledgement and Release

Your employer (the “**Company**”), which is a company within the Perseus Operating Group of Constellation Software Inc. (“**Perseus Group**”), is committed to promoting the safety and security of its employees, including while they travel for business. The Company recognizes that the 2019 novel coronavirus disease (“**COVID-19**”) pandemic may present unique risks, unexpected situations, or emergencies in the workplace, including include increased face-to-face contact with others in public places and an increased risk of exposure to COVID-19. Accordingly, the Perseus Group has provided a “Return to Work” policy, to which this Acknowledgement and Release (the “**Release**”) is appended, that sets forth procedures and best practices to minimize these risks. In accordance with that policy, all employees who either (1) are going into the office as an “essential” employee; or (2) are going into an office once that office has been approved to reopen, are required to acknowledge and agree to this Release. This Release is only applicable during the COVID-19 pandemic. Once the Perseus Group President formally announces that we are no longer bound by the restrictions outlined in the Rack to Work Policy, this Release will become null and void.

Employee Screening

By acknowledging this Release, you acknowledge that your full cooperation with the Employee Temperature Screening requirements set forth in the Return to Work Policy is strictly required as a condition to you going in to any Company office, and that the Company may withdraw its approval of your ability to come in to the Company office at any time and for any reason, as circumstances may change.

Workplace Safety

By signing this agreement, you acknowledge you have reviewed the Return to Work Policy and all guidance and requirements that have been provided to you by the Perseus Group and the Contour Software Management, and you agree to fully comply with all such guidance and requirements, as it may be updated from time to time. If you have any health and safety concerns regarding working in the office, you should discuss these concerns with your manager or Human Resources representative before signing this agreement.

Release and Waiver of Liability; Indemnification

By signing this agreement, you agree to release Contour Software Pvt. Ltd, including without limitation the Company, its parents, subsidiaries or other affiliates, and their respective officers, agents, or employees (“**Releasees**”) from any and all liability and causes of action arising out of or related to any loss, damage, or injury, including death, that you may sustain as a result of your failure or refusal to comply with the Return to Work Policy and any other guidance or requirements that were provided to you by the Perseus Group or the Company regarding the COVID-19 pandemic, and covenant not to sue the Releasees based on the same. You further agree to indemnify and hold harmless the Releasees from any loss, liability, damage, or costs, including attorneys’ fees and court costs, they may incur arising out of or related to your failure or refusal to comply with the foregoing.

Any portion of this Release that is deemed unlawful or unenforceable is severable and shall be stricken without any effect on the enforceability of the Release as a whole to the full extent authorized by law

Employee Signature

Employee Name

Date:
