




# Valtech India **Phase 1** reopen guidelines

March 2022



Valtech is committed to offer as **much flexibility** as possible to support **individual work styles**, while balancing **business needs**, connections and **living our culture**.

# India offices re-open roadmap

## Guiding principles

- / Connected Workplace is built on key principle that we create value through people working with people:  
**“We want to be more together than apart”**
- / Help build and nurture people to people connection
- / Change is the only constant, discover, learn and adapt: evolve into new world of Connected Workplace
- / Welcome anyone wanting to work from offices
- / Safety is #1 priority
- / Be pragmatic
- / Allow people required time to adapt to changes

# India offices re-open roadmap

2022

Q1

March-2022  
Phase1:  
**You are  
welcome to  
offices!**

Q2

Q3

Q4

Re-open phases: Connect, learn, adapt, evolve into  
“Connected Workplace”

Section 03

# Re-open phase #1



Are you eagerly looking forward to work from offices?

You are

# **Welcome!**



# When can I come? I can't wait...

- / You are welcome to work from Bangalore offices starting from March 14, 2022
- / Gururam offices will welcome you from April 4, 2022
- / All of our colleagues, subcontractors, contract staff are welcome
- / Do you want to continue to work from remote? Please do so and wait for info of next phases and you can decide which mode works for you.



# Prerequisites before coming to offices.

**We need your help to make come back a seamless experience.**

- / All visitors (employees, subcon, contract, housekeeping...) must be fully vaccinated (as per govt mandate)
- / Book your desk before coming to offices. It is simple, a new tool will be rolled out, you can book a work desk on mobile app in few simple steps
- / Entry restricted if above two are not met.
- / Please refer to desk booking app user guide for details on app.





# Guidelines: In office

## Safety first.

- / Wearing face mask in office premises is highly recommended. Wear a face mask if more than 2 people in same meeting room.
- / Use hand sanitizer
- / Maintain social distance
- / Follow additional safety instructions that may change time to time, as per govt guidelines



# A safe office is a collective responsibility

*It is a collective responsibility for each of us to adhere to office hygiene ground rules, not just for your own sake, but also for the sake of your colleagues safety*

# Booking a desk

Easy!

- / The booking app will let you know which floor(s) and desks are available for a given date
- / Book your meal
- / You can book in days in advance or latest before 7pm day before of your coming to office
- / Please use allocated floor and desk



# Available facilities in Phase 1

Facilities are ready for your use!

Delicious lunch 😊



Refreshing hot coffee / tea



Stay fit, use well equipped gym



Sports are best for bonding



Training Center & meeting rooms



Parking







# Something new? exciting?

*Come, see and experience yourself!*

# Facilities for next phases

Will be introduced as more and more of us start coming to offices.

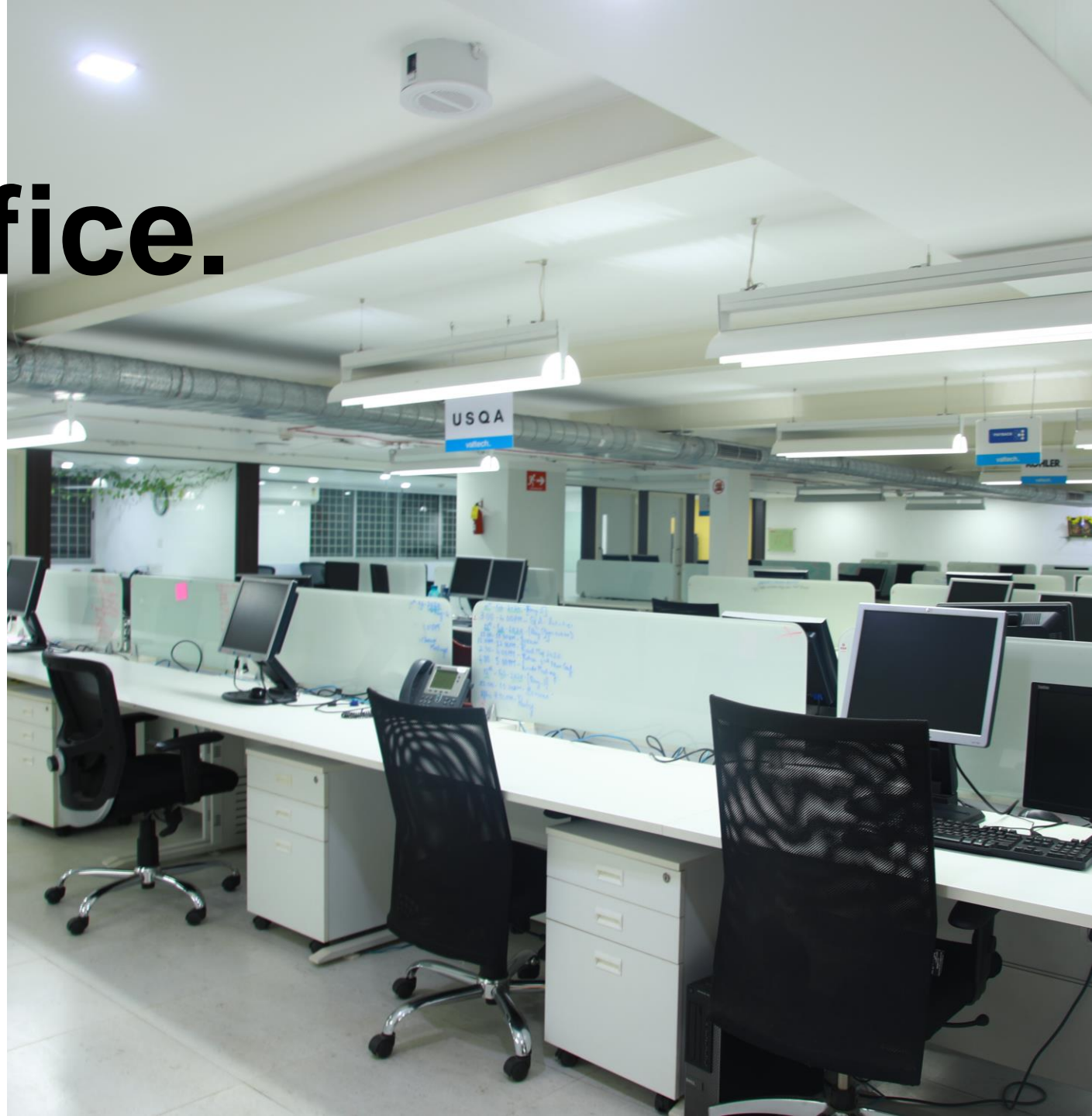
- / Local transport
- / Doctor at premise
- / Dinner
- / Day care for babies / kids






# Support @ office.

- / **Support teams are here to help you:** Each business support function will be represented by at least one member of support dept each working day
- / **Leadership team is here to listen to you:** will be working in offices on different days of the week





New working models are evolving, Valtech too will  
continuously evolve our working models.



# Contact info

/ Following are the contact info if you need help on vaccination certificate upload and booking app

Vaccination certificate upload in to HRMS	Booking app & general support
<b>People &amp; Culture Team</b>	<b>Gen-Admin Team</b>
<b>P&amp;C Team</b> – Pradeep Augustus: <a href="mailto:Pradeep.a@valtech.com">Pradeep.a@valtech.com</a> / 9886387550	<b>Admin</b> – Rudresh BC: <a href="mailto:Rudresh.bc@valtech.com">Rudresh.bc@valtech.com</a> / 9164003763
	<b>IT Team:</b>
	Suhel N: <a href="mailto:Suhel.naikwadi@valtech.com">Suhel.naikwadi@valtech.com</a> / 8748941234

/ Please refer to booking app user guide for details of app usage



# Thank You