

The logo for 'enzen' is a white hexagon with a thin white border, containing the word 'enzen' in a lowercase, sans-serif font. It is positioned on an orange background that has a decorative, angular shape extending from the left edge of the page.

Note on Enzen response to outbreak of Coronavirus

March 6th 2020

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Version: 1.0
Revision: 2
Approved for distribution: S Tripathi – PRGT – 06/03/2020

Note on Enzen response to outbreak of Coronavirus

The outbreak of Coronavirus (COVID-19) has now spread globally and the World Health Organization (WHO) has described it as a Public Health Emergency of International Concern (PHEIC).

Enzen being a global company with significant presence and operations in Australia, India, Spain, Turkey, UAE and the United Kingdom is concerned with the spread of the virus and has put in place a comprehensive and adequate set of measures to prevent the incidence of infection and to counter any potential collateral damages to its employees, customers, vendors and investors.

1. Preparedness Measures

- a. Enzen has set up a **Coronavirus Preventive Task Force** to closely monitor and to take all proactive and counter measures to prevent the progress of the virus within its ecosystem. This preparedness ensures safety, protection, redemption and compliance for its employees, persons in its premises, customers, vendors and other stakeholders.
- b. To this effect, the Task Force has come up with a **Global Coronavirus Response Policy** designed to contain the spread of the virus and to mitigate the impact on Enzen customers' businesses for the duration of the outbreak.
- c. All company premises are equipped with appropriate alcohol-based hand sanitizers and special dispensing sets installed at all vantage locations within the company. Additional measures to clean and sanitise all high touch places in the premises are instituted.
- d. A travel advisory has been issued suspending all international travels until further notice and to limit all domestic non-essential travels to emergency and business contingencies. Similar advisories are issued by Enzen global offices taking into cognisance the local issues and response guidelines.

2. Awareness & Communication Measures

- a. A handbook providing all updated information and FAQs related to Coronavirus has been developed and made available to all staff through the intranet portal. All critical and pertinent information are displayed in all vantage points within the office premises.
- b. The Task Force has been regularly disseminating appropriate and authentic information across Enzen premises using all available communication systems to promote personal hygiene, prescribed preventive measures.
- c. The guidelines cover persons infected with any symptoms to remain in self-confinement, and measures such as work-from-home are in place.
- d. Enzen personnel working within the client-premises are advised to comply with the respective client responses to Coronavirus if any or to comply with Enzen Coronavirus Response Policy / or with the local government advisory on this matter as appropriate in consultation with the Geo Head.

3. Emergency Response Measures

- a. A Single Point of Contact (SPOC) has been identified in each office location who is armed with new and updated operating processes and procedures to manage any suspected exposure or cases, thereby minimising the risk to the rest of the workforce.

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- b. Employees returning from COVID-19 infected countries are required to self-quarantine for advised period as per local health authority advisory. Measures are in place to assist such employees to comply with the advisories.
- c. In the event of an incident of Coronavirus within the premises or of any person coming in contact with an infected site/person, an appropriate Emergency Response Procedure has been defined by the Task Force. This gets activated by the SPOC in the event of any cases in an Enzen location or vicinity.
- d. A medical room in the office premise has been designated as isolation room for Coronavirus suspects or anyone exhibiting symptoms of illness. Usage of the room and evacuation of the suspected person is dealt comprehensively in the Emergency Response Procedure. Appropriate hospitals identified and communicated, should there be an event.

4. Business Continuity Plan

- a. Task Force reviewed the Business Resilience and Continuity Plan in the context of the impact of Coronavirus and put in place measure that will ensure continuing activities of the company on business-as-usual mode.
- b. The Plan considers interests of all stakeholders and support functions ensuring availability of resources and services with minimal downtime.
- c. In the event of any restrictions on commuting to work, an adequate remote working or working from home infrastructure including laptops and VPN access are in place.
- d. Enzen is committed to honour all its customer obligations and ensure that our customers are able to meet their delivery commitments.

For any further clarification, please reach out to your business lead or the Enzen Coronavirus Task Force at: Corona.awareness@enzen.com.