HINDUSTAN UNILIVERS

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INDIA

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NO:OBE/8/22 MAY11,2020

OFFICE ORDER

In view of instruction received from additional secretary of Hon'ble Governor of Delhi through letter No. 446 dated 2O/3/2020 to limit social contact and to adopt possible preventive measures to slow/stop the spread of the Coronavirus, Company shall remain closed from22/03/2020 till further notice.

Therefore, to arrest the spread of Coronavirus (COVID-19) amongst employees/public etc., the following instructions are issued to as a safety measure for the employees of the company:

1. All management-level employees in view of the Coronavirus pandemic shall work from home during this period and should be available through Mobile Phone & electronic means of communication at all times. The period of working from home shall not be treated by the Official or employee as Leave.
2. Important to arrange Right Equipment (computers, laptops) to complete basic functions of your work outside of your normal work environment.
3. Set Yourself Working Hours i.e. set some rigid working hours where you can focus on your work only to avoid slacking off during work.
4. Communicate Like Never Before, supplement email or text communication with frequent face-to-face communication via video call and voice interactions via voice call to discuss important decisions.
5. Designate a space of work i.e. it does not mean creating an exact office space in your house but just an area that can be used solely for working purposes so you can differentiate when you are in the working zone for effective productivity of work.
6. If an employee follows time submission of his/ her work, during such challenging times, he/she will be rewarded accordingly.
7. All employees are ensured that even under these uncertain times, no employee will face layoff.

These orders shall come into force with immediate effect and will remain in force until further notice.

We Wish for You and Your Family’s Good Health. Stay Safe and Stay Healthy.

To Pulkit Sharma

1. All Management Level Employees (Vice President)